



*Creative Successful Learners*

Est.  
1927

# PARENT INFORMATION BOOKLET





# Quick links



Welcome



Contact Us



Map



School hours



Communication



Kindergarten



Uniform



Food



Library



Technology



Cre8 Studio



Parental Involvement



Band



Garden



OOSH



# Contact Us

**Address:**

96 Carlingford Road, EPPING 2121

**Phone:**

(02) 9876 8255

**Fax:**

(02) 9868 1209

**School email:**

eppingwest-p.school@det.nsw.edu.au

**School website:**

<https://eppingwest-p.schools.nsw.gov.au/>

**School mobile app:**

Sentral for Parents Portal  
<https://eppingwestps.sentral.com.au/portal2/#!/login>

**P&C:**

eppingwestpublicschool@pandcaffiliate.org.au

**OOSH:**

**E:** oosh@wesleymission.org.au  
**P:** 02 9626 6620

## School sports houses

Our school sporting houses are:

- Currawong (Blue)
- Kingfisher (Red)
- Kookaburra (Green)
- Rosella (Yellow)

All are native birds which frequent the Epping district.



JADE L.  
[FIRST SPEAKER]

TIANA W.  
[SECOND SPEAKER]

BROOKLYN C.  
[THIRD SPEAKER]

CHERYL L.  
[FOURTH SPEAKER]

## PREMIER'S DEBATING CHALLENGE





# Mission Statement

**Epping West is a caring school dedicated to educational excellence. This is a shared responsibility between the school and its community.**

Students are nurtured in a safe, supportive environment and encouraged to achieve their full potential.

We believe that educational standards are enhanced through the co-operative efforts of parents and staff. We will maintain an environment that will enable children to work and play to the best of their ability and behave with consideration towards others.

## Our school...

- Provides learning programs appropriate to the needs, interests and abilities of all students;
- Provides parents with regular reports on student progress;

- Communicates regularly with parents through the School Council, P&C Association, P&C Auxiliary, Parent Committees and weekly newsletter;
- Invites parents to attend information days and evenings;
- Offers opportunities for parents to be involved in classroom and sporting programs;
- Involves the school community in determining school policies;
- Expects students to respect the rights of others and to be courteous and considerate;
- Has a full school uniform policy;
- Recognises student achievement at regular assemblies and at the annual presentation ceremonies;
- Provides information sessions for parents
- Participates in District and State performing arts festivals and sporting carnivals;
- Has developed and constantly reviews policies within the Department of School Education's six Key Learning Areas.

*"Welcome to Epping West Primary School. We are proud of our school and trust that your child will settle in quickly and happily. This booklet has been designed to assist you in becoming acquainted with the school's routines and policies."*

Rae Ward  
PRINCIPAL

## Our school has...

- A commitment to the nurturing of each student with provision for each to develop intellectually, physically, socially and emotionally to his/her potential;
- A dedicated and experienced staff;
- An active and supportive parent body;
- A positive student welfare program which encourages self-discipline;
- Programs for gifted and talented students;
- Programs for students with learning difficulties;
- An integration program for students with special needs;
- An extensive library;
- In-class computer access to the internet for all students K-6;
- A school web site for external access to the school;
- A comprehensive performing arts curriculum including choral and instrumental programs;
- Weekly religious instruction by visiting clergy and voluntary scripture teachers;
- An attractive physical environment with extensive landscaped grass areas;
- An on-site before and after school care centre;
- A 'health-foods' canteen
- religious and ethics instruction



## School badge

Our school colours of maroon and gold are reflected in our school badge. The motto ***animo et labore***, translated from Latin, means ***with spirit and with work***.



# Who to talk to and how to organise it

It is important to work on problems as soon as possible so that a safe and harmonious school environment is maintained. The best results usually flow from working together. On occasions, concerns may cause frustration and anxiety. At such times it is always important to organise a time to talk with school staff in an unhurried and confidential atmosphere.

## A Parent’s Guide for Seeking Information and expressing concerns

These guidelines aim to:  
Provide a guide in order that concerns are dealt with in an open and fair manner.

- Ensure that the rights of students, teachers and parents are respected and upheld.
- Support sensitivity and confidentiality.
- Help reach an agreed solution.

In very rare cases, where people wishing to express concerns, do so in an aggressive, threatening or violent manner, the Principal (or nominee) has the legal authority under the ‘Inclosed Lands Act’ to:

- Direct the person to immediately

leave the grounds.

- Call the police to remove the person should he/she refuse.

