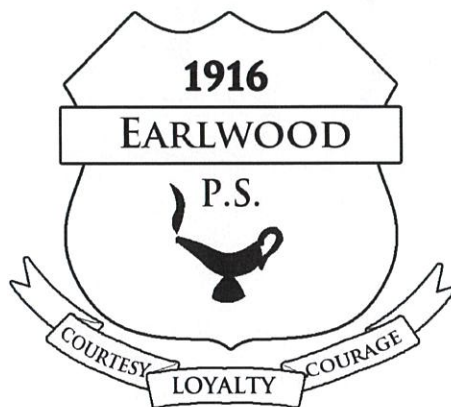


EARLWOOD PUBLIC SCHOOL

Homer Street Earlwood 2206
Telephone: 97895066
www.earlwood-p.schools.nsw.edu.au



Information Booklet



ABSENCES

By law children are required to attend school every day. When children are absent for any reason, families are legally required to notify the school in writing or by telephone giving the reason for their child's absence and within 7 days of the absence. Where no note is received after the student returns to school, the absence will be marked as 'unjustified'. Attendance is monitored by the school and Home School Liaison Officer. Frequent unjustified absences may be referred to the Home School Liaison Officer. Notes explaining absences from school should be addressed to the classroom teacher, dated and signed by the parent or guardian of the student.

In the event of a prolonged absence, the school should be advised by phone of the cause of the absence.

Families seeking extended leave must obtain an Application for Extended Leave – Travel form from the office and submit this form to the Principal prior to the absence.

Late Arrivals: If your child arrives late to school he/she will need to go to the office to receive a Late to School note and provide a reason for being late. This note is handed to your child's teacher.

Early Leavers: If for any reason you take your child out of school during school hours parents must go to the office to obtain the Permission to Leave School Grounds note and give this to your child's teacher when you pick up your child. No child will be allowed to walk home or leave the school unaccompanied by a known adult during school hours. Please keep the school informed of any custody orders that relate to your child or let us know about anyone who is not permitted access to your child. **It is important that disruptions to all students be kept to a minimum, by trying to make all medical appointments outside school hours.**

ACCIDENTS

In the case of a minor accident your child will be cared for by a staff member who has first aid qualifications. If necessary you or your contact person will be notified.

In the event of an emergency, every effort will be made to contact parents, but the school reserves the right to obtain medical treatment if it is considered necessary. The school contributes to the Ambulance Fund which covers students at school or on excursions.

It is extremely important to keep contact numbers up to date. Please inform the office of any changes.

ANAPHYLAXIS

Some students suffer severe reactions to particular foods and other triggers. For this reason students do not share their recess or lunch while at school.

APPOINTMENTS

Parents are always welcome to discuss their child's progress with the class teacher, executive or the counsellor. However we do ask you to make an appointment by telephoning the school office on 9789 5066.

Appointments to speak with the Principal should also be made.

ASSEMBLIES

Students in Kindergarten to Year 2 assemble daily at 9am near F Block and information for parents is communicated generally on Mondays and Wednesdays. An additional assembly is held during the week at which awards are presented; singing and student performances also take place.

A morning assembly (9am) for students in Year 3 to Year 6 occurs on Mondays and Wednesdays. An additional assembly is held on Fridays at 11:20 am at which awards are presented; singing and student performances also take place. Parents are always very welcome to attend.

AWARDS (OPAL AWARD SYSTEM)

AIM

To reward students for excellence or improved class or playground conduct. Any teacher, for any school activity, can give merit Tokens.

- Tokens are given to students to reward positive behaviour or conduct. Students are awarded a series of OPAL certificates. When they have received 5 Opal awards, they are then eligible to receive a HAT PATCH. The pinnacle of the system is the awarding of the KEY TO THE SCHOOL.
- Teachers can give Merit Tokens to any student in class, Assembly, Sport, Excursions etc. When students have collected twenty-five tokens they are eligible for their first certificate – a White Opal. Another twenty-five tokens earns them another opal certificate. This continues through the WHITE AND BLACK OPAL certificates and subsequent hat patches. Upon earning six HAT PATCHES, they receive the KEY TO THE SCHOOL.
- Students may take up to seven years to earn the KEY TO THE SCHOOL. Very few students would be likely to achieve six Hat Patches.

