FOREWORD

Our school has a long and proud tradition of excellence. Since the 1880s we have provided care, a stimulating learning environment and challenging studies for all students. Our students have gone on to reflect great credit to their school.

The Eastwood community has always been close-knit, sharing the values of its school and supporting it energetically in its endeavours. We believe that this strong sense of community responsibility has helped contribute to the successes of our students both present and past. It is an inspiration to the team of dedicated, experienced, professional teachers and administrative staff who continue to work diligently in the best interests of the children.

In a world of rapid change, let us be mindful of the need to prepare children for a “preferred future”, a culture characterised by

- life-long learning;
- enterprise and innovation;
- caring and mutual support.

Never before has there been such an urgent need to revisit and focus on the school’s motto: “Each Can Serve”. I believe that teachers and parents together can and will keep Eastwood School at the forefront of education, which is practical and relevant, allowing children to take their future firmly in their hands.

I commend this booklet to you as a guide to our routines and basic policies.

Luke Witney
Principal
OUR PURPOSE

Our purpose is to develop our children to be outstanding citizens through...

- a commitment to excellence in education;
- a safe, nurturing environment;
- fostering a love of learning;
- the development of self worth;
- effective communication;
- an appreciation of our cultural diversity;
- a positive attitude to change;
- opportunities to serve others.

INFORMATION BOOKLET

This publication will be updated periodically. Families are advised to read it and keep it handy for ready reference.

Address:
Eastwood Public School
Rowe Street
Eastwood. 2112

Phone 9874 1600
9874 1029
9874 0289

Fax 9804 7495

Email: eastwood-p.school@det.nsw.edu.au
Website: http://www.eastwood-p.schools.nsw.edu.au/

Hours: 9.10 am - 3.10 pm
Recess: 11.10 am - 11.40 am
Lunch: 1.10 pm - 1.55 pm

The school is officially open from 8.40 am.

*No child should be at school before 8.40 am* unless taking part in supervised activities.

GENERAL ENQUIRIES

All enquiries should be made at the School Office in the Administration building near Shaftsbury Road.

Enquiries into matters not covered by this booklet should be directed to the School Office or to your class teacher.
COMMUNICATION

Education is a responsibility shared between the school and the family. High quality communication is a vital ingredient in the effectiveness of the process. We seek to keep information flowing by way of:

- Parent/teacher meetings & family interviews.
- School functions including social occasions.
- Meetings of the P & C and School Club.
- Student Representative Council.
- Parent helpers and school committees.
- Weekly Newsletters.

Weekly newsletters are distributed to the eldest child in each family, usually on Tuesdays. Parents are advised to read newsletters carefully so as to keep abreast of student achievements, management matters and coming events. Any contributions for the newsletter should be submitted to the office by the Friday preceding the publication.

Parents with limited English can discuss the contents of the Newsletter with volunteer parents from the same language group. For further details, see “Translation Service”.

While it is important for the School to keep you informed, it is equally important for you to keep us informed of any matters relevant to your child’s welfare and learning. e.g. change of address or phone number.

ENROLMENTS

School boundaries for enrolment at Eastwood School will be generally observed. Out-of-area applications will be assessed by the enrolment committee.

All parents/custodians of candidates for local enrolment shall be asked to produce three (3) separate items proving their residential address. These items may include a current:

- Council Rate Notice
- Water Rate Notice
- Lease
- Electricity/Gas Account
- Phone Account
- Bank Statement
- Driver’s Licence.

Parents will also need to provide

- Enrolment form
- Birth Certificate and/or passport
- Immunisation Certificate
- Parent’s passport or citizenship certificate if parents are born overseas.
In exceptional circumstances, compassionate and welfare grounds will be taken into account in cases of out-of-area enrolment applications.

**Kindergarten enrolments**

Children may be enrolled at the beginning of the school year in which they turn five years of age prior to August 1st. Documentary evidence of date of birth, immunisation and residential address is required. The enrolment of the youngest of these children should be discussed with senior school staff.

