



**Eastwood Heights  
Public School**

**2023 Handbook**

# Eastwood Heights Public School Handbook

## CONTENTS

Academic Competitions	1	School Song	9
Assemblies	1	Security	9
Assessment of Student Achievement	1	Smoking	9
Attendance	1	Special Events	9
Band	2	Sport	9
Banking	2	Staff Development Days	10
Before and After School Care (OOSH)	2	Student Leadership	10
Bus Travel	2	Uniform	10
Canteen	2	Values	11
Casual Teachers	2	Vision	11
Change of Address and Contact Information	3	Visitors	11
Change of Student Routines	3	Wellbeing	11
Creative and Performing Arts	3	Map	12
Class Organisation	3		
Communication	3		
Curriculum	3		
Discipline	4		
Dogs	4		
Education Week	4		
Enrolment	4		
Emergency Evacuation and Lockdown Procedures	4		
Excursions	4		
Extra Curricular Activities	5		
Gifted and Talented Students	5		
Health	5		
Homework	6		
ICT	6		
Learning Support	6		
Library	7		
Lost Property	7		
Money Collection	7		
Multicultural Education	7		
Parents and Community	7		
Pedestrian and Road Safety	8		
Photographs at School	8		
Playground	8		
Racism	8		
Religion and Ethics Classes	8		
School Hours	8		
School Pledge	8		

## CONTACT INFORMATION

**Address:** Lincoln Street  
Eastwood  
2122

**Telephone:** 9876 4732

**Email:** eastwoodht-p.school@det.nsw.edu.au

**Website:** www.eastwoodht-p.schools.nsw.edu.au

**Office Hours:** 9:00am – 3:45pm (Mon – Fri)

## SCHOOL HOURS

**Morning Supervision:** 9:00am – 9:25am

**Commencement:** 9:25am

**Lunch:** 12:00pm - 12:50pm

**Recess:** 2:00pm - 2:25pm

**Dismissal:** 3:30pm

## SCHOOL STAFF FOR 2023

### Principal

Mrs Nicole Henderson

### Deputy Principal

Ms Ljiljana Prothero

### Wellbeing/Learning and Support Leader

Ms Ljiljana Prothero

### Early Stage 1: Kindergarten - Assistant Principal: Ms Calagis

KC Ms Calagis  
KA Mrs Atherton  
KR Miss Khodier

### Stage 1: Year 1 and 2 – Assistant Principal: Mrs Prothero

1A Miss Abrahamian  
1D Mr Di Mauro  
1M Miss McNevin  
2C Miss Chen  
2G Mrs Go  
2T Mrs Tan/ Mrs Di Mauro

### Stage 2: Year 3 and 4 - Assistant Principal: Ms Hull

3G Mrs Galati  
3K Miss Kyle  
4C Mrs Cook/Miss Chan  
4H Ms Hull  
4A Mr Ayres

### Stage 3: Year 5 and 6 - Assistant Principal: Mrs Sparrow

5M Mrs Moore  
5S Mrs Sparrow  
5/6R Miss Russell  
5J Miss Moore  
6K Miss King  
6G Mr Gale

### Specialist Teachers

*Assistant Principal Curriculum & Instruction* - Mrs Chan

*Science and Technology* - Mrs McEvoy and Mrs Ratinac

*Library* - Ms Sandy and Mrs Ratinac

*English as an Additional Language or Dialect* - Mrs Yee and Mrs Towns

*Learning and Support* – Mrs Rajvanshi

*Executive Release* - Mrs Lewis and Mrs Scott

*Counsellor* - Mrs MacPherson

*Beginning Teacher RFF* - Mrs Wilson and Mrs Small

### Administrative and Support Staff

School Business Manager—Mrs Sellar

School Administration Manager - Mrs Ryper and Mrs Mitchell

School Administration Officers - Mrs Mitchell, Mrs Hutchinson and Miss O'Flynn

School Learning and Support Officers - Mrs Larsen, Mrs Ellis, Mr Meredith, Miss O'Flynn and Mrs Richards

General Assistant - Mr Jack

# Eastwood Heights Public School Handbook

## Assemblies

Assemblies are an important part of Eastwood Heights Public School's culture. Assemblies provide opportunities for our students to perform for their peers and enable the school to acknowledge the achievements of our students.

Whole school assemblies are held on Mondays 11:30am.

Early stage 1 assemblies are held on Wednesdays at 9.40am and 3-6 assemblies are held on Tuesdays at 2.30pm.

The school also holds various special assemblies throughout the year to commemorate important events such as Harmony Day and Anzac Day. These special assemblies are advertised in the newsletter.

## Assessment of Student Achievement

The achievements and application of students are assessed continually by their teachers. The information gathered is analysed to ensure that teaching programs are suitable and students are progressing. The staff spend significant periods of time discussing trends and sharing ideas at the grade and stage level to achieve consistency of teacher judgments.

