



**GYMEA BAY PUBLIC SCHOOL**

*Forever Flourishing*

# Information Booklet



**Semper Floreat: *Forever Flourishing***

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# Section 1

## Welcome...

On behalf of the staff at Gymea Bay Public School, I extend a very warm welcome to your family as your children begin their journey of learning at our school.

Learning **is** a journey. It is a journey that begins at birth and continues throughout life, and a part of that journey as we know it today is institutionalised in what we call school.

School, though, is only a very small part of learning about life, but it is where our attitudes to learning for our future life are shaped and moulded. It is also where our self-esteem is shaped and moulded; a self-esteem that stays with us for a very long time and sometimes throughout our whole lives.

It is therefore very important – this part of the journey of learning called school. Therefore, at Gymea Bay Public School, we take on that responsibility very seriously because we know how important these years are for your children; not only for the knowledge and the skills that they learn, but also for the values and attitudes they develop.

Learning is also a partnership between home and school and, therefore, I encourage you to become involved in your child's schooling. There is a plethora of research that indicates children's learning is enhanced by a supportive family. Children learn to value what their parents value so if you value your children's education, then they will also value it.

Our commitment is to the development of the whole child; the development of positive values, caring social relationships, independence, responsibility, confidence and a self-esteem on which learning for life is built. We provide many opportunities for children to reach their highest potential, academically, socially and also in the arts and sport. This is fundamental to the teaching in public schools and leads to a democratic, cohesive and civil society that promotes equity, fairness and the pursuit of excellence.

We are proud of the happy, caring and safe environment at Gymea Bay Public School and hope that your association with the school will be a rewarding and enjoyable one. Thank you for choosing to entrust us with your child's education.

Michelle Michael

Relieving Principal

# General Information

## GYMEA BAY PUBLIC SCHOOL STAFF – 2016

<b>PRINCIPAL</b>	Michelle Michael (Relieving)		
<b>DEPUTY PRINCIPALS</b>	Robyn Beck Helen Reece (Relieving)		
<b>ASSISTANT PRINCIPALS</b>	Melissa Bird Alison Kelly (Relieving) Noelene Larkins Rachelle Winning Leanne Starkey (Relieving) Lisa Britton (Vision)		
<b>CLASS TEACHERS</b>	Emma Burgess Judy Cohen Laura Davies Vanessa Gallen Georgia Harris Sue Hryce Stacey King Margaret Mead Diane Pasqualino Mark Simpson Janelle Townsend	Rebecca Camilleri Megan Cowan Michael Findlay Emma Graham Melinda Henry Libby Jones Andrea Kontozis Rebecca Millar Jade Salter Natalie Stewart Ann Turnbull	Meredith Campbell Kim Coleman O'Neill Janelle Freeman Penney Hamilton Lisa Holmes Laura Kendrick Joshua Lucas Anne Miller Jessica Schneider Jessica Stockden

### **SUPPORT TEACHERS**

<b>Teacher - Librarian</b>	Alex Laurence
<b>RFF Teachers</b>	Darren Avery, Judy Cohen, Leonie Robertson (T),
<b>ESL Teacher</b>	Leonie Robertson (M), Julie Blyth (Th)
<b>Learning and Support Teachers (LaST)</b>	Jodie Pringle (W, Th), Julie Blyth (M, T)
<b>Reading Recovery</b>	Judy Cohen
<b>Music Program</b>	Amanda De Lore (M, T, W), Jackie Styles (Th, F)
<b>School Counsellor</b>	Kathryn Manning (T, W, Th)

### **SCHOOL ADMINISTRATION AND SUPPORT STAFF (SASS)**

<b>School Administrative Manager (SAM)</b>	Megan Pope
<b>School Administrative Officers (SAO)</b>	Carolyn Bennett, Fiona Bruce, Karen Treacy, Julianne Wadwell
<b>Learning and Support Officers (LaSO)</b>	Gillian McCarty, Elizabeth McCormick, Rita Bates, Chris Stafford
<b>General Assistant</b>	Paul Palmer

## SCHOOL INFORMATION

<b>Address</b>	Gymea Bay Public School 205a Gymea Bay Road Gymea Bay NSW 2227
<b>Phone</b>	9524 6852
<b>Fax</b>	9540 2150
<b>Email</b>	<a href="mailto:gymeabay-p.school@det.nsw.edu.au">gymeabay-p.school@det.nsw.edu.au</a>
<b>Website</b>	<a href="http://www.gymeabayps.nsw.edu.au">www.gymeabayps.nsw.edu.au</a>
<b>Office Hours</b>	8.30am-3.30pm
<b>School Hours</b> (Effective 2017)	<b>8.30am-3.00pm</b> Morning assembly is at 8.55am (Monday) All students are expected to arrive at school Between 8.30am and 8.55am.

*NB. Kindergarten children dismissed at 2.50pm in term 1.*

**If children arrive at school prior to 8.30am**

**they MUST sit under the veranda at the front of the library.**

**There is no supervision in the playground before 8.30am or after 3.00pm.**

<b>BELL TIMES (Effective 2017)</b>			
<b>Monday–Thursday</b>		<b>Friday</b>	
<b>School Hours</b>	<b>8.30am-3.00pm</b>	<b>School Hours</b>	<b>8.30am-3.00pm</b>
<b>Morning Assembly</b>	8.55am (Mondays only)		
<b>Recess</b>	11.10am-11.30am	<b>Recess</b>	11.10am-11.30am
		<b>(Y3-6 School Sport)</b>	12.15pm-1.30pm
<b>Lunch</b>	1.00pm-1.50pm	<b>Lunch</b>	1.30pm-2.20pm
<b>Home Time</b>	3.00pm	<b>Home Time</b>	3.00pm
<b>Kindergarten dismissed</b>	Term 1 Terms 2, 3 & 4	2.50pm 3.00pm	
<b>Out of School Hours Care (OOSH)</b>		9524 3444 (7.00am-8.30am and 3.00pm-6.00pm)	

**Playing in the school grounds is not permitted after 3.00pm**

# Section 2

## School Information

### VISION STATEMENT

At Gymea Bay Public School quality teaching delivers exceptional learning in a safe, nurturing environment where all students are challenged and supported to reach their individual potential.

