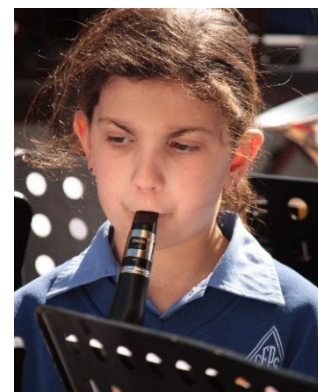


# Griffith East Public School

Excellence, Innovation and Inclusiveness



## A-Z GUIDE 2021-2022



## **SCHOOL VISION STATEMENT**

Griffith East Public School is committed to providing a learning environment that is happy, safe, positive and challenging to the individual.

There is an expectation that community, parents, teachers and students will work together striving for excellence in teaching and learning.

Our learning community provides the opportunity for students to take responsibility for their ongoing learning.

We promote equity and excellence for all our students and provide opportunities for them to achieve their potential and participate in a broad range of activities that contribute to their wellbeing.

## **SCHOOL STRATEGIC DIRECTIONS**

### **STRATEGIC DIRECTION 1 - Student Growth and Attainment**

In order to maximise student learning outcomes in reading and numeracy and to build strong foundations for academic success, we will further develop and refine data driven teaching practices that are responsive to the learning needs of individual students.

### **STRATEGIC DIRECTION 2 - Connected, successful and thriving learners**

To ensure that all of our students are able to connect, succeed, thrive and learn, there will be a planned approach to developing whole school wellbeing processes that support high levels of wellbeing and engagement, so that our students develop skills and values and they are capable, positive, active, resilient and informed learners and citizens who build positive relationships, resolve conflict and display respect and self-discipline.

### **STRATEGIC DIRECTION 3 - Teaching and Learning Excellence**

All teachers will further develop their understanding and implementation of the most effective teaching methods, through collaboration, peer feedback, using evidence-based teaching strategies and rich student learning data so that they are continually developing their professional skills and sustaining quality teaching practices.



## CONTACT INFORMATION

Name:	Griffith East Public School	
School Code:	4268	
Street Address:	141 Wakaden Street Griffith NSW 2680	
Phone:	02 6962 1804 02 6962 4409	
Fax:	026964 1450	
Email:	<a href="mailto:griffithe-p.school@det.nsw.edu.au">griffithe-p.school@det.nsw.edu.au</a>	
Website:	<a href="http://www.griffithe-p.schools.nsw.edu.au">http://www.griffithe-p.schools.nsw.edu.au</a>	
Principal	Mr Denis Murphy	
Deputy Principal	Mrs Lisa Turner	
Assistant Principals	Mr Andrew Noad (Rlv)      Mrs Kylie Mulholland (Rlv) Mrs Karen Oates      Mr Vince Conlan Mrs Belinda Hunt (Rlv)      Mrs Lisa Malone (Rlv) Mrs Kylie Smith (Assistant Principal Curriculum & Instruction) Mrs Jess Arnold (Assistant Principal Curriculum & Instruction)	
School Administration and Support Staff	Mrs Rosemary Andrighetto      Mrs Alison Hughes Mrs Vicki Gooda      Mrs Sarah Signor	

Accidents , Illness at School	5	Library	15
Assessment & Reporting	5	Lost Property	15
Assemblies	6	Medication at School	16
Attendance	6	Mobile Phones	16
Banking	7	Money Collections	16
Bicycles and Scooters	7	Morning Lines	17
Book Club	7	Name of Students	17
Buses	7	Non Smoking Zone	17
Canteen	8	Parents & Citizens Association	17
Change of Address	8	Parent Partnerships	18
Change of Name	8	Parent/Teacher Communication	19
Change of Routine- Home Time	8	Performances	19
Change of School	9	Playground Supervision	19
Child Protection	9	Religious Instruction	19
Class Formation	9	Road Safety	20
Clothing and Equipment	9	School Counsellor	20
Clothing Pool	10	School Development Days	21
Collecting your child from school	10	School Hours	21
Communication to Parents	10	School Leaders	21
Community Language	11	School Photographs	21
Curriculum	11	Sport	22
Emergency Contacts	12	Sport Houses	22
Enrolment Requirements	12	Student Equipment	22
Excursions	13	Student Support	23
Family Law	13	Sun Safe Policy	23
General School Contributions	14	Technology	23
Home Learning	14	Uniforms	24
Immunisation	14	Uniform Shop	25
Infectious Diseases	15	Working with Children's Check- Volunteers	26

## ACCIDENTS, ILLNESS AT SCHOOL

If your child has an accident at school, a parent or emergency contact is notified. It is essential that contact telephone numbers are kept up to date. If necessary, the student will be taken to Griffith Base Hospital by ambulance. The school belongs to the Ambulance Scheme. There is no cost to parents for this service whilst a student is involved in school activities with a supervising teacher in charge.

If your child is participating in an excursion or other school activity away from the school they are also covered by the School Ambulance Scheme.

***It is vital that the school has up-to-date emergency telephone numbers.***

If your child becomes ill while they are at school they will be cared for in our sick bay, while you are contacted to come immediately to collect them. We are not staffed in primary schools for the ongoing care of sick children.

Children who are sick should not be sent to school in the hope that they will 'probably feel better later'.

## ASSESSMENT AND REPORTING

Student Assessment is an ongoing process and occurs throughout the school year. The results of continuous assessment throughout the year together with a more formal half yearly and yearly testing program, are combined to lead toward the teacher's final assessment of achievement for each child.

