



Starting School at Engadine West PS



Information Handbook



Welcome to Engadine West Public School

Thankyou for taking the time to read our school information booklet. This is one way of keeping you in touch with all the things that happen in our school.

As a school community we are committed to working together to provide stimulating and challenging educational programs which will allow our students to live happily and work successfully towards the future.







We place a great deal of emphasis on the word **together** in our school community, because it is only by having parents supporting and being interested in their children and school activities that we reach the high level of success that we have come to expect at Engadine West PS.

Newsletters, Facebook, the Skoolbag app, website and Seesaw will keep you up to date with current happenings, but this booklet outlines matters which are a standard part of school life, and becoming familiar with these procedures will help students have a great start at Engadine West PS.

Sue Roach
Principal

The Staff of Engadine West Public School

SCHOOL CONTACTS

	Telephone	9520-8134Fax 9520-5314
	Email	engadinew-p.school@det.nsw.edu.au
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	Facebook page	https://www.facebook.com/Engadine-West-Public-School-398778850274004/
	Address	4 Buckle Avenue Engadine NSW 2233
	Office Hours	8.45am – 3.30pm each school day

Correspondence should be addressed to the principal.

Contents

Contents.....	2
Vision Statement	4
Our Core Values.....	4
School Profile	5
School Management.....	6
Enrolment Procedures.....	6
Attendance	6
Early Dismissal/Late Arrival	7
Before and After School Care (BASC) – The Care Centre	7
The School Canteen.....	7
Fruit Break	8
Low Waste Lunches	8
Money and Valuables	8
Uniforms.....	8
Uniform Guidelines	9
Lost Property	9
School Photographs.....	9
The Daily School Routine (Monday to Friday).....	9
Student Banking	10
School Bus Travel and Opal Cards	10
Coming to School.....	10
Bike Passes.....	10
Mobile Phones.....	11
Student Wellbeing.....	12
The School Counsellor	12
General Health and Hygiene	12
Health and Absences	12
Immunisation Requirements	12
Infectious Diseases and Exclusions From School.....	13
Head Lice (Pediculosis)	13
Medication	13
Severe Allergic Reaction (Anaphylaxis)	14
First Aid.....	14
Fire Drill / Sheltering Procedures	14
Sun Protection	14
Smoking	14
Dogs.....	14

Parent Involvement in School Programs.....	15
Developing Your Child’s Independence.....	15
Volunteering to Help at the School	15
Regular Communication	15
Special Days	15
Parents and Citizens Association	16
The School Curriculum	17
Curriculum, Teaching and Learning.....	17
Assessment of Student Achievement.....	17
Best Start	17
Reporting of Student Achievements	18
Technology	18
Access to Secure Internet Browsing and Email via the Student Portal	18
Religious Education	19
Library Lessons	19
Home Reading Program	19
Literacy Pro Program	19
Book Club.....	19
Sport	19
High Potential and Gifted Students.....	20
Student Representative Council.....	20
Anti Racism	20
Excursions, Cultural Performances, and incursions	20
Camps	21
Presentation of Awards.....	21
Homework	22
School Discipline Procedures	24
Rationale.....	24
What is Acceptable Behaviour?.....	24
Strategies: Positive Behaviour for Learning (PBL)	26
Engadine West PS School Song.....	28
Australian National Anthem	29
Acknowledgement of Country	30
School Map	31

Vision Statement

At Engadine West Public School we are preparing confident resilient students to make the most of opportunities that their future will present.

We are committed to students success and providing a strong foundation in literacy and numeracy, wellbeing and personal growth. We are a learning community with a strong sense of shared vision and collaboratively developed goals.

Our Core Values

The Engadine West Public School community recognises the importance of the following core values:

SAFETY	Ensuring the welfare of self and others.
RESPECT	Having regard for yourself and others, lawful and just authority and diversity within Australian society and accepting the rights of others to hold different opposing views.
LEARNING	Gaining knowledge and skills through study and experience.
INTEGRITY	Being consistently honest and trustworthy.
EXCELLENCE	Striving for the highest personal achievement in all aspects of schooling and individual and community action, work and life-long learning.
RESPONSIBILITY	Being accountable for your individual and community's actions towards yourself, others and the environment.
COOPERATION	Working together to achieve common goals, providing support to others and engaging in peaceful resolution of conflict.
PARTICIPATION	Being a proactive and productive individual and group member, having pride in and contributing to the social and economic wealth of the community and nation.
CARE	Concern for the wellbeing of yourself and others, demonstrating empathy and acting with compassion.
FAIRNESS	Being committed to the principles of social justice and opposing prejudice, dishonesty and injustice.
DEMOCRACY	Accepting and promoting the rights, freedoms and responsibilities of being an Australian citizen.
SELF-CONFIDENCE	Having faith in yourself and trusting yourself.
COURTESY	Being polite to people and behaving with good manners.
CONSIDERATION	Being thoughtful about other people and their feelings.

Developed by the students, staff and parents of Engadine West PS and endorsed by the P&C.

School Profile

Engadine West PS consists of professional teachers with a wide range of skills and interests. There are always fresh ideas, new ways of looking at old problems and always the challenge to provide stimulating programs for all students.

Engadine West PS students all relate to each other very positively. Student wellbeing is a high priority at this school. Each and every student is important and is valued for the positive contribution they make. Students are kind to each other, look after each other and delight in each other's achievements. They all share a sense of pride in their school.

Each year two captains, two vice captains and four prefects are elected to provide student leadership. These student leaders run the Year 3-6 assemblies and special occasions that are arranged during the year. The Student Representative Council is made up of elected representatives across Years 3-6. Student voice is important at our school. This occurs mainly through the Student Representative Council, which discusses matters raised by the students, and determines the outcomes of these issues. The Student Representative Council also provides an opportunity for leadership training.

We like to think of our school as e-West because of the great opportunities for students to develop their technology literacy skills and explore learning digitally. The school has a computer laboratory to further improve the students' skills in technology as well as access to iPads and laptops. All classes have an interactive whiteboard to enhance teaching and learning.