**PREPARING YOUR CHILD FOR SCHOOL**

Your child will need:
- school bag identified by tag, sticker etc
- lunch and play lunch
- clothes, shoes and belongings clearly labelled
- a handkerchief/tissues
- cap or hat for outdoors
- painting shirt (cut collar and half sleeves of man’s shirt is ideal)
- raincoat and hat
- library bag.

You can help your child by teaching him/her to:
- say please and thank you
- address people by their names
- put on/take off jumpers, shoes (tie laces) etc
- recognise belongings
- care for toys and equipment
- pack away toys and equipment after use
- say name and address and phone number
- treat books with care
- share with others
- ask when he/she wishes to visit the toilet
- use toilet correctly
- wash hands after visiting the toilet and before eating
- cross roads safely (at crossings).

Parents are encouraged to:
- restrict TV viewing to suitable programmes and share these with your children
- no TV before school, please
- teach children to bring home unwanted/uneaten food
- develop a positive family attitude to school
- show interest in the child’s school life
- look at, discuss and appreciate work brought home
- avoid pressuring children
- avoid comparisons with brothers, sisters and other children
- ensure that children adhere to the uniform code
• get to know your child’s teacher
• read to/with your child every day
• set up a program for child to do regular, simple jobs as part of the wider education process.

Useful activities for newly enrolled kindergarten children:
• anything to do with enjoying books
• discussing pictures, stories
• free scribble drawing with crayons, charcoal on large paper
• making things with scrap materials
• using puzzles, construction toys
• modelling with plasticine or playdough
• throw and catch balls
• use play equipment in parks and playground.

SCHOOL ORGANISATION

Assemblies

Assemblies provide a meeting place for children outside the classroom. They help develop and reinforce the culture of the school, with children sharing opportunities to perform together, appreciate the attainment of their peers, participate in ceremonies and gain the skills of leadership and good listening.

Whole school assemblies occur twice each term. Each is led by a Year or group in the school. K-2 and 3-6 assemblies occur weekly.

Parents are very welcome to attend any assemblies.

Annual donations/fees

Upon recommendation from the school’s Finance Committee, the P & C sets levels of voluntary donations which parents are asked to pay to supplement equipment and other facilities of benefit to students.

Whilst there is no obligation on any person to pay and no pressure is applied to elicit payment, these payments are vital to ensure that the provision of high quality educational materials, equipment and facilities can be maintained.

Voluntary donations are payable to the P & C and may be paid in instalments. Individual arrangements to meet special needs can always be made by contacting the Principal.

Tax-deductible donations can be made to the P & C Building Fund.

A school Library Gift Fund is also a tax-deductible contribution.
Money

All money for class or school activity payments should be tendered in the correct amounts to avoid the need for change, paid by credit card on forms provided or paid by personal cheque made out to "Eastwood Public School". All money should be enclosed in the supplied school envelope on which is written the child’s name, class and the excursion or activity for which the payment is being made. Children will deposit money envelopes in the letter box slot at the front office before school for receipting and banking. All children are advised not to leave money in school bags or under desks.

P & C, School Club or Book Club money should be tendered in envelopes marked clearly according to which purpose and placed in the office letterbox. The Office will forward these to the appropriate Treasurer.

Where possible, payments in excess of $20 should be made by credit or cheque. Credit cannot be used for amounts under $15.

Medication at school

Prescribed medication will generally be administered by designated school staff. Parents requesting the administering of medication prescribed by a doctor must do so in writing with full instructions and complete an Indemnity Form. Additional information is available on request from the Office staff.

Cuts, abrasions, insect bites etc are usually washed and either covered with a bandaid or left uncovered to dry.

In the case of more serious injuries, parents are notified and the Principal or Deputy Principal decides whether an ambulance should be called or other prompt action taken. It is important that current address and phone numbers are recorded on each child’s Emergency contact card.

