



Elanora Heights Public School

RESPECT

ACHIEVEMENT

RESPONSIBILITY

School Handbook

Information for Parents and Students



Elanora Heights Public School

RESPECT

ACHIEVEMENT

RESPONSIBILITY

Our Vision 2018-2020

Growing Together
in
Teaching, Leading, Learning

School Vision

An effective, creative, collaborative and engaged learning community that ensures all members achieve academic, physical, cultural, social and emotional growth.

Our Values

- Students, parents and staff of Elanora Heights Public School -
Show **RESPECT** by demonstrating care and consideration
for people, property and the environment
- Demonstrate **ACHIEVEMENT** by celebrating our success
and the accomplishment of others
- Exhibit **RESPONSIBILITY** through taking ownership of our actions



Elanora Heights Public School is proud to be a member of the Peninsula Community of Schools.

Background

The Peninsula Community of Schools provides outstanding educational opportunities for students to achieve personal excellence and enables teachers to provide innovative programs to cater to the individual needs of all our students. The three secondary and ten primary public schools with TAFE and a university partnership are part of an innovative, collaborative learning community called the Peninsula Community of Schools (PCS). The shared professional learning amongst the staff is a vital part of achieving the PCS' goals.

PCS schools have a professional learning agenda that focuses on pedagogy and innovative learning practices to improve student outcomes. Teacher capacity has strengthened to improve student learning outcomes and to build leadership capacity.

In 2009 the PCS won the New South Wales Education Minister's Cohesive Community School Award. This award was presented on Harmony Day in 2010 at Macquarie University.

The PCS also won in 2009 the National Australia Bank's Schools First Impact Award.

"Educators have known for years that great outcomes arise from both depth and breadth in young people's experiences at school. The PCS now provides expanded opportunities for over 8200 young people and is designed to be a K to 12+ educational continuum for Peninsula families. Perhaps most importantly of all, within the PCS there is high morale, a new optimism, new relationships and deeper teacher professional learning all designed to minimise any barriers to the single most important goal of local public education – your child's success and happiness."

Principals of the Peninsula Community of Schools





Dear Parents,

Welcome to the Elanora Heights Public School community. Our aim is to ensure your family's experience of primary education is a richly rewarding one. Our school enjoys a strong tradition of excellence, which is reflected in a genuine sense of community and pride in the school shared by staff, children and parents. Our school's leadership reflects the Department of Education's values of Fairness, Integrity, Respect and Responsibility and we are proud to be part of the Peninsula Community of Schools (PCS).

Elanora Heights is an outstanding school; the children are happy, engaged, confident and caring. The dedicated and experienced teaching staff foster a culture of high expectations and lifelong learning that encourages all students and promotes the development of the whole child academically, emotionally, physically and spiritually. The school promotes the values of Respect, Responsibility and Achievement across the school and within the community.

Our school consistently achieves excellent results in the National Assessment Plan – Literacy and Numeracy (NAPLAN). Our educational support programs ensure that every child is given the best opportunity for success and the school's value added data shows that students benefit enormously from our academically rigorous programs. Additionally, our strong cultural and sporting programs, in combination with our commitment to the development of critical and creative thinking processes, ensures that our students leave Elanora Heights Public School equipped with the skills necessary to become active, engaged and highly successful Australian citizens. Most importantly, our students remember their days at Elanora Heights with great affection.