Teachers use a variety of assessment data to inform their judgments about student achievement. Techniques include direct observation, analysis of work samples, discussions with students, listening to students, tests, assignments and projects. Peer and self-evaluation are an important part of this process. The analysis and evaluation of this data form the basis of reports to parents. At Eastwood Heights, teachers also assess and monitor student progress along the Department's literacy and numeracy continuums and use this data to differentiate curriculum delivery so that it targets appropriate 'next steps' in each child's learning.

National Assessment Program - Literacy and Numeracy (NAPLAN)

In 2008 the National Assessment Program - Literacy and Numeracy (NAPLAN) was introduced for all students in Years 3 and 5, in all government and non-government schools. This program, which has the support of all State and Territory Education Ministers, assesses the literacy and numeracy learning of students in all Australian schools.

## Attendance

Parents/carers are responsible for guaranteeing the regular attendance of students. Attendance is essential to ensure progress and a student should not be absent without a good reason.

The school maintains daily records of attendance including partial attendances. Parents must send a note to the class teacher explaining any absence within seven days of the absence.

The Department of Education monitors attendance and punctuality. Continual absences may result in the school referring students to the Home School Liaison Officer.

### Arrival at School

Students must not arrive at school before 9am unless they have a rehearsal, tutorial or training session. The playground is supervised from 9am and the school cannot accept any responsibility for students before this time.

Before school care is available through EHOOSH as noted in this handbook. Students must be booked into this service.

### Late For School

**Punctuality** is crucial as important information is provided at morning lines and students arriving late interrupt classes.

Parents are responsible for ensuring their child arrives at school between 9am and 9.25am.

Students who are late must be accompanied to the office by a parent/carer to obtain a late note. Continual lateness may result in the school referring students to the Home School Liaison Officer.

### Short Absences

It is not necessary to phone the school if your child is unwell and will be absent from school for a day or two. The school will send an automated text message (SMS) when your child is absent. Please reply to this message with a reason for your child's absence. Please call the school directly if you receive a text message and your child should be at school. If you don't reply to the text message, the student is required to bring a note explaining the absence on their return to school.

### Long Absences

The school should be notified if your child will be away for more than three days. A phone call is all that is needed if the absence is due to illness. Please send a note explaining the absence when the student returns to school.

In accordance with Department of Education policy regarding extended student absences, any leave (in addition to sick leave) must be formally applied for. The application forms are available at the front office. Please request an application form for your child (or children) as soon as you know you might be going away for an extended period of time.

## **Absence During School Hours**

When students are required to leave during school hours, parents are required to obtain an early leavers note from the school office before they collect their child.

Students will not be released on their own – they must be collected by a parent/carer or nominated adult.

## **Medical and Dental Appointments**

Parents should always endeavour to make medical, dental and other appointments out of school hours.

**Family holidays** should coincide with school vacations and only in extraordinary circumstances should holidays be arranged during school terms. The Principal must be notified if the student is to be absent for an extended period of time and an 'Application for Extended Leave - Travel' form will be required to be filled out (available from the office).

## **Band**

We are very fortunate to have an excellent band program at the school. Students in Years 3 - 6 are eligible to audition for the Training Band. They later graduate to the Senior Band. The Band Committee, a sub-committee of the P&C, contracts a professional band director and organises tutors. Parents pay for tutorials and instruments can be leased from the P&C Band Committee. The band performs in several eisteddfods and at school functions throughout the year.

## **Before and After School Care**

A professional service operates on-site to provide excellent before and after school care during school terms only for students K-6. Our service provider is a local not-for-profit organisation run by a parent management committee.

Hours are as follows:

Before School Care        7:00am – 9:00am

After School Care        3:30pm – 6:00pm

For further information regarding fees and availability the centre should be contacted directly on 0401 080 262 or [ehoosh@tpg.com.au](mailto:ehoosh@tpg.com.au) .

## **Bus Travel**

To be eligible for free school travel, students must:

- be a K-2 student; i.e. attending Kindergarten, Year 1 and Year 2 classes, irrespective of the distance from home to school;
- be a primary student (Years 3-6), and reside more than 1.6 kilometres (radial distance) from Eastwood Heights Public School, or 2.3 kilometres or more by the most direct practicable walking route to the nearest physical entry to the school.

To apply for a School Opal card:

Step 1: Complete the application at [transportnsw.info/school-students](http://transportnsw.info/school-students)

Step 2: Print, sign and submit the form to the school for endorsement

Step 3: Once approved, Transport for NSW sends the School Opal card to the home address given on the application.

The application may take several weeks and the applicant's email address is required.

The School Opal card can only be used for the designated travel route to and from school.