BANKING

Children are encouraged to start good saving habits by banking each week with the School Commonwealth Banking Program. Each Tuesday a group of parent volunteers collect and perform banking for the students of the school. It's also a great fundraising activity, with participating schools receiving 5% of every individual deposit made at school (up to \$10), along with other benefits.

To help reward individual savings efforts, every time a student deposits into their Youthsaver account through School Banking, regardless of the amount, they receive a Dollarmites token. Once they've collected 10 tokens, they can redeem them for a variety of exciting reward items. Students also receive a certificate when they reach certain savings milestones.

BEFORE AND AFTER SCHOOL CARE

The Earlwood Caring for Kids Before and After School Care Service is located on the school grounds and operates during school terms for school age children during the following hours:-

Before School:	7.00am.-8.45am.
After School:	3.00pm.-6.00pm.

Contact the centre for more details on 9718 8031.

BOOK CLUB

Approximately ten times a year the children receive Scholastic Book Club Order forms. Commencing 2016, all orders and payments will be made online.

CANTEEN

The school canteen is open every day between 8:30am and 2:00pm and till 3:30pm on Friday afternoons. Children may order or buy food at recess and lunchtime. Lunch orders can be made at the canteen or online at flexischools.com.au. Written orders are to be written on a paper bag with the child's name, class, item or items to be ordered. Class monitors pick up and deliver lunches just prior to lunchtime. The canteen price menu is advertised on the school website and in the school Bulletin throughout the year. It is also displayed in front of the canteen. The canteen is located in the hall.

CARNIVALS

Each year students in Years 3 to Year 6 participate in three carnivals; the swimming carnival in Term 1 and the cross country and athletics carnivals in Term 2. At these carnivals the emphasis is placed on participation as well as winning. Children have the opportunity to become the school representatives at District, Regional and State levels. Children enrolled in the Physically Handicapped Support Unit also participate in the Combined Disabled Athletics Carnival at Homebush.

CHANGE OF ADDRESS

It is most important that you notify the School Office as soon as you change address or if your home or work telephone contact number changes.

COMMUNITY LANGUAGE OTHER THAN ENGLISH PROGRAM (CLOTE) - Greek

The CLOTE program has been operating at EPS since 1995. The aim of the program is language exposure and language fluency as well as an appreciation of the Greek culture. It is taught from Kindergarten to Year 6. Each student in Kindergarten and Year 1 receives 2 hours tuition per week. For students in Years 2-6, the classes are optional. For students in Years 3-6 there are classes for native speakers and non-native speakers. These children receive 2 hours tuition per week as well. Whole school participation is encouraged.

COUNSELLOR

The school counsellor is a teacher with training in education and child psychology. He or she attends the school two and a half days per week. Teachers and parents are able to contact the school counsellor if they have any concerns regarding a child's progress, behaviour or attitude. The school counsellor can be contacted by phone and/or a referral form collected from the Principal which will be forwarded to the School Counsellor.

Alternatively, parents can initiate a discussion through the Principal.

The counsellor is also involved in the routine assessment of children for OC classes and Year 6 students for High School placement.

CURRICULUM

The current NSW Primary Curriculum comprises of six Key Learning Areas:

- English
- Mathematics
- Science
- Human Society and It's Environment (soon to be replaced by the History and Geography syllabus)
- Creative and Practical Arts
- Personal Development, Health and Physical Education

NSW Curriculum documents are available for download at the NSW Board of Studies website:

<http://www.boardofstudies.nsw.edu.au>

DAILY ROUTINES: TERMS 1 to 4

8:30am-9:00am	Direct supervision of K - 6 children (top asphalt playground)
8:55am	Students begin to assemble in class lines, indicated by music
9:00am-11:00am	Classroom activities
11:00am-11:20am	Morning recess
11:20am-12:55pm	Teaching and learning
12:55pm-1:05pm	Lunch in the classroom
1:05pm-1:55 pm	Lunchtime play
2:00pm-3:00pm	Teaching and learning
3:00pm	Dismissal from class
8:30am– 3:15pm	Office hours

BEFORE SCHOOL

Children arriving at school are to assemble in the top asphalt area where they can play some games e.g. handball. The top grass can be used for games such as soccer or touch football. No large ball games involving bats or kicking are to occur on the asphalt. No bats are to be used on the top grass. A teacher is on duty in this area from 8:30am – 9:00am. **NO child should be at school before 8.30am except if attending PSSA training.**

AFTER SCHOOL

It is the responsibility of all students to leave the school premises in an orderly and safe manner. The correct use of the traffic lights and bus stops is compulsory and regularly monitored. If parents are late to pick up children due to an

unforeseen circumstance, they should inform the school. The children are directed to the office where they are supervised until parents arrive. Parents will need to collect them from this area. Children going to Greek School in the afternoons are to assemble on C Block verandah and **not play in the playground unsupervised**. All children catching buses outside the school gate will be supervised by a member of staff.