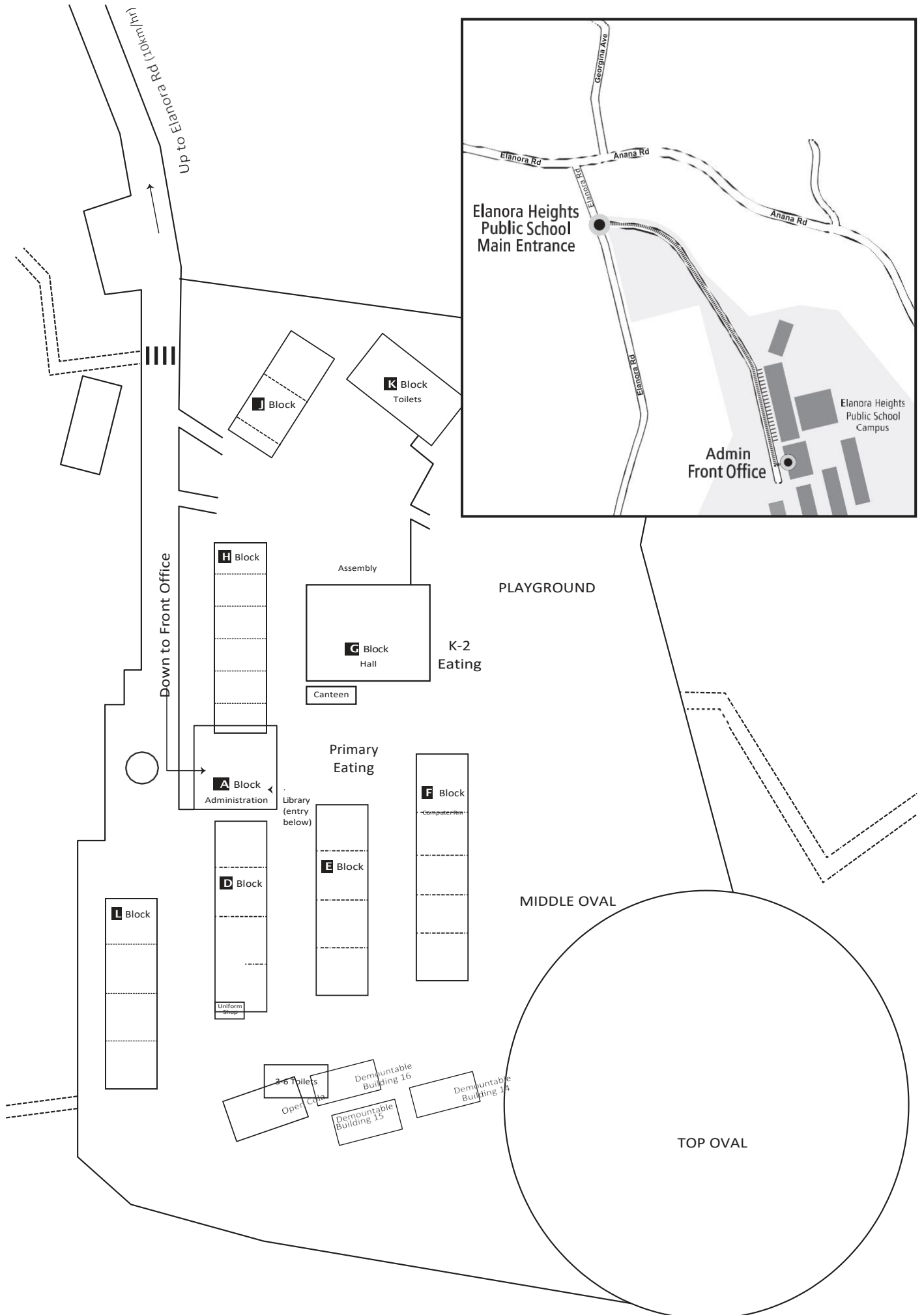
As a school community we highly value the partnership between home and school and the important contribution that parents play in the educational process. As such, we welcome parental involvement in its many forms which may include assisting with classroom, cultural or sporting activities, volunteering in the canteen, library, fundraising, social or grounds maintenance activities, or becoming involved in school planning. Being involved in the school is one of the best ways to support your child's education, so I encourage you to develop a relationship with the school in any way you can.

We look forward to working in partnership with you to ensure your child develops a positive self-concept, relates well with others and is proud of their accomplishments.

Kind regards

Leesa Martin
Principal

Map of Elanora Heights Public School



Contents

This handbook provides detailed information about life at **Elanora Heights Public School**. We hope you find it a handy reference during your association with the school. Please phone if you require further information.

Bell times

School starts: 8:55am
Recess: 10:55am to 11:15am
Lunch: 12:40pm to 1:35pm
School finishes: 2:55pm