## HOW ARE CHILDREN ASSESSED ?

Please speak to your child's teacher about the Assessment For, Assessment Of and Assessment As strategies they use in their classroom. These include;

Classroom Formative Assessment including Teacher Observation, Anecdotal Records, Samples of Pupil's Work, Informal Assessment, Information from Interviews, Support Teacher and School Counsellor Information.

Formal Assessments including Department of Education Assessments, Diagnostic Test Results, Progressive Achievement Tests, Check-in Assessments, NAPLAN, and Evidence of Achievement of Outcomes suitable for particular grades/levels.

Ongoing input from parents is encouraged throughout the year. Informal interviews may be requested at any time.

## OVERVIEW OF REPORTING

- Term 1 – initial interview to meet parents and establish parent and teacher expectations. Best Start Assessment for Kindergarten students
- Term 2 – NAPLAN Test for Year 3 and 5 in English and Maths. Written report with the option of an interview.
- Term 3 – University of NSW – English, Science and Maths competitions Years 3-6
- Term 4 – Progressive achievement test and written report with the option of an interview.

## ASSEMBLIES

The School Assemblies are held in the Hall. Years 3-6 Assemblies are held on Thursday at 2.30 p.m. and K-2 Assemblies are held on Friday at 12.30 p.m. Classes are rostered to perform items at most assemblies and the classes who are presenting are announced in the newsletter each week. You are invited to attend.

During each assembly children are presented with merit awards to encourage and recognise their efforts.

## **ATTENDANCE**

### **Is Your Child at School?**

Under the Education and Public Instruction Act, 1987, parents have a legal responsibility to ensure the regular school attendance of their children aged between 6 and 15 years.

### **Is Regular Attendance Important?**

"YES" - From the first day. If students miss the basic skills in the early years of school, they often experience difficulties later. It has been shown that irregular attendance in the infants and primary years often leads to the development of poor attendance at high school.

### **Must I Send My Child To School?**

"YES" - All children between the ages of 6 and 15 years are required by law to attend school regularly.

### **Must I Send My Child Every Day?**

"YES" - Unless the child

- is too sick to leave the house.
- has an infectious disease like chicken pox, mumps, measles.
- is incapacitated by injury preventing movement around school.
- has to honour a religious commitment, or
- is accompanying his or her parents on a family holiday which cannot be arranged in school vacations. This should be arranged with the Principal prior to the absence.
- Wherever possible, dental and medical appointments should be made after school.

### **Must I Notify the School If My Child Has Been Away?**

"YES" - YOU should always either send a note, phone the school, or submit absence advice on the SkoolBag app to explain the reason for any absence.

### **Should I Notify The School If My Child Refuses To Go To School?**

"YES" - You should contact the Principal and seek assistance as a matter of urgency.

### **What Kind Of Assistance Is Available?**

The Home School Liaison Program is a SUPPORTIVE resource to students, parents, and schools. It aims to ensure the full participation of ALL students in education.

Its major focus is school attendance matters.

The program is conducted by the N.S.W. Department of Education and Training with support from the Department of Community Services.

### **What Is The Role of a Home Liaison Officer?**

The Home School Liaison Officer:

- is the contact person between the home and the school where there are attendance



problems.

- finds out why the child is not attending school and arranges appropriate help and;
- encourages regular attendance of students.

The school is legally required to keep accurate records regarding a child's attendance. Any absence must be explained by a written parental note. All unknown absences will be pursued by letter from the school followed by intervention by the Home School Liaison Officer if absences are continuous and unexplained.

### **BICYCLES and SCOOTERS**

Bike racks are provided beside B Block for students who wish to ride their bike or scooter to school. The school cannot accept any responsibility for bikes/scooters while they are left at school. A lock and chain system is recommended to be used by students to secure their bike/scooter. Students must not ride their bike/scooter in the school grounds. By law, students who ride their bicycles and scooters to school must wear a helmet.

### **BOOK CLUB**

The school participates in the Scholastic Children's Book Club. Through the school, parents are given the opportunity to purchase popular, suitable books at cheaper prices. Notes and pamphlets are sent home each month advising parents of procedures. When the books arrive they are distributed to students in class. The school receives free books with each order and these are either donated to the library or used in classrooms as part of the home reading scheme.

### **BUSES**

All K - 2 students are eligible for free bus travel from home to school. Years 3 - 6 students must live 1.6 km from the school to obtain a bus pass. Eligibility is determined by a map held by the bus companies. Bus pass applications are available online or if you don't have internet access forms are available from the school office or bus companies

Bus passes should be used by regular travellers only. Bus fares should be paid to the driver for those travelling occasionally.

**Parents must pay for replacement bus passes.** They are only available from the bus companies who issued the pass **They are not available at the school.**

Students travelling home on buses are supervised by teachers until the last bus has left.

If a student's behaviour on buses is unacceptable, their bus pass can be suspended for specified periods of time. A Code of Conduct has been produced by the Road and maritime services (RMS). Children who violate the Code may have their right to travel on the bus cancelled.

### **CANTEEN**

The school canteen operates daily from 8.45 a.m. to 1.45 p.m. and is managed by the Griffith East Public School P & C.

The Canteen Committee is a sub-committee of the P & C and is responsible for the management of the canteen and the implementation of Department of School Education policy in relation to nutrition,

prices, safety, etc.