### SCHOOL STRATEGIC DIRECTIONS 2015-2017

- ✚ At Gymea Bay Public School students will be confident, responsible and successful 21<sup>st</sup> century learners who are engaged, motivated and challenged whilst continually improving.
- ✚ At Gymea Bay Public School we foster learning and leadership with a focus on quality teaching.
- ✚ At Gymea Bay Public School we are a high performing school committed to excellence and setting high expectations. We are consultative, collaborative and professional.

### SCHOOL MOTTO

Semper Floreat: *Forever Flourishing*

### SCHOOL COLOURS

Green and white

### SCHOOL PLEDGE

In our hands lies the future of this great land,  
If we all work together,  
Doing our best for the common good,  
There is no limit to what we can achieve.

## SCHOOL SONG

*To the tune of 'TRUE COLOURS'*

### Verse 1

We are a great school,  
We've cultural groups and a sport or two.  
Opportunities,  
A chance to succeed  
In all we believe and say.  
We value our school,  
It belongs to you.

### Chorus

If you want to do your best,  
Let your light shine through.  
GyMEA Bay is the place for  
you.  
To achieve your goals  
And show you care.  
We're the school for you,  
We will stand true.

### Verse 2

We are a great school,  
We all want to learn and grow,  
To enrich our lives.  
In a world that's before us,  
We just want to show the rest,  
United together,  
To become our best.



## ADVANCE AUSTRALIA FAIR

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 in 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.

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.

# Section 3

## Parent and Community Involvement

GyMEA Bay Public School parents are supportive of, and interested in the education of their children and they are encouraged to be involved in, and contribute to various aspects of school life.

All parents are welcome to be involved in:

- **PARENTS' & CITIZENS' ASSOCIATION**

Meetings are held on TUESDAY evenings of week 3 and week 8 of each TERM and all parents are welcome to attend and discuss matters pertaining to the school. **TIME: 7.00pm IN THE STAFFROOM.**

- **BEFORE & AFTER SCHOOL CARE**

The GyMEA Bay Care and Leisure Centre is located on school grounds. Parents wishing to make enquiries should ring the Centre on 9524 3444 during office hours between 7.00am–9.00am and 3.00pm–6.00pm. Website: [www.gymeabayoosh.com.au](http://www.gymeabayoosh.com.au) Email: [info@gymeabayoosh.com.au](mailto:info@gymeabayoosh.com.au)

- **CANTEEN**

Please refer to the school website.

- **UNIFORM SHOP**

The Uniform Shop is open each Friday during term from 8.30am-9.30am. The Uniform Shop is adjacent to the school office and run by parent volunteers with profits going to the P&C. If you would like to help, please leave your name and contact number with the ladies in the office and someone will be in contact with you. Alternatively, you can come into the shop on a Friday and leave your details. Volunteers usually help out once each term, on a Friday.

- **Pre-loved items**

We love pre-loved uniforms! If you are kind enough to bring in pre-loved items, it would be helpful to us if the clothing is washed and clean. We are unable to sell clothing that is not in reasonable condition, and items like this are put in the clothing disposal. Pre-loved items are sold for a small fee, and the money goes to the P&C.

- **Exchange and refund**

If you purchase an item and find it is unsuitable, please return it the following week with the tags still on and with your receipt. We are happy to exchange for the correct size. We can also refund if necessary.

- **Credit**

The Uniform Shop accepts credit cards. If you do not have the correct money or cheque with you, the shop is unable to give you credit. There are hundreds of children at the school, and it is impossible to chase up outstanding money should you forget to bring it in. Please do not ask the shop volunteers for credit.

- **FUNDRAISING**

Fundraising for our school is an important part of our school experience and an absolute necessity. It is a great way to be involved in exciting events held within the school and a chance to meet others parents in your school community. Most importantly, the P&C raises precious and much-needed funds to resource classrooms supporting and enhancing student learning and to upgrade school facilities. If you are interested in joining the fundraising team, please contact the fundraising coordinator through the school office or by email to [gymeabaypandc@gmail.com](mailto:gymeabaypandc@gmail.com). All parents are welcome and encouraged to become involved and support the efforts of the fundraising team and the P&C Association.

- **VOLUNTARY ANNUAL FAMILY CONTRIBUTION**

Families are asked to contribute once a year to provide funds for additional classroom resources to enhance our students' learning. Voluntary school contributions are kept at the state average and in 2016 were \$46.00 per child.

- **CLASS SUPPORT**

Interested parents and grandparents who have time available, are welcome to assist the classroom teachers with reading, craft, music, literature, sport and other curriculum areas. Children appreciate the extra support within the school. Regular invitations for classroom help are issued in the school news bulletin. A Working with Children Check must be completed to work in the classrooms.

- **SCHOOL FUNCTIONS**

The attendance of parents is always appreciated at school functions, such as Education Week, music festivals, band recitals, sporting carnivals, concerts, etc.

# Section 4

## School Uniform

It is expected that all children attending Gymea Bay Public School wear their full school uniform with pride to school each day. This includes the wearing of a school hat and the appropriate footwear as outlined below. Our sun-protection policy is 'No hat, play under the COLA'.

Various systems supported by the Student Representative Council (SRC) reward students who consistently display pride in their school by wearing the correct uniform. For your convenience, most uniform items are available at the school's Uniform Shop coordinated and managed by parent volunteers. Uniforms can also be purchased from Claudine Clothing Co, 23 President Avenue, Caringbah which is open Monday to Saturday. A written note of explanation should be provided if there is ever a need for your child to be out of uniform.