Withdraw future permission (by letter) for the person to enter the grounds without the permission of the Principal

From time to time parents may need to approach the school in order to:

- Discuss the progress or welfare of own child
- Express concern about actions of other students
- Enquire about school policy or practice
- Express concern about actions of staff

An appointment can be made at any time of the year. These appointments can be made in a number of ways.

CONCERN	APPROPRIATE ACTION
THE ACADEMIC PROGRESS OF MY OWN CHILD	Directly contact the child’s teacher either by note, by phone, email at <a href="mailto:eppingwest-p.school@det.nsw.edu.au">eppingwest-p.school@det.nsw.edu.au</a> or in person to arrange a suitable time to discuss any issues
THE WELFARE OF OWN CHILD	Directly contact your child’s teacher to clarify information. The Deputy Principal and Principal are available to discuss complex or ongoing issues. Contact the office so a mutually suitable appointment time can be made.
CHANGE OF PERSONAL DETAILS	Please contact the office to inform change of address, telephone number, emergency contact, custody details, health issues etc. Email is suitable.
ACTIONS OF OTHER STUDENTS	Contact the class teacher for a classroom or playground problem. Contact the Assistant Principal for ongoing playground problems
SCHOOL POLICY OR PRACTICE	Contact Office. State nature of concern. The appropriate member of staff will contact you to discuss further.
ACTIONS OF A STAFF MEMBER	Contact the Office. Speak to the Deputy Principal or Principal. An appointment will be made if necessary

1. A parent may ring the office and leave a message for the class teacher that an interview is requested.

2. A parent may write a note to the teacher requesting an interview.

3. A parent may send an email to the school requesting an interview.

4. A parent may use the Request sheet provided and return to the Office.

The teacher will then organise a mutually agreeable time.

In the request, parents need to state the purpose of the interview and if known the outcome desired. The teacher can then know how much time may be needed, research the information required and prepare for the interview.

The following is a short guide to assist parents.

REQUEST FOR AN INTERVIEW

Name of Parent

Name of Child

Class

PURPOSE OF THE INTERVIEW

OUTCOMES FROM THE INTERVIEW – (If known)

PHONE OR EMAIL CONTACT DETAILS

Signature

Date





School hours

Enquiries of a general clerical nature are to be made to our Administrative Assistants in the General Office. Office hours are 8.45am to 3.30pm.

If you have a short phone enquiry, either the Principal or Deputy Principal is usually available to assist you during school hours. Teachers and assistant principals are unable to take telephone calls during class time. Calls can be made to class teachers between 8.40 – 9.00am or 1.00 – 1.50pm.

School development days are the first two days of Terms 2 and 3 and the last two days of Term 4. The school staff appreciates the assistance of parents in supervising their children on these days. School development days are used to update staff knowledge of best practice and develop policy and teaching plans. For NSW Government Schools Term Dates visit:



and go to the calendar and events section.

School Bell Times

8:40 am	Playground supervision begins
9:10 am	Morning Session
11:10 am	Recess
11:40 am	Middle Session
1:10 pm	Eat lunch in class then play
1:55 pm	Afternoon Session
3:10 pm	End of the school day bell



# Enrolments and transfers

## Enrolment into Kindergarten

In the year prior to school entry, enrolments should be started on-line via the school website. If you are unable to apply online you should contact the school office.

Children are admitted to Kindergarten at the beginning of the school year if they turn 5 before the end of July, during their Kindergarten year.

## Enrolment K-6 from another NSW state school, outside NSW or from a private school

If you would like to transfer a child from another NSW state school an Application to Enrol should be submitted online via the school website. More detailed enrolment information can be found on the school website.

## Student information

When enrolling, please ensure all student information is provided, including all contact phone numbers for parents and emergency contacts. Student information needs to be updated as changes occur.

## Transferring to another school

Contact the school office if your child will be leaving for another school. A leavers slip, which can be obtained from the school office, should be completed and returned prior to your child's last day. All school fees should also be settled.

# The Friendship Tree

Be a part of Epping West forever. Families who contribute \$1000 (tax deductible) to our Building Fund have their names engraved on our Friendship Tree in the hall. Contributions can be cumulative over the 7 years of primary school.

# The Community garden

Our school is an environmentally-friendly school. We have recycling bins, we encourage students to bring in waste-free lunches, rainwater tanks, worm farms, composting, community herb/ vegetable garden, emu parades.

We teach the students about the environment and sustainability for the future.

The Community garden has been created in partnership with our parent community. The students use the garden produce for cooking, lessons and Masterchef challenges.