The Canteen provides a recess and lunch service each day of the week and often arranges for "SPECIAL" lunch days.

A supervisor is employed by the P & C Association for 5 days a week. The Canteen Committee oversees the daily organisation of the canteen. Parents who are able to assist are always needed and are urged to place their name on the canteen roster. **Please phone 6962 5273 to speak to the supervisor- Mrs Phoebe Ritorto.**

Price lists are sent home regularly and are available on the school website and APP

Lunch orders are written on paper bags and money should be placed inside the bag. Bags need to be handed in to the canteen before school OR lunches can be ordered using the Flexischools App available from the App store on your phone or device. Order cut off time is 9.30am each morning.

Alternatively you can sign up at [flexischools.com.au](http://flexischools.com.au)

Lunch orders are delivered to classrooms at the beginning of lunchtime.

### CHANGE OF ADDRESS

When changes of address or telephone number occur the school should be advised either in writing or personally so that up-to-date records can be maintained for each child.

### CHANGE OF NAME

Students are to be enrolled in the name on their birth certificate, unless there are court orders in place which allow a change of name.

Students can be known by a preferred first name ( Will/William or Sam/Samuel), however their last name is to be as stated on their birth certificate

### CHANGE OF ROUTINE- HOME TIME

If your child usually travels home by bus and you plan to pick your child up ( or vice versa), OR someone else is picking them up OR they are walking somewhere, please let the teacher know in writing so there is no confusion and the teacher will know exactly what is to be done at the end of the day.

We understand that due to exceptional circumstances the arrangements for a student going home may change during the day while the student is at school and that parents need to contact the office to get a message to the student.

It would be appreciated, if possible that messages are received at the office by 1.00pm as messages received close to the end of school are difficult to get to students as we only have 2 office staff and not all classrooms have phones.

Please do not send emails to the school email account with messages for your children.

### CHANGE OF SCHOOL

If your child is going to transfer to another school please contact the school office so that the necessary processes and forwarding of documentation can occur.



## CHILD PROTECTION PROGRAM

The total wellbeing of the child is an important responsibility within the school curriculum. It is Department of Education Policy to provide a curriculum, which promotes not only students' intellectual development, but also their emotional and social development. Child Protection Curriculum materials have been introduced to all grades, Kindergarten to Year Six as part of the Personal Development/Health and Physical Education program. It aims to make students aware of how to keep themselves safe and teaches them [protective behaviours and stra.

## CLASS FORMATION

Classes are organised each year by staff to maximise the educational benefits of each student. Class organisation may vary from year to year depending on such factors as student enrolment numbers, staffing allocations and physical resources, eg classrooms available for use and staff to ensure that each child is placed in a class group suited to his/her stage of development and needs.

The class formation policy is published in the school newsletter in Term 4 each year.

## CLOTHING AND EQUIPMENT

Each year, a large quantity of clothing and other equipment accumulate at the school because ownership cannot be traced, despite regular attempts to display these articles.

The main articles involved are jumpers, hats, lunch boxes, drink bottles, rain-wear, and track-suit tops,

**PLEASE PUT A NAME TAG** on all items of clothing children are likely to remove at school during play, sport or if there is a change in the weather. It is also advised that personal property such as coloured pencils, pencil cases, school bags, lunch boxes, drink bottles etc. are clearly marked.

Any lost property which is handed in to the office and has a name on it is returned to its owner by office staff.

**PERSONAL TOYS, SPORTING EQUIPMENT (except tennis balls) AND VALUABLES CAN CAUSE PROBLEMS, SO COMPUTER GAMES, DOLLS, AND ELECTRONIC TOYS SHOULD BE KEPT FOR PLAY AT HOME**

## CLOTHING POOL

A secondhand clothing pool operates from the school office. Contributions of school uniforms may be left at the office and are gratefully appreciated. Parents may purchase school uniform items at very reasonable prices.

## COLLECTING YOUR CHILD DURING SCHOOL HOURS

When children need to leave the school for approved appointments during the school day, they must be accompanied by a parent or designated care giver.

An exit slip must be obtained at the front office and then given to the class teacher when you collect your child. These slips have a photograph of your child printed on them. Please ensure you allow enough time to go to the office to obtain the exit slip and collect your child to make your scheduled appointment.

**No child is permitted to leave school grounds without permission of a parent or guardian.**

This policy allows us to accurately record when a child leaves the school and also notifies the class teacher or relief teacher that a student has been correctly signed out by an authorised person.

Teachers have been advised that parents/carers must have a release note from the office if they are collecting students during the school day.

## COMMUNICATION TO PARENTS

**NEWSLETTER** - Weekly newsletters are sent home and posted on the school website and Skoolbag App each Wednesday to inform parents of school events.

**SCHOOL WEBSITE** - Information about the school is available on the school website : [www.griffith-p.schools.nsw.gov.au](http://www.griffith-p.schools.nsw.gov.au)

Information includes:

- Newsletters
- P & C Information
- Canteen Price Lists
- Calendar of events
- Annual School Report
- Up Coming Activities

## SMARTPHONE SCHOOL APP

Griffith East Public School has an APP. Search for the free SkoolBag App in the Apple App or Google Play Store.

Create an account and sign in with your email account

Search For Griffith East Public school and add your subscriptions group

The APP will ask you for which individual grades you would like notifications for or you can select all grades.