Contact

Elanora Heights Public School

Phone: 9913 7283

Fax: 9913 3749

Web: www.elanorahts-p.schools.nsw.edu.au

Email: elanorahts-p.school@det.nsw.edu.au

43 Elanora Road, Elanora Heights, NSW 2101

A	ABSENCES	2
	ACCESS TO STAFF	2
	ACCIDENTS	2
	APP	2
	ASSEMBLIES	2
	ATTENDANCE	2
B	BEFORE AND AFTER SCHOOL CARE CENTRE	2
	BICYCLES	3
	BUDDY PROGRAM	3
	BUDGET	3
	BULLYING	3
	BUS TRAVEL	3
C	CANTEEN	3
	CASUAL RELIEF TEACHERS	3
	CHARITIES	3
	CHOIR	4
	CLASS PARENTS	4
	COMPLAINTS	4
	COMPUTER EDUCATION PROGRAM	4
	CREATIVE AND PERFORMING ARTS	4
	CURRICULUM	4
D	DOGS AT SCHOOL	4
	DRIVING/PARKING	4
E	EMERGENCY INFORMATION	5
	ENGLISH AS AN ALTERNATE LANGUAGE/DIALECT (EAL/D)	5
	ENROLMENT OF STUDENTS	5
	ETHICS	5
	EXCURSIONS AND SCHOOL PERFORMANCE PROGRAMS	5
	FREEDOM OF INFORMATION (GIPA)	5
	FUNDRAISING	5
G	GENERAL ASSISTANT	5
	GIFTED AND TALENTED STUDENTS	5
H	HOMEWORK	6
	HOUSE SPORTS SYSTEM	6
I	IMMUNISATION	6
	INFECTIOUS DISEASES/ILLNESS	7
L	LEARNING SUPPORT TEAM	7
	LEAVING SCHOOL GROUNDS	7
	LIBRARY	7
	LOST PROPERTY	8
M	MANAGEMENT PLAN	8
	MEDIA IN THE SCHOOL	8
	MEDICAL PLANS	8
	MEDICATION	8
	MONEY	8
	MUSIC PROGRAM	8
N	NEWSLETTER	9
O	OPEN DAY	9
P	PAINTING SMOCKS	9
	PARENTS' AND CITIZENS (P&C) ASSOCIATION	9
	PARENT HELPERS	9
	PARENT/TEACHER INTERVIEWS	9
	PERSONAL NEEDS	9
	PHOTOGRAPHS	9
	PLAYGROUND SUPERVISION	9
R	RELIEF FROM FACE TO FACE TEACHING (RFF)	9
	RELIGIOUS INSTRUCTION	10
S	SECURITY	10
	SCHOOL COUNSELLOR	10
	SCHOOL DEVELOPMENT DAY	10
	SPECIAL SWIMMING SCHEME	10
	SPECIAL EVENTS	10
	SPORT	10
	SPORTS CARNIVALS	10
	STAFF	11
	STUDENT ASSISTANCE SCHEME	11
	STUDENT REPRESENTATIVE COUNCIL	11
	STUDENT WELFARE	11
T	TEXT BOOKS	11
U	UNIFORMS	11
	UNIFORM SHOP	11
V	VACATION CARE	12
W	WET WEATHER	12

Absences

Students are expected to attend school punctually every day. Should your child be absent from school, The Department of Education (DoE) requires the child's caregiver to outline the reason/s for the student's absence on the day/s of the absence. This may be provided via email, phone or the school app. If notification of absence is not received within 7 school days the student's absence is marked as 'unexplained' regardless of any information after the 7 day period. Should an unsatisfactory explanation be provided, the Principal is obliged to inform the Department's Home School Liaison Officer (HSLO) who is authorised to visit the student's home to seek clarification from the parents. You may also be contacted for a meeting with the Principal.

If your child arrives after the morning bell or needs to be collected before home time, parents must visit the front office to receive a partial absence note which is then given to the child's teacher. Should there be continual lateness the Principal is obliged to contact the HSLO. Any absence of 10 days or more requires an application for extended leave. These can be obtained from the front office.

Access to Staff

The school has an 'open door' policy and encourages regular contact between parents and teachers. Of course, there are times during the day when teachers are unable to talk with parents because they are teaching or have other school commitments. To ensure a convenient time and to avoid disturbances during teaching time, please send a note, use the school app or phone the school to arrange a meeting. Your class teacher is your first port of call for all issues.

Accidents

In case of an illness or accident, the staff will make every effort to contact parents. In serious cases, if neither parent can be contacted, appropriate action will be taken (i.e. child taken to hospital). First aid is available at the school and minor accidents are treated by qualified office staff. It is policy that parents are always informed should a child sustain an injury to the head.

App

To assist with communication with parents the school has developed an app for Android and IOS phones. The app can be downloaded from App Store or Google Play by using "School Stream" as the search term. From here, open the app and type Elanora Heights into the search bar to load our school profile. Make sure to agree to Push Notifications when prompted to receive all information as it comes to hand. All school calendar dates are available on the App.

Assemblies

The school holds assemblies throughout each term to foster a sense of school spirit, celebrate success, reinforce wellbeing programs and showcase our performing arts programs. Parents and visitors are sometimes invited to attend and will be advised via email or letter.

Attendances

Students are required to attend school every day when lessons are being conducted. School commences at 8:55am and ends at 2:55pm. Teacher supervision of the playgrounds is provided from 8.25am. Until this time, children should not be at school unless they are attending the *Before and After School Care Centre*. There is no playground supervision after school.

Before and After School Care

From Term 2, 2021, the *Before and After School Centre* will be operated by Community OSH (Outside School Hours). The OSH provides supervisory care at reasonable rates, before and after school.

The OSH opens at 7.00am and closes at 6.00pm. A late fee is charged for children collected after this time. It is highly recommended that all children be registered with the OSH irrespective of whether you intend using its facilities regularly. There may be an unexpected situation (sick relative, car accident, etc) when you may need emergency child care. For legal reasons, unless your child is registered with the OSH, s/he cannot be accepted. Community OSH also provides Vacation Care and care on Staff Development Days for parents and caregivers.