The school needs to be notified if a child is on an asthma or diabetic program.

Infectious diseases

Parents are reminded that students with infectious diseases should not be sent to school until the required number of days has elapsed. Please refer to the Department of Health pamphlet "Some Infectious Diseases of Children."

Lost property

Parents are advised to label all property including shoes, clearly and to periodically check that names are still legible.
Before and after school care

This is a support for working parents or those preparing for a job or studying. The Care Centre in the school grounds is an independent organisation managed by an elected group of volunteer parents. Places are limited so you should contact the centre well before your need arises.

Hours of operation are:
- 7.00 am - 9.00 am and
- 3.00 pm - 6.00 pm every school day.

Contact the Coordinator: Phone - 9874 2019

Book Club

The main aim of Book Club is to encourage children to read! The school participates in Ashton Scholastic Book Clubs - managed by parent volunteers at the school. There are about eight issues per year.

Order forms describing the books for sale are sent home with children. Selected books purchased by the School Club are also on display in the Library so parents can look at them before ordering. These books eventually become part of our School Library. Orders with payment should be returned to the school by the date indicated, in a sealed envelope marked “Book Club” with the child’s NAME AND CLASS CLEARLY MARKED on the order form. Payment may be made by credit card or by cheque payable to “Ashton Scholastic”. Books usually arrive three to four weeks later and are distributed to the children.

The school receives bonus vouchers worth 10% or more of the order which are used to acquire free resources for the school.

Absences

Regular school attendance is required by law for all children 6 years and over. Parents should send a note to the class teacher for any absence, part absence, late arrival or request for early departure. Children arriving late must obtain a late note from the School Office which is to be presented to the class teacher. Parents seeking to take their children from school before 3.10 pm must obtain a note from the Office.
Grievances

Experience shows that there is usually a reasonable explanation and a simple solution for problems that do occasionally arise. When you think there is a problem, please seek an interview and work collaboratively to bring the matter to a mutually satisfactory conclusion.

Parents are encouraged to approach the teacher concerned before taking grievances to the supervisor or the Principal.

Most importantly, do not let a problem get out of hand. We are all dedicated to fair play for everyone.

Canteen

The Canteen provides a food service to the children and encourages a degree of independence in handling and becoming familiar with aspects of money. It is located adjacent to the school hall.

The Canteen provides food service at recess and at lunch time. Nourishing food conforming to the Health Food Code is served.

The P & C manages the Canteen and employs a full-time supervisor. Efficient operation of the Canteen still depends on parent volunteer help. Parents interested in helping can contact the Canteen Supervisor, as support is always needed.

Canteen number - 9874 9461.

Lunches

Children may either bring lunches from home or place orders for lunch at the canteen before 9.10am. Correct money must be tendered and name and class must be clearly written on the paper bag.

Lunches are eaten between 1.10pm and 1.20pm under teacher’s supervision.

Uniform shop

The Uniform Shop is managed by volunteers and supplies the school’s uniform at most competitive prices. It opens every Tuesday, from 8.45am to 9.45am. Profits are returned to the P & C Association. New and used uniforms in good condition are available.

The wearing of uniform is strongly supported by the community. Advice may be obtained from the Uniform Shop or the School Office as to the specifications of the uniform. However, hats/caps should be worn outdoors and joggers are permitted only with sports uniform.
Where necessary, financial assistance is available on request to the Principal from the Student Assistance Scheme.

Please see uniform price sheet for current requirements and prices.