Information which will be available on the App include:

- Weekly Newsletters
- Canteen Menu
- Notifications of School Events and changes to routines
- After school return times of excursions
- Important school updates

You are also able to send an absentee note to the school on the APP.

This is an additional avenue of communication for the school community.

## COMMUNITY LANGUAGE

Griffith East Public School is fortunate to have Italian as a subject for students Years 3-5. Students have lessons in Italian for up to 2 hours each week. The students are then able to continue Italian in High School.

## CURRICULUM

The curriculum is organised into six Key Learning Areas (KLAs). We place great emphasis on the development of a wide range of appropriate, interesting and motivating learning activities when teaching the subjects that are grouped within the KLAs. Literacy and numeracy skills are taught in each learning area.

- **English** – Reading, Writing, Talking, Listening, Spelling, Grammar, Handwriting, Debating, Drama, Library
- **Mathematics** – Number, Space, Geometry, Measurement, Data, Patterns, Algebra Working Mathematically
- **History and Geography** – Change and Continuity, Cultures, Environments, Social Systems and Structures - (Aboriginal, multicultural, gender, citizenship and environmental topics are included)
- **Science and Technology** – Natural Science, Design and Construction, Technology, Computer Education
- **Creative Arts** – Music, Drama, Visual Arts, Craft, Public Speaking, Performance
- **Health, Personal Development and Physical Education** – Games, Sport, Dance, Gymnastics, Active Lifestyle, Personal Health Choices, Growth and Development, Safe Living, Interpersonal Relationships
- 

## OTHER CURRICULUM SUPPORT

- **Learning Assistance Programs** support students with learning needs.
- **Gifted and talented students** are catered for through Special Interest Groups, extracurricular activities, adjusted learning programs and grouping within the classes. Parents of students in Year 4 can put in an application for enrolment in a virtual Opportunity Class in Year 5 with Arora College. Successful students will participate in some classes online with the college and complete the remainder of their learning in our regular Year 5 classes.
- **Computers** are networked in all classrooms and in the well-resourced computer laboratory situated in the library ensuring technology remains a priority for all students. All students have their own email address through web services. Access to the internet is supervised.
- **Main Learning Devices** are found in every classroom - these are interactive televisions used for teaching and learning with video facilities for students and teachers.
- **Child Protection, Peer Support, Drug Education and Life Education** are an integral part of our PD/Health learning.

## EXPLANATION OF STAGES

Learning outcomes for students focus on **stages not grades**

**Early Stage 1** - Kindergarten

**Stage 1** – Year 1 and Year 2

**Stage 2** – Year 3 and Year 4

**Stage 3** - Year 5 and Year 6

## EMERGENCY CONTACT

Where the welfare of your child is concerned, the school cannot risk having out-of-date information. The details originally supplied by parents are kept on file. These include:

- address
- telephone numbers
- emergency contacts
- serious illness, disabilities or allergies

Any subsequent changes to this vital information, or additional health matters that could affect the well-being of your child (e.g. the need to wear glasses) should be notified to the school without delay. **We need current information on hand so we can contact you in cases of emergency.** This helps avoid anxiety for students who can become distressed if parents cannot be contacted quickly.

## ENROLMENT REQUIREMENTS

- All children whose 5<sup>th</sup> birthday falls before 31 July may commence school that year.
- Children whose birthdays fall after 31 July will commence school at the beginning of the following year.
- Proof of Age – Birth Certificate - is required before a child is enrolled.
- 100 points proof of residence must be sighted for all in zone applications.
- An immunisation certificate must be sent in to the school.
- No children will be accepted at school before they are 4 years and 6 months.

If the students are on visas, an Authority to Enrol from the Temporary Residents Program, must be applied for by the school, before enrolment can be offered.

## EXCURSIONS

Children take part in three different kinds of excursions. These are:

- LOCAL...which are either walking excursions or are within easy travelling distance of the school. A bus trip from which children return within the same day is regarded as a local excursion.
- SPORTING ...which are local excursions usually involving a trip to another school or sporting venue for competitive or non-competitive sport.
- MAJOR...which are excursions that take longer than 1 day. An example is a 3 day excursion to Canberra.

Parent consent forms are required for all excursions. The consent forms have a legal purpose and all details must be completed accurately and signed by a parent or guardian.

Excursions are only approved if they have educational merit and all children will be included wherever possible. If you find it difficult to meet costs, special arrangements may be possible if you approach the teacher concerned, or the Principal.

## SCHOOL MAJOR EXCURSIONS

The School major excursions commence in the Primary Years.

Year 3 attend Altina Zoo

Year 4 attend a three day camp at Borambola Sport and Recreation Centre – Wagga Wagga

Year 5 & 6 visit Canberra – odd years (3 days)

Year 5 & 6 visit Ballarat – even years (3 days)

### Parents and Teachers Providing Transport

*Teachers and Parents often transport children on various excursions when it is a small group( usually sport excursions) because it is either not practicable to hire a bus, or because a saving is involved.*

To be certain that all parties are protected, and the approval for the use of private transport can be properly made by the school, any parent supplying transport will need to show current documents at the school office.

The following are required:

- The parent's licence is to be sighted and number recorded.
- The vehicles registration papers must be checked to make sure that it is current. Vehicles must have seat belts available for each child being transported. A simple record is kept at the school office of these details, and it is updated each time transport is provided.
- A Working with Children Check Declaration for Volunteers must be completed and given to the front office staff. This declaration will be stored securely at the school and only needs to be completed once.