Engadine West PS has a connected classroom that allows students to participate in virtual excursions and video conferences with classes from around NSW. The computer network has been progressively upgraded to provide high speed wi-fi access in all classrooms from Kindergarten to Year 6. The Bring Your Own Device (BYOD) program is offered to students in Years 4-6.

Engadine West PS is very fortunate in the active parent support it receives for its educational programs. This occurs formally through the Parents and Citizens' Association (P&C) and informally through the many parent volunteers who support teachers by working with small groups of students in daily class activities, such as listening to students read, mathematics groups, sport programs and extra-curricular activities.

Parents also assist with the operation of the school canteen, volunteering their time to prepare lunches and serve food to students at recess and lunchtime.

The uniform shop is run by parent volunteers and operates from the basement area. Check the school newsletter for opening times.

A parent committee oversees the management of the Before and After School Care Centre.

A very strong parent-tutor reading program exists with support from parents, grandparents and friends of our school. This dedicated group is always looking for more helpers. Each year volunteers have the opportunity to be trained by an expert literacy teacher and work with selected students from Kindergarten, Year 1 and Year 2.

The school is very proud of the students, staff, community and programs. It is a place where everyone lives up to the school's motto – ***Try Your Best.***

School Management

ENROLMENT PROCEDURES

Parents are required to complete an application for enrolment form for each child attending school. If the child is starting school for the first time then the child's birth certificate needs to be sighted along with the presentation of immunisation details. Enrolment forms can be obtained from the school office or downloaded from the website.

Students transferring from another NSW public school will need to inform both the current and new schools of their intention to change. This will allow student information and records to be transferred to the new school.

Parents of students transferring from a non-government school will need to inform both the current and new schools of their intention to change. Student records and information held by a non-government school are not transferred to a NSW public school.

In both instances, parents are asked to contact the new school to make an appointment with the principal prior to enrolment.

Students are eligible to start school if they turn **five** by 31 July in the year they start school. It is a good idea to consult the school as well as the preschool about your child's readiness to start school. It is important to realise that age is only one indicator; many other factors need to be taken into consideration and the Principal is always happy to give advice about this matter.

ATTENDANCE

Attendance and success at school go hand in hand. All students are required to attend school by law unless there is a valid reason for absence. The school needs to be notified of any absences in writing.

Approval for absences of periods in excess of five days, such as an extended family holiday or representation at elite sporting competitions, needs to be applied for **prior** to leave being granted. Application for extended leave forms are available on the school website or can be obtained from the school office.

It is important the school has up-to-date contact information for each student. Should this information change, by moving to a new address, a new mobile telephone number or custody arrangements change, please notify the front office.

EARLY DISMISSAL/LATE ARRIVAL

A written explanation is required for late arrivals or early departures. Students who arrive late after 9.25am should report to the front office to obtain a late arrival slip.

Should a parent wish to take their child early, please personally report to the front office. A student early dismissal slip must be completed at the front office before the child may be taken from school. Parents wait in the school office to collect their children early.

This strategy is used as a safety measure to ensure the location and wellbeing of students.

If for some reason a parent is delayed and not able to meet their child at the normal home time of 3.30pm, they are asked to contact the school on 9520-8134 so that alternate arrangements can be made until their arrival.

BEFORE AND AFTER SCHOOL CARE (BASC) – THE CARE CENTRE

The Engadine West PS BASC Centre is managed by the P&C in the building closest to the Ridge Road entrance. The Care Centre offers children a range of educational and recreational activities for parents who need to leave their children in supervision whilst they attend work. Permanent, roster and casual bookings can be arranged. Limited places are available for school development days at the beginning of Term 2 and Term 3. The Care Centre operates from Monday to Friday from 7.00-9.00am each morning and from 3.30-6.30pm each afternoon.

For enrolment information and bookings, contact the Before and After School Care Centre coordinator on Phone 9520-9497. Upon successful registration there is a registration fee and a bond. All fees are payable two weeks in advance.

THE SCHOOL CANTEEN

The canteen operates four days a week every Monday, Wednesday, Thursday and Friday at recess and lunch times. The canteen is closed every Tuesday. Students can order their lunch by placing their order bag and money in the canteen chute *before 9.30am in the morning* or orders may be placed via Flexischools prior to 9.00am. Menus and price lists are available from the canteen and information relating to special promotions are mentioned in the newsletter and on social media. The canteen runs efficiently with the help of volunteers. Forms for volunteers are sent home at the beginning of every year.

Lunches are prepared by the canteen staff and returned to students by the lunch basket monitors in each class. The canteen prepares a variety of healthy, nutritional lunches following the Healthy Schools Canteen Policy.

Due to a number of students suffering from severe nut allergies, the school is a nut-aware zone. Please do not send children to school with nuts and nut products, including peanut butter and Nutella.

Where a student suffers from food allergies the school and canteen supervisor should be made aware so the student's health care is maintained.

FRUIT BREAK

Students have a short break each day at approximately 10.30am for fruit break. This time enables them to have a quick snack of fruit or vegetables and a sip of water. The aim of this break is to promote healthy eating and give the students a break to refresh them for the rest of the morning learning time.

LOW WASTE LUNCHES

Engadine West PS is committed to healthy eating and a sustainable environment. All students are encouraged to bring a low waste lunch to school each day. Low waste lunches contain no disposable plastics or wrappers. Lunches generally come to school in resealable containers or paper wrapping. Any fruit scraps are composted.

MONEY AND VALUABLES

Students should not bring valuable items or toys to school. Jewellery, including necklaces, bracelets and rings, are not part of the school uniform and are best left at home. Girls should wear studs in pierced ears instead of other earrings.

From time to time students will be asked for payments for activities such as excursions or special programs. These should be in clearly marked envelopes and deposited in the payment chute at the end of the administration block first thing in the morning. All money is processed through the school office. Online payments may also be made via the parent payment portal located on the Engadine West PS website.

UNIFORMS

Students at Engadine West PS are proud to wear their uniform, which indicates they are students at an excellent school. It is part of the school's discipline guidelines set in collaboration with the P&C that all students will wear school uniform. Uniforms can be purchased via Flexischools or from the uniform shop, which is operated by the P&C, and is usually open fortnightly on Wednesdays from 9.15am to 10.15am. Check the newsletter for other opening times. The uniform shop is located in the basement area near the computer lab.