**Summer uniform**

**Girls**
- Tunic - summer
- White ankle socks
- Black shoes
- Hat or cap

**Boys**
- Grey shorts
- Grey polo shirt or grey short sleeve shirt
- Grey ankle socks
- Black shoes
- Hat or cap

**Winter uniform**

**Girls**
- Navy pants or winter tunic
- Long sleeve white Blouse or white skivvy
- Grey tights or white ankle socks
- Black shoes
- Hat or cap

**Boys**
- Grey long pants
- Grey polo shirt or grey long sleeve shirt
- Grey ankle socks
- Black shoes
- Hat or cap

**Sports uniform**

**Girls**
- White polo shirt
- Blue netball skirt or blue shorts or skort
- Sport briefs
- White socks
- Joggers
- Hat or cap

**Boys**
- White polo shirt
- Blue shorts
- White socks
- Joggers
- Hat or cap

**Accessories**

- Baseball Jacket (fleecy)
- Track top
- Track pants
- Scarves
- House polo shirt

**CLASS ORGANISATION**

Towards the end of the school year, teachers meet to organise placement of children in classes for the following year. The placements are made by teacher assessment with advice from specialist support staff (ESL, STLA). Placements are arranged after consideration of many criteria including academic performance, learning styles, friendship patterns, any special needs and talents and behavioural issues.
These plans are only tentative and are subject to revision at the commencement of the school year according to the school population at the time. Redistributions can and do occur as a result.

Developments in education are occurring in which multi-age classes are becoming a positive and important way of grouping students, planning and implementing curricula and enabling co-operative teaching strategies between teachers. Candidates for these classes are carefully chosen according to criteria, which can include maturity, ability to focus on task, co-operation and academic performance.

All teachers are encouraged to co-operate with one another to challenge and support students by using a variety of groups and teaching techniques that will go beyond the idea of a Year (Grade) of children placed on the basis of chronological age alone.

Classroom assistance

During the year many parents and friends provide valuable support to teachers by helping with class work - supervising activities, hearing students read, practical maths activities, research and the gross motor program. Accompanying groups on excursions is a welcome contribution.

STUDENT SUPPORT

Community nurse

The Health Department’s Community Nurse visits the school on request. In response to parent or teacher concern children are screened for eyesight and hearing. Parents are notified immediately if any problems are discovered.

Counsellor

A counsellor is scheduled to visit the school regularly each week, providing support and guidance for all aspects of student development - emotional, social, intellectual and physical.

Our Counsellor is a registered psychologist who is readily available for parent interviews by appointment. Ring the school office for an appointment.

Custody

If parents are divorced or separated, confidential information is respected by the school. Parents are asked to provide only essential and appropriate information. Separate interviews and copies of reports etc can be arranged upon request.

Home-school liaison officer

This Officer is employed by the Department of Education and Training and visits schools regularly to check rolls and attendance records. Home visits are made where deemed necessary.
Learning assistance program

A Support Teacher Learning Assistance (STLA Teacher) works mainly in a collaborative, consultative role with school staff, other support personnel, families and appropriate members of the wider school community. Children who are part of the program are assisted by their parents and teachers who have ready access to the Support Teacher’s guidance in developing appropriate programs. Parent helpers are trained to assist. Since 2006 the program has been funded by the P&C.

Primary-High School links

As our students go to as many as twenty-eight different high schools, there are currently no common rules that can be laid down. However, Principals from our local high schools - Epping Boys, Cheltenham Girls and Marsden - make themselves available, along with senior high school students, to visit us and explain what secondary education holds in store for children.

CURRICULA AND POLICIES

The Board of Studies issues syllabuses and support documents, which each school translates into programs, appropriate to its own needs.

Subjects in Primary Schools are organised as six Key Learning Areas (KLAs):

- English - reading, writing, talking and listening
- Mathematics - number, measurement, space and geometry, patterns and algebra, data
- Science and Technology - science, computers
- Human Society and its Environment - social studies
- Creative and Practical Arts - music, visual arts, craft and drama
- Personal Development, Health & Physical Education

Mandarin and Korean are currently taught as a Community Language.

Religious Education is offered each Wednesday, by representatives of local churches and religious groups.