## FAMILY LAW

Sadly sometimes relationships break down and the court makes orders regarding the contact parents can have with their children or the role they play in making decisions about their children's education. These can be Family Court Orders or Apprehended Violence Orders. Parents can also reach agreement about issues such as contact in a parenting plan.

**If this happens it is important that you provide the school with a copy of any court orders or plan that could impact on your child's education.**

In the absence of any notification to the contrary, the school will assume that both parents continue to retain a shared and equal parental responsibility for their children and should be involved in making any decisions regarding their children's education.

This means that the school will recognise that each parent has equal duties, obligations, responsibilities and opportunities in relation to matters involving the school.

If any changes occur in your family relationships which have the potential to impact on the relationship between the school and your family, please advise the school immediately and provide a copy of any court orders that may be obtained.

These orders will be stored securely and only accessed by staff who need to see them in order to plan for your children's learning and support and related issues.

### **GENERAL SCHOOL CONTRIBUTION (VOLUNTARY)**

Public schools seek monetary assistance each year from parents. A priority list of needs is set by staff and parents so that all are aware of the school's needs. Through the budgeting process, essential resources are then purchased.

The voluntary school contribution is set in consultation with the P & C Association each year

The current annual contribution is \$35 for a single child or \$50 for a family

### **HOME LEARNING**

The Home Learning Policy set by the community and school is presented to parents for discussion each year.

Home learning will vary according to the teacher's perception of class and student needs. Activities could include reading, spelling, maths, seeking information, completing contracts, asking questions, writing, learning multiplication tables etc. – in general, an extension of classroom work.

Parents can assist children at home by:

- Supporting them in the completion of their homework.
- Providing a quiet place.
- Setting a good example by establishing routines and show interest in the child's learning.
- Communicating with staff regarding any concerns.

### **IMMUNISATION**

There have been changes to the N.S.W. Public Act, 1991. This means that parents, with children starting school in Kindergarten classes, from 1994, must present an Immunisation History Statement at the time of school enrolment that includes immunisation against whooping cough.

#### **The Immunisation History Statement:**

- reminds and encourages parents to have their children immunised against diseases which can be prevented by immunisation.
- helps identify children who have not been immunised. This means that if there is a disease outbreak, these children will have to stay at home for their own protection by law.

#### **Immunisation History Statement can be obtained from:**

The Immunisation Register – 1800 653 809 or through the Department of Human Resources website.

### **INFECTIOUS DISEASES**



Disease	Time for Exclusion from School
Chicken Pox	Exclude until fully recovered. Minimum exclusion: five days after the first spots appear.
German Measles	Exclude until fully recovered and for a minimum of six days after the rash appears.
Hepatitis (Viral type A)	Exclude until subsidence of symptoms or until receipt of a medical certificate of recovery. Minimum exclusion: seven days from onset of jaundice.
Measles	Minimum exclusion: five days from appearance of the rash. Notify Regional Director of Health in case of outbreak.
Mumps	Exclude until fully recovered. Minimum exclusion: 1 week after the appearance of swelling.

## LIBRARY

This is always a source of pride to our school community. Many of its contents are supplied by parents well-earned fundraising efforts. The area provides a delightful atmosphere for children to read and learn. Part of that learning is for children to enjoy and respect the equipment they use.

All classes attend the library for a specific lesson each week to develop knowledge and skills.

Apart from lesson times, students may visit the library at lunch time.

*Children are required to have a library bag to protect all books that are borrowed. Sadly, sometimes borrowed books are carelessly lost or damaged. In such cases the replacement value is requested from home.*

## LOST PROPERTY

Lost property is located in the school office. Look for lost property in classrooms, corridors and playgrounds. Lost property is displayed regularly. Named articles found in lost property are returned to the owner.

Teachers regularly sort lost property and items not claimed are donated to charity groups.

## MEDICATION AT SCHOOL

There are times when a student requires medication to be administered at school. School staff are not trained pharmacists. If your child requires medication during school hours the following statements must be adhered to:

1. Only **prescribed medication** can be administered.(This includes paracetamol)
2. An Indemnity Form is required from the parent/guardian stating the nature of the medicine, dosage and giving consent for staff to administer the medicine, (for each and every medication type).

3. Medication must be made available when needed in cases of change of routine e.g. excursions.
4. The school must be informed of any serious medical conditions and children with a continuing need e.g. Bee sting reaction. This information is collated in a "Children at Risk" folder which acquaints staff with this important information.
5. **Students requiring any medication at school must complete an indemnity form**, and this form must be renewed when doses or medication change.
6. If students need short term medication e.g. Antibiotics, an indemnity form must still be completed.
7. Asthmatics may keep their medication, in particular 'puffers' on their person
8. No medicine is to be kept in school bags.
9. Medications are administered from the Front Office by a designated member of staff.
10. **Unless documentation has been completed by families, school staff will not be able to administer any medication.**

**If your child is diagnosed with asthma or anaphylaxis you need to provide the school with their action plan, which must be updated annually by their doctor.**

### MOBILE PHONES

Students should not have mobile phones at school.

If there is an emergency situation and the student requires a phone AFTER school, they are to bring them to the Administration Office, where they will be placed in a locked area, for collection at the end of the day.

The school will not be taking responsibility for items brought to school and lost.

### MONEY COLLECTIONS

If sending money to school for any reasons including excursion payment, visiting shows, etc., please put **correct** amount into an envelope (as we do not have change), write your child's name and class along with the amount of money enclosed and the **reason for the payment**.