Bicycles

Children in **Year 5 onward** are able to ride bicycles independently to school. Students riding their bikes to school must wear an approved helmet and obey the road rules. Students are not permitted to ride their bikes in the school grounds, including down the school driveway, and must leave their bikes in the designated area. Children observed riding in a dangerous manner will not be permitted to ride to school. Parents are urged to ensure that their child has proper bike control and knowledge of road rules. Scooters may be ridden to school, however, students should wear a helmet and walk their scooter within school grounds. Skateboards are not permitted at school.

Buddy Programs

When children begin Kindergarten they are teamed up with a buddy from Year 4 prior to beginning school. As part of this program they regularly meet to play games, read stories and complete tasks. The program provides the Kindergarten children with an older person they can rely on and it provides an opportunity for the older students to learn leadership and social responsibility. The buddy program continues into older grades, with Year 1 matched with Year 5, Year 2 matched with Year 6 and Year 3 receiving training to become buddies!

Budget

The school's estimated expenditure for the following year is determined during November and December after consultation with staff and the finance committee. The school receives an annual grant from the government but additional money is raised by the P&C Association to extend and enhance the educational opportunities provided to the children.

Bullying

The school has a no tolerance approach to bullying. Our pro-active approach to bullying includes classroom lessons, support for victims and onlookers, programs to promote positive self-esteem and behaviour and information for parents. Victims and witnesses are encouraged to report incidents of bullying behaviour to their teacher or executive staff so that prompt support for all students involved can be provided. The school delivers anti-bullying lessons at the beginning of each year, with the inclusion of cyber-bullying in the older grades.

Bus Travel

Bus transport is available for children. All infants (K-2) children are eligible for a subsidised bus pass. Those primary (Years 3-6) children that meet zone criteria are also eligible for subsidised transport. Children must behave in an orderly manner when travelling on the bus and parents are asked to reinforce responsible bus behaviour. Parents will need to apply online for an OPAL card.

Canteen

The school canteen operates with the voluntary support of parents. It aims to provide nutritious meals at reasonable prices and any profits from the canteen are given to the P&C. A parent-run canteen committee coordinates the operation of the canteen and assistance is always needed. The number of available volunteers dictates the number of days the canteen can open. A canteen price list is published at the beginning of the school year. Parents are encouraged to use "Munch Monitors", the school's online ordering system, to place orders. This can be accessed by going to www.munchmonitor.com Log on: Elanora Password: 2101

Alternatively, lunch orders may be made by writing the order on a paper bag and enclosing the correct money. This is then handed in to the canteen before school.

Casual Relief

Casual or relief teachers assume the same responsibilities and duties as permanent teachers and are employed whenever a teacher is sick, on leave, or is attending a Professional Development course.

Charities

The children are encouraged to support charitable appeals from time to time. Stewart House is our major charity as it is mainly funded by students and teachers of NSW schools.

Our Student Representative Council (SRC) also fundraise for various charities.

Choir

The school choir provides the children with an opportunity to learn a variety of songs and perform in public. Each year the choir participates in a number of public performances and school events such as the Peninsula Community of Schools' Music Festival and the Festival of Choral Music.

Class Parents

Each class either nominates or elects a parent representative to act as a conduit for communication between the school, P&C and the class parents. The role of the Class Parent is to email parents information from the school or P&C, relay information via phone messages, work with the P&C on fundraising events and assist the teachers to distribute information and co-ordinate activities. Meetings are held each term to share information and seek community feedback.

Complaints

It is important to resolve any issues which arise as soon as possible. In most cases the class teacher is the first person you should contact to discuss the issue. If the issue is not resolved then it is important see the appropriate Assistant Principal. If, having seen and discussed the matter with these people, you are still concerned then it may be necessary to raise the issue with the Deputy Principal or Principal. Please contact the school to make an appointment.

Computer Education Program

Children use computers to create multimedia presentations and artworks, publish stories and to extend their learning across a variety of curriculum areas. Each classroom is linked to the Internet and the children are encouraged to access information for their class work. The Department Intranet provides the children with safe access to school email facilities, as well as other services used for educational purposes. There are at least three computers in every classroom and a bank of computers in the library. The school also has banks of laptops, chromebooks and iPads available for classroom use, facilitated through P & C fundraising.

Creative and Performing Arts

The development of each student's potential in the creative arts is an important aspect of our school plan. All students K-6 receive creative arts lessons every week, delivered by a specialist creative arts teacher and children are encouraged to participate in a wide range of creative activities including choir, band and dance groups. Children perform both within the school and at district concerts and festivals.