The school also includes a number of perspectives to its curriculum, e.g. media studies, talented students, multicultural, Australian and Aboriginal studies, the environment, student welfare, technology and child protection.

The primary source of learning materials and expected outcomes is the curriculum itself, copies of which can be perused in the school library. Some textbooks may be used to supplement work in some grades.
The Physical Education program entails sport for Years 1 to 6 and gross motor for Kindergarten. Sport and gross motor are conducted on a weekly basis. The school sports uniform is required to be worn for both sport and gross motor (refer to the uniform shop for guidance).

Some children in Years 3 to 6 are selected to represent their school in various summer/winter sports and compete against other schools in the Primary Schools Sports Association (PSSA). These children generally leave the school by bus (accompanied by teaching staff) to the venue and are returned to the school grounds by the completion of the school day. Children not involved in PSSA sport will undertake a sport or physical education program at the school, Eastwood oval or other nearby venues under teacher supervision.

**Outcomes-based education**

This is the basis of all teaching, learning, assessment and reporting at our school. All tasks are based firmly on the curricula for the Key Learning Areas and the degree of success is measured against the outcomes specified in the curricula. The steps forward are described by the indicators in the support documents. These basic learning tools are available for parents to peruse in our school library, so it is hoped that teachers, children and parents will all know what is being learned, why and how to maintain learning momentum through close co-operation and mutually understood strategies.

**Policies**

Policies are continually generated and revised and are available either through the School Library or by approaching the School Office. The class teacher is the best and most effective point of contact to discuss policies and how they affect your children.

**Excursions, cultural visits, enrichment**

Excursions are part of class educational programs in which students are generally expected to participate. All children must have written parental permission to participate. Parents may request financial assistance through the Student Assistance Scheme by contacting the Principal.

Cultural visits to the school by eminent groups or individuals (e.g. Musica Viva) are arranged at a per student cost, all of which goes to the artist/performer, unless it is stated otherwise. Performers are selected on their quality and relevance to learning programs and must be approved by the NSW Dept of Education and Training.

Other enrichment is provided by teachers either in class or outside school hours e.g. chess, sport coaching, debating, choir and orchestra.
Gifted and talented students program

To cater for gifted and talented students and to develop the special talents of all students, a wide range of opportunities is offered.

Students are encouraged to take advantage of all the enrichment opportunities available, such as the Australian schools competitions, chess, debating, Maths Olympiad and eisteddfods.

Computer education

A committee controls this aspect of technological support to learning. It is an integral part of the curriculum.

Each class has access to computers for student use. Teachers have ready access to software for publishing, writing, graphics, reading and language, science and technology, problem solving and simulation "games".

Telecommunications facilities enable students to link with other schools and the Internet.

National Assessment Program

All Year 3 and 5 students in N.S.W. public schools sit for these tests. The tests will be held in May and be part of a National Assessment Program. The tests cover aspects of Literacy, Numeracy and Writing. Individual results are supplied to parents of all participating students. The overall results are of a consistently high standard at Eastwood.

Homework

Homework is defined as any activity prescribed by the school which the student is required to address outside school hours. Homework takes many forms from small, regular exercises to research tasks over several days or weeks.

The main outcomes of homework will be:

- development of organisational and scheduling skills
- fostering of good study habits, positive attitudes towards school work and the idea that learning takes place at home as well as school
- parents will have some insight into their children’s learning.

On reaching Years 5 and 6, the senior years, students should have developed sufficient self discipline and organisational skills to cope with the demand of secondary schooling. Homework is discussed at Year Orientation meetings in Term 1.
Library

The Library exists as a resource centre supporting all areas of student’s learning and recreational reading. Borrowing and access to information are facilitated by computerised systems and children helping as Library Monitors. A comprehensive selection of books suitable for children is maintained. Children are encouraged to utilise it.

The Library is a valuable community resource for parents and teachers. It holds a wide range of educational reference material including current curricula, which describe the steps towards achieving the prescribed learning outcomes. Curricula are also held at the local branch of the Ryde Public Library.