**School bucket hat should be worn with all uniforms.  
All hair accessories should be white or green.  
Jewellery except watches, stud or sleeper ear-rings is not permitted.**

### Girls Summer Uniform

- Summer green and white dress, or
- Bottle green culottes with white blouse (short sleeves) with crest
- *White socks and black leather school shoes*

### Boys Summer Uniform

- Boys green polo shirt (short sleeves) with crest
- Grey shorts
- *Grey socks and black leather school shoes*

### Girls Winter Uniform

- *Bottle green tunic (v-neck), or*
- Bottle green long pants
- White long sleeve blouse with crest
- V-neck jumper, zipper jacket or tracksuit jacket with crest
- *Green tights or white socks and black leather school shoes*

### Boys Winter Uniform

- Grey long pants
- Green polo shirt with long sleeves
- V-neck jumper, zipper jacket or tracksuit jacket with crest
- *Grey socks and black leather school shoes*

### Girls Sports Uniform

- White polo with crest and bottle green skirt or shorts
- Green and white school tracksuit
- White school sport socks *and white joggers*

### Boys Sports Uniform

- White polo with crest and bottle green sport shorts
- Green and white school tracksuit
- White school sports socks *and white joggers*
- 

***Items in italics are not sold at the Gymea Bay School Uniform Shop.***

# Section 5

## A-Z of School Organisation

### ABSENCES

Children absent from school are to present a note on their return, indicating the reason for their absence. If a lengthy absence is anticipated, a note indicating the anticipated length of absence is appreciated.

Absences for travel (family holidays) 5 school days or more must be approved by the principal. Application for Extended Leave-Travel forms can be found on our website. Completed forms need to be returned with a copy of relevant travel documentation (e-ticket or itinerary) for approval.

**If children arrive late to school, parents must sign-in children at the school office. If children leave early from school, they must be signed-out by parents at the school office.**

Regular attendance is a legal requirement. Children should be at school unless they are sick. Recurrent absences will come to the attention of the Home School Liaison Officer (HSLO) for investigation and intervention.

### ACCIDENTS/ILLNESS

First Aid for minor injuries is provided by our First Aid Officers. When there is concern that an injury may be more serious, parents will be contacted. In some instances, an ambulance may be called to ensure that students receive timely medical attention.

Parents are advised that the Department of Education (DoE) does not provide insurance cover for injury to students or damage to students' possessions while at school. Parents may like to consider taking out private insurance.

Students who present to their teachers as unwell are sent to Sick Bay for observation and comfort. If they continue to be unwell, parents will be notified. Children who are unwell should be kept at home to prevent the spread of illness. In all instances, the staff take great care to ensure the safety and welfare of all students.

### ANIMALS

Animals are not permitted on school grounds.

### ARRIVAL AT SCHOOL

The school is open from 8.30am with lessons commencing at 9.00am until 3.00pm. As the playground is not supervised before 8.30am, children should not arrive before this time except for organised school activities eg excursions, band tutorials etc. Children arriving before 8.30am on odd occasions must sit under the verandah at the front of the school library. If your children will need to consistently arrive early to school, you are advised to contact our Before and After School Care to arrange for your children's supervision.

### ASSEMBLIES

**K-6** assembly: 8.55am Monday under the COLA in the 3-6 play area

**K-2** assemblies: 2.30pm Wednesdays in the school hall (even weeks)

**3-6** assemblies are on Thursday (even weeks) 11.30am-12.15pm in the school hall

At the weekly assemblies, the children listen to talks given by staff and/or visitors, sing, discuss school matters, display work, present items etc. Awards for various achievements are presented at these assemblies.

## BANKING

Student banking is available each Wednesday morning and passbooks should be handed to class teachers. New accounts may be opened by completing the appropriate bank envelope and returning it to school on the nominated day. Banking is conducted through the Commonwealth Bank. Volunteer parents process the bank books each week.

## BELL TIMES

<b>BELL TIMES (Effective 2017)</b>			
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<b>Morning Assembly</b>	8.55am (Mondays only)		
<b>Recess</b>	11.10am-11.30am	<b>Recess</b>	11.10am-11.30am
		<b>(Y3-6 School Sport)</b>	12.15pm-1.30pm
<b>Lunch</b>	1.00pm-1.50pm	<b>Lunch</b>	1.30pm-2.20pm
<b>Home Time</b>	3.00pm	<b>Home Time</b>	3.00pm
<b>Kindergarten dismissed</b>	Term 1 Terms 2, 3 & 4	2.50pm 3.00pm	
<b>Out of School Hours Care (OOSH)</b>		9524 3444 (7.00am-8.30am and 3.00pm-6.00pm)	

## BOOK CLUB

Several times throughout the year, the children are offered the chance to purchase books from Scholastic Book Club. There is no obligation to buy the books advertised. Order forms are sent home with the children and books purchased arrive within a month. Volunteer parents coordinate orders, payment and distribution of books. The school values this service and gains points that can be redeemed for books for the classrooms and/or library.

## BOOKWORK

It is our endeavour to have neat bookwork throughout the school. Parents are asked to assist when children are completing written work at home by encouraging neatness and correct posture, pencil grip and style.

## BUS TRAVEL

GyMEA Bay Public School is serviced by a school bus service. It is expected that children behave safely and considerately when travelling by public transport. Parents need to ensure that their children have the appropriate skills and maturity to travel safely without adult supervision.

School Opal Cards are available to eligible students.

Apply online at [transportnsw.info/school-students](http://transportnsw.info/school-students)

## CALENDAR

A school calendar of major events is printed in the weekly school newsletter 'Bay Views' and parents are asked to refer to this calendar for special activities before phoning the school.

## CANTEEN

The school canteen is currently operated by Mel's Tasty Bites. Please refer to the school website for menu and ordering information.

## CHARITIES

The children at Gymea Bay Public School through the Student Representative Council (SRC) support a number of charities each year. Assistance is often given to special occasions as they occur. The students also sponsor a child through World Vision and animals through Adopt a Zoo Animal.