Curriculum

The NSW Educational Standards Authority (NESA) is responsible for developing syllabuses to be taught in NSW schools from Kindergarten to Year 12. The latest information can be found at:

<http://educationstandards.nsw.edu.au/wps/portal/nesa/parents/parent-guide>

Dogs at school

Under the Companion Animals Act 1998 No 87 (14.1e) dogs are prohibited in school grounds whether or not they are leashed or otherwise controlled. Parents cannot bring dogs onto school grounds as they constitute a health and safety hazard. Should a dog be found on the school grounds an attempt will be made to contact the owner. If unsuccessful, Northern Beaches Council will be requested to impound the animal. We thank you for leaving your dogs at home.

Driving/Parking

Parents are requested to drive with particular care (40kph in the designated zones) in the streets adjacent to the school. The streets are narrow and in places there is no footpath so children may stray onto the road. A drop-off zone has been established on Elanora Road. Parents are requested not to block residents' driveways or impede residents' access when picking up or dropping off children. Parents are not permitted to park onsite.

Emergency Information

The school maintains records that provide contact numbers in case of a student accident or illness. It is important that the information is up to date. If there is a change in home or work phone numbers or address, please contact the school.

English as an Alternate Language or Dialect

The school provides *English as an Alternate Language or Dialect* (EAL/D) program for those children who require additional help in learning English. Children are either withdrawn from classes to provide intensive language instruction or the EAL/D teacher works in the classroom with the child's teacher.

Enrolment of Students

Children who reside within the local catchment area are guaranteed a place in the school. A birth certificate, proof of address and the child's immunisation record needs to be sighted before enrolment is finalised. Kindergarten orientation evenings for parents are held in Term 2 and a Teddy Bears' Fun Day in Term 3. A Kindergarten Orientation Program for children is held each year in Term 4.

Ethics

Ethics classes are offered as an alternative to Religious Instruction on a Tuesday (see Religious Instruction).

Excursion and Performances

Class groups of children are regularly taken on excursions outside the school to support and consolidate their class studies. Children are expected to wear full school uniform on such occasions. Musicians, performers and specialist speakers regularly visit the school to further enhance the school's educational programs. Costs for these activities are met by the student's family. However, should a family be experiencing financial difficulties, other arrangements can be made.

Freedom of Information (GIPA)

The school cannot provide the phone number or address of any student without the authority of the parent. Similarly, student information and records are confidential. Such information will not be released without an appropriate court order.

Under the Government Information (Public Access) Act 2009 (GIPA Act) we are obliged to inform people that the personal information that you provide to the school will be used for general student administration and communication and other matters relating to the education and welfare of students. While the provision of this information is voluntary, if you do not provide all or any of the information it may delay or prevent the processing of student information and enrolment. All personal information is stored securely. You may access or correct any personal information by contacting the school.

Fundraising

School fundraising initiatives are coordinated by the school's Parents and Citizens Association (P&C). The P&C organises different activities to raise funds for additional programs and equipment to enhance student learning experiences. Parents are encouraged to support the fundraising activities that are organised for the children's benefit. The school also conducts fundraising activities from time to time.

General Assistant

The Department provides the school with a General Assistant to help with the maintenance of the buildings and grounds. Our school receives a five day allocation per week.

High Performing and Gifted Education

The school provides a comprehensive program that endeavours to meet the needs of all children. High Performing and Gifted students are catered for through a range of differentiated programs in class, opportunities provided by specialised programs and access to mentoring where appropriate. Teachers with specialised training in High Performing and Gifted education are allocated to each grade.

Homework

While homework can be a valuable aid, it is not the most important aspect of a child's education. Work done during the school day is more important. Students are often tired after a busy day of learning and we are also mindful that many students attend after school activities. Our aim is to ensure that homework does not cause additional stress in the home environment.

All students are encouraged to borrow books and read daily. Each K-2 class has take-home and access to online readers suitable for each child's ability level. Parents are requested to support their child's reading development by reading to their children regularly. This is important in developing an enjoyment of books, increasing vocabulary and developing a broader general knowledge. In Kindergarten the children may also be asked to revise sounds or sight words.

Homework tasks may sometimes involve spelling, revising a maths concept or a longer assignment related to the class theme.

Homework may not always be of the written kind. Sometimes it is carrying out an experiment, finding answers to problems or working on a current classroom theme.

Parents can be of assistance to their children if they show interest, listen to their child read and are sympathetic and patient. Homework is of little value if the parent does it. Please help and encourage but the finished product should be the child's own work. If it causes any concerns in the home, please discuss with your child's teacher.

House Sports

There are four school houses:

- Currawong (yellow)
- Kookaburra (blue)
- Rosella (red)
- Lorikeet (green)

Each house has two captains and two vice-captains. These leaders are elected by their peers. House points are earned in house sport competitions. To encourage participation at swimming, cross-country and athletics carnivals, children are awarded house points for participating in an event, irrespective of the results.