Music program

Opportunities are available for students to participate in instrumental programs including concert bands and string ensembles.

Mutual support for students

Positive, caring relationships between students are fostered through senior and junior classes buddyng, ie taking opportunities to co-operate in activities of mutual interest. Flexibility exists for classes and groups of children across years to share lessons and performances.

Performing arts

The school provides many opportunities for children to participate in musical groups - recorder, instrumental ensembles, bands and choirs. Private tuition may be arranged with teachers who visit the school and provide regular lessons in string and wind instruments. Further information is available from the School Office.

Debating and Public Speaking is becoming popular in our school and among local schools.

Special language programs

English as a Second Language (ESL) provisions aim to maximise the educational opportunity for non-English speaking students. By developing English language competency, greater potential participation in mainstream learning activities is facilitated.

New students to the school who have limited English skills are given time with an ESL teacher in small groups for short term, intensive support. Further support is given in the general classroom or in small groups, as each student’s grasp of English grows through listening, speaking, reading and writing activities. Parents should encourage the use of English out of school as well as their first language.

Where possible lessons relate to aspects of the curriculum and are calculated to enrich the school's awareness of culture as well as equipping students with a foreign language and a better appreciation of their native tongue.

Scripture (religious education)

All children from Kindergarten to Year 6 have the opportunity to attend religious education classes on a weekly basis. At present, these classes are held on Wednesday mornings for a 30-minute period per grade. Denominations represented are Catholic, Anglican, Uniting Church, Baptist, Hindu and Buddhist. There is a non-scripture group of children who are excluded by written request of their parents.

Student council

The Student Council has two functions. Primarily it is the voice of the students in the running of the school. Items of concern to the students are discussed at class level and these are brought by Councillors to the monthly council meeting where they are addressed, listed and carried to the appropriate authority to deal with them. Councillors report to classes about the actions taken.

The second function is to organise fund raising for the charities it decides to support, one of which will always be Stewart House.

Student Councillors are elected by classes (Years Two to Six) at the beginning of each semester. An alternate delegate, the child polling second highest, also attends meetings, but can vote only if the Councillor is absent.

Student welfare

Student Welfare is everyone’s concern. It pervades the whole curriculum and all school activities. A comprehensive policy is maintained and observed continually and relates to such items as:

- Child Protection
- School rules and supervision of students
- Discipline and safety
- Good citizenship
- Ceremonies and awards.

Swimming scheme

The School conducts an annual swimming scheme as part of its PD/Health/PE program for Years Two to Six. The scheme has two components:

Learn to Swim Lessons taught by trained Department of Education and Training swimming teachers are for children who cannot swim.
Sessions commence with the introduction of safety skills and these are repeated and practised throughout the fortnight.

Swim and Survive Lessons follow the Royal Life Saving Society’s manual. Children who are competent swimmers are guided through a series of tasks and levels with the emphasis on life saving skills, development of swimming style and increasing confidence and endurance.

In the interests of children’s safety, it is expected that all students will attend for the duration of the scheme.

REPORTING TO PARENTS

After an orientation evening early in Term One, family/teacher interviews are conducted during Term Two. At the end of each semester, a report with a written summary outlining the child’s performance and achievements, will be sent home.

Teachers are expected to notify parents immediately of any matter of concern affecting the child’s learning or welfare. Similarly, parents are urged to contact the teacher whenever there appears to be a problem developing. Consultations can be arranged by phoning the teacher through the School Office.

GENERAL PLAYGROUND RULES

Students should not be at school before 8.40 am (as the grounds are unsupervised) unless:

- under supervision of the Care Centre
- for band or sports practice organised by the teacher
- for early start to an excursion
- for routine user-pays tuition (music)
- specially arranged with a teacher who will provide supervision.

All students are required to assemble each morning in the designated area of the playground at 9.10am lining up in class lines before moving off to classes.