## CLASS ORGANISATION

Classes are organised to best meet the needs of all students according to the staffing levels of the school. Many factors are considered when forming classes. These include the academic, social and behavioural needs of students, both individually and collectively, the balance of genders, the previous placement of students and the numbers of students in each grade.

We aim to create balanced, workable classes in which children can be grouped for work appropriate to their ability and stages of development. In accordance with departmental syllabus documents organised into staged outcomes, each grade equates to the following stages:

- Early Stage 1 - Kindergarten
- Stage 1 - Years 1 and 2
- Stage 2 - Years 3 and 4
- Stage 3 - Years 5 and 6

## COMMUNICATION BETWEEN HOME AND SCHOOL

Communicating to parents is a key feature of the school.

This includes:

- weekly school newsletter 'Bay Views' published online on Wednesdays on the school's website and emailed to parents who have subscribed for this service;
- 'Parent Information /Meet the Teacher Evenings' at the beginning of the school year;
- parent/teacher interviews in term 1;
- interviews at any time upon request; and
- written reports on student progress issued twice a year in June and December;
- school news;
- facebook.

Parents are informed of school activities by notes and the school newsletter 'Bay Views', copies of which are uploaded onto our school website at [www.gymeabayps.nsw.edu.au](http://www.gymeabayps.nsw.edu.au)

**School Newsletter 'Bay Views':** 'Bay Views' is available by email each Wednesday. All parents are encouraged to subscribe to receive 'Bay Views' and other school information in this manner. Please subscribe via the school's website. It is important that you read this newsletter each week so that you will know what is happening at your child's school. Apart from permission notes, all other school information is included in 'Bay Views'. A few hard copies are available for collection by your child or yourself from the school office if you do not have internet access at home or work.

**Notes:** These notes give full details of specific activities relating to your child's educational program, organised excursions or extra-curricular activities. **You may receive these notes by email. Please subscribe on the homepage of the school's website for the current years your children are in.**

**Money:** All envelopes containing money should be marked with the **name** of the student, **activity** and **class clearly visible on the front**. Money envelopes should be deposited into the money letterbox at the school office **before school each day**.

Please ensure your child has a special place in his/her bag for notes and money and takes responsibility for these at home and school.

## **CUSTODY**

Where parenting agreements are in place relating to the care and custody of students, copies of court orders should be supplied to the principal. In the absence of court orders, the Department of Education (DoE) recognises the right of both parents to participate in their children's education. Restriction on parental access can only be enforced if it is supported by court orders. Parents should keep the principal well informed of any issues relating to the custody and welfare of their children.

## **DISMISSAL OF CHILDREN**

All children will be dismissed in an orderly fashion at the end of each day from their classrooms. Children are to leave the school grounds immediately. **Play of any kind after school is not permitted.**

Parents are reminded not to double/illegally park their motor vehicles outside the school. For safety reasons, parents and visitors are not permitted to drive into or park on school grounds. Parents and students are to enter and leave school grounds through the pedestrian gates only and not through the car parks.

**Note** A meeting place (with a sign) has been set up at the rear of the library. Supervising teachers in the afternoon will move students from the footpath to the meeting place for safety reasons. It is requested that parents do not ask their child to wait on the footpath for extended periods after school.

## **DROP OFF AND PICK UP ZONE**

A designated area for dropping off and picking up students before and after school is situated at the front of the school in Gynea Bay Road between the hours of 8.00am and 9.30am and again between 2.30pm and 4.00pm. Cars may stop for no more than two minutes to allow children to get out of, or into the car. Parents may not leave their cars during this time.

## **EARLY LEAVING FROM SCHOOL**

In exceptional circumstances, it may be necessary for students to be collected from school before 3.10pm. **Parents or carers must obtain an Early Leaving Note from the school office before proceeding to collect a child from the playground or classroom.** This is for your children's safety. No parent can collect a child other than their own without written permission from the child's parent.

Children should not be taken out of school for appointments that can be scheduled for other times. Regular attendance is a legal requirement.

## **EMERGENCY CONTACTS**

Parents are asked to provide telephone numbers for themselves and an authorised emergency contact. We must be able to contact you in the event of an illness or accident. Please ensure office records are updated if you have a change of home, business or mobile phone numbers.

## **ENROLMENTS**

All children living in the school's zoned intake area who turn five years of age by 31 July are eligible for enrolment in the first week of school. Parents seeking enrolment are asked to make an application for enrolment. This application needs to be lodged before the end of June (term 2) in the year prior to starting school.

Applications from families not living in the zoned intake area will be considered where vacancies exist in accordance with the school's Enrolment Policy.

The Transition to School program for children entering kindergarten commences early in term 4.

## **EALD (English as an additional Language/Dialect)**

Children who come from a non-English speaking background (NESB) have access to a specialist teacher to assist them in learning English. This assistance may be in the classroom in a small group situation, in a team-teaching situation or on a withdrawal basis.

## **EXCURSIONS**

Excursions are a valuable, educational experience for your child. At this school, all excursions are planned to support the teaching program. It is important that each child has the benefit of such experiences. However, participation is contingent upon students' behaviour and safety. Written consent is required for participation in activities beyond the school. Notes will be issued prior to the excursion. Financial support may be available for families experiencing difficulty in affording these essential experiences.

NB. Payment for excursions is due by the date on the permission note. Payments cannot be accepted by the office or class teachers on the day of the excursion except in exceptional cases. Full school uniform is to be worn on excursions unless stated otherwise.

## **EXPENSIVE ITEMS**

Children are discouraged from bringing expensive toys, watches, mobile phones and other valuable items to school. No responsibility can be taken for theft or damage to these items. Please label any item, eg small cars, models that your child may bring for news sessions. These items must be left in bags during class time.