Please note: For safety reasons students should go directly home at the end of the school day and not stay to play on the school grounds unless under the direct and close supervision of their parent.

DISCIPLINE

At Earlwood Public School we commend and reward student achievement and good conduct through:-

- encouragement and praise
- public recognition and achievement
- classroom stickers and awards
- housepoints
- assembly awards

In all matters of student wellbeing, EPS implements a restorative approach to problem solving, facilitating the repairing of harm and the restoration of relationships when break downs occur. Students are encouraged to take responsibility for their actions and to repair the harm they have caused. At all times courteous and respectful dialogue between students is fostered and promoted.

Should situations arise between students the school will act on all matters of which we are informed. Parents should not take matters into their own hands and approach or speak to another student. This often leads to further conflict and is never productive.

EDUCATION WEEK

During Term 3 a week is set aside by the Department of Education for parents all over N.S.W. to visit schools and see the work their children are doing as well as other activities planned by individual schools. You will be advised of the date in the Bulletin.

ENGLISH AS AN ADDITIONAL LANGUAGE/DIALECT (EAL/D)

At EPS school staffing includes EAL/D teachers who support students whose first language is not English. The EAL/D teachers plan and work cooperatively with all teachers to provide programs for students learning English as a second language. The EAL/D teacher may withdraw students from class or work in the classroom together with the class teacher to develop and consolidate learning in language.

ETHICS

Trained volunteer ethics teachers provide classes in philosophical ethics for students who do not attend Special Religious Education (SRE) classes. At EPS ethics classes are available to students in Yrs 1-6 and take place at the same time as SRE classes.

EXCURSIONS and PERFORMANCES

Excursions are an important and exciting part of the curriculum at EPS. Excursions are arranged by each grade/stage and usually occur once per semester. Teachers are able to bring to life the work that they are studying in class by taking students to such places as the zoo, museums, the beach and historical buildings to name just a few. The school endeavours to keep costs for excursions to a minimum so that as many students as possible are able to participate.

Performing artists also visit the school to complement learning in the Key Learning Areas of the curriculum.

Parents will be informed by note as to the times and organisation of each excursion. It is wise to keep a record of the departure and arrival times and where your child is going. Parental permission and payment for the excursion must be received by the school prior to the event. Payments can be made online or sent to school in a sealed envelope and handed to your child's teacher.

Whilst most excursions are for one day, Year 5 and Year 6 students will have the opportunity to attend overnight excursions. Naturally, these are more expensive than day excursions or performances, but the benefits for students are enormous. We offer parents the chance to pay for these excursions by instalments, thereby minimising the financial burden.

Unless specifically instructed to the contrary, children should wear school uniform on all one day excursions.

If at any time you are experiencing financial difficulties and are finding it difficult to meet the cost of the excursions, performances or uniforms, please make an appointment to see the Principal.

FOOD

Children need to be provided with morning tea (recess), lunch and a drink (water) unless ordering from the canteen. All lunch boxes and plastic bottles need to be clearly labelled with your child's name and class. Children will also need a small fruit or vegetable snack to eat during Crunch and Sip, a 5 minute mid morning break.

GIFTED AND TALENTED CHILDREN

The school has a policy for the advancement of children who are gifted and talented. Flexible and open-ended approaches to teaching and learning in classes provide opportunities for each child to be extended. Class teachers provide a differentiated curriculum through which children are encouraged to be creative and critical thinkers.

HATS

Hats are vital to protect children from the sun all year round and this school has a "No hat - No play " Policy.

HIGH SCHOOL

Local children are placed at various high schools after completing their primary schooling. Local schools include Kingsgrove North High, Canterbury Boys High, Canterbury Girls High and Kingsgrove High.

Parents are able to apply for entrance for their Year 6 children at any selective high school and up to four non-local co-educational or single sex high schools. Placement in selective high schools is made through competitive, external statewide selection procedures. High school applications are processed by the school during Term 1 each year. High schools generally conduct induction/orientation days for Year 6 students, towards the end of the year.