## **Canteen**

Our canteen implements the NSW Healthy School Canteen guidelines. The canteen aims to provide healthy and nutritious lunches for our students on **Monday, Tuesday, Wednesday, Thursday and Friday** each week. The canteen is operated by the P&C.

The menu and price list can be found on the school website. Monitors collect classes' lunch orders from the canteen just prior to lunchtime. All lunch ordering is done online through [www.flexischools.com.au](http://www.flexischools.com.au). Instructions can be found on the canteen menu.

The canteen can only operate if there are sufficient helpers. If you would like to volunteer to assist in the canteen, please leave your name and contact details at the office.

## **Casual Teachers**

Casual teachers are placed on classes during periods of teacher leave or when teachers are involved in professional development. We are fortunate to have a pool of casual teachers who are very familiar with the school. Every effort is made to ensure continuity of casual teachers on a class but this is not always possible.

## Change of Address and Contact Information

Parents are responsible for informing the school office of any change of address, telephone number, emergency contact or the child's medical status.

*Up to date details are crucial in case of an emergency.*

### Please notify the school immediately if

- your address changes at home—proof may be requested
- your telephone number changes—mobile, at home or work
- your child's **designated emergency contact person's** name or phone number changes
- your child's custody or access arrangements change. Copies of Court Orders must be provided.

## Changes to Student Routines

Teachers must be advised, in writing, of any change to a student's routine (e.g. a change in after school arrangements). This information must be given to the teacher before the change of routine to ensure the safety of the student.

## Creative and Performing Arts

Students who wish to be involved in a choir or dance group have the opportunity to audition. The choir and dance groups rehearse regularly and perform both at school functions and outside the school during the year.

## Class Organisation

Eastwood Heights has 18 classes in 2022 catering for approximately 460 students.

The staff at Eastwood Heights take considerable time and care in allocating students to classes.

**Composite (multi age) classes** are a necessary pattern of organisation in many government and non-government schools across NSW and Australia. Composite classes are usually formed because of the uneven pattern of enrolment in the school.

Educational research continues to confirm that composite classes do not disadvantage students academically and may benefit them socially and emotionally. The determining variable is the quality of teaching and learning.

## Communication

Eastwood Heights Public School actively supports an 'open door' policy and transparency in all that we do. Parents are encouraged to communicate openly with staff.

Your first point of contact is the class teacher. Following this contact, the Assistant Principal for the Stage is available.

Effective communication between teachers and parents is vital to ensure the best learning environment for each student. If at any time you would like to discuss an issue regarding your child's progress, contact the school to arrange an appointment with your child's teacher.

## Meet the Teacher

Meet the Teacher meetings take place in Term 1 and are designed to provide parents with general information about the organisation of the class and the activities planned throughout the year. Teachers discuss their approach and leave time for questions.

## Parent - Teacher Interviews

Formal interviews with teachers are conducted at the end of Term 1 where individual student progress is discussed.

## Reporting to Parents

Parents are provided with written reports on their child's progress at the end of Term Two and Term Four.

## Annual School Report

The school publishes an **annual report**. The report focuses on the features of our school, the achievements of the students and how the school is progressing in relation to its strategic directions as outlined in its School Plan. The report also indicates school improvement targets for the following year.

## Newsletter

The school newsletter is published three times per term. The newsletter is available on our website and is also emailed directly to parents/carers who have subscribed to School Enews — please subscribe to School Enews to ensure you receive all school information. Important information notes for specific year levels are also sometimes distributed through this email service.

## Website

The school website should be checked regularly to find out what is happening at Eastwood Heights.

## Curriculum

Eastwood Heights Public School provides instruction in all six key learning areas as required by the NSW Education Act, 1990. The curriculum for each key learning area is developed by the NSW Education Standards Authority (NESA).

The six key learning areas are:

- English
- Mathematics
- Science and Technology
- Creative Arts
- Human Society and Its Environment
- Personal Development, Health and Physical Education

# Eastwood Heights Public School Handbook

Emphasis is placed on teaching students 'how to learn'. Critical and creative thinking skills as well as personal and social capabilities are actively pursued at Eastwood Heights. Information and communication technologies support and enhance learning at all levels.

**Syllabus documents** can be downloaded from the NESA website: [www.nesa.nsw.edu.au](http://www.nesa.nsw.edu.au)

## Discipline

Eastwood Heights Public School pursues a positive approach to ensuring good discipline and effective learning. At the core of our behavioural expectations are three values: Respect, Safety, Engagement in Learning. We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

Our school's approach to addressing instances when students err in relation to our Behaviour Code is based on Restorative Practice—students attend a REFLECTION session with a member of the executive staff to reflect more deeply on their behaviour, its cause and consequences and develop positive strategies to help them change their behaviour for the future.

Eastwood Heights works in partnership with parents and carers to find positive solutions to the vast majority of situations. However, there are times when support processes put in place do not achieve the desired outcome, or the behaviour displayed is so unacceptable that serious action must be taken. These situations are rare but there are times when the Principal will suspend a student from school.

