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

SCHOOL EXECUTIVE AND ADMINISTRATIVE STAFF

Principal: Luke Witney
Deputy Principals: Sue Leitch, Greg Ramsay
Assistant Principals: Krystal Webb, Jo Eadie, Cora Cuasay
School Administrative Manager: Sinead Fisher
School Administrative Officers: Cathy Morris, Sarah Mathie, Trish Forsyth
General Assistant: Brian Bowen
School Learning Support Officers: Janelle Willott, Anita Brayshaw, Therese Duggan
ABOUT OUR SCHOOL

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: www.eastwood.nsw.edu.au
Hours: 9.10am – 3.10pm
Recess: 11.10am – 11.40am
Lunch: 1.10pm – 1.55pm

The school is officially open from 8.40am.
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.
ABSENCES

Regular school attendance is required by law for all children 6 years and over. Parents should send a signed note to the class teacher for any absence or part absence when the child returns to school detailing the dates the child was absent and the reason for the absence. Late students must come directly to the school office with a parent or guardian to complete and sign a late note which is then presented to the class teacher. Parents seeking to take their children from school before 3.10pm must first come to the school office and complete the documentation before collecting their child from class.

ANNUAL SCHOOL REPORT

The Annual School Report is developed by a staff/parent self-evaluation committee.

The report can be viewed on the school website www.eastwood.nsw.edu.au

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 attainments of their peers, participate in ceremonies and gain the skills of leadership and good listening.

Whole school assemblies are held 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.

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 extremely limited so you should contact the centre well before your need arises.

Hours of operation are:
7.00am – 8.45am and 3.00pm – 6.00pm every school day.

Contact the Coordinator by phone on 9874 2019.

BEST START

Children come to school with different levels of literacy and numeracy. Some are familiar with books, can recognise some letters, even write their name or count to ten, while others have not yet learned these skills.

Our Kindergarten teachers have always observed their new students and used different methods to find out what each child knows and can do so that they can plan and teach what their students need to learn next.

Our school takes part in Best Start, developed by early learning experts in the Department of Education. Best Start gives our teachers, and those teaching Kindergarten across NSW, a common set of high quality assessment tools and professional training.

We believe that Best Start will build on the strengths of our teachers and give your child an even better start to school.
BOOK CLUB

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

Order forms describing the books for sale are sent home with children. Orders with payment should be returned to the school before 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 online by credit card or by cheque payable to “Scholastic Australia”. No cash payments are accepted. 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. These books become part of our school library.

BUS PASSES

Children in Years K to 2 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 3 to 6 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 or visit the website http://www.transportnsw.info/

NB. Replacement of lost bus passes is an expensive and time consuming process for parents.

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. Daily lunch orders must be given to the canteen before school for delivery to classes at lunch time. Details of the weekly specials are available on the school website. Nourishing food conforming to the Health Food Code is served.

The P&C manages the Canteen and employs a part-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.

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.
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, STL). 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 cooperative teaching strategies between teachers. Candidates for these classes are carefully chosen according to criteria, which can include maturity, ability to focus on task, cooperation and academic performance.

All teachers are encouraged to cooperate 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.

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
- Meetings of the P&C
- Student Representative Council
- Parent helpers and school committees
- Newsletters
- School website – www.eastwood.nsw.edu.au

Weekly newsletters are available on the school website www.eastwood.nsw.edu.au each Tuesday morning.

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 eg. change of address or phone number.

COMMUNITY PARTICIPATION

Parents and interested members of our community who wish to contribute 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 meetings
- joining a school committee, details of which may be obtained via the Office or from the class teacher.

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.
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

New syllabus documents are currently being introduced.

Mandarin and Korean are currently taught as Community Languages.

Religious Education ie scripture classes are offered each Wednesday, by representatives of local religious groups. This is in accordance with Department of Education policy. The school has recently introduced the option of Ethics Classes for students from Kindergarten to Year 6. However, the classes are subject to the availability of suitably trained ethics class teachers.

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.

Please note that the pending introduction of the Australian Curriculum will impact upon school curriculum.