A good way to gauge which high school best meets your child's needs is to attend their advertised information days/evenings or alternatively contact the high school and arrange a visit and/or interview. All of the high schools are committed to providing quality education and care for students and they will be happy to explain their policies and provide you with information.

HOMEWORK

As in all schools, work at home or HOMEWORK has an important function. It is a way that we establish study habits in learning for life. We as adults have established habits for reading - the newspaper, magazines, books (borrowing from the library), listening, watching and discussing news and programs, enjoying and appreciating theatre, galleries, displays and outside leisure areas as well as maintain our physical fitness by participating in regular exercise and sport. We must encourage our children to develop the same patterns for learning and enjoyment.

A time for reading, discussing, TV, visits to the local library, shopping centre, parks, buildings, the city and its many venues are all part of the home educational program.

The school has a homework policy and each class teacher works within the framework of that policy. Teachers will inform the parents of class homework requirements at the beginning of each year and seek the parents' co-operation and support in overseeing it as well as giving children the opportunity to extend their knowledge by other planned activities.

HOUSE SYSTEM

The school uses a House system for awarding points for a variety of activities such as sport, classroom rewards and good behaviour. The houses are Burke - red, Hume - yellow, Oxley - green and Sturt - blue. Children are allocated to

these houses when they are enrolled and will be placed in the same house as brothers and sisters who are currently at the school.

HOME SCHOOL LIAISON OFFICER

The Home School Liaison Officer is a Departmental Officer who visits the school on a regular basis to check the attendance of all students. This is done by a roll check and reference to student absence notes. Parents and Carers are obligated by law to send their children to school every school day and if explanations are unsatisfactory or persistent the Home School Liaison Officer works together with families and schools to discuss reasons for absences and develop a plan to improve their child's attendance.

IMMUNISATION

Upon enrolment families of Kindergarten children must present an Immunisation Certificate. This covers Diphtheria, Tetanus, Pertussis (Whooping Cough), Polio and MMR (Measles/Mumps/Rubella).

Although immunisation is not compulsory, it is important to note that if there is an outbreak of an infectious disease such as measles; children who are not immunised will have to stay home during the outbreak.

Note: If your children contact any of the communicable diseases listed under 'Infectious Diseases' and you are unsure of how long they should remain away from school, please seek advice from your family doctor.

Disease	Exclude for	Contacts
Chicken Pox	7 days after the first spots	Not excluded
German Measles	5 days after the rash appears	Not excluded
Hepatitis	medical certificate	Not excluded
Measles	5 days after the rash appears	Excluded if unimmunised
Mumps	10 days after the rash appears	Not excluded
Scarlet Fever	7 days after the symptoms	Not excluded
Whooping Cough	3 weeks or medical certificate	Not excluded
Scabies	Until signs disappear	Not excluded but inspected
Ringworm	Until treatment has begun or medical certificate	Not excluded but inspected
Conjunctivitis	Until discharge stops	Not excluded but inspected
Impetigo	Only if exposed	Not excluded but inspected
Pediculosis	Until treatment has begun	Not excluded but inspected

MEDICATION

All medications must be handed in at the office at the beginning of the day and will be administered by the school's First Aid Officer. All care will be taken by staff, however, the onus is upon parents to comply with Department regulations and school requirements as set out in the following sections. The only exception is asthma puffers, which children retain and can self-administer as per the normal practice established by their doctor. Parents are responsible for supplying current Epipens and asthma puffers for their children.

PART A

REGULAR ADMINISTRATION OF MEDICATION:

Parents should sign an indemnity form and a written request giving details of medication.

Any changes in medication should be notified in writing by the parent.

A medical report should be obtained from the prescribing physician if clarification is required (parental permission is required for this).

Medication should be sent to school clearly marked with:-

CHILD'S NAME

MEDICATION, DOSAGE and TIME; SPECIAL CONDITIONS (if any)

Unless special permission is granted only one day's dosage to be sent.

PART B

INTERMITTENT or EMERGENCY ADMINISTRATION OF MEDICATION AT SCHOOL

Parents should sign an indemnity form and written request.

Supply single dose of medication clearly marked with:-

CHILD'S NAME

MEDICATION, DOSAGE and TIME; SPECIAL CONDITIONS (if any)

Note: Photos of and procedures for children with reactive or allergic conditions will be distributed to all staff and displayed in the staffroom to be regularly updated/reviewed.