For example: **Jimmy Jones Class KK \$3.00 for school excursion to Pioneer Park**

If you follow this system you will find that there are few problems with lost money, lost change or confused payments.

### Receipts

The school uses two forms of receipting for monies collected.

In the case of a large quantity of payments of small amounts which include collections for visiting shows or local excursions, these monies are group receipted (noted on class list and kept in school files).

For other payments, (e.g. school camps), individual receipts are provided and sent home with the child.

### ONLINE PAYMENTS

An online payment portal linked to the GEPS website is an option to pay some school expenses.

The GEPS payment portal is a secure payment page hosted by Westpac Bank and will accept either Visa or Mastercard payments.

Only payments over \$10 per student can be made on the payment portal.

Separate transactions need to be made for each child in a family and a brochure outlining the system is available on the school website.

The payment portal can be accessed on the school website :

<http://www.griffithe-p.schools.nsw.edu.au>

### **MORNING LINES**

Monday morning at 11.40 am and Wednesday morning at 9:30am, all students assemble under the Gunyah so announcements for the day can be made, before going to class.

### **NAME OF STUDENTS**

It is a legal requirement that students are enrolled in the name on their birth certificate. Whilst students may prefer another first name, to be known as at school, last names can only be changed with specific legal processes.

### **NON SMOKING ZONE**

Smoking is totally prohibited in all New South Wales Department of Education premises. This includes buildings and the playground.

This also applies to “out of school hours” activities.

### **PARENTS AND CITIZENS' ASSOCIATION**

The P. & C. is an active parent association which serves a number of purposes. The most important of these are:

- To provide a forum for the discussion of issues related to the school and the education and wellbeing of children.
- To act as a lobby group in an effort to gain improvements for the children of the school.
- To raise funds that will allow the children of the school to benefit from improved learning situations and conditions.
- To assist with the management of certain aspects of school organisation.
- To provide advice and information to assist with general school matters.
- To succeed in its role, the association needs the help and support of all parents.

- Please make an effort to become a member and attend meetings. If circumstances prevent your regular attendance at meetings, your help or support would still be appreciated at various association functions.

The Association meets at 7.00pm. on the first Thursday of the month in the School Staffroom.

## **PARENT PARTNERSHIPS IN THE SCHOOL**

The school actively encourages parent involvement in school activities. Some of these activities include:

- accompanying students on excursions
- assisting with class activities as a parent helper
- assisting the Librarian
- acting as 'officials' at sports days
- sharing your talents and interests
- taking part in 'Working Bees'
- attending fundraising functions
- providing services e.g. Book Club, Canteen

A Working with Children Check must be completed before entering the classroom. Please contact the front office regarding this procedure.

If you can help in any of these ways, please contact your child's class teacher. Parents helping in the school should sign the volunteer register in the classroom..

It is hoped that you make regular contact with the class teacher to check on your child's progress. If you wish to speak to the teacher or any other member of staff, telephone or call in personally, to arrange a mutually convenient time.

Some of the ways parents can assist their children are:

- talking to your child about school and current events and any items of interest.
- insisting at all times on courteous and clear speech.
- encouraging your child to read as widely as possible.
- labelling all possessions clearly and permanently.
- encouraging your child by commenting positively on features of work and conduct
- selecting suitable books and television material for your child
- supporting the teacher and school by insisting that work is always well done to the best of their ability
- assisting the students to take responsibility for their projects and assignments.
- monitoring the use of technology, including all aspects of social media.

## **PARENT/TEACHER COMMUNICATION**

Education is a partnership between home and school and it is extremely important that clear and effective lines of communication are consistently open between home and school and also the privacy of teachers is respected outside of school hours.

Teachers can be contacted by telephoning the school, and if they are unavailable a message will be given to them to phone you back. Alternatively an email can be sent to the school email account [griffithe-p.school@det.nsw.edu.au](mailto:griffithe-p.school@det.nsw.edu.au) marked to the attention of the teacher in the subject line and it will be forwarded to the teacher by the school office. At times teachers are available to speak to you when you bring your child to school or picking them up from school, if they do not have duties or meetings.

The Department of Education's Social Media and Technology Guide for staff cautions staff about having parents of students as friends on facebook for a number of professional and privacy reasons. It is not part of our school policy for teachers to friend parents on facebook or to respond to any parents regarding school matters through facebook or other social media.

Teachers are also not required to provide their personal mobile phone numbers or work or personal email addresses to parents, as it is expected that any enquires about school business or information about students will be conducted through the school telephone numbers or school email account.

## PERFORMANCES

At times cultural experiences and visiting performances are arranged for the students. Students are given the opportunity to visit or be visited by approved groups who perform in dance, music or drama. Details of these visits are sent home together with a permission slip and cost of attendance.

## PLAYGROUND SUPERVISION

There are supervision rosters for the protection, welfare and safety of students in school grounds commencing at **8:45am** and finishing at **3:15pm**. each school day.

**In the interests of safety, parents are requested to see that students do not arrive at school before 8:45am as there is NO SUPERVISION before that time.**

During recess and lunch students are supervised in designated play areas. Playground expectations and out-of-bounds areas are made clear to students.

## RELIGIOUS INSTRUCTION

A half hour scripture lesson is held each Thursday, K-2 – 2:00pm to 2:30pm, Years 3-6 – 2:30pm to 3:10pm.