## **HAIR CARE**

Parents are advised to check their children's hair regularly as pediculosis (head lice) can cause problems within a school. Parents are advised to contact the school if their child has pediculosis. Treatments for head lice are available from chemists. It is strongly recommended that children with hair of shoulder length, or longer, wear it tied back to reduce the risk of contacting the hair of an infected child.

## **HEALTH CARE PLANS**

If your child has any health concerns, including asthma or food allergies, please inform the school so that an individualized Health Care Plan' can be developed.

## **HEALTHY FOOD**

It is vital that your child begins each day with a nutritious breakfast. At school, in accordance with Department of Education (DoE) policy, our school has a 'Healthy Food' canteen and children are also encouraged to bring healthy food to school for recess and lunch. At 10.00am each morning all classes have *Crunch 'n' Sip*. Children are encouraged to bring a small container of water and a small container of pieces of fruit. Fruit and veggies are also encouraged at the recess break. Healthy alternatives for lunch are advertised throughout the year in the school's parent newsletter. ***Lollies and sweet drinks are not encouraged and chewing gum of any kind is not permitted.***

## **HOMEWORK**

Homework should not be arduous or time consuming and while parental support is beneficial, parents should never do the homework for their children. Homework should be purposeful and aimed at consolidation or extension of skills and concepts being taught. A policy will be issued to each parent in term 1 regarding the specific recommendations for that class. Where completion of homework becomes an issue for a student, parents should discuss this with the class teacher so that the reasons can be investigated.

## **IDENTIFICATION OF CLOTHING**

Parents are urged to **ensure all clothing is clearly marked with the child's name**. Lost property is stored for one term only in the labelled tubs outside the school hall. Please encourage your child to check there regularly for lost items.

## INFECTIOUS DISEASES

Common Infectious Diseases of Childhood - Periods of Exclusion as recommended by Health Commission of NSW 1982:

Chicken Pox	Exclude for 7 days after spots first appear.
Conjunctivitis (Trachoma)	Exclude until discharge from eyes has ceased and treatment is in place.
German Measles	Exclude for 5 days from appearance of rash.
Head Lice (Pediculosis)	Re-admit when treatment with anti-lice lotion has been undertaken. Hair should be free from 'nits'.
Hepatitis & Scabies	Re-admit on doctor's certificate only.
Impetigo	Exclude until sores have healed. The child may be allowed to return provided treatment is being applied and sores on exposed surfaces are properly covered with dressings.
Measles	Exclude for 5 days from appearance of rash. All non-immunised children must be excluded from school for the duration of the outbreak.
Mumps	Exclude for 10 days from onset of swelling
Ringworm	Re-admit when appropriate treatment has commenced, and supported by a medical <b>(Scabies)</b> certificate.
Whooping Cough	Exclude till fully recovered. Medical certificate required.

NSW Health recommends that children entering school should be immunised. This is particularly important because your child will be coming into contact with many other children and infection can spread easily. Please see your doctor about the recommended schedule of immunisations for your child. Children who have not been fully immunised will be excluded from school in the event of a notifiable illness (eg measles) being reported at the school.

## INTERVIEWS

Parents are invited to an interview to discuss their child's progress at the end of term 1. Interviews can be organised at other times throughout the year by phoning the school office to arrange a mutually convenient time.

## JEWELLERY

Jewellery apart from watches and stud or small sleeper ear-rings is not permitted at school.

## **LATE ARRIVAL AT SCHOOL**

**Any students arriving at school after morning lines have left the assembly area must report first to the school office for the issuing of a Late Arrival Note.** Late Arrivals Notes are kept on file and registered in the electronic school filing system. It is an expectation of the school that students will arrive by 8.55am each morning. Late arrivals create bad habits for students and interrupt their learning and the learning of their classmates.

## **LEARNING and SUPPORT TEACHER (LaST)**

Students who are having difficulty with their school work may have access to additional support from specialist teachers. These teachers may work with the classroom teacher in a team teaching situation and/or withdraw children in small groups or on an individual basis. The school receives an allocation of seven days per fortnight for this position and the school funds another one day from its global funding from the Department of Education (DoE).

## **LIBRARY**

GyMEA Bay Public School has excellent library facilities, including a comprehensive reference section for your child's research. The library is open for borrowing at lunch time. Books can also be borrowed during class library lesson. All children are encouraged to borrow and use the books from the library. A library bag is required for each child and these can be purchased from the Uniform Shop. Books that are lost or damaged must be replaced or paid for.

## **MEDICATION**

Our school has a medication policy based upon the guidelines set out by the Department of Education (DoE) If your child needs to take prescribed medication on an ongoing basis; you need to complete the Request for Administering Prescribed Medication form so that the needs of your child can be met. The appropriate information and forms are available from the school office. Students requiring regular ongoing prescribed medication will need to bring the medication to the office each Monday morning in a container with separate daily compartments clearly marked with their name. These containers can be purchased from chemists. Students will be required to come to the office at the agreed time between the school and parents.

Medication eg antibiotics, can be taken before school, after school and in the evening and is not regarded as regular ongoing medication. Please speak to the school office for further clarification.

Apart from asthma medication, children are not permitted to keep medication with them or in their bag. It must be stored in the office. Class teachers are not permitted to administer medication.

## **MOBILE PHONES**

As a matter of safety and supervision at school, students are not permitted to have or to use a mobile phone during school hours. In the rare instances where parents may feel that their child needs a mobile phone as a safety precaution, parents must advise the school of this in writing. All mobile phones need to be switched off on entry to school and kept in school bags until after home time in the afternoons.

## **OFFICE HOURS**

Our school office is open from 8.30am to 3.30pm each day. Office staff is able to help with enquiries in most areas of school organisation. They are your first point of call in making appointments with the principal, teachers and the school counsellor and in matters relating to finance and medication.

## **OUT OF SCHOOL HOURS CARE (OOSHC)**

The GyMEA Bay Care and Leisure Centre is located on the school grounds and provides a service for families needing care for their children before 8.30am when school supervision commences and after 3.00pm when students are dismissed from classes. Parents wishing to make enquiries should ring the Centre on 9524 3444 during office hours between: 7.00am-9.00am and 3.00pm-6.00pm.