The **green school hat** plays an important part in providing sun protection when students are outside playing and doing sport. All students are expected to wear their school hat **everyday throughout the year**. The school has a **no hat-no play** policy.

Students should wear safe shoes and socks to school. Sandals and thongs are not appropriate.

***Please label all items of clothing, as well as school bags,
lunch boxes, drink bottles and library bags***

UNIFORM GUIDELINES

GIRLS	BOYS
Summer Uniform	
Green check dress or shorts and top Black leather shoes (summer/winter) White fold-down ankle socks School hat (summer/winter)	Grey shorts and lemon polo top Black leather shoes (summer/winter) Grey socks with green and yellow stripe School hat (summer/winter)
Winter Uniform	
Dark green tartan tunic Dark green tartan skirt Lemon short or long-sleeve blouse Bottle green tights/white fold-down ankle socks Bottle green bootleg pants V-neck sweater with logo Zip jacket with logo/microfibre jacket with logo	Grey pants – either shorts or long pants Lemon short or long sleeve polo shirt V-neck sweater with logo Zip jacket with logo/microfibre jacket with logo
Sports Uniform	
Bottle green skort or bottle green sports shorts (with logo and gold stripe) Bottle green bootleg pants (winter) Microfibre pants (primary only) Primary: gold polo shirt with logo Infants: house colour polo shirt White fold-down ankle socks/sports socks	Bottle green sports shorts (with logo and gold stripe) Bottle green fleecy track pants (winter) Microfibre pants (primary only) Primary: gold polo shirt with logo Infants: house colour polo shirt Sports socks

LOST PROPERTY

Please ensure that all items of removable clothing are clearly marked with your child's name. This makes identification and return of lost property to students so much easier. Any clothing or items found in the playground will be placed in lost property boxes in the basement where parents and students can check for lost items. After a reasonable time, unnamed and unclaimed articles will be sent to a local charity.

SCHOOL PHOTOGRAPHS

School photographs are taken each year. This is usually early in Term 1 when uniforms are fresh and new. Later in the year group photos are taken of sporting teams and performing arts groups.

THE DAILY SCHOOL ROUTINE (MONDAY TO FRIDAY)

- 9.00am School grounds are supervised by teachers
Students may arrive from this time
- 9.25am Morning bell
- 9.30am Session one begins
(including 10 minute fruit only break at approx. 10.30am)
- 11.25am Recess
- 11.45am Session two begins
- 1.15pm Lunch
- 2.15pm Session three begins
- 3.30pm End of school day

Kindergarten-Year 2 and Years 3-6 assemblies are held each Friday fortnight from 11.45am-1.00pm and 2.15-3.15pm respectively. These assemblies are held in the school hall.

At these assemblies students present items, receive awards and are presented with uniform and citizenship awards. Parents are most welcome to attend these assemblies.

Students **should not arrive at school before 9.00am** (unless there is a special program organised or they are booked into the Care Centre) as there is no supervision of the playground before this time.

Students should arrive and leave the school grounds by one of the three gates, in Ridge Rd, Buckle Ave and Woronora Rd. The staff car park entrance (Buckle Avenue) **should not** be used by students or parents/carers. Students who catch the school bus in the afternoon wait at the bus seats at the Woronora Rd entrance where teachers supervise students as they wait and then board the bus.

STUDENT BANKING

Student banking is every Tuesday. Students hand their bank books to their teacher and the folder is sent up to the office. Banking is not compulsory.

SCHOOL BUS TRAVEL AND OPAL CARDS

Transdev NSW runs a number of buses which bring students to and from school. For all students who are in Kindergarten, Year 1 and Year 2 bus travel is free. For older students travel is free if they live beyond a 1.6km radius from the school or 2.3km walking distance from the school. All students are required to apply for an OPAL card and are expected to tap on and off at the start and end of each trip.

Students travelling on the bus are expected to sit down and behave in a safe and responsible manner. Any breach of the required code of conduct may result in the passes being removed from the students by the bus company.

COMING TO SCHOOL

Students not travelling by bus are encouraged to walk to school. Each year the school promotes this in its *Walk Safely to School Day*. This is a healthy habit to develop at an early age and it will certainly avoid traffic difficulties around the school. Students, wherever possible, should use marked crossings and observe all the safe procedures about looking left and right and not running out on the road.

Parents should take great care when dropping students off at school and observe **all 40kmph speed zones and parking signs** around the school and consider the safety of all students at all times. If it is necessary to bring students to school by car, it is suggested to park and walk the last 50 metres or so.

BIKE PASSES

Bicycles are a popular means of transport for students. Senior students are able to apply for a bike pass to ride their bike to school on a regular basis. It is well recognised that students under the age of 10 years have not developed the motor skills, peripheral vision and judgement needed to ride safely, unsupervised by an adult.

To ensure the safety of all students at the school, the following rules must be obeyed:

- Students ***must wear a helmet*** at all times. This is the law.
- Students ***must dismount and walk their bike*** inside the school grounds.
- Students ***must store their bike on the rack*** beside the path from the administration block to the canteen.
- Students ***must maintain their bikes*** in a safe, roadworthy condition.
- Students ***must not ride their bikes along the footpaths*** or over the pedestrian crossing at Woronora Road.

Students who contravene the above rules will not be permitted to continue riding their bikes to school.

MOBILE PHONES

It is school policy that students do not have mobile telephones with them at school. Should this occur the telephone must be taken to the front office and kept in a secure location for collection at the end of the day by the child or parent as required.

Student Wellbeing

THE SCHOOL COUNSELLOR

The school counsellor attends the school six days per fortnight. The school counsellor's role is to provide support and advice to students, parents and teachers, in regard to student's learning and behaviour.

Teachers and parents may refer students who are experiencing learning, emotional and/or behavioural difficulties to the Learning Support Team (LST) for consideration. The LST identifies the support needs appropriate for each student and prioritises the order in which the counsellor can see these students. To fully assess the student's needs, the counsellor may administer a range of diagnostic assessments or hold a one-to-one discussion with the student.