ENROLMENTS

School boundaries for enrolment at Eastwood School will be generally observed. Out-of-area applications will be assessed and determination made based on availability of places and policy criteria.

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:
- An Application to Enrol in a NSW Public School form
- Birth Certificate and passport if available
- 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. Overall maturity and readiness for a structured learning environment should be considered carefully.

Documentary evidence including birth certificate, immunisation Certificate and documentation showing residential address is required at enrolment.

CUSTODY

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

Other enrichment is provided by teachers either in class or outside school hours eg. chess, sport coaching, debating, choir and orchestra.

GIFTED AND TALENTED PROGRAM

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

Students are encouraged to take advantage of all the enrichment opportunities available, such as chess, debating, Maths Olympiad, eisteddfods, dance and cultural groups, and academic competitions.

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.

HOME SCHOOL LIAISON OFFICER

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

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.

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.”
LEARNING SUPPORT OFFICER

A Support Teacher Learning 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.

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.

LOST PROPERTY

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

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 teachers’ supervision.

MEDICATION AT SCHOOL

Prescribed medication will generally be administered by designated school staff. Parents requesting the administering of medication prescribed by a doctor must complete the relevant forms. 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 an asthmatic, diabetic or anaphylactic. Action Plans to manage these and other significant health issues need to be developed through consultation between parents and the school.

Please note the school is not nut free.
MONEY – PAYMENTS

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 your child’s full name, class and the excursion or activity or term costs for which the payment is being made. Children will deposit money envelopes in the letter box slot in the front office foyer before school for receipting and banking. All children are advised not to leave money in school bags or under desks.

P&C payments 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 card or cheque. Credit cards cannot be used for amounts under $15.

MUSIC PROGRAM

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

MUTUAL SUPPORT FOR STUDENTS

Positive, caring relationships between students are fostered through senior and junior classes buddy system program, i.e. taking opportunities to cooperate in activities of mutual interest. Flexibility exists for classes and groups of children across years to share lessons and performances.

NATIONAL ASSESSMENT PROGRAM

All Year 3 and 5 students in NSW 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.

NEWSLETTER LINKS

You can view the weekly newsletter online at the Eastwood Public School website, see link below.

www.eastwood.nsw.edu.au/category/newsletters

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.

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

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 (eg. speed limits, no parking signs). Please help us to maintain a safe environment for all children.

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 tutors who visit the school and provide regular lessons in string and wind instruments. Further information is available from the School Office.

PHOTOGRAPHS
Professional photographers take class, group, family and individual photos annually. Sport and other group photos are also available for purchase.

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.

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. We encourage parents to visit local high schools to gain first hand knowledge.

REPORTING TO PARENTS
After an orientation evening early in Term One, family/teacher interviews are conducted during either Term One or 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 filling out a Teacher Meeting Appointment form available at the office or by phoning the teacher through the school office.

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, 3 and the last 2 days of Term 4. 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.
SCHOOL AWARD SYSTEM

The School Award system is designed to provide individual students with positive recognition of their effort, achievement and progress during the current school year across a range of skills and activities.

The intent of the system is to encourage each student to strive for her/his ‘personal best’ and not as a behaviour management system. Further details are available on the school website.

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, Baptist, Hindu and Buddhist. There is a non-scripture group of children who are excluded by written request of their parents. Ethnic classes are also available for students Kindergarten - Year 6 taken by trained teachers when available.

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 assembly
- 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 6
- OC Class Testing: Year 4
- National Assessment Program (Years 3 and 5)
- Best Start
- Presentation Day
- Year 6 Farewell

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.
SPORT

Eastwood Public Schools believes physical activity enhances children’s learning capabilities and leads to better performance in the classroom and all areas of their life. We actively promote sport and physical activity as a means of developing our students’ all round health and social wellbeing. As such we provide opportunities for students to participate in a wide variety of sport and physical activities from Kindergarten to Year 6.