## **PARENTS' AND CITIZENS' ASSOCIATION (P&C)**

Meetings are held on Tuesday evenings of week 3 and week 8 of each term in the school staffroom commencing at 7.30pm and all parents are most welcome to attend. These meetings are the forum for parent involvement in school governance and fundraising events. All children enrolled at Gymea Bay Public School benefit from the hard work and enthusiasm of this dedicated group of parents.

## **PARENT PARTICIPATION**

The Parents' and Citizens' (P&C) Association comprises a group of extremely supportive and active members. Several committees operate at the school as sub-committees of the Parents' and Citizens' (P&C) Association including the canteen and the uniform shop. Parents participate in decision making through various school committees. Parental involvement in class and school activities is highly encouraged and supported.

## **PARKING**

There is ***no parent parking on school grounds*** apart from parents using the disabled parking spot. Parents or other adults bringing or collecting students must use street parking in accordance with regulations. Please ensure any adults involved in bringing your child to and from school are aware of this.

## **PEDESTRIAN ACCESS**

For safety, all adults and children must enter and leave the school through pedestrian gates only. **Please *do not* enter or leave the grounds through the car park entrances at the front and back of the school. All school gates will be locked after 9.30am and the only access into the school is from the gate located on Gymea Bay Road leading to the library. All pedestrians are to sign in at the office upon arrival.**

## **PERSONAL BELONGINGS**

Children's clothing and personal classroom equipment (eg rulers, pencils, etc) should all be labelled. Items of value and large sums of money should not be brought to school.

## **PHOTOS**

Each year professional photographers visit the school to take class, individual and family photographs. Parents are notified before the class photos are taken and are under no obligation to purchase.

## **REPORTS**

Student progress reports are issued in terms 2 and 4.

Additionally, an Annual School Report (ASR) is produced each year, and is available on the school's website. The ASR is an evaluation of school programs and also highlights student and school achievements, as well as outlining the school's priority areas and targets for the coming year. ASRs are produced by all public schools as part of the Department of Education (DoE) accountability procedures.

## **SCHOOL COUNSELLOR**

A school counsellor is attached to our school, and is available to provide support and information to teachers, parents and students. School counsellors are qualified psychologists with teacher training. They can assist with a wide range of academic, social, behavioural and emotional issues which may impact on a student's performance at school. Referrals can be made by teachers or parents.

Parents wishing to speak with our school counsellor should contact the class teacher.

All reference/contact with the school counsellor **MUST** go through the school's Learning Support Team.

**Parental permission is required before a child can be assessed by the counsellor.**

## **SCRIPTURE**

Special Religious Education (SRE) is provided by visiting clergy and voluntary scripture teachers for half an hour each Thursday. The lessons they give have the approval of the Department of Education (DoE) and the Council of Churches. All children are encouraged to attend these lessons as an important part of their moral development and social training. Scripture classes available are Protestant, Catholic and Greek Orthodox. Two combined services are held during the year at Easter and Christmas. Parents will be notified of dates and times and are most welcome to attend.

## **SPECIAL PERSONAL DEVELOPMENT PROGRAMS**

In accordance with departmental guidelines and syllabus requirements, students in all grades are involved in safety and welfare programs including Road Safety, Drug Education, Child Protection, Anti-Bullying and Peer Support. Lessons are prepared according to students' stages of development.

## **SPORT**

Sport for all children takes place each week generally on a Friday however you will be notified by grade supervisors of any change. Children are expected to wear the specified sports uniform.

In K-6, students participate in the fundamental movement program aimed at developing coordination, fitness and the skills for games and sport.

In years 4-6, a range of sporting programs is provided. These include team and representative sports conducted as part of the Primary Schools Sports Association (PSSA). Positions for these teams are always highly sought, with many more students trying out than there are available places. Selection is at the discretion of coaching staff. The school participates in inter-school PSSA competitions in soccer, rugby league, softball, netball, basketball and cricket. Students are also involved in various gala days and knockouts.

Annual school carnivals are held throughout the year in swimming, cross country and athletics.

## **SPORT HOUSES**

Students are placed in Sport Houses on entry to school and family members are always placed in the same 'House'.

Sport Houses and colours are:

- Kiara: Yellow
- Thirri: Red
- Tywan: Green
- Wonga: Blue

## **STUDENT ASSISTANCE/WELFARE**

The school receives some money each year from the Department of Education (DoE), specifically to assist families in need with meeting the cost of compulsory educational items at school. Subsidies can be offered to assist parents with the cost of uniforms, excursions and workbooks. Funds are distributed on receipt of a written request to the principal, indicating the area for which the subsidy is sought. All requests and allocations are handled confidentially and with discretion.

## **STUDENT REPRESENTATIVE COUNCIL (SRC)**

Our Student Representative Council (SRC) comprises captains, vice-captains, prefects and class representatives from years 1-6. The SRC assists with the organisation of many activities and student fundraising. It is an important leadership group that contributes to decision-making and improving facilities for students.

## TECHNOLOGY

We are fortunate to have a computer room and computers in classrooms. These specialist facilities provide networked computers with wireless connection for senior students. Additionally, each classroom has several computers for use in class time. Our school library also has computers with internet access for student research. The school incorporates the use of interactive whiteboards, data projectors, printers and digital cameras into student lessons. A bank of iPads has been purchased for use in all classes K-4.

BYOD strategy where students are permitted to bring their own tablets for use in Years 5 and 6.

## UNIFORM

All students are expected to wear full school uniform, including a school hat. The school policy is 'No hat, play under the COLA'.

## UNIFORM SHOP

The uniform shop coordinated and managed by parent volunteers is open every Friday morning from 8.30am–9.30am and can be found at the end of the administration building.