Parents are kept fully informed through either an interview, phone conversation or email to discuss strategies and ideas for supporting students.

GENERAL HEALTH AND HYGIENE

It is a good idea that students establish healthy hygiene habits. Liquid soap dispensers are provided in the toilets. Students should establish good routines about regularly using the toilets and washing hands. Another important matter for school students is keeping hair tidy and clean. Parents are asked to make regular checks for head lice and apply appropriate treatment. Long hair should be neatly tied back off the face with green or gold hair accessories or plain bands.

HEALTH AND ABSENCES

Please keep your children at home when they are sick. A student who is not healthy cannot concentrate on school work. If a student is absent from school, an explanatory note is to be sent to his/her teacher on the first day back at school. If you know that your child is going to be absent for more than three days, please notify the school as soon as possible. The school still requires a written follow-up note for all absences.

IMMUNISATION REQUIREMENTS

An **Immunisation Certificate must be presented to the school** for all Kindergarten students enrolling and all students enrolling from the non-government education sector. Immunisation statements from ACIR and immunisation history forms **are** accepted by this school on enrolment.

The 'Blue Books' are only used by parents as a personal record. Students who are not immunised will be required to stay at home for the duration of an outbreak of a vaccine-preventable disease. For further details please refer to immunisation information issued by NSW Health www.health.nsw.gov.au/ or contact the Community Health Centre.

INFECTIOUS DISEASES AND EXCLUSIONS FROM SCHOOL

It is necessary to keep your child at home if they have the following infectious diseases.

<u>Chicken Pox</u>	Until fully recovered-at least seven days after spots appear
<u>Measles</u>	For five days after the rash appears
<u>German Measles</u>	Until fully recovered or at least five days (min. exclusion)
<u>Impetigo</u>	Depends on severity and location
<u>Conjunctivitis</u>	Until treatment has been effective
<u>Mumps</u>	Until fully recovered-at least 10 days after swelling occurs
<u>Hand, Foot and Mouth</u>	Until fully recovered
<u>Whooping cough</u>	For five days after starting treatment

HEAD LICE (PEDICULOSIS)

Head lice is a common issue in students at school. Check regularly for head lice and nits. Do not be surprised or upset if your child gets them. Many students do. Head lice and nits do not do any harm, but they do make the head feel itchy. Numerous treatments are available from the chemist.

MEDICATION

Students are not permitted to bring medication to school unless they are suffering from a chronic illness eg asthma, diabetes. **Only prescribed medication can be given at school.**

It will be the responsibility of the student to attend the office at the correct time to receive their medication. If students need to take prescribed medication at school the following procedures must be adopted.

- Parents must seek written approval from the office. The medicine and administration procedures must be clearly identified.
- Administration procedures will be recorded.
- The medication will be kept secure in the office and administered under the supervision of the school office staff responsible for administering medication.
- All medication needs to be brought to school in the original container labelled with the student's name and doctor's instructions about dosage, times and storage details.

Teachers and other staff are not permitted to administer medication. Generally, if a student is sick enough to need medication, the student should be kept at home until they are well.

SEVERE ALLERGIC REACTION (ANAPHYLAXIS)

A number of students at the school have been identified as suffering from severe allergic reactions (***anaphylaxis***) to food containing nuts and nut products. As a result it has been necessary to remove these foods from the school canteen. Engadine West PS is a **nut-aware school** and respectfully requests that students and adults should not eat or bring food or sandwiches to school containing nuts, peanut butter or Nutella ingredients. If you are aware that your child has a severe allergic reaction similar to the above or to bee stings/insect bites/grass etc., it is important that you notify the school so that anaphylaxis and/or allergy plans can be established for your child. Forms are available at the front office.

FIRST AID

Whilst care and protection of students is of great importance, accidents may still happen. Staff trained in emergency care will administer basic first aid when an accident occurs. Where accidents of a more serious nature occur, parents will be advised and any necessary medical attention will be sought. If necessary, students will be taken by ambulance to hospital. It is important the school office is kept up-to-date with any changes to parent/carers mobile phone, work and emergency contact numbers.

FIRE DRILL / SHELTERING PROCEDURES

At times throughout the year, students and staff and anyone on the school premises at that time, will be involved in the procedures which would be necessary if there was a need to evacuate buildings or shelter in a designated area in the event of an emergency. The school has an efficient bell system to communicate with staff in the case of emergencies.

SUN PROTECTION

Students should wear school hats at all times whilst outside, to gain protection against the sun. A green-coloured hat is part of the school uniform. Hats should have students' names written inside and the care of the hat is the responsibility of individual students. The school has a **no hat-no play** policy.

SMOKING

Under government regulation, **smoking is totally prohibited** in all parts of the school grounds and buildings. Parents are requested to refrain from smoking at all times whilst at the school.

DOGS

By law dogs are not allowed on school premises.

Stray dogs will be referred to the Sutherland Shire Council for collection.

Parent Involvement in School Programs

DEVELOPING YOUR CHILD'S INDEPENDENCE

As students grow and are ready to come to school they need to develop independence and learn to be responsible for many aspects of school life. This will include putting in their lunch orders at the canteen, looking after their own property and bringing and taking notes to and from home. We encourage parents to drop students off at the gates or in the playground and also to wait outside classrooms to collect them. This will help to develop independence and confidence in the students.

VOLUNTEERING TO HELP AT THE SCHOOL

From time to time parents will have the opportunity to help with a range of class activities such as reading, technology, sport, library, developmental play and the creative arts programs. You might like to volunteer in the canteen or with student banking or other such activities. Sometimes parents are asked to join school excursions to provide extra supervision. Watch out for notes indicating ways parents can get involved in helping at school. Parent helpers and visitors are expected to sign a register at the front office. All parent volunteers in the school are required to complete a Declaration for Volunteers and Non Child-Related Contractors (formerly Appendix 5) and provide 100 points of identification.