FIRST AID

Only basic treatment will be given, Analgesics (e.g. Panadol) cannot be given.

Parents or emergency contacts will be contacted if staff consider further treatment is necessary. Should they be unavailable the Principal has the authority to seek medical attention in emergency situations.

INTERVIEWS

Teachers are keen to further the home/school partnership and to provide the best education for each student. In order to achieve this, it is important to maintain good communication between the home and the school. Contact your child's teacher during the year if you wish to discuss some of the following areas:

- achievement and progress at school
- behaviour at home and/or at school
- emotional needs or upsets
- peer group relationships
- changing circumstances at home
- anything that is likely to assist the teacher to cater for the individual needs of your child

A 'Meet the Teacher Evening' is held early in Term 1 each year and all parents are invited to attend. Formal interviews are conducted at the end of Term 1 and optional interviews are offered during Term 3. These interviews are a great opportunity to discuss your child's performance, application, behaviour and general development. Parents are always welcome to speak to their child's teacher about their progress at all times. If you wish to do so, please telephone the school and make an appointment.

LABELLING

All clothing should be clearly marked with your child's name. Check that the name is still there after washing! Items found at school are kept in the hall in F Block. Unclaimed clothing may be added to the second hand clothing pool at the uniform shop or donated to charities.

LATE TO PICK UP CHILDREN

If you are unavoidably delayed and unable to collect your child at 3.00pm please ring and let the school know on 9789 5066. Your child will be sent to wait in the foyer of the main office and will be supervised until you arrive. It would be appreciated if arrangements could be made for pick up by another adult if you will be delayed after 3.30 pm.

**** Please make sure your child and the school has a current list of contact numbers for emergencies.***

LEAVING THE SCHOOL

A transfer certificate is issued when a child leaves to enrol at another N.S.W. Public School. It is expected that parents will observe the courtesy of informing the Principal as soon as it is known that a child will be leaving.

LEARNING and SUPPORT TEACHER (LaST)

Teachers work together to identify students who are experiencing difficulties with their learning and then plan a suitable program to assist them. A Support Teacher Learning may withdraw students from class or work in the classroom together with the class teacher to develop and consolidate learning in the basic skill areas.

LIBRARY

The school library has an excellent collection of resources and weekly borrowing of books for enrichment and enjoyment is encouraged. All classes visit the library each week to borrow and enjoy literature. The teacher librarian plans teaching units which focus on developing children's information skills. On most days the Library is also open for short periods before and after school and during first half lunch.

MONEY AT SCHOOL

Children are asked to keep any money brought to school with them at all times. Money brought for excursions, performances etc. should be handed to the teacher in the morning in an envelope with the amount, child's name and reason. Large sums of money should not be brought to school. If for any reason a child has a large sum of money it should be placed in the care of the Principal or class teacher until the end of the day when it can be collected.

Families can choose from a number of options when making payments for excursions and performances. These include:-

- cash provided to the class teacher in an envelope
- cheque provided to the class teacher in an envelope
- POP - Parent Online Payment via the school website
- EFTPOS payment made at the office

NEWSLETTER

Our newsletter is called the Bulletin and is emailed fortnightly with news of what is happening within the school and information that is of interest to parents. Families can subscribe to receive the Bulletin on the school website located at www.earlwood-p.schools.nsw.edu.au/

NON SMOKING ENVIRONMENT

It is a policy of the Department of Education that **smoking is not allowed on the school grounds and buildings**. Parents and staff members are required to comply with this regulation.

OPPORTUNITY CLASSES (OC)

Opportunity classes (OC) cater for Year 5 and 6 academically gifted students who may otherwise be without classmates at their own academic and social level. These classes help gifted and talented students to learn by grouping them with other gifted and talented students, teaching them in specialised ways and providing educational materials at the appropriate level.

Since 1997 EPS has had one OC class in Year Five and one in Year Six and is a two-year placement program. In the majority of cases, students who accept a place in the opportunity class will leave their current school to attend the school with an opportunity class. There is no provision to apply for Year 6 placement.

Application for OC placement is made when the student is in Year 4. Offers of OC placement are made on the basis of the opportunity class placement test and the school assessment ranking. Children in the OC classes study basic skills in the six Key Learning Areas and participate in all school activities. In addition they focus on creative and critical thinking activities which develop higher order thinking skills.