## VISITING PERFORMERS

At times during the year the children are entertained and educated by a variety of recommended visiting performers. Such performances may include drama, music, mime, puppetry and other displays related to curriculum programs.

## VISITORS TO THE SCHOOL

All visitors to the school must report first to the office before entering any other area of the school. This is a security measure. Authorised visitors will be issued with a Visitor's Badge, indicating to staff and students that person's right to be on school grounds. Parents are asked to ensure that other people involved in their child's care (eg grandparents) are aware of this requirement. **Visitors must not enter or use the student toilet blocks. Toilet facilities are available at the hall and the end of the staffroom.**

## WEBSITE

Our school website can be found at [www.gymeabayps.nsw.edu.au](http://www.gymeabayps.nsw.edu.au) It contains information about the school and its programs, policies and procedures. Copies of notes and the school newsletter 'Bay Views' can be downloaded from the website.



# Section 6

## Curriculum

At Gymea Bay Public School, teachers implement the Department of Education curriculum policies and syllabus documents and endeavour to adapt them to our school's specific needs. We assess these state-wide policies and aim to relate them to the needs of the individual student through suitable school-based programs.

Class programs are based on the following six Key Learning Areas (KLAs):

- English
- Mathematics
- Human Society and Its Environment (HSIE). This KLA will be divided into history and geography in the new Australian curriculum.
- Science and Technology
- Personal Development, Health and Physical Education (PDHPE)
- Creative Arts

### NSW SYLLABUSES BASED ON THE NEW AUSTRALIAN CURRICULUM

From the commencement of 2013, all schools started planning for the mandatory implementation of the new Australian Curriculum in English, mathematics, science & technology and history as outlined overleaf.

Further information about the new NSW syllabuses based on the Australian curriculum can be found on the Board of Studies website at [www.boardofstudies.nsw.edu.au](http://www.boardofstudies.nsw.edu.au)

		New syllabus implementation timeline				
		2012	2013	2014	2015	2016
K-6	English	Use existing syllabuses	Use existing syllabuses	Implement		
	Mathematics			Optional	Implement	
	Science and Technology	Optional		Implement		
	History	Optional		Implement		
7-10	English	Support materials become available	Become familiar, plan and program			
	Mathematics	Plan whole school approach		Implement in Years 7 and 9	Implement in Years 7, 8, 9, 10	
	Science					
	History					

Source: [Board of Studies NSW](http://www.boardofstudies.nsw.edu.au)

The timeline of planning and implementation at Gymea Bay Public School for the four syllabuses English, mathematics, science & technology and history are outlined below.

## GBPS CURRICULUM PLANNING (P) & IMPLEMENTATION (I) TIMELINE

	Term 1 W1-5	Term 1 W6-10	Term 2	Term 3	Term 4 W1-5	Term 4 W6-10
<b>2013</b>	English P	English P	English P	English P	English P	
<b>2014</b>	English I	English I <u>Maths P</u>	English I Maths P <u>Science P</u>	English I Maths P Science P	English I Maths P Science P	English I
<b>2015</b>	English I Maths I Science I	English I Maths I Science I	English I Maths I Science I <u>History P</u>	English I Maths I Science I History P	English I Maths I Science I History P	English I Maths I Science I
<b>2016</b>	English I Maths I Science I History I	English I Maths I Science I History I	English I Maths I Science I History I	English I Maths I Science I History I	English I Maths I Science I History I	English I Maths I Science I History I

### **HUMAN SOCIETY AND ITS ENVIRONMENT (HSIE)**

This key learning area enables the child to acquire information, participate in social and civic life and learn to use an inquiry process. It is concerned with people and their relationships with others and their environment. Experiences are aimed at developing concepts, processes, feelings, values and action patterns that underlie effective citizenship in our society.

### **PHYSICAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION (PDHPE)**

This Key Learning Area is based on a broad notion of health. It encompasses all aspects of an individual's wellbeing, inclusive of social, mental, physical and spiritual health. The subject is concerned with developing in students the knowledge and understanding, skills, values and attitudes that will enable them to adopt and lead healthy and fulfilling lives. It also provides for teaching and learning related to the major health priorities of student physical activity and fitness, nutrition, child protection education, road safety education and drug education.

### **CREATIVE ARTS**

In this Key Learning Area the child's creative skills and talents are developed while individual expression is encouraged and promoted. The strands of this KLA are:

- Visual Arts - making and appreciating
- Music - performing, organising sound and listening
- Drama - making, performing and appreciating
- Dance - performing, composing and appreciating.

Your child also has the opportunity to participate in a range of extra-curricular activities at the school and in the wider community. Please note that many of these activities incur a charge to the school which is expected to be paid by parents.

## **EXTRA-CURRICULAR ACTIVITIES**

- dance troupes;
- Wakakirri;
- school choirs;
- instrumental bands;
- violin ensemble;
- Sutherland Shire Schools Music Festival (SSSMF);
- public speaking;
- Student Representative Council (SRC);
- gymnastics programs;
- inter-school sports competitions – Primary Schools Sports Association (PSSA);
- sports representation at district and state levels;
- swimming, cross country and athletics carnivals;
- various sport knockouts and gala days;
- class, grade and stage incursions and excursions;
- overnight excursions for years 5 and 6;
- Performing Arts Night (PAN).

## **SUPPORT PROGRAMS**

If class teachers have concerns about individual students in their classes, these students are referred to the Learning Support Team (LST). The LST consisting of a coordinator (deputy principal), school counsellor, learning and support teacher (LaST), principal, grade coordinators and referring class teachers meets on a weekly basis to provide support for students with specific learning needs. At the LST, decisions are made about the appropriate intervention and support for referred students. Students may be referred to the school counsellor for assessment and/or behaviour management strategies and/or counselling or to the LaSTs for specific literacy assessments. Referrals are recommended to specialist agencies including speech therapy, occupational therapy, paediatricians and child psychologists. Support programs are also developed in classes with the support of the LaSTs to cater for students with specific learning needs.

