



## School Information and Routines 2022 for Parents and Carers

The following information is a list of routines and procedures which we hope may answer any questions you may have. If you have any further questions please do not hesitate to ask one of our friendly staff who will happily help you!

**School Hours:** 8:55am- 2:55pm

<b>Timetable:</b>	<b>8:55am</b>	Morning Assembly – K-2 COLA and 3-6 Playground (Monday only)
	<b>10:55am</b>	Recess
	<b>11:15am</b>	Classes resume
	<b>12:40pm</b>	Lunch in classrooms (10 minutes) Rubbish taken home in lunchboxes.
	<b>12:50pm</b>	1st half lunch
	<b>1:12pm</b>	2 <sup>nd</sup> half lunch
	<b>1:35pm</b>	Classes resume
	<b>2:55pm</b>	School finishes

**Absences and Class Rolls:** Class Rolls are marked **immediately by the class or specialist teacher** each day. Please ensure your child arrives promptly before 8:55am.

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. If this is not received by 10am an app message is sent requesting an explanation. Absence notifications by parents/carers 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 received after the 7 day period. Should frequent absences or 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. If a parent/carer is not in attendance or the child does not have a note then an app message is sent out for an explanation.

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. The Department of Education does not support family holidays being taken during school time.

**Sport:** The school offers a comprehensive sporting program run by Sportpro 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).

- Pittwater PSSA Summer and Winter Competitions (Years 3-6) Friday 8:55am-11:15am
- All Summer PSSA team tryouts will occur during sport time from Week 2 Term 1. Winter tryouts will commence from Weeks 9-11 in Term 1.
- Friday 3-6 School Sport from 12:30-2:30pm

**Specialist Teachers:** All students attend lessons each week with specialist staff in Creative Arts, Library, Sport and Science/Tech.

**Playground Duty:** All areas in K-2 and 3-6 are supervised by staff during morning, recess and lunch periods. **No teachers are on duty prior to 8:25am and therefore students attending school prior to this time should be attending Before School Care.**

Please note – To avoid unnecessary accidents, **all playground equipment is out of bounds before and after school – regardless of parental supervision.** We thank you for adhering to this policy.

**Students Leaving the Classroom:** All students sent on messages or needing to visit the bathroom during class time are sent **in pairs** to ensure student safety.

**Notes Home:** Notes will be sent home via email, hard copy or the School App.

**Visitor/Volunteer Signing On:** All school visitors and volunteers are required to sign in at the front office. Please write the date, your name, signature when signing in and collect a visitor lanyard. Louise Shea, Margi Chapman and Kate Blows can assist you upon arrival.

**Fruito/Vego:**

To promote healthy eating habits and sustain student concentration during the long morning session, all classes K-6 stop for a 5 minute fruit break at approximately 10am each morning. Students bring in a piece of fresh fruit or vegetables from home and eat it in the classroom. Students are also encouraged to have a drink of water at this time.



**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 given to the P&C. A parent-run canteen committee coordinates the operation of the canteen and assistance is always needed. A canteen price list is published at the beginning of the school year. Parents are encouraged to use “Munch Monitor”, the school’s online ordering system, to place orders. This can be accessed by going to [www.munchmonitor.com](http://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.

**Lost Property:**

All lost property is sorted into the class tote trays in the office. Class runners are sent to get the Lost Property trays after lunch each day. **Please ensure all school items are clearly labelled to assist this process.**

**Early Bus:**

Students must leave class promptly when the bell goes and walk quickly up to the bus stops. Early Bus leaves at 3:05 pm.

**Late Bus:**

Students walk up to the bus stop and sit quietly and wait for the teacher on duty. Later buses leave at 3:15pm. Both the early and late buses are supervised by a staff member each afternoon.

**Mobile Phones:** If it is important for your child to have a mobile phone for transport purposes it is to remain turned off and in your child’s bag throughout the day. If you need to communicate with your child throughout the day you are required to do so through the school office.

**FOR THE SAFETY OF OUR CHILDREN VEHICULAR ACCESS IS RESTRICTED TO TEACHERS’ CARS FROM 7:30am until 8.25am**

**ELANORA HEIGHTS PUBLIC SCHOOL THANKS YOU FOR YOUR ASSISTANCE IN HELPING OUR SCHOOL TO RUN SMOOTHLY**