Environmental threads are embedded into class programs.





## General information

### Your child's property

All outer clothing, shoes, bags, food and drink containers should be clearly marked so that they can be returned when mislaid. The co-operation of all parents is essential.

Lost property is located in two designated areas within the school. Unclaimed and unnamed lost property is given to the Smith Family at the end of each term.

Please label all items of clothing, bags, hats and shoes with either a permanent marker or iron-on on labels.

Late arrival and early leavers at school is regarded as a partial absence and also requires an explanation from parents. Late arrivals can be signed in at the office or the classroom. Early leavers need to be signed out as per the above procedure.

### Child custody

In circumstances where one parent has sole custody, the parent is asked to inform the Principal or Deputy Principal and supply a copy of the Court Orders.

Please check your child's bag each day for newsletters and permission notes. Newsletters contain very important information for parents and carers and it is important that you read them carefully each fortnight.

It is expected that children will wear the appropriate uniform each day, including a hat.

### Absences from school

When a child is absent from school, the law requires parents/caregivers to provide a written explanation.

It is not necessary to phone. Parents should provide an explanation on the day a child is absent through the Sentral Parent Portal. A note can also be sent on the first day the child returns to school after the absence.







## Food

### Canteen

Our school canteen is run by an outside provider called Evette's Lunchbox and is open every day from 8:30am until 1:50pm. Parents can order online using Flexischools or they can order over the counter in the morning. Cut off time for lunch orders via Flexischools is 8:00am. Lunch orders may be placed every morning at the canteen between 8:40am and 9:10am (lunch bags will be available for 10 cents each). Breakfast and recess are both available over the counter, no pre-orders for these are taken. Frozen foods must be purchased over the counter, no pre-orders.

It is a healthy canteen. The canteen is very allergy aware and provides food for different health requirements. We ask that students don't share food or money. Students can buy a treat at recess or lunch. Online lunch orders are delivered to their classrooms.

The canteen pricelist is distributed at the beginning of every year, or may be obtained from the canteen or school website.

### Excursion lunches

Lunches for excursions may have special requirements. Your class teacher will advise of appropriate food and drinks to bring.

### Food brought to school

The school has a commitment to reduce rubbish and make students aware of the issues of sustainability. Parents are requested to send food and drink in



reusable containers which are taken home each day. Minimal wrapping is requested. Food containing nuts is not to be sent to school.



## The School Song

### Verse 1

On a hill surrounded by luscious green, we lift our voices high.  
To walk our path together, in unity we strive  
With many here to guide us, shining bright to light our way.  
It's excellence that drives us, to be champions everyday.

### Chorus

There is no limit to our dreams or what we can achieve.  
We thrive on creativity, to inspire, to believe  
And soaring high on outstretched wings, we realise our goals.  
This is the place where we belong, at Epping West our home.

### Verse 2

From near and far we celebrate our wide diversity.  
In sharing all our stories, we can proudly stand as one.  
And though our chapter here will end, and we will journey on.  
Our memories will linger in friendship and in song.

### Chorus

There is no limit to our dreams or what we can achieve.  
We thrive on creativity, to inspire, to believe  
And soaring high on outstretched wings, we realise our goals.  
This is the place where we belong, at Epping West our home.

## Australian National Anthem

Australians all let us rejoice,  
For we are one 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.



# The library

## What it offers

Students have opportunities to access the library, where they can borrow books, read, listen to stories, or draw pictures. The library is open to all students at lunch times from Monday to Friday. Students in Year 5 volunteer as library monitors to help put returned library books back on the shelves.

Every year, new books are added to the shelves, to keep our library up to date with new releases from popular authors such as Jacqueline Harvey, Tui T Sutherland, Aaron Blabey, Geronimo Stilton, Anh Do, and more. The library is also well-stocked with non-fiction books

that cover a huge range of topics that suit students' interests and curriculum topics, allowing students to read more about the topics they study in class.

In Kindergarten, Year 1, and Year 2 have weekly library lessons. Years 3 and 4 have fortnightly library lessons, and Year 5 have timetabled borrowing times. Year 6 students can borrow books at lunch time, and return the library books before, during, and after school, by leaving them on the front desk.

Children from Kindergarten to Year 4 need a library bag to borrow books, to help them look after the library books they borrow.

# Finance

## Parents and Citizens' Association voluntary contribution

Each year the Parents and Citizens' Association sets a voluntary donation payable by each family. This is used to cover items agreed to in the school budget set by the School Council including purchase of library books, classroom materials etc. These monies are collected with the textbook fees at the beginning of the year. The P & C Association reviews the amount of this donation at the beginning of each year. A technology levy assists in keeping school technology current.