REGULAR COMMUNICATION

Communication with parents is very important. Each fortnight an electronic newsletter is available via Skoolbag and on the school's website advising all the activities that are occurring during the week. Most teachers also use the Seesaw app to communicate with their students' families and to convey class specific information.

Interviews can be arranged with the class teacher about any matter. It is a good idea to make an appointment so the class teacher can arrange a suitable time to meet with you. It is always possible to see the principal or the deputy principal about any matter of concern or interest. This can be done by making an appointment time with the office staff.

At the start of Term 1, class teachers will arrange a parent/teacher evening where the year's program will be outlined and all details relating to the year's work will be explained. Parent/teacher interviews occur at the end of Term 1. At the end of Term 2 and Term 4 reports will be made available to parents on student progress. Parents may make an appointment to discuss these with the class teacher. Interviews can occur at any time during the year to discuss a student's progress.

SPECIAL DAYS

Throughout the year the school arranges special events where parents and friends are invited to attend. These include the Easter parade, education week, sport carnivals and the end of year presentation assemblies. Early advice and details of these occasions are given in the newsletters.

PARENTS AND CITIZENS ASSOCIATION

The Parents and Citizens Association (P&C) is an opportunity for parents to meet and work together in a more structured way. The P&C meets on the third and ninth week of each term on a Monday evening, starting at 7.30pm. Meetings run until about 9.00pm. All parents are most welcome to attend the meetings and get involved in the various support programs.

The P&C runs a number of programs that support the school including the canteen, the Care Centre, student banking, student book club, uniform shop, school publicity, social activities and fundraising. Parents can volunteer their time to support and assist with any of these programs.

Parents can actively assist the school by becoming involved in P&C fundraising initiatives, student banking, student book club, volunteering in the school canteen and working for the uniform shop.

The School Curriculum

CURRICULUM, TEACHING AND LEARNING

There are six learning areas that are common to all schools in NSW. The syllabus for each area is set by the Department of Education and outlines courses of study to be undertaken by all students. The learning areas are:

- English
- Mathematics
- Science and technology
- Creative arts
- Human society and its environment (HSIE) including geography and history
- Personal development, health and physical education (PDHPE)

ASSESSMENT OF STUDENT ACHIEVEMENT

The school has procedures for continuous assessment of student achievement. This is captured in a number of ways.

Diagnostic testing to assess areas of knowledge and areas causing difficulty.

Summative testing which occurs at the end of each unit of work. Collected work samples are kept by teachers as a record of achievement.

Formative assessment takes place during the learning process by the teacher to ensure the programs are successful.

Standardised testing in the form of:

- the National Assessment and Performance in Literacy and Numeracy (NAPLAN) for students in Year 3 and Year 5 carried out annually. These assessments allow student achievement and progress at the school to be benchmarked against national norms.
- Best Start Kindergarten assessment carried out in the days leading up to students' first day at school.

BEST START

The Best Start Kindergarten Assessment is a government initiative to increase support for the teaching and learning of literacy and numeracy for our youngest students. Best Start is a statewide Kindergarten entry assessment.

Best Start identifies the literacy and numeracy knowledge and skills that each child brings to school as they enter Kindergarten. It uses a continuum that is consistent with the English and mathematics syllabi for the early years of schooling. This assessment informs the quality teaching and learning programs that schools implement in the early years of schooling.

The purpose of the *Best Start* process is to provide information for Kindergarten teachers to build on each student's current knowledge and experiences. It assists teachers in developing teaching and learning programs that support students in achieving Early Stage 1 syllabus outcomes.

Every student is assessed prior to entering Kindergarten. Each student will be assessed for approximately one hour. Parents are given an appointment time and asked to bring their child in to meet the teacher. All Kindergarten students are expected to take part in the assessment process. Parents and carers will be given the opportunity to discuss the outcomes of the assessment process and how they can best support their child's learning early in Term 1. Parents are provided with a report based on the outcome of the assessment during Term 1.

REPORTING OF STUDENT ACHIEVEMENTS

Student achievement is reported through formal written reports, parent/teacher interviews, assessment tasks, student interviews, annotations on student's work, comments in books, class/school visits, public performances and the presentation of certificates and awards.

At the end of Term 2 and Term 4 a written report outlining a student's achievement is provided for parents and carers.

Students in Years 3 and 5 sit for the annual NAPLAN testing in literacy and numeracy usually conducted in May. Parents receive a written report on their achievement in this test.

TECHNOLOGY

All students will have the opportunity to access learning through technology. The school has upgraded its computer networks and wireless connections to provide increased access for all students Kindergarten to Year 6.

Students have access to computers, laptops, Chromebooks and iPads that are located in classrooms and in the computer laboratory.

All classrooms have interactive whiteboards. These highly engaging teaching tools are used to teach all learning areas.

ACCESS TO SECURE INTERNET BROWSING AND EMAIL VIA THE STUDENT PORTAL

The NSW Department of Education is committed to providing a secure *e-learning environment* to enrich learning opportunities for all students in NSW public schools. Students will be provided with access to secure internet browsing and email. Students' email accounts will be protected by software to block out inappropriate messages and attachments. Students will be provided with an individual username and password to access filtered internet browsing and email at school. Their username and password will ensure that they receive internet filtering and that no one else can access their email.

RELIGIOUS EDUCATION

The Public Education Act allows for students to receive religious instruction each week. Approved scripture teachers provide religious instruction on a Wednesday. All students meet together in their nominated scripture classes for half an hour. If you wish your child to change from one scripture group to another, please send a written note indicating this, so the scripture teachers can be informed.

LIBRARY LESSONS

Every week students can visit the library to borrow books and access the many facilities of the library. It is a good idea if students have a library bag to make borrowing books easier and to protect the books.

HOME READING PROGRAM

To help supplement the classroom reading programs, Engadine West PS has a well organised home reading scheme that operates from Kindergarten to Year 3. This scheme allows opportunities for students to practice their reading skills on texts appropriate to their independent reading level. Texts may be sent home regularly or accessed online through the programs Reading Eggs Express and PM Readers.