Our approach to discipline extends to situations in the community when the student is representing the school or wearing the uniform of the school.

## Dogs

Dogs are not allowed within the school perimeter even if they are on a leash. The local council will be contacted to collect any dogs found wandering in the school grounds.

## Education Week

Education Week is held annually. This celebration provides the school with opportunities to highlight the achievements of our students. Parents are invited to visit the school to see student learning and our school culture showcased during this week.

## Enrolment

Children are eligible to enrol at Eastwood Heights Public School if:

- they are of school age; and
- their principal place of residence is within the Eastwood Heights Public School boundaries as defined by the Department of Education.

Children who fulfil both of these conditions are automatically accepted.

## Kindergarten Enrolments

Children who turn five by 31 July may be enrolled at the beginning of the school year. Children MUST be enrolled in Kindergarten before they turn six.

Enrolment forms are available at the office and should be completed in the year prior to enrolment. Kindergarten Orientation is organised in early November each year to introduce the children to the classroom situation and to provide parents/carers with an information session.

## Transfers to other public schools

Families leaving Eastwood Heights to transfer to another public school in NSW should please inform the school of the final date of attendance in writing. Please check that any books and school equipment have been returned and outstanding school accounts are finalised.

## Emergency Evacuation and Lockdown Procedures

Eastwood Heights Public School has evacuation and lockdown procedures to deal with a variety of emergency situations. The students and staff practise these procedures at regular intervals during the year.

In the case of an emergency, parents/carers will be advised via email as soon as it is safe and practicable for the school to do so - this decision is made in consultation with relevant Emergency Services and the Director, Public Schools NSW. The school requests that parents/carers please wait for formal notification before approaching the school.

## Excursions

Excursions are an essential part of a student's learning program as they provide students with first hand learning experiences that enhance and support classroom studies. All teachers organise excursions to support classroom learning. Information and permission notes are sent home prior to the excursion. Signed notes must be returned for the student to attend the excursion.

While excursions are an important part of the teaching/learning process, students who present a risk to the safety of themselves, other students and/or staff on excursions may be excluded from an excursion.

All school excursions involving water activities or where an overnight stay is required must be attended by a teacher who has up-to-date training in resuscitation techniques. For all other excursions, our staff must be up-to-date with mandatory emergency care training.

Parents should ensure the school is aware of any pre-existing medical conditions before the excursion.

## Extra Curricular Activities

Various extra-curricular activities, including chess, art, drama, martial arts, guitar, drums, keyboard and ukulele, are run on-site after school by outside organisations. Please contact the office for the contact details of these organisations or check the newsletter if you are interested.

## Gifted and Talented Students

All students are supported through differentiated programming that caters to their individual needs and interests.

Eastwood Heights also provides a wide variety of talent development programs and opportunities for students, including in leadership, band, choir, computer coding, dance, sport and public speaking.

Competitions and holiday programs may be advertised through the newsletter and classroom teacher.

## Health

### Allergies

Eastwood Heights has a number of students who are extremely allergic to food items such as peanuts, nuts and associated nut products. These students can have a severe anaphylactic reaction (in some cases, life threatening) if they consume or touch these products or traces of these products.

The school has consulted with local area health services and developed health care plans for these students. Prevention is much better than reaction.

The canteen has agreed not to sell products which contain peanuts and nuts. Parents are also requested to please avoid providing peanut, nut and chocolate products for their child to bring to school in his/her lunch. This request is designed to avoid accidental exposure to allergens in the playground.

### Anaphylaxis

Parents MUST notify the school prior to enrolling their child, or as soon as possible, if their child is diagnosed with anaphylaxis. A valid auto-injector pen and action plan MUST be supplied to the school prior to the student starting the year.

### Asthma Management

Parents are asked to identify any student with asthma and complete an Asthma Management Plan. The school has spacers and puffers for emergencies. Parents and students are encouraged to adopt an asthma management approach. An asthma puffer is the only medication to be carried by a student but must be first approved by the Principal as part of that student's health care plan.

### Ambulance

Our school subscribes to the ambulance service. In the case of an emergency, an ambulance would be called to transfer an injured student to hospital.

### Medications at School

The school must be informed if medications are brought to school. All medications are to be handed in at the school office and a request to administer medication form must be filled in. Except for asthma 'puffers', under no circumstances are medications to be kept in school bags or uniform pockets.

Parents of students with conditions that require regular medication should ensure that the school is aware of the student's condition. Parents are requested to timetable medication dosages out of school hours if it is possible. However, if it is necessary for prescribed medication to be taken during school hours, parents must send a signed letter giving permission for administration staff to supervise the administration of the medication. The letter must include specific instructions regarding dosage and administration procedures. All medications must be labelled clearly with the dosage and the student's name. Students are required to attend sick bay to take the medication.