Immunisation

The Department of Health recommends that children entering school be immunised against childhood diseases. The Department of Education requires the school to sight an immunisation certificate at the time of enrolment. The certificate is available to download from the Medicare website. Children starting school require an immunisation booster against diphtheria and tetanus (CDT) and polio (Sabin). Children should also be immunised for measles if they have not previously contracted the virus. Immunisation is available from a general practitioner, local council clinics and community health centres.

Infectious Diseases/Illness

Children should not be sent to school if they are sick. If your child is absent from school, an explanatory note is required (see Absences). The NSW Department of Education requires the following periods of exclusion from school for students with the infectious diseases listed in the table below.

Infectious Disease	Exclusion from School
COVID-19	Parents and carers are advised NOT to send students to school if they are unwell, even if they have the mildest flu-like symptoms. Students will need to be tested and provide a copy of a negative COVID-19 test and be symptom-free before being permitted to return to school. Students who do not undertake a COVID-19 test will not be permitted to return to school for a 10 day period. Additionally, they must be symptom-free for at least 3 days prior to returning to school.
Chicken Pox	Exclusion from school until fully recovered. Minimum exclusion seven days after first spots appear.
German Measles	Exclusion from school until fully recovered. Minimum exclusion five days after rash appears.
Measles	Minimum exclusion five days after rash appears.
Mumps	Exclusion from school until fully recovered. Minimum exclusion one week after swelling occurs.
Whooping Cough	Exclusion from school until fully recovered. Minimum exclusion three weeks from onset of whoop.
Ringworm/Scabies	Re-admission to school after appropriate treatment has commenced. A medical certificate detailing treatment is required.
Pediculosis (headlice)	A student with head lice at school will be isolated to protect other students from possible infestation. The child will need to remain away from school until the infestation is treated. Hair should be free from “nits” upon return to school.

Learning Support Team

Our learning support team works with teachers and parents to develop special programs for children requiring additional support with aspects of their learning. There is close liaison with parents, the school counsellor and the school's Learning Support Team in the initial assessment of children in need of additional support. Parent volunteers are sometimes trained to provide additional support for students in our STELLA reading room.

Leaving School Grounds

Children are not permitted to leave the school grounds during school hours without a parent or care giver. People collecting children from school must report to the office first and sign the child out.

Library

As the resource centre of the school, the library is very important to the teaching and learning program. Our library is a well-stocked, comprehensively updated resource centre, staffed by a fully trained teacher-librarian. Students are encouraged to borrow books during their weekly library lesson and must bring a library bag to school if they wish to do so.

Lost Property

It is essential that all clothing and personal possessions be clearly marked with the student's name. Lost property is managed within the school and is returned to your child if clearly marked. Unnamed items are sent to the second-hand uniform shop for recycling or to charitable organisations.

Management Plan

The school develops a 4 year strategic improvement plan which is available on the school website. It details the goals set by the school community and includes the Department of Education's focus areas for NSW schools.

Media in the school

The school occasionally promotes its educational programs by encouraging local media coverage of school events. No child will be interviewed or photographed by the media without parental permission.

Medical Plans

An individual health care plan formalises the plan of support for students with complex health care needs.

Individual health care plans are required for:

- severe asthma, type 1 diabetes, epilepsy and anaphylaxis
- any student who is diagnosed as being at risk of an emergency
- any student who requires the administration of specific health care procedures

The plan must also detail procedures to be followed if an emergency arises. The relevant medical practitioner writes a medical plan that is then provided to the school by the parents. Plans must be reviewed annually or when the parent notifies the school that the student's health needs have changed.

Medication

Many medications are now available in a form that minimises or eliminates the need to provide students with medication during the school day. Parents should consult with their medical practitioner in this regard. Medication requiring administration on a daily basis should be in a pharmacy issued package with instructions including the student's name and stored at the front office. If a student requires medication at school, information about the dosage to be administered must be included with the medication. Parents must complete a Deed of Indemnity Form and a medical plan prior to medication being administered. These are available from the office. It will be the child's responsibility to come to the front office to take their medication.

Money

Children are sometimes required to bring money to school for special activities, excursions and P&C activities. Money should be in a sealed envelope with the child's name, class and reason (for example "Zoo Excursion") written on the outside and given to the class teacher. The school now also accepts Parental Online Payments (POP) via the school website and app. A general explanation of this process is on the school website under the 'Notes' tab.

Music Program

The school offers an opportunity for the children to learn and play an instrument and join one of the bands/ensembles. Children may generally begin in the music program from Year 2, with the exception of the string ensemble. Instruments available include saxophone, clarinet, flute, trumpet, lower brass, percussion, strings and guitar. Tuition is conducted prior to, or after, the school day by professional instrument tutors.