## Money for books, excursions, performances

Money is requested to cover expenses in three areas during the year: textbooks, school fees and excursion expenses.

Money is collected in a bulk amount, but should you have any difficulty with paying these amounts, please do not hesitate to contact the Principal. Payment by instalments is an option available. A credit card facility is available.

At the commencement of the school year children are asked to purchase text books/workbooks for use during the year. The school will order bulk supplies



for distribution and inform parents in writing of the cost per child.







## Communication

### Weekly newsletter

Valuable information about school activities is contained in the school's weekly newsletter. The newsletter is available via a simple subscription process which allows delivery to a nominated email address. It can also be accessed on the school website or phone app.

You will need a password to open the newsletter. The password is **Aurora96!** (case sensitive and requires an ! at the end).

### Yearbook

Produced each year, the yearbook contains examples of children's writing, illustrations, photos and reports of school activities.

### School website

Go to the home page to find the latest news and updates:

<https://eppingwest-p.schools.nsw.gov.au/>

### School mobile app

Our school app is Sentral for Parents Portal.





## Parental involvement

### The School Council

The School Council consisting of the Principal and elected representatives of both parents and staff together with community representatives (appointed by the School Council) meets regularly to develop school policy on a wide range of issues.

### Parents & Citizens Association

Parents and Citizens' Association and Auxiliary also operate at Epping West, supporting all school activities and raising funds to enhance the education of the children. P&C meetings are held on the first Monday of term at 7.30pm in the staffroom. The P&C Auxiliary meets

once a month. All parents are invited to attend these meetings. Parents are also welcome to assist with various activities throughout the school. There are opportunities to help:

- In the library
- With the book club orders
- With maths groups
- With reading groups
- Individual children's reading
- With sport
- With fund raising activities
- Cover books for the library

Parents may also visit the school for special events such as Education Week, Sports Carnivals, Easter Hat Parade and Walkathons.

## Travel to & from school

### School Opal Card

All K-2 pupils are eligible for free bus and train travel to and from school without restriction. Pupils in Years 3-6 are eligible only if residing more than 1.6 km from the school. Applications for the Opal Card are done online and handed to the school office. <https://apps.transport.nsw.gov.au/ssts/>.

### Dismissal

Parents collecting children from school in the afternoon should wait at the designated gate.

Children needing to cross Carlingford Road must use the overhead bridge.

If you are unable to park near the school, meet your child at the gate. When walking to your car, or home with your child, please use the available pedestrian facilities to set an example for your child.

Parents who wish to collect children from class before 3.10pm should send a note advising the collection time to the class teacher before the day if possible. All students must then be signed out in the Early Leavers Register, located in the office before being collected from the classroom.

### Persons authorised to collect children from school

If for any reason a person other than the parent/guardian who enrolls the child is to collect the child from school, the child's teacher should be notified.

### Car parking

Parents are requested to not use the staff car park between the hours of 8.00am and 4.00pm (off Carlingford Road) when bringing children to school in the morning or when collecting them in the afternoon.

We suggest that you park in surrounding streets eg. Ward, Lilli Pilli, Ryde, Downing or Dengate Streets. Please observe the signs and do not double park or impede the traffic flow, as this is not only illegal but also very dangerous.

Please have all children alight on the school side of the street. The school bus stops in Ward Street. Please park within marked lines. For the safety of students please read and obey all the parking signs and road markings.





**Supervision of the playground**

During the day (before school, recess and at lunch time) children are given specific areas to play where they will be under teacher supervision. Please note that supervision of the playground does not commence until 8.40am. Children should not arrive at school before this time. No supervision occurs after the end of the school day. Please depart promptly from the playground at the end of each day.

**School playground equipment**

The school's climbing equipment is for use by children enrolled at the school and then, only when they are under the direct supervision of a teacher. Children,

including pre-schoolers, are not to use the equipment outside school hours.

**Before and after school care**

This is run by an outside provider - Wesley Mission. If your child requires before or after school care you can contact them directly and add your name to their waiting list. Students are collected from class in the afternoon and taken to their classrooms in the morning. Students are given afternoon tea. The centre provides various activities for the children to participate in. OOSH hours 7:30am drop off and the latest pick-up is 6:00pm. There is parking at the rear of the building in West Epping Park car park for easy access. There is a fee for this service.