**Staff are not able to provide students with any medication, including headache tablets.**

### Health Care Plans

Eastwood Heights has a number of students who have serious allergies or medical conditions. Health plans are developed by parents and the school in association with medical personnel to cater for the special needs of these students. These plans are developed within the resources available to the school.

### Head Lice

Check regularly for head lice and nits. Don't be surprised or upset if your child is affected, as head lice are common wherever many people work and play together. Please contact the school if your child is affected by head lice. Ask your chemist for an appropriate solution or treatment and treat all members of the household at the same time.

### Immunisations

Parents enrolling Kindergarten students need to present the school with an immunisation certificate. Under the *Public Health (Amendment) Act 2010* children without a certificate might be sent home during an outbreak of a vaccine-preventable disease. However, no child will be prevented from enrolling.

### Infectious Diseases

Please refer to [www.health.nsw.gov.au/factsheets/infectious/index.asp](http://www.health.nsw.gov.au/factsheets/infectious/index.asp) for up to date information on symptoms and care regarding these diseases.

With all illnesses, your child should see your family doctor and be guided by their advice. Children should be sent to school only when they have fully recovered from an illness.



## Injured and Sick Students

**Children who are sick must not be sent to school.** Sending a sick child to school endangers the health of other students and staff and impairs the child's ability to learn effectively. Children should remain at home until they have recuperated.

Students who are sick or injured at school are taken to the sick bay for attention from one of our administration staff trained in first aid. Minor injuries will be treated by the administration staff and parents notified. An ambulance will be called for significant injuries or illness. Parents are notified immediately in these cases.

It is crucial that contact details are accurate and up to date at all times.

## Sun Safety

Eastwood Heights Public School has a sun safe policy. Hats are a compulsory part of the school uniform all year round. This initiative is backed up by the policy of *'no-hat, play in the shade'* for recess and lunchtimes. The wearing of sunscreen and protective clothing is constantly encouraged, and every classroom has sunscreen available in hand dispensers.

## Homework

Eastwood Heights Public School homework policy states that homework is optional. Homework provides students with an opportunity to consolidate their classroom learning experiences and to develop essential home study skills.

The school encourages home reading for every child every night. Students are able to borrow books from the classroom (K-2) or the school library for this purpose.

Homework is regularly given for the purpose of providing additional practice to supplement classroom lessons or to enrich classroom experiences. The amount of homework varies through the grades.

## ICT

Eastwood Heights Public School uses Information and Communication Technologies (ICT) to support and enrich learning throughout the school. The P&C has generously contributed to the school's extensive provision of computers and iPads.

All our classrooms have interactive white boards or panels. The school has internet and Wi-Fi access in all rooms, allowing integrated use of technology throughout lessons.

## Learning Support

Students requiring learning support are assisted by:

- their class teacher
- the School Counsellor
- the school's Learning Support Team
- the school's Learning & Support Teacher
- Student Learning and Support Officers

Early identification and intervention are features of the school's approach.

## English as a Second Language or Alternative Language/Dialect

A specially designed program for teaching English as an additional language or dialect (EAL/D) is provided by three specialist teachers to support the English language development of students whose first language is not English. Students eligible for EAL/D support include students newly arrived in Australia and Australian born students from a language background other than English, who require further development of their English language skills.

## School Counsellor

The school has access to a School Counsellor two days per week. Staff will, from time to time, refer a student who is experiencing difficulties of some kind to the counsellor for additional support. If this occurs you will be informed and your permission obtained prior to an interview taking place. If you have any concerns about your child's intellectual, social or emotional development and wish to speak to the counsellor, then an appointment can be made through the school office.

## Special Needs

The school attempts to address the educational, social, physical and psychological needs of all students. Teachers provide a wide variety of teaching and learning strategies in their classrooms to address the different learning needs of their students. If a student has specific medical or physical needs, the school should be notified prior to enrolment or upon diagnosis to enable appropriate strategies to be put into place.

## Library

The school library fosters the enjoyment of reading and literature and the development of competence in research skills.

The school library is the main resource area for the school and provides access to information from both traditional and electronic sources.

The teacher librarian provides lessons in literature and research skills. Classes come to the library on a regular basis. A time is available for each class to borrow and return books during library times.

If a child has an overdue book, no further borrowing is allowed. Any lost or damaged book/s must be paid for.

Students are encouraged to use a library bag to protect books.

## Book Week

Book Week occurs in August and is designed to highlight the importance of books and the library. A special author visit is organised during this week for students to attend.

## Lost Property

Labelled clothing / property will be returned to the owner if possible. Any unlabelled pieces of uniform are placed in lost property outside the Science classroom. Any unlabelled lunch boxes, neglected property, dirty and damaged clothing will be disposed.

Expensive clothes and personal items are not to be brought to school.