ORGANISATION OF CLASSES

At Earlwood most Year groups have three or four classes. This depends on the number of students who are enrolled. Sometimes there is a need for composite classes. A composite class contains children from more than one Year who are taught by one teacher. Classes throughout the school are 'parallel' which means that each contains a mix of children of varying ability.

PARKING

At times it is difficult to park cars when visiting the school, however, the safety of all students is our primary concern at all times. The school includes pedestrian and bus safety as part of the Personal Development, Health and PE

Program and parents are urged to reinforce this program by their example. Please park in approved areas and remember that the only cars allowed in the school playground are ones dropping off and collecting children from the Physical Support Unit.

Parents are asked to remember the following so that the safety of our students can be maintained:

- Park in approved areas
- Do not park across the school gates or in designated 'No Standing' areas when collecting or dropping off students
- Avoid double parking outside the school but particularly in Richard Ave
- The staff car park is for the use of staff and delivery vehicles only up until 4pm each day

PARENT HELPERS

There are many opportunities for parents to assist at school. Attending meetings, helping in the Uniform Shop or with school banking, at carnivals or on excursions are some of the more usual ways. As well, some parents assist with various tasks associated with classroom learning. If you are able to offer your help in any way at all, please mention it to the class teacher.

PARENT ASSOCIATION (ESPA)

Earlwood School Parent Association - This is a Parent and Community body that operates under the umbrella of the Federation of Parents and Citizens Association Constitution. Their role is to represent the needs and attitudes of the parents and the community in the school. They promote the interests of the school by bringing parents, citizens, students and teaching staff together in close co-operation and assist by fund raising to provide extra equipment for the school. ESPA meets twice a term.

PHOTOGRAPHS

Each year in Term 1 class and individual photographs are taken by professional photographers on a day to be announced in the Bulletin. Children from the same family may be photographed together as well as the SRC and Prefects. Photographs must be pre-paid before the photo day.

PREFECTS

Each year children from Year 5 are elected to be School Captains, Vice Captains and Prefects for the following year. They assist with school tasks, help the teachers and run assemblies.

PRIMARY SCHOOLS SPORTS ASSOCIATION (PSSA)

Earlwood Public School is a member of the Wiley Park District P.S.S.A. The district P.S.S.A. organises sports competitions between schools for Years 3-6 in our district each Friday as well as the annual district athletics, cross country and swimming carnivals. Our school participates in all events.

Friday summer sports include softball, cricket, oz-tag and T-ball. Winter sports include soccer, touch football and netball. Children from Earlwood Public School are selected to represent our school in the sport of their choice. Teachers coach the teams during the week and then accompany the teams to local parks on Fridays for competition against other schools.

Athletes, cross country competitors and swimmers are selected to represent our school at a district level after successfully competing in our own school carnivals.

PUBLIC SPEAKING

Public Speaking is a very important part of the English syllabus at our school. The program aims at providing a framework and stimulus which encourages the development of effective speaking and listening skills. There are opportunities for the children to practice and develop these skills through various classroom activities and during weekly assemblies. Our Public Speaking activities culminate in participation in inter-school competitions, thus providing opportunities for the students to display their acquired skills.

RACISM

Racism in all its forms is rejected by the NSW Department of Education and Training. Anti-racism contact officers are available in schools to help parents or students experiencing problems with racism and to provide interested parents with copies of this issue.

The anti-racism contact officer will listen to the problem and with the Principal, find ways to resolve the matter as quickly as possible. Contact the Principal or your child's teacher for assistance if required.

RELIGIOUS EDUCATION

Special Religious Education (weekly Scripture) is taken by visiting teachers appointed by the various religious groups using a syllabus that they supply. Children for whom no religion is indicated on their enrolment form are supervised by a staff member during scripture time.

Specific religious classes at Earlwood are:-

- Catholic
- Greek Orthodox
- Anglican

REPORTING TO PARENTS

Assessment and reporting practices at Earlwood School provide parents, students and teachers with meaningful and useful information about a student's progress. Throughout this process we aim to focus on developing positive attitudes, confidence and independence as well as academic and social progress. A range of assessment strategies are applied at different points of the learning process and become the basis for reporting to parents.