LITERACY PRO PROGRAM

In addition to classroom reading programs, students in Year 3-6 participate in the Literacy Pro Reading Program (Lexiles). The program measures students' reading lexile level. Students are matched to books which challenge them and encourage reading growth. As comprehension improves, so does the student's lexile level.

BOOK CLUB

Twice per term students have the opportunity to purchase their own books from Scholastic Australia. These books are of a good quality and are reasonably priced. They can be ordered online through the Scholastic website Book Club LOOP. The school receives a small commission by way of additional books, which become part of the school library. Parents in our school volunteer to organise book club for the benefit of our students.

SPORT

All students become members of one of four sporting houses.
They are:

- Cook (blue)
- Oxley (yellow)
- Sturt (red)
- Phillip (green)

Kindergarten–Year 2 Students wear house coloured t-shirts each week for their sports day.

Students in Years 3-6 wear the gold sports shirt with the school logo.

Family members become members of the same house and wear these colours on carnival days.

Students will have the opportunity from Year 3 to be involved in PSSA (Primary Schools Sports Association) competition sport, playing against other schools each week. In summer, the team sports may include cricket, t-ball and softball. In winter, the team sports may include soccer, netball, hockey, touch football and rugby league. Other students are involved in school development programs and other programs, which may include swimming. All students in Kindergarten-Year 2 classes have sport lessons each week and many parents assist in these programs.

HIGH POTENTIAL AND GIFTED STUDENTS

Engadine West PS has screening and identification processes in place to identify high potential and gifted students. The school provides multiple programs for Kindergarten to Year 6 students throughout the year. Staff are committed to high expectations and effective, explicit, evidence-based teaching to create optimal learning environments where all students are challenged and engaged to achieve their educational potential. Identified high potential and gifted students participate in enrichment, extension and extra-curricular programs which are sustained, challenging and purposeful. These programs occur within the classroom, the stage or external to the school.

STUDENT REPRESENTATIVE COUNCIL

Students in Years 3-6 are able to nominate themselves as an SRC 'Leader in Training'. The students perform all of the SRC responsibilities throughout the beginning of the year and then a core group of students are voted in by the student body as the representatives for the year. Students on the council are able to implement and support new initiatives around the school that will help make a positive impact on the rest of the student community.

ANTI RACISM

The school has an anti-racism contact officer who will deal with any complaints of this nature. All schools have a policy dealing with matters of discrimination on the basis of race. All students at Engadine West PS are valued as individuals regardless of their racial or religious background.

EXCURSIONS, CULTURAL PERFORMANCES, AND INCURSIONS

Excursions, cultural performances and special activities are part of the enrichment program of this school and students are expected to attend all such activities arranged by teachers. On other occasions various groups and presenters may visit the school to provide an enriched experience for students at Engadine West PS.

Notes are sent home prior to these functions to seek permission from parents. Students are not to attend an excursion or incursion without written permission from a parent or carer. Students are to return permission notes and money in clearly marked envelopes by depositing in the payment chute at the end of the administration block first thing in the morning. All money is processed through the school office. Online payments may also be made via the parent payment portal located on the Engadine West PS website.

CAMPS

Year 6 students have the annual opportunity to attend a camp to Canberra. This camp is over two nights and students have the opportunity to visit important Australian cultural sites eg the Australian War Memorial, Parliament House and the Australian Mint.

Students in Year 5 have the opportunity to take part in a camping program each year. This is usually to a national fitness centre such as a NSW Sport & Recreational Centre. This is a wonderful opportunity for students to experience a different way of living for one week and to be involved in a range of different team, sporting and social experiences.

The junior and senior bands also have a camping experience as a chance to do some intense training and come together as one band. This takes place at a nearby centre in the Royal National Park.

PRESENTATION OF AWARDS

It is an important part of our student welfare policy that student achievement is recognised and rewarded. At assemblies, certificates are presented for special efforts in a range of areas.

These awards can include:

- Class awards
- Work of the week
- Uniform
- Citizenship
- Sports

Students may also receive certificates for participating in special programs such as the Premier's Reading Challenge, Operation Art and Premier's Spelling Bee.

At the end of each year, awards are given for student achievement, improvement and school service as well as an academic award and a teacher's special award. An award for dux of the year is presented to the outstanding Year 6 student as well as a citizenship award for outstanding achievement.

Achievements in sport, public speaking and the creative arts are acknowledged throughout the year as well as at the end of the year.

Homework

The amount of time that students are expected to spend on homework will depend upon the age, ability, the home environment and extracurricular activities of students, including family and cultural obligations.

It is important that students of all ages have opportunities for free time, leisure and physical activities outside of school.

Homework:

- is a valuable part of schooling;
- allows for practicing, extending and consolidating work done in class;
- provides training for students in planning and organising time;
- establishes habits of study, concentration and self-discipline;
- strengthens home-school links;
- reaffirms the role of parents and carers as partners in education.

Homework is most beneficial when:

- students take responsibility for their homework, supported by their parents or carers;
- it is well coordinated and teacher expectations are well communicated;
- it is set on a regular basis and establishes a routine of home study;
- teachers set suitable amounts of homework which are varied and at an appropriate level considering the age, stage of schooling and capabilities of students.

Early Stage 1 and Stage 1 (Kindergarten – Year 2)

Generally teachers will not set formal homework in Early Stage 1. However, all activities at home or in play can assist students to develop a wide range of knowledge and skills including literacy, numeracy and problem solving. It should also be remembered that self-directed play in unstructured time is important. Language and number concepts can be introduced and consolidated in many family activities, including:

- shopping;
- preparation of food;
- listening to stories, learning songs and nursery rhymes;
- conversations about what is happening at school;
- interactive video and computer programs;
- library borrowing and reading;
- family outings and collecting items.

In Stage 1, consideration is given to the setting of formal homework eg completing simple computations, copying letters or words, or completing an activity sheet.

The focus is on preparing for talking and listening (news program) and reading each night for at least 10 minutes. Students are encouraged to help at home/prepare food, listen to stories and also engage with the online subscriptions that the school offers for students.

Stages 2 and 3 (Years 3 – 6)

As students progress in Stage 2 they increasingly work independently on their homework. It is important that teachers continue to provide guidance and assistance particularly in the development of study skills.