You are encouraged to have your child/children attend a scripture group. The standard of organisation, Scripture instruction and dedication of the Scripture teachers attending the school are all exceptionally high, so you can have full confidence in the Scripture system. You should indicate your scripture preference on the application for enrolment form.

## ROAD SAFETY

Parents should observe **NO PARKING** signs in Wakaden Street and McKenzie Place during school hours when collecting children in the afternoon. Children should be picked up at the gate near the crossing on Speirs Street, opposite the Ex-Servicemens' Oval. Parents using the drop off zone are encouraged to move to the end of the slip way to pick up children.

Dangerous situations have arisen when cars and buses converge at 3.25 pm in the afternoon. Special sections have been set aside as **Bus Zones** in Wakaden Street. Parents of children, K-2, are advised to park in Speirs Street adjacent to the Ex-Servicemens' northern Oval, or in the Ex-Serviceman's club carpark.

Exit from school is via:

- A pedestrian crossing in Speirs Street
- A pedestrian crossing in McKenzie Place
- Bus Zones in Wakaden Street

Pedestrian Crossing flags are placed on poles each morning then returned after 9.15am bell, then repeated at 3.00pm and 3.40pm

Be sure your child knows the safety rules for our busy streets. **SHOW YOUR CHILD** how to safely cross the street

Below are the safety rules to teach your child.

- Look both ways before you cross the street.
- If there are white lines, cross between them.
- Walk quickly across the street - DO NOT RUN.
- Take special care when you get off a bus.
- Don't step out from behind parked cars or buses.
- Play your games in a safe place, away from the street.
- Ride your bike safely; obey all signs and signals.
- Where there is no footpath, walk on the right hand side of the street facing the traffic.

**WARN YOUR CHILD** against loitering on the way home, visiting friends without permission or going anywhere with strangers.



## SCHOOL COUNSELLOR

Our School Counsellor provides an ongoing counselling service available for all students. During the time your child is in primary school, he or she may come into contact with our Counsellor as a result of a class teacher's referral or at the request of a parent. This referral is for the purpose of gathering information to assist with a child's learning and wellbeing.

Parents are contacted prior to the child seeing the counsellor and a written consent form will be completed. Parents will be invited to attend an interview following any such assessment. The service offered by our School Counsellor is also available directly to parents who would like assistance with a child's learning or behavioural problems. Appointments can be made by contacting our school office.

The School Counsellor is a trained teacher and a registered psychologist.

## SCHOOL DEVELOPMENT DAYS

Five of these days are held each year. Classes do not operate on these days. Staff meet together for professional learning, to discuss different aspects of the curriculum and develop Department of Education policies and programs. School Development Days generally occur on the first two days of Term 1, Day 1 of Terms 2 and 3 and on the last day of Term 4.

## SCHOOL HOURS

8.45am	Playground supervision commences
8.45am	First bell – no student should be in classrooms unless fully supervised by a teacher.
9.15am	School assembles –morning lines
11.15am	Recess
11.40am	End of Recess
1.10pm	Lunch – children are seated for 10 minutes
1.35pm	Playground Duty changeover
2.00pm	End of Lunch
3.15pm	End of School Day

- Children **are not** supervised by staff in the playground until 8.45am.
- Children **are not** to remain at school after 3.15pm unless under direct supervision of a teacher or a parent assisting in school activities.

The school Administration Office Hours are 8.30 a.m.- 3.30 pm.- Monday to Friday

## SCHOOL LEADERS

Each year the students of the Primary school elect a boy and girl Captain and a boy and girl Vice-Captain from year 6. Also 4 Student Representative Council members are elected from Year 6. These are elected democratically following policy speeches.

The elected students are given many tasks of responsibility. They conduct the weekly assemblies and involve themselves in student matters.

## SCHOOL PHOTOGRAPHS

School photographs are taken each year, usually in Term 1.

Parents may elect to purchase school photos. Payment is made directly to the photographers through an order system before school photo day.

## SPORT

As well as developing self esteem, self discipline, independence, tolerance towards others, sportsmanship and team spirit, physical education is seen as essential for a child's well-being.

All the students have the opportunity to develop skills in:

- Class physical education activities.
- Weekly skills lessons.
- Classes K-2 – Perceptual Motor and school based sport
- Classes 3-6 – School based sport on Friday.
- Lunch time activities, after school team games and training sessions.
- Annual athletics, swimming and cross country carnivals.
- PSSA district, regional and state sport.

Successful students from our annual carnivals may go on to represent the school at Zone, Regional and State level.

All students K-6 are required to wear their sports uniform on the appropriate days. Sports days for K-2 and 3-6 are published in the newsletter each term.

## SPORT HOUSES

Wiradjuri-**Green**  
Barindji- **Blue**

Arunta -**Red**  
Kamilaroi -**Yellow**

Upon enrolment at GEPS all students are placed in house groups. The children from each family are placed in the same houses and all children are distributed evenly through the houses in age groups so that competition is even.

Elected House-Captains and Vice-Captains organise activities throughout the year including: Arranging relay teams and sports carnivals; conducting sports assemblies; and encouraging participation in school activities.

## STUDENT EQUIPMENT

The majority of items required in the classroom are supplied by the school. E.g. Exercise books, pencils and crayons ( K-2)

A special list is sent home from Infant and Primary sections at the commencement of each year. Parents are informed of any other requirements by a note from the class teacher.