Other important rules are:

- no dangerous instruments, knives and weapons, including sporting materials are to be brought to school
- violence of any kind will not be tolerated and may lead to suspension
- having arrived at school, children must stay away from gates and fences and must not leave the grounds before 3.10 pm without the approval of the school administration
- outside actual class time, no child is to enter a room or building without express permission from a teacher.
Parents will be notified when their children put themselves and/or others at risk by breaching the rules, or an injury is caused.

For a serious breach or assault, the Principal may impose suspension. The child will be withheld from class until parents, the child, the Principal and teacher agree on the terms of reinstatement. These terms will then be strictly imposed and monitored.

BUS PASSES

Children in Years K to Two are eligible for free bus passes, no matter how close they live to the school. However, to be eligible for free bus passes, children in Years Three to Six must live beyond the boundary described by the bus company on the map held at the school office.

From the time of submitting an application, parents can expect to wait up to 10 school days for passes to arrive.

Enquiries regarding bus passes should be directed to the bus company servicing your area, which can also provide information regarding bus stops, timetables and routes.

NB. Replacement of lost bus passes is an expensive, time consuming process.

CHARITY SUPPORT

The Student Representative Council raises money for nominated charities such as Stewart House and other projects as selected by the Student Representative Council at the beginning of the year.

COMMUNITY SUPPORT

Decision making

Parents and interested members of our community who wish to contribute to decision making are welcome to take advantage of these avenues:

- discussion with the class teacher by appointment
- discussion with an executive teacher or the Principal by appointment
- attending P & C Association or School Club meetings
- joining a school committee, details of which may be obtained via the Office or from the class teacher.
Parent participation

The quality of education received by students is greatly enhanced by the positive participation of parents. This includes involvement in your own child’s education and in assisting more widely in helping the school to achieve its educational aims.

You may assist directly by helping within the school (classroom help, gross motor, canteen etc) or by assisting the school organisations and their fund raising activities which help provide the facilities which your children benefit from for their education.

Eastwood School has always benefited from a high level of parental participation and this support has assisted in setting high standards for the school.

We urge all parents to maintain their support.

Parents’ and Citizens’ Association (P & C)

The P & C meets in the Staff Room on the third Wednesday of each month in the school term.

This is an incorporated body to which all parents and all members of the community can belong by paying a small subscription - presently $1.00. The subscription gives membership of the School Club as well and full voting rights with both bodies.

The President of the School Club is also one of the two Vice Presidents of the P&C.

Standing Sub-Committees of the P&C are:

- School Club
- Uniform Shop
- School Canteen
- Music Committee
- The Annual Spring Fair which is a major source of P&C income.
- Finance Committee
- Grounds Committee

The P & C is constituted to:

- Provide a medium for communication
- Raise funds
- Support the school by providing better facilities and services for all its students
- Gather and provide information for the guidance of officers of the Department of Education and Training
- Provide avenues for parents to become involved in aspects of the corporate life of the school including shared decision making.
People wanting to bring business to the Association are advised to contact the Secretary or President, or the school Principal before the scheduled meeting.

The President of the Association is ex-officio a member of the School Council, which is the formal body for reviewing and formulating many areas of school policy.

School Club

This sub-committee of the P & C meets during school hours once each term or when there are matters for discussion.

The School Club is a standing sub-committee of the P & C. It provides a daytime forum for parents to meet and organise social and fund raising activities, as well as discuss issues relating to the school and students.

Membership is by $1.00 subscription which gives full voting rights at P & C meetings as well.

Meetings are held at the beginning of each term, usually on the third Tuesday, at 9.30am in the staff room.

The Club relies on parent support for organising:

- social events
- class parents for each class in the school
- quilt and craft workshops.

PARENT EDUCATION OPPORTUNITIES

Parents are invited, by way of information provided to the P & C Association and via the Newsletter, to take advantage of opportunities to learn about school programs and other educational matters.