It is also important that students have the opportunity to experience different types of homework and that the amount of time that students are expected to work on homework is realistic.

Students in Stage 3 complete a range of revision activities as homework with a focus on spelling, reading comprehension and mathematics. In Year 6, students complete research-based assignments each term as a part of their homework.

Parents and carers can help by:

- encouraging and supporting students to complete homework;
- ensuring that there is time set aside for homework;
- providing, where possible, a dedicated place and desk for homework and study;
- encouraging their children to read and take an interest in current events;
- assisting teachers to monitor homework by signing completed work if requested and being aware of the amount of homework set and
- communicating with teachers any concerns about the nature of homework and their children's approach to the homework.

Students can help by:

- being aware of the importance of homework;
- being aware of their class' expectations for completing homework;
- alerting parents or carers of their homework and expectations;
- seeking assistance from teachers and parents or carers when difficulties arise;
- ensuring homework is of a high standard and
- organising their time to ensure that sufficient time is given to quality homework within set deadlines.

School Discipline Procedures

RATIONALE

Good discipline is fundamental to the achievement of government priorities for Engadine West PS. In line with this, Engadine West PS has school discipline procedures which are developed in consultation with school community members. The school's discipline procedures are very closely linked to the school's Positive Behaviour for Learning (PBL) program. A proactive approach to student discipline promotes strong student performance against clear school-wide behaviour expectations. The Engadine West PS's PBL committee meets once a term to review student behaviour data, develop teaching resources and make recommendations to teaching staff for the explicit teaching of school behavior expectations.

WHAT IS ACCEPTABLE BEHAVIOUR?

This is determined as it affects teachers, students, curriculum, property and organisation within the guidelines set down by the Department of Education's Student Wellbeing Framework.

A set of rewards and sanctions has been determined to reinforce the learning of acceptable behaviour.

Descriptions of Standards of Acceptable Behaviour:




- Students are expected to be at school every day between the hours of 9.25am and 3.30pm. Attendance and punctuality are considered highly important. Any variation from this routine is to be accompanied by a written explanation from parents. Students are to remain within the school grounds within school time.
- Students should not come to school before 9.00am (unless involved in pre-organised practice sessions or the Care Centre program) and should not enter the school buildings before 9.00am unless accompanied by a teacher or in cases of emergency. Students who arrive at school before 9.00am are expected to remain seated on the aluminum seats until the teacher comes on playground duty at 9.00am and gives them permission to play.
- Students will always be expected to wear school uniform (unless a special day is organised by the school), including a school hat.
- Students will have their clothing and property clearly marked with their name and be responsible for the safe keeping of all their possessions.
- Students will leave at home any article of great danger or value (eg knives, toy guns, jewellery, mobile phones, prohibitive substances and cigarettes).
- All property will be stored with regard to the safety of oneself and others.
- Students will have a responsible approach to the welfare of animals. Unless part of a special program animals, in particular dogs, must not come into the school playground.
- Areas of work should always be left clean and tidy after use.

- Care should always be taken with the kind of games played in various parts of the playground, eg running and some games are inappropriate on the inner asphalt areas. For safety reasons, some parts of the playground and neighbours' property are out of bounds.
- Care should be taken at all times with other people and their property. This naturally excludes such activities as fighting and rough games and any activity, which may involve physical contact with someone else.
- All students have the right to feel safe and happy at school. Any breach of this right is regarded as inappropriate behaviour. Examples of this include any form of bullying including physical contact, teasing and exclusion.
- Indoor behaviour is different from outdoor. Running and shouting is inappropriate inside school buildings unless specifically a part of a learning task. Students are not permitted to enter buildings without teacher permission.
- Latecomers and early leavers are to do so via the front office. Parents are required to register a late arrival/early departure at the office.
- Good manners are considered to be the hallmark of students who attend Engadine West PS. They should be expressed as greetings, in requesting and accepting, in excusing and interrupting.
- Consideration for others is a key factor in developing a safe and happy school. This also extends to a willingness to help others.
- It is expected that requests made by teachers be followed.
- Behaviour on excursions will be quiet and courteous. Students will be well dressed and well behaved. This also applies when travelling to and from school on the bus.
- Students should be developing a responsible approach to having the necessary materials on hand for lessons and school activities and to communicate messages to parents. Students should be learning to grow in independence without needing to rely on parents to check on procedures and activities.
- Students should be learning to achieve set goals in having work completed on time.
- Students will be expected to complete homework assignments in line with the school's homework procedures.
- There are other special codes of behaviour that apply to being a member of a special group, such as competition sporting teams, school band or choir groups. These codes of behaviour are part of the school's discipline procedures.
- Students should be encouraged to learn that honesty is always the best policy.

STRATEGIES: POSITIVE BEHAVIOUR FOR LEARNING (PBL)

SAFE RESPECTFUL LEARNER

In order to ensure good discipline and effective learning within the school environment, the school community has developed the following expectations through Positive Behaviour Learning.

	All Settings	Learning Environments	Walk to and from settings	Canteen	Toilets	Playground	Assembly	Before and After School
SAFE	We keep our hands, feet and other objects to ourselves. We use equipment safely. We move safely around the school. We put rubbish in the bin. We are in the right place at the right time.	We keep our work space tidy. We sit on a chair safely.	We stay to the left. 	We line up. We make healthy choices.	We leave our food outside. We always wash our hands. Games are for the playground. We turn taps off. We use toilet paper for its intended purpose.	We stay inbounds. We wear a hat and are sun safe. We use equipment for its intended purpose.	We enter in lines. We sit quietly in allocated area. We cross our legs. We hold all equipment still.	We sit on the silver seats until a teacher arrives for morning duty. We wait for instructions from a teacher before walking to the bus. We stay calm and seated while in lines and in transit. We follow the bus driver's instructions.
RESPECTFUL	We speak to others how we want to be spoken to. We listen to others. We wear our school uniform. We respect the differences of others. We are 'upstanders.' We follow adult instructions the first time. We connect to others with empathy. We stop, walk and tell.	We respect others' right to learn. We respond appropriately. We respect others opinions. We follow class expectations.	We are quiet around classrooms.	We wait our turn. We are patient. We say please and thank you.	We flush the toilet. We respect others' privacy. We have one person to a cubicle. 	We take turns and share. We return equipment. We encourage others to join in. We eat in the designated areas.	We stand with our hands by our side to sing the national anthem. We receive awards with pride. We applaud appropriately.	We wait for our turn when boarding the bus.
LEARNER	We are prepared for work. We actively participate. We are risk takers. We persevere and are resilient. We reflect on our work and the work of others'. We take responsibility for our own actions.	We attempt all tasks. We ask for help if needed. We strive to improve.	We return to our class promptly.	We order a healthy lunch before school. We go to the playground promptly. We use our own money.	We are quick and leave promptly.	We agree on the rules before we play. We follow the rules of games. We find a solution to a problem. We encourage others to play.	We actively listen to all speakers. 	We have our bus pass ready to show the driver.