## Money Collection

### Voluntary Contributions

The school asks that parents and carers please consider contributing voluntary funds to our school to supplement funds provided by the Department of Education. These contributions enable the school to provide improved resources and facilities to enhance students' learning experiences.

Parents are issued with a statement with details of activities, excursions and voluntary contributions for each semester during the year.

### Payment methods

Our preferred method of payment is through the parent online payment facility which can be accessed from the school's website. If paying by cheque please ensure that your child's full name and class are written on the reverse of all cheques and that the cheque is payable to Eastwood Heights Public School.

If paying by cash, please ensure that the money is in a secure and sealed envelope clearly labelled with your child's full name, class, amount enclosed and purpose of the payment. All money must be given to the class teacher to be placed in the class money folder which is sent to the office.

### Financial difficulty

Should financial difficulty be a problem at any time, please contact the Principal for a confidential interview.

## Multicultural Education

Multicultural Education at Eastwood Heights Public School focuses on developing in all students an understanding of the important role that cultural and linguistic diversity plays in our society and ensuring that students from non-English speaking backgrounds have equal access to educational opportunity.

## Parents and Community

The staff at Eastwood Heights Public School enjoy a strong partnership with our parents and community members. We understand the importance of the whole school community working together to benefit the students.

Parents can be involved in the school in numerous ways:

- being actively involved in the P&C and their committees
- volunteering to help staff the school canteen
- supporting fundraising events
- enjoying social events
- helping teachers in the classroom
- assisting teachers on excursions
- planning and staffing the Year 6 Farewell
- providing a supporting role at sporting events
- supporting school events
- welcoming new parents to the community

### P&C Association

The Eastwood Heights Public School Parents & Citizens Association (P&C) has two core objectives:

1. to promote the interests of the school by bringing parents, citizens, students and teaching staff into close cooperation; and
2. to assist in providing facilities and equipment for the school and in promoting the recreation and welfare of the students at the school.

The P&C committee meets on the first Tuesday of each month (except during school holidays) at 7:30 pm in the staffroom. Meetings provide a forum for discussion of matters relating to initiatives and activities of the P&C and its sub-committees and matters of educational interest to the parent body as a whole. All parents are welcome to attend a meeting but only financial members are able to vote on motions.

The P&C is the parent body for a number of sub-committees which operate within the school: Parent Auxiliary, Canteen and Band.

### Parent Volunteers

Volunteers support the school in a range of activities. Parents work in the canteen and assist in the library. Class teachers organise parent helpers in the classroom to assist with a variety of group work. All interactions with students must be treated confidentially and any concerns reported to the class teacher.

All parent volunteers must complete an 'Appendix 5 Declaration' and supply 100 points of ID — this form is available from the School Office. Volunteers must also sign in as a visitor at the school office and wear a visitor's badge.

## Pedestrian and Road Safety

Parents are strongly encouraged to constantly reinforce and model road safety with their child.

Road safety cannot be stressed too greatly. Illegal parking and dangerous driving can be a major risk factor for students at the 'kiss and ride' zones and pedestrian crossings.

Parents are asked to abide by the 'kiss and ride' rules, parking notices and road rules. Please do not make 'U turns', double park or park in our neighbours' driveways.

Council Rangers regularly patrol around the school. Please read the parking signs carefully to avoid unwanted fines.

## Photographs at School

Occasionally photographs are taken of individual students or classes at school. These photographs may be used in our newsletter, website or other publications originating from the school. If you do not wish your child to be photographed please contact the office in writing if you have not already indicated this on enrolment.

## Playground

Eastwood Heights Public School playground is supervised by staff. Teachers supervise the playground before school from 9am to 9.25am, at recess and lunch.

Rostered grades are able to use school equipment during the second half of lunch and staff emphasise cooperative play. The library is available during the second half of lunch.

Games involving physical contact (e.g. tackling, pushing, kicking or throwing objects at others) are not permitted. Students must wear their school hat. All rubbish must be placed in garbage bins.

## Racism

Racism, in all its forms, is not tolerated at Eastwood Heights Public School. Our school has an **anti-racism contact officer** (ARCO) who is available to help parents or students experiencing problems with racism. The anti-racism contact officer will listen to the problem and find ways to resolve it as quickly as possible.

Eastwood Heights Public School has developed processes to resolve problems with racism. The anti-

racism officer can be contacted through the school office.

## Religion and Ethics Classes

The school has Special Religious Education ('scripture') and Ethics classes each Wednesday. These classes are run by authorised volunteers of approved provider organisations. Visiting volunteer Scripture and Ethics teachers take classes on Wednesday mornings:

Years K - 2: 10:00am – 10:30am

Years 3 - 6: 10:30am - 11:00am

Students are placed in scripture classes based on information provided on their original enrolment application.

Students who have opted out of attending scripture are offered the opportunity to undertake ethics classes where available.