The school offers a variety of opportunities to be involved in sport and physical activity including:

- all students participating in a specialist skill based physical education program every week
- ten week gymnastics programs
- weekly opportunities for students Years 3-6 to be involved at school level in competitive sports including table tennis, badminton, golf, cricket, football, netball, tiger tag and many more
- intensive swimming scheme for students Years 2-6
- opportunities to participate in representative interschool sporting competitions as part of the Ryde Zone Primary School Sports Association (PSSA). Sports include T-ball, softball, cricket, football, netball, tiger tag and Australian Football
- a progressive representative pathway to compete at State and National sporting carnivals and team sports. These include swimming, athletics, cross country running, table tennis and a variety of team sports
- specialist dance programs and dance groups across the grades
- participation in the Premier’s Sporting Challenge.

The school sports uniform is required to be worn for both sport and gross motor.

STUDENT REPRESENTATIVE 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.

Student Councillors are elected by classes (Years 2 to 6) 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.

STUDENTS’ 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 an 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 3.10pm 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.

**SWIMMING SCHEME**

The School conducts an annual swimming scheme as part of its PD/Health/PE program for Years 2 to 6. The scheme has two components:

Learn to Swim Lessons taught by trained Department of Education 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.

**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.

**TECHNOLOGY**

Eastwood Public School has an extensive computer network with wireless connectivity to provide students and teachers with a high level of internet access. The school has interactive white boards in every classroom, one computer lab and a video conferencing room for classes to participate in virtual excursions or to make connections with other schools to enrich learning.

Students and teachers have access to a range of mobile technologies such as laptops, netbooks, ipads and ipods to support and enhance their learning experiences.

**TRAINEE TEACHERS**

Several tertiary institutions (eg Macquarie University, UTS, Sydney University) 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**

Families planning to move their child to another school should advise the school office before registering at their 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.

WEBSITE

http://www.eastwood.nsw.edu.au

The school website proudly showcases student achievements and serves as an important information source for parents and the wider community.
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 full voting rights.

Standing Sub-Committees of the P&C are:

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

ANNUAL VOLUNTARY CONTRIBUTION

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.
P&C UNIFORM SHOP

The Uniform Shop is managed by volunteers and supplies the school’s uniform at competitive prices. It opens every Tuesday, from 9.10am to 10.10am. 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**
- Summer tunic
- White ankle socks
- Black shoes
- Hat

**SUMMER UNIFORM BOYS**
- Grey shorts
- Blue polo shirt
- Grey ankle socks
- Black shoes
- Hat

**WINTER UNIFORM GIRLS**
- Navy pants or winter tunic
- Long sleeve white blouse or white skivvy
- Grey or black tights or white ankle socks
- Black shoes
- Hat

**WINTER UNIFORM BOYS**
- Grey long pants
- Blue polo shirt or blue long sleeve shirt
- Grey ankle socks
- Black shoes
- Hat

**SPORTS UNIFORM GIRLS**
- White polo shirt
- Blue netball skirt or blue shorts or skort
- Sport briefs
- White socks
- Joggers
- Hat

**SPORTS UNIFORM BOYS**
- White polo shirt
- Blue shorts
- White socks
- Joggers
- Hat

**ACCESSORIES**
- Baseball Jacket (fleecey)
- Track top
- Track pants
- Scarves
- House Polo Shirt
YOUR CHILD WILL NEED:
• school bag identified by tag or sticker
• lunch and play lunch
• clothes, shoes and belongings clearly labelled
• a handkerchief/tissues
• cap or hat for outdoors
• 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
• physical activity and exercise.
2016

TERM 1
First day is Thursday 28th January 2016
Last day is Friday 8th April 2016

TERM 2
First day is Wednesday 27th April 2016
Last day is Friday 1st July 2016

TERM 3
First day is Tuesday 19th July 2016
Last day is Friday 23rd September 2016

TERM 4
First day is Monday 10th October 2016
Last day is Friday 16th December 2016

2017

TERM 1
First day is Monday 30th January 2017
Last day is Friday 7th April 2017

TERM 2
First day is Wednesday 26th April 2017
Last day is Friday 30th June 2017

TERM 3
First day is Tuesday 18th July 2017
Last day is Friday 22nd September 2017

TERM 4
First day is Monday 9th October 2017
Last day is Friday 15th December 2017
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