Responding to negative behaviour



Observe negative behaviour refer to blue slip and behaviour definitions

Minor
Refer to Minor Behaviour definitions
Staff Managed

Does the behaviour require an instant office referral?

YES

Major
Refer to Major Behaviour definitions

- ☐ Inform student of violation
- ☐ State expected behaviour
- ☐ Teacher to refer to supervisor with completed blue slip
- ☐ Supervisor to respond OR refer to Deputy Principal

Minor incident strategies

- ☐ Prompt
- ☐ Redirect
- ☐ Reteach
- ☐ Choice

Minor incident strategies

- ☐ Prompt – Low key responses (proximity, signal, non-verbal cue, ignore, attend, praise)
- ☐ Redirect – restate the expected behaviour
- ☐ Reteach – tell, show, practice, acknowledge
- ☐ Provide choice eg. Alteration of activity – adjustments to work expectations, participation requirements, equipment to be used, etc.

Behaviour continues

Behaviour stops

Give positive verbal/social acknowledgement

Positive acknowledgement

- ☐ Adult attention
- ☐ Effective, specific positive feedback

Blue slip sent to Deputy Principal

Student Conference 5Qs

Student Conference – 5 Questions
Private, calm, positive, respectful

- ☐ Why are we having this conversation?
- ☐ Are you;
 - Being safe?
 - Being respectful?
 - Being a learner?
- ☐ What should you be doing?
- ☐ How will you do this?
- ☐ Can I help you to do this?

Senior executive actions

- ☐ State expected behaviour
- ☐ Investigate incident
- ☐ Determine consequences
- ☐ Enter data into Sentral
- ☐ Contact parent(s)
- ☐ Inform teacher/SLSO of outcome

Rethink with DP

- ☐ 1st half of lunch mentoring / goal setting
- ☐ 2nd half of lunch supervised social games/activities

Wet weather activities monitored by class teacher

Apply behaviour consequence

Classroom

- ☐ Expectation reminder
- ☐ Break space
- ☐ Notification to parents (teacher)
- ☐ Buddy class

Playground

- ☐ Expectation reminder
- ☐ Verbal warning
- ☐ Walk and talk student conference

Explanations

- ☐ Student to walk and talk with teacher on duty using the student conference questions
- ☐ Buddy class – ring buddy class, take work, return when ready - 15mins max or at change of lesson

Stage meetings – student behaviour reviewed
Student's behaviour goals (aligned to school expectations) discussed and reviewed as team.

Teachers to monitor minor behavior incidents

- ☐ No office action required
- ☐ Staff to use minor blue action slips and place in the teacher's pigeon hole.

Data Decision Rule
3 minor incidents of the same behaviour within 1 week becomes a major behaviour
Teacher to complete a major blue slip and enter into Sentral

Repeated major behaviour
Referral to LST
Behaviour Support Plan created in consultation with parents/teacher/supervisor

Engadine West PS School Song

VERSE 1

As the sun rises on the Dharawal,
Together we share this land,
Working as one to achieve our goals,
Together hand in hand.

CHORUS

VERSE 2

We learn for now, we learn for life
Striving to succeed
Celebrating each little step we take
To grow, to care, to lead.

CHORUS

VERSE 3

As we look on towards tomorrow
'Try your best' will be our guide
Our school we fill with happiness,
It fills our hearts with pride.

CHORUS

CHORUS

Engadine West
Your values we uphold
United by our emblem
We wear the green and gold.
We wear the green and gold.

Australian National Anthem

Australians all let us rejoice
for we are young and free.
We've golden soil and wealth for toil,
Our home is girt by sea.
Our land abounds with nature's gifts of beauty rich and rare,
In history's page let every stage Advance Australia Fair.
In joyful strains then let us sing Advance Australia Fair.

Nyini Australiagal budjari garibara nyini budjari buriga.
Budjari bamul yararaga mari walaba
Bamulga mari walanmirang.
Bamul meron mari kaban walaba, badjajang waratah,
Yana muru' Australiagal
Yana muru' Australiagal
Yana budjari Australiagal,
Nyini bayala gawuwi bayala gawuwi,
Yana budjari Australiagal.

Beneath our radiant Southern Cross
We'll toil with hearts and hands
To make this commonwealth of ours
renowned of all the lands.
For those who've come across the seas,
We've boundless plains to share.
With courage let us all combine to Advance
Australia Fair.
In joyful strains then let us sing Advance Australia Fair.



SYDNEY LANGUAGE VERSE TRANSLATION

We Australian mob are going to have a good dance
We good young fellows
Good earth and speared a lot of wallabies
A lot of water associated with this earth
Earth having a lot of animals and waratahs
Go along the path Australians
Australian mob go together
We say and sing out
Australian mob go together

Acknowledgement of Country

Engadine West Public School

Acknowledgement of Country

As we gather today in this special place, together we acknowledge the First Nation's People, the traditional custodians of this land.

We should always remember that under the buildings, concrete and playground, the land was and always will be home to the Gweagal People of the Dharawal Nation.

Together we pay respect to Elders, both past and present and to the young people of today as they embrace their connection to country.

School Map