## **READING RECOVERY**

Our school has a specially trained Reading Recovery teacher who assesses year 1 children 'at risk' of learning to read at the beginning of each year and mid-year. The Reading Recovery teacher provides one-on-one reading instruction for a half hour lesson for six students each day of the week for one semester. Students involved in this program are then assisted for another semester in the classroom by the Learning and Support Teacher (LaST) teacher. For students involved in this program, support at home is expected and is vital to its success.

## **LEARNING ENGLISH AS A SECOND LANGUAGE**

The school has an English Second Language (ESL) teacher who caters for the needs of children from non-English speaking backgrounds (NESB). The ESL teacher works at the school on Mondays and Fridays each week, working with small groups in the classroom, and also withdraws children for extra assistance in English.

## **GIFTED PROGRAMS**

The variety of programs offered at Gymea Bay Public School serve as a sound basis for gifted students.

Teachers implement a variety of strategies at the classroom and whole school level to guarantee quality education for gifted students. These include:

- extension work in English and mathematics;
- programming units of work based on the Theory of Multiple Intelligences;
- providing access to the latest computer technology; and
- participation in a range of extra-curricular activities.

## **RELEASE FROM FACE TO FACE TEACHING (RFF) PROGRAM**

All class teachers have two hours per week free from teaching. This is called RFF and during this time class teachers prepare assessments and/or teaching and learning programs as well as marking class work. They may also meet with other staff or parents to discuss student progress.

During this time, your child will be taught by one or more of the RFF teachers.

## **FORMATION OF CLASSES AND STUDENT PROGRESS**

Classes are formed so that each child has an equal opportunity to develop skills and talents to the best of his/her ability. Student progress is assessed continuously throughout the year and regular weekly tests, activities and assignments and daily classroom performance are taken into account when reports are compiled.

A Parent Information Night/Meet the Teacher is held during the first few weeks of school. At this meeting, the classroom teacher provides information regarding class routines, special programs, curriculum, homework organisation, school policies and teacher expectations for that year.

Student progress is reported to parents through parent/teacher interviews, and written student reports sent home at the end of each semester. Interviews are also available on request. Parents wishing to discuss student progress should telephone the school on 9524 6852 or 9524 4995 to make an appointment with the class teacher.

# Section 7

## ALL SCHOOLS ARE PROTECTED BY THE INCLOSED LANDS PROTECTION ACT OF 1901 - Revised 17 October 2016

### Parents/carers are:

- welcome to enter the school grounds through the pedestrian entrances to bring their children to and collect their children from school. Students (and accompanying adults) arriving prior to the 8.30am bell must wait under the verandas at the western end of the library. Parents arriving at 2.50pm must wait **away from classrooms** in the vicinity of the COLAs or the open area near the June Place entrance.
- requested to take children home immediately after the 3.00pm bell and reminded that **there is no play of any kind permitted after school.**
- not permitted in classrooms or on verandas unless a prior appointment has been arranged with school staff.
- not permitted in the staffroom except for organised activities and programs.
- requested between the hours of 9.30am and 3.00pm to sign in at the school office (entry via gate on Gymea Bay Road near car park) and to collect a Visitor's Lanyard for easy identification on the school grounds. This includes all parent helpers.
- not permitted under any circumstances to enter student toilets. In an emergency, a unisex staff toilet is available for parent use in the administration building. **For organised events, all students will use the K-2 toilets and the 3-6 toilets will be available for adult use.**
- able to greet students but are not permitted to speak with students for any reason unless the students are relatives or close friends of the family.
- not permitted to take photos or videos of students at school or at school events apart from their own children.
- expected to control their preschool children, keep them quiet at assemblies and keep them off the play equipment and out of the gardens.
- **expected to provide easy access for classes leaving the assembly areas**
- not permitted to talk with school staff at or after assemblies causing students to wait unsupervised and to miss out on valuable learning time.

- **expected to switch off electronic devices or put on silent or discreet modes at official functions and at meetings.**
- not permitted to make calls on their electronic devices in the administration block.

*If visitors receive calls on their electronic devices in the administration building, they are to move outside the building to the bottom of the steps to take calls.*



**To be reviewed as part of the school's review cycle.**

# Section 8

## Term Dates

<b>Term 4 2016</b>	Monday 10 October to Friday 16 December <b>Students in K-6 begin on Monday 10 October</b> <b>Last day of school for all students is Friday 16 December</b>
<b>Term 1 2017</b>	Friday 27 January to Friday 7 April <b>Students in Years 1 - 6 begin on Monday 30 January</b> Best Start: Kindergarten Assessments (by appointment) <ul style="list-style-type: none"><li>▪ Monday 30 January 2017</li><li>▪ Tuesday 31 January 2017</li><li>▪ Wednesday 1 February 2017</li></ul> <b>Students in Kindergarten begin Thursday 2 February</b>
<b>Term 2 2017</b>	Monday 24 April to Friday 30 June <b>Students in K-6 begin on Wednesday 26 April</b>
<b>Term 3 2017</b>	Monday 17 July to Friday 22 September <b>Students in K-6 begin on Tuesday 18 July</b>
<b>Term 4 2017</b>	Monday 9 October to Tuesday 19 December <b>Students in K-6 begin on Monday 9 October</b> <b>Last day of school for all students is Friday 15 December</b>

**NB. The first day in terms 1, 2 and 3, and the last two days in term 4 are 'Pupil-Free Days'.  
For all DEC information log on to the DEC website: [www.dec.nsw.edu.au](http://www.dec.nsw.edu.au)**

Education at Gymea Bay Public School is a partnership in learning,  
where parents and teachers work together.  
With your support, your child's experience at school will be a happy one  
where he/she will develop a high level of confidence and self-esteem,  
as well as learning to enjoy and love learning.

This Information Booklet can also be found on the school's website at [www.gymeabayps.nsw.edu.au](http://www.gymeabayps.nsw.edu.au)  
Go to 'Documents'.