# School uniform

## Our uniform policy

School policy includes the wearing of general school uniform, and representative school uniform as designated by the Parents & Citizens' Association. The full representative school uniform is expected to be worn by Years 3, 4, 5 and 6 on school excursions (unless otherwise notified), for performing arts events outside and inside the school and other special events as notified by the Principal.

Summer uniforms are worn during Term 1 and 4 with a flexible change over period during Term 4. Winter uniforms are worn during Term 2 and 3 with a flexible change over period during Terms 2.

**Not acceptable at any time:**  
Jewellery: only watches, pierced ears with plain sleepers or plain studs.  
Non-uniform: "skivvy" type shirts, T-shirts, blazers, other coloured hair ribbons, coloured socks, leggings etc.







# SUMMER

# UNIFORM

SUMMER REPRESENTATIVE SCHOOL UNIFORM	
GIRLS	BOYS
Shoes: Black shoes	Shoes: Black shoes
Socks: White ankle socks	Socks: Grey socks (either with or without maroon stripe)
Dress: Blue and white check with maroon neck tab attached	Shorts: Grey Shirt: Grey polo with school crest
Crested maroon zip jacket or 'sloppy joe'	Crested maroon zip jacket or 'sloppy joe'
Hat: Maroon slouch hat with school crest. Maroon hair ribbon / school hair accessories. School badge	Hat: Maroon slouch hat with school crest School Badge

SUMMER GENERAL SCHOOL UNIFORM	
GIRLS	BOYS
<b>Shoes:</b> Black shoes.	<b>Shoes:</b> Black shoes.
<b>Socks:</b> White ankle socks.	<b>Socks:</b> Grey socks (either with or without maroon stripe).
<b>Dress:</b> Blue and white check with maroon tab. An alternative is maroon dress shorts with a grey polo with school crest.	Shorts: Grey. Shirt: Grey polo with school crest.
Crested maroon zip jacket or 'sloppy joe'.	Crested maroon zip jacket or 'sloppy joe'.
<b>Hat:</b> Maroon slouch hat with school crest. Maroon hair ribbon/school hair accessories. School badge.	Hat: Maroon slouch hat with school crest. School Badge.





TARTAN DRESS with MAROON NECK TAB



CRESTED MAROON ZIP JACKET



GREY TIGHTS



GREY POLO SHIRT with SCHOOL CREST

# WINTER

# UNIFORM

## WINTER REPRESENTATIVE SCHOOL UNIFORM

Years 3, 4, 5 & 6 on school excursions, performing arts events and notified events must wear formal school uniform

GIRLS	BOYS
Shoes: Black shoes.	Shoes: Black shoes.
Socks: White ankle socks. <b>No tights.</b>	Socks: Grey socks (either with or without maroon stripe).
Tartan tunic or culottes: worn only with long sleeved white blouse with peter pan collar and maroon neck tab attached.	Shirt: <b>Long sleeved</b> grey buttoned shirt with maroon tie. <b>No polo shirts.</b> Trousers: Long grey trousers. <b>No grey shorts.</b>
Trackpants: <b>No tracksuit pants.</b> Crested maroon zip jacket or 'sloppy joe'.	Trackpants: <b>No tracksuit pants.</b> Crested maroon zip jacket or 'sloppy joe'.
Hat: Maroon slouch hat with school crest. Maroon hair ribbon / school hair accessories. School badge.	Hat: Maroon slouch hat with school crest. School Badge.

## WINTER GENERAL SCHOOL UNIFORM

GIRLS	BOYS
Shoes: Black shoes.	Shoes: Black shoes.
Socks: White ankle socks or grey tights.	Socks: Grey socks (either with or without maroon stripe).
Tartan tunic or culottes: worn only with long sleeved white blouse with peter pan collar and maroon neck tab attached.	Shirt: Grey polo shirt with school crest Trousers: Either long grey trousers or grey shorts.
Trackpants: Maroon - worn with grey polo shirt with school crest. Crested maroon zip jacket or 'sloppy joe'.	Trackpants: Maroon. Crested maroon zip jacket or 'sloppy joe'.
Hat: Maroon slouch hat with school crest. Maroon hair ribbon / school hair accessories. School badge.	Hat: Maroon slouch hat with school crest. School Badge.





GOLD POLO with  
HOUSE COLOURS &  
MAROON SHORTS



### School uniform shop

- All items are available from the school uniform shop.
- Second hand uniforms are available from the school uniform shop.
- Only uniforms purchased from the Epping West uniform shop will be accepted as a donation.