Assessment and reporting strategies are:-

- directly linked to and reflect syllabus outcomes and are derived from well-structured teaching and learning activities that provide information about students' strengths and needs
- are varied so that students have multiple opportunities to demonstrate what they know, understand and can do in relation to syllabus outcomes
- inclusive of teacher judgments that are reliable and enhanced by a shared understanding of what constitutes the achievement of a particular outcome

Assessment and reporting is based on a planned and coordinated whole school approach that includes:-

- information meetings early in Term 1
- interviews with parents to discuss individual progress and areas for development at the end of Term 1
- written reports covering all Key Learning Areas distributed to families at the end of Terms 2 and 4
- optional interviews for parents during Term 3
- an assessment of Kindergarten students at the commencement of school using the Best Start Assessment Package. Interviews are conducted with parents to report on findings

Parents are always welcome to make an appointment to speak to their child's teacher at other times throughout the year.

SCHOOL ADMINISTRATIVE AND SUPPORT STAFF

These are the school assistants who carry out receptionist and secretarial duties, accounts and computing. They assist teachers with the care of children, the preparation of lesson materials and the maintenance and storage of equipment.

The General Assistant is involved with maintenance, the care of grounds and the movement of heavy equipment and materials.

SCHOOL COUNCIL

The School Council is a group of people representing staff, parents and the community that broadly determine the school's educational and financial policies. The School Council is a partnership of those involved in and concerned for the local school and the students who attend it. The School Council usually meets once a term.

SCHOOL DEVELOPMENT DAYS

There are five days during the year which are called School Development Days (SDDs) that are student free. The first of these days is always the first day back each year, when teachers are able to organise classes, arrange rooms and generally prepare for the new school year. Two other days occur at the commencement of Terms 2 and 3. A further 2 days are at the end of Term 4. These days are important as they allow all teachers to meet together to work on the school plan, develop curricula, or engage in professional development activities without the need to supervise students. We ask parents to make alternative arrangements for the supervision of their children on these days to enable every staff member to participate fully. The dates of these days are published well in advance and parents are most welcome to attend sessions that interest them.

SCHOOL STUDENT TRANSPORT SCHEME

All children from Kindergarten to Year 2 are eligible for free travel to school on public transport. Children in Years 3 to 6 are eligible if they live more than 1.6km (in a straight line distance) from school or 2.3km or more by the most practical walking route. To find out more information visit transportnsw.info/school-students

SCHOOL MOTTO

Courtesy Loyalty Courage

SELECTIVE SCHOOLS

Selective schools in NSW, including agricultural high schools, enrol students of high academic ability. Increased numbers of selective schools have provided parents with increased access to them.

Students are accepted after sitting a Selective Schools Test covering English, Maths and General Ability in Year 6. All parents of children in Year 6 will receive information about selective schools during the year.

De-zoning means that students can now apply for enrolment in up to four selective and agricultural high schools, regardless of where they live.

SICKNESS AT SCHOOL

If children become sick at school they will be placed in the sick bay and observed by a staff member. If it becomes obvious that they need the care of a parent, a call is made to the home or work. The same applies in the case of an injury unless immediate medical attention is sought. It is advisable to keep your child home or make other arrangements for their care if they are ill in the morning.

STUDENT REPRESENTATIVE COUNCIL (SRC)

The Student Representative Council is a committee of students selected by their fellow class members from Year 2 to Year 6 during Term 1 of each year. The school captains are also members of this committee. This committee meets regularly to discuss issues that arise from fellow class members and bring them to the attention of the School Council, staff, parents and their fellow students. Under the guidance of a teacher, they work together to solve problems and issues and report to assemblies and other committees.

SUPPORT UNIT

The Support Unit for children with physical disabilities was established at the school in 1994. It is designed to cater for one class of students and includes modified bathroom and toileting facilities. There is one full-time teacher and a full-time school learning support officer attached to the unit.

Students enrolled in the unit are integrated into the regular classes according to their individual needs and abilities.

UNIFORMS

The wearing of the school uniform is strongly encouraged by the whole school community. School colours are maroon and sky blue. School uniforms are sold at the uniform shop located in Building C which is parallel to Homer Street. It is open every Tuesday morning from 8.30am to 9.30am.

VISION UNIT

A Vision Unit that serves students attending schools in the Sydney Metropolitan Area is located on the school grounds. The unit is a production centre for materials needed to assist children who are visually impaired in mainstream schools to complete their work. Itinerant teachers for the visually impaired children are also based in this centre.

VOLUNTARY CONTRIBUTION

Each year with the approval of the Earlwood School Council and the Parent Association, the school asks for a Voluntary Contribution. This money is used to provide items which support and improve the educational programs at the school. Items include:-

- library books
- computers and computer software
- exercise books
- art and craft equipment