Students who do not attend scripture or ethics classes undertake other meaningful activities while supervised by a teacher.

## School Hours

Morning Supervision	9:00am – 9:25am
Commencement:	9:25 am
First Lunch:	12:00pm - 12:25pm
Second Lunch:	12:25pm – 12:50pm
Recess:	2:00pm – 2:25pm
Dismissal:	3:30pm

Please ensure that your child arrives at school on time and is collected promptly at dismissal time. In the case of an emergency, kindly notify the school when you cannot be on time to collect your child. Children should wait in the school office until they are collected.

Parents are requested to collect their child promptly when school finishes and students who walk home are expected to leave the school grounds quickly. Students who catch the bus home must wait quietly until the bus arrives and board the bus in an orderly manner. Students are not allowed to remain in the playground to play after school.

Children not collected by 3:45pm will be taken to the office and parents contacted. Parents must come into the office to collect children when late and must see a member of staff.

## School Pledge

I am responsible for my own actions.

I respect the rights of others.

I will care for my country, my community and my school.

I will act safely at all times.

I will always do my best and keep learning.

## School Song

At our school we all assemble Filled  
with earnest hope and zeal Vowing  
each one to be loyal, Striving  
always to reveal.  
What is ever best and fairest, May  
our work and deeds be famed.  
"Truth Through Knowledge" is our motto,  
Eastwood Heights we hail your name.

When our schooldays are behind us,  
We'll look back with joy and pride  
To the school we loved and honoured,  
At the aims for which we strived.  
In the classroom, on the playing field, May  
our work and deeds be famed. "Truth  
Through Knowledge" is our motto,  
Eastwood Heights we hail your name.

## Security

The local neighbourhood is the best protection for our school. The co-operation of the school community and local residents is appreciated in encouraging respect for school property. If you are concerned about activities of people within the school grounds or you suspect the school has been broken into or vandalised, do not hesitate to contact:

**Eastwood Police - 9858 9299 or  
School Security Unit - 1300 880 021 (24 hours)**

School grounds are private property under the In-closed Lands Protection Act and the public can be denied access to the school grounds under this legislation. The school has an alarm system and security personnel make regular patrols.

## Smoking

In line with Government regulations, **No Smoking** is permitted within the school grounds.

## Special Events

Eastwood Heights Public School holds a number of special events during the year. Some events are held annually while others occur when the opportunity arises. Special events may include:

- Harmony Day
- Easter Hat Parade
- ANZAC Day
- Remembrance Day
- Clean Up Australia Day
- NAIDOC
- 100 Days of Kindergarten
- Education Week
- Book Week
- School Disco
- Performance Evening

## Sport

Sport is a valued part of the school program as it contributes to the development of each student through providing opportunities to gain confidence and to develop a variety of skills for participation in lifelong recreation.

## School Houses

The house system actively contributes to school spirit through whole-school activities such as sports carnivals.

The school houses are:

Gambier	Blue
Uluru	Red
Daintree	Green
Nullarbor	Yellow

Students are placed into houses from Kindergarten. Students without an older sibling in the school, or a previous family claim, are allocated to houses on the basis of equality of number and gender between the houses.

## Gymnastics

Classes are involved in the Tri-Skills program where a specialist gymnastics program is run for one term. Parents are asked to contribute to the cost of this program.

## School Carnivals

Carnivals are held in age divisions. The age a student turns that year indicates their age division. For example, if a student turns 10 on 31 December, the student participates in the 10 years age division.

## Athletics Carnival

Students in Years 3-6 participate in the Athletics carnival. The carnival includes track and field events. The carnival has a dual purpose of participation and the competitive element of selection for the school athletics team. It is the responsibility of individual students to enter events and participate during the day.

A **K-2 Athletics Carnival** is also held each year with the emphasis on participation and enjoyment of physical activity.

Both carnivals are school house events with support for a student's house an important aspect.

## Cross Country Carnival

Students in Years 3-6 participate in this carnival in their age division. The distances run are:

8, 9 and 10 years old	2000 metres
11, 12 and 13 years old	3000 metres

The carnival is competitive and held to select a school team for the zone cross-country carnival. The carnival is a house event and support for a student's house is an important aspect.

## Swimming Carnival

The swimming carnival for students in Years 3 - 6 is held at a local pool. Competent swimmers in Year 2 who are 8 years old are also invited to participate.

The carnival is competitive and held to select a school team for the zone swimming carnival. Students are responsible for entering events with the assistance of House Captains and House Vice Captains. The carnival is a house event and support for a student's house is an important aspect.

## Selection in Teams for Zone Carnivals

Teams are selected on performance at the school carnivals and in accordance with the rules of each sport set by the NSW Primary Schools' Sport Association.