PARKING

Parents and members of the public are not permitted to drive into or park in the school grounds during school hours.

Parents are especially asked not to drive into the grounds to drop off their children (8.30 am - 9.15am) or collect them (2.45pm - 3.30 pm).

As the roads adjacent to our school are particularly busy, pedestrians are placed at severe risk when motorists double park and generally fail to observe the traffic and parking regulations (e.g. speed limits, no parking signs). Please help us to maintain a safe environment for all children.
PHOTOGRAPHS

Professional photographers take class, group, family and individual photos annually. Sport and other group photos are available for purchase after viewing samples at the school.

SCHOOL REPORT

The Annual School Report is developed by a staff/parent self-evaluation committee. Copies of the report are issued to all families in the middle of the following year.

SECURITY

Unauthorised people are not permitted in the school grounds. All visitors must report to the School Office. Parents and all members of our community are asked to report any suspicious out-of-hours activity to Eastwood Police (9858 5944) or the Department’s Security Base (1300 880 021).

SPECIAL EVENTS

Notice of these is always given in the Newsletter.

- ANZAC Day
- Education Week/Book Week
- Sports and Swimming Carnivals
- Year Orientation Evenings
- Family/teacher Interviews (Reporting)
- Performing Arts Festivals (Choral and Instrumental)
- Selective High School Testing: Year Six
- OC Class Testing: Year Four
- National Assessment Program (Years 3 and 5)
- Best Start
- Presentation Day
- Year Six Farewell

SCHOOL DEVELOPMENT DAYS

The Department of Education and Training allows schools to undertake five School Development Days per year usually on the first day of Terms 1, 2 and 3. Ideally, the day is pupil free and parents are requested to make arrangements not to send their children to school on these days. The focus on these occasions is always an important aspect of curriculum and/or teaching strategies.
**TEACHER LEAVE/ RELIEF**

Teachers are entitled to several kinds of leave as part of their conditions of employment. Whenever a teacher is absent, whether for a day or for a prolonged period, the Principal obtains the services of a competent, qualified relief teacher (casual) who is then responsible for continuing the program for the class. The school is fortunate to have a number of excellent relief teachers who are familiar with the school’s routines and philosophy and who render high quality service to students.

**TRAINEE TEACHERS**

Several tertiary institutions (eg Macquarie University, UTS) arrange for some of their teacher trainees to be placed with our experienced teachers for practice in the school and classroom. We are pleased to have the opportunity to contribute to the next generation of teachers and to provide good, practical experiences for them.

**TRANSFERS**

When a family moves to another school a transfer certificate should be obtained from our office and taken to the new school.

**TRANSLATION AND INTERPRETER SERVICE**

Parents with limited English can arrange translation help through the School Office.

The weekly newsletter advertises the names and phone numbers of Chinese and Korean parents who can discuss the contents of each issue. Parents are also encouraged to make their own contacts within their language community.

Information about English Language classes is also available from the School Office.
2010

Term 1
Wednesday 27th January for staff only.
First Student day Thursday 28th January 2010
Last day is Thursday 1st April 2010

Term 2
Monday 19th April for staff only
First student day is Tuesday 20th April 2010
Last day is Friday 2nd July 2010

Term 3
Monday 19th July staff only
First student day is Tuesday 20th July 2010
Last day is Friday 24th September 2010

Term 4
Monday 11th October for everyone
Last day Friday 17th December 2010

2011

Term 1
Friday 28th January for staff only.
First Student day Monday 31st January 2011
Last day is Friday 8th April 2011

Term 2
Monday 26th April for staff only
First student day is Tuesday 27th April 2011
Last day is Friday 1st July 2011

Term 3
Monday 18th July staff only
First student day is Tuesday 19th July 2011
Last day is Friday 23rd September 2011

Term 4
Monday 10th October for everyone
Last day Tuesday 20th December 2011
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