The Music Program will endeavour to give your child their first choice of instrument, although in some instances this may not be possible. Parents are responsible for hiring or buying an instrument once their child is accepted into the program. The program has a number of instruments available to hire at reasonable rates. Once a year there is a band workshop day where children have extra tuition and practice playing together as a band.

More detailed information about the band program can be found on the school website.

Newsletter

A newsletter is distributed on Fridays via the school app. A copy is also available on the school website. The school's website calendar is also regularly updated to reflect all school events.

Open Day

During Term 3 the school organises an Open Day for the parent community during Education Week. The program for the day varies from year to year. At some time during the day, parents and relatives are invited to visit the classrooms and share quality time with the students. Please see the school calendar for the date for this year.

Painting Smocks

Parents are asked to provide an old shirt or smock to be used when classes are involved in art or craft activities.

Parents and Citizens Association (P&C)

The Parents and Citizens Association (P&C) meets every Wednesday of Week 3 and Week 7 each term. Meetings are held in the staffroom in the administration block at 7:00pm and are advertised in the school newsletter. There is an annual membership fee of \$1. All parents and members of the community are welcome to attend and P&C members are able to vote on issues. The P&C also organises social events for parents and provides funds vital to the running of the school.

Parent Helpers

The school enjoys tremendous support from its parent community. If you have any spare time there is always an opportunity to help in some area as a reading tutor, accompanying class groups on excursions, covering books in the library, assisting in the canteen, assisting with the STELLA (reading support) program or at Athletics or Swimming Carnivals. Your help is highly valued by the staff and always appreciated. Parents must complete a Working with Children Check, or a Volunteer Declaration and sign the attendance book in the front office prior to working in the classrooms. Please see the office staff regarding this process.

Parent/Teacher Interviews

Teachers welcome interviews with parents. Written reports are sent home at the end of each semester. A face to face interview is held in Term 1 to help parents and teachers set goals to support student learning. Information regarding online interview booking times will be sent out early Term 1.

Parents are also encouraged to make an appointment at any time during the year to discuss their child's progress or raise any concerns.

Personal Needs

Some children require additional support and it is important that the school is aware of a child's specific needs. If your child has any allergies, diabetes, asthma, cystic fibrosis, etc, it is essential to let your child's teacher know about the characteristics and treatment of the ailment. If the condition is serious then you need to come to the office to provide a medical plan (see medical plans).

Photographs

Class and individual photographs are taken annually. Family photos with siblings are also available.

Playground Supervision

Children should not arrive at school before 8:25am unless attending the *Before and After School Care Centre*. There is playground supervision from 8:25am until the commencement of school at 8:55am. Children are to "sit, walk and talk" in the COLA area (K-2 students) or on the silver seats (Years 3-6). The school does not accept liability for accidents that occur in the school grounds before 8:25am and after 2:55pm.

Relief from Face to Face (RFF)

Every full time teacher employed by NSW Department of Education is entitled to 2 hours relief from classroom teaching duties each week. This time is used by teachers for parent interviews, preparation of lessons, organising materials and liaising with other teachers. During the teachers' RFF period the students participate in specialist lessons in Music, Science and Library.

Religious Instruction

Visiting clergy and lay teachers conduct scripture classes on Tuesday afternoon. Parents have the option of allowing their child to participate or withdrawing them from scripture classes. A written note must be provided should you not wish your child to attend scripture lessons. Ethics is also offered as an option for students.

In accordance with the Department of Education's Religious Instruction Policy, students not attending scripture will be supervised at "Non-Scripture", where they will engage in independent tasks not related to curriculum instruction.

Security

Although the school is alarmed, incidents of vandalism and break and enter offences sometimes occur. Should a parent witness an event or suspicious activity please contact Mona Vale Police on 9998 0669 or School Security on 1300 880 021.

School Psychologist

School Psychologists work within schools to support student learning and wellbeing. They are part of the Learning Support Team, providing student assessment and counselling where required. Our School Psychologist is available to meet with parents and students on Mondays and Wednesdays throughout the year. Please contact the office to make an appointment.

Students referred to the School Psychologist by the Class Teacher will be referred through the learning support team and require written parent permission.

School Development Days

There are five school development days each year. These are pupil free days which are used for planning and professional development. The school development days are usually held on the first days of Terms 1, 2 and 3 and the last day of Term 4.

Special Swimming

The Department of Education's Special Swimming Scheme is an intensive program which aims to increase each child's swimming confidence and ability. The program also includes water safety and survival skills. Swimming instruction is included in the sports curriculum for all Year 2 children. Lessons are conducted under the direction of qualified swimming teachers. Each child receives a certificate at the end of the course. There is no cost for instruction, however, there is a charge for bus transport and pool entry.

Special Events

Special events are periodically organised throughout the year to provide curriculum enrichment for our students. Each event has a different focus. Such events may include Environment Week, Science Week, school concerts, Grandfriends' Day, Book Week and special fundraising days. Parents and community members are encouraged to participate in these events. All events are listed on our school calendar, with event information being provided via the school newsletter.

Sport

The school offers a comprehensive sporting program run by Sportspro from Kindergarten to Year 6 with an emphasis in the early years on developing the children's gross motor skills. School sport aims to develop positive attitudes to health and fitness and endeavours to foster team spirit. Each student is placed in a house team, with siblings placed in the same house. Friday is the designated sport day for children in Years 3-6 and they are required to wear the school's sport uniform. The school also selects junior (8-10yr olds) and senior (11-13yr olds) selective teams to participate in summer and winter competitions run by the Pittwater Primary School Sports Association (PPSSA).

Sports Carnivals

A number of sports carnivals are organised for the children each year. The children must be turning eight years old that year or older to compete in the sports carnivals. The school swimming, athletics and cross country carnivals are also used to select representatives from the school to compete at the PPSSA zone carnivals. Parents are welcome at these events to support their children.

Staff

The school staff is comprised of a Principal, Deputy Principal/Instructional Leader, Deputy Principal, 4 Assistant Principals, Class Teachers, a Teacher-Librarian, a School Psychologist, School Learning Support Officers, a Learning and Support Teacher, a School Administrative Manager, Administrative Staff and a General Assistant.

Student Assistance Scheme

Financial assistance is available for parents who may be experiencing short term financial difficulties. The scheme provides subsidies to enable students to purchase books and participate in excursions or school activities that otherwise may not be affordable. Arrangements for confidential, financial support are available through the Principal.

Student Representative Council (SRC)

Members of the Student Representative Council are drawn from Years K to 6, with representatives being elected by their class peers. The SRC meets several times each term. Issues related to school improvement are brought to the meetings by class representatives. The SRC meetings are run by the school captains and correct meeting procedures are followed. An agenda is distributed prior to each meeting and minutes are recorded.

Class representatives report back to their peers following each meeting. The suggestions and recommendations of the SRC are highly valued and are used in developing school policies and procedures.

Student Wellbeing

Student wellbeing is the responsibility of all. Elanora Heights Public School encourages a pro-active approach to wellbeing through the delivery of the *Second Step* program. *Second Step* is a K-6 social-emotional wellbeing program that promotes the creation a supportive, successful learning environment to equip all students with the skills and strategies to thrive. The school promotes the values of RESPECT, RESPONSIBILITY and ACHIEVEMENT within the school and across the wider community. More information regarding our wellbeing policy can be found on the school website.

Text Books

Occasionally, students may use text books in class to complement school programs. These textbooks are purchased through the school and appear on the students' school fees. A student assistance subsidy is available for parents experiencing financial hardship, through the school Principal.

Uniform

Every child at Elanora Heights Public School is expected to wear the full school uniform. The school's uniform expectations are endorsed by the P&C. There is a "NO HAT, NO PLAY" policy and for reasons of safety, security and appearance, the wearing of jewellery is restricted to sleeper/stud earrings and watches only. Hair accessories (bows and scrunchies) should be in school colours. Black school shoes should be worn at all times, with students permitted to wear sports shoes on sport days only.

Uniform Shop

The Uniform Shop is operated by the P&C. The service provides a convenient location for parents to purchase uniforms and benefits the children since all money raised is used by the P&C to provide extra resources for the school.

The Uniform Shop sells all the major items of the school uniform, plus many extras. Pre-loved school clothing is also available for purchase through the second hand uniform shop. Donations are always greatly appreciated.

Price lists and order forms are available in the office foyer and on the school website at <http://www.elanorahts-p.schools.nsw.edu.au/our-school/schooling-costs/uniform>. Orders can be placed in an envelope and mailed in the Uniform Shop letter box situated in the office foyer. All orders must be prepaid. We welcome all parents to become part of the Uniform Committee.

Times: Every Monday and Thursday 8.15am – 9.45am

Vacation Care

An excellent vacation care program is provided by the YMCA. More information about the vacation care program can be found at: <http://www.ymcansw.org.au>

Wet Weather

It is suggested that all children keep a labelled raincoat in their bag for rainy days. School raincoats are available from the uniform shop. Children are not allowed to use umbrellas as they can be dangerous.

We thank you for taking the time to familiarise yourself with our school information and routines. More information can be found on our school's website.

We look forward to working with you to provide a positive and productive educational experience for your child/ren.

Welcome to our school.