Children in the Primary classes need to provide their own pens and coloured pencils. Apart from this, other requirements may be eraser, glue, scissors, pencils and a ruler.

Liquid paper is not required at any time.

## STUDENT SUPPORT

Griffith East Public School provides access to a range of support personnel and learning groups to support students with additional needs. Support and guidance may be sought from:

- Parents assisting their children through home learning programs and also providing special assistance within the classroom (reading, maths, etc.)
- Classroom teachers who provide support to all students in their care and develop programs of work that will cater for individual differences.
- The Principal, and Assistant Principals oversee the welfare of all students and manage specific problems which fall outside the boundaries of normal classroom and playground management.
- School Counsellor who is able to provide confidential counselling in such matters as academic progress, stress, anxiety, personal problems, etc.
- Home School Liaison Officer whose job is to monitor student attendance and to provide assistance for students who are having problems attending school regularly.
- Learning and Support Teacher who provides specific assistance to children who may be experiencing difficulty in the area of literacy.
- School Learning Support Officers who can provide support to specific students with diagnosed disabilities.
- Speech Pathologist who provides assistance to children experiencing speech difficulty.
- Other Outside Agencies. We also have access to services provided by external agencies. Parents will be advised where there are identified needs. These include Stewart House, the Dental Clinic and the Community Health Centre.

## SUN SAFE POLICY

A Sun Smart Policy is an essential part of Student Welfare. The 'No Hat: Play in the Shade' policy aims to make children aware of the severe dangers of ultra violet rays. We seek parental support in encouraging children to –

### SLIP, SLOP, SLAP

every day ie wear sunscreen, and hat when outdoors. A school hat is available for purchase from the Uniform Shop, **however every child is given a hat by the P & C when they enrol** - this is an essential part of the school uniform.

If a student does not wear a hat he/she will be required to stay in designated shade areas.

## TECHNOLOGY

The school continually strives to use effective technology for quality teaching and learning and purchases new equipment each year according to the school developed technology plan

All classrooms have wi-fi access and a variety of computers and/or laptops which are connected to the school network providing access to the school intranet and, under teacher supervision, the internet for teaching and learning activities.

All students have their own individual user name, password and email account. Access to the internet sites through the Department of Education is highly filtered.

Students also have access to digital photography and video and interactive TVs have been installed in the library and all classrooms.

The library contains a computer laboratory networked for class use as well as access to the internet.

## UNIFORMS

### Winter Uniform – Boys

Shirt	Blue (or skivvy)
Trousers	Grey
Jumper	V necked royal blue with school emblem
Socks	Grey with two blue bands (royal blue & light blue)
Hat	Royal Blue – Bucket

### Winter Uniform – Girls

Shirt	Blue (or blue skivvy)
Tunic	Blue check pinafore available from Lowes. (Bibs optional for Yrs 5 and 6)
Slacks	Navy
Jumper	V neck royal blue with school emblem
Socks	Light blue
Tights	Dark blue
Shoes	Black
Hat	Royal Blue – Bucket

### Summer Uniform – Boys

Shirt	Blue
Shorts	Grey
Socks	Grey with blue bands
Shoes	Black
Hat	Royal Blue – Bucket

### Summer Uniform - Girls

Dress	Blue check uniform available at Lowes, Griffith. Pattern and material available from retail outlets. Pattern No. Wilkinson 270.
Culotte	Navy Blue
Shirt	Blue
Socks	Light blue (long or short)
Shoes	Black
Hat	Royal Blue – Bucket

## K-6 Sports Uniform

K-6 students	Navy/Royal blue polo shirt with school emblem
Boys	Black shorts, black tracksuit pants, white sport socks, black joggers.
Girls	Black shorts or black skorts, black tracksuit pants, white sports socks, black joggers.
Extras	Black washable all-weather jacket available from Lowes. Royal blue bucket hat.

## UNIFORM SHOP

The P & C Association runs a uniform shop which sells the following items of school uniform:

- Bucket Hats
- Track Pants
- Polo Shirts (Sport)- with school logo
- Sloppy Joes- with school logo
- Microfibre Shorts
- Skorts ( for sport only)
- Girls blue socks
- Library Bags

The opening times of the uniform shop are communicated through the school newsletter, however order envelopes are available at the school office and orders will be returned through your child's class very quickly.

- Bucket hats can purchased at the school office at anytime.

**All other school uniform items are stocked at Lowes Griffith, including the school jacket. Other retail outlets stock various items of our school uniform.**

## WORKING WITH CHILDREN CHECK - VOLUNTEERS

We are very fortunate to have outstanding parent support in assisting us to implement our many and varied school programs. In accordance with the *Child Protection (Working with Children) Act 2012* NSW the NSW Dept Education requires schools to have **volunteers**, (which includes parent helpers) complete a Working with Children Check – Declaration.

Anybody who volunteers for any of the activities below will need to complete the Working with Children Check – Declaration.

- Helping in classrooms
- Transporting children
- Volunteering in the canteen
- Attending/ assisting on excursions
- Assisting with coaching of sporting teams

You will need to complete a declaration form and return it to the office along with proof of identity. Information regarding the 100 points required are attached to the declaration form. Forms will then be certified by office staff and filed with your child's records.





Griffith East Public School  
141 Wakaden Street  
Griffith NSW 2680  
T: 69621804 or 69624409  
F: 69641450  
E: [griffithe-p.school@det.nsw.edu.au](mailto:griffithe-p.school@det.nsw.edu.au)