Age divisions vary according to sport and event. Some sports use age such as 8 years, 9 years, 10 years, 11 years and 12 years while other sports conduct competition in divisions such as Junior (8 – 10 years combined), 11 years, 12 and 13 years and Open (8 years -13 years). A combination within sports is also possible.

## PSSA Sport

Students from Years 3-6 compete for places in representative teams for both summer and winter competitions.

The school currently participates in PSSA competition in the following sports:

Summer - Cricket, Softball, T-Ball, Newcombe Ball

Winter - Soccer, Netball, Tiger Tag

Membership of a team requires exemplary behaviour. Parents are asked to contribute to the participation fee and for bus travel.

## Year 2 Swim School

An intensive swimming program is available for all Year 2 students. The program is run for 2 weeks.

## Staff Development Days

Staff development days enable the entire staff to participate in professional learning activities aimed at the overall development of the school. Topics relate to implementing the Department of Education priorities and school priorities outlined in the School Plan.

Five school development days are held throughout the year. These days are on the first day of terms 1, 2 and 3, and the last two days of Term 4. These days are student free days.

## Student Leadership

Eastwood Heights Public School provides an extensive range of opportunities for students to develop and implement leadership skills. These include Year

6 leadership roles, buddy classes and the Students' Representative Council (SRC). Roles available are:

## Year 6 Leadership roles

Students in Year 6 have the opportunity for a number of leadership roles. These roles include school captains and vice-captains as well as house captains and vice-captains.

## Buddy Classes

Students in primary classes support younger students by becoming buddies. Activities occur regularly in class-rooms and informally in the playground. This program helps older students to develop a sense of responsibility and teaches them co-operation and tolerance. For younger students, the program provides security and helps them settle into school.

## Students' Representative Council

The SRC is the voice of the student body. Students from each class in Years 3-6 elect two representatives (1 male and 1 female) to form the Students' Representative Council (SRC).

The SRC meets regularly to consider policy proposals and issues brought to the meeting from individual class meetings and from staff meetings. Suggestions brought forward from the SRC are considered by the school executive.

An important role of the SRC is its support of many charities. This support includes fundraising and disbursement of relevant information about volunteer associations.

## Uniform

Students at Eastwood Heights are expected to wear the correct school uniform every day. Our school uniform is functional and comfortable. It is an all-year uniform – any part of the uniform can be worn at any time depending on the weather or activity.

The school uniform can only be purchased from the Uniform Shop which is operated by 'Gosford Tailoring' and located on the side of the School Hall. It is open each Wednesday afternoon 3pm-4pm and Friday morning 9am-10.30am. Alternatively orders can be made online at [www.gtschool.com.au](http://www.gtschool.com.au).

## Boys Uniform

White polo shirt (short or long sleeved)

Maroon shorts or trousers

Maroon zip jacket or sweater

White socks

Black shoes

Sports joggers

## Girls Uniform

Girls Tunic

White polo shirt (short or long sleeved)

Maroon skirt, shorts or trousers

# Eastwood Heights Public School Handbook

Maroon zip jacket or sweater  
White socks, Maroon or black tights  
Black shoes  
Sports joggers

Polo shirts, Zip jackets, sweaters and hats all display the school crest.

Library bags and chair bags are available from the School office.

A raincoat and hat should be kept in the child's school bag — yellow is preferred.

## Second Hand Uniforms

The P&C operate a **second-hand uniform shop**.  
Operating hours are Fridays 2.40pm-3.15pm

Ensure you **LABEL** all items of clothing with your child's name.

## Values

The school's values are:

- To be safe
- To be respectful
- To be an engaged learner

## Vision

The school aims to provide a high quality education that engages, motivates and supports students to reach their full potential as successful learners, confident and creative individuals, and active and informed citizens.

Every student has the opportunity to achieve their personal best in a safe, respectful and multicultural learning environment.

## Visitors

Visitors must visit the school office on arrival and sign in. Visitors are also provided with a badge to wear while in the school indicating that they are authorised to be on the school grounds. This measure is to maximise the safety of our students and staff. Please see also 'Parents and Community' in this handbook.

## Wellbeing

At Eastwood Heights Public School we recognise that students' academic success and their wellbeing go hand-in-hand and strongly influence each other.

We strive to provide a safe, happy and inclusive learning environment that fosters students' confidence, responsibility and experience of success.

At Eastwood Heights Public School we implement the *You Can Do It!* Education program across K-6. Through this program students are explicitly taught a range of positive thinking strategies, or 'habits of mind', necessary to develop five key social and emotional skills that are critical for students' success and happiness. These five key skills are:

- Confidence
- Organisation
- Persistence
- Getting Along
- Resilience.

The school's classroom and playground reward systems are also linked to these five 'keys'.

The five 'keys' also form the basis of students' thinking and discussion about future behavioural strategies during disciplinary Reflection sessions.



# Eastwood Heights Public School

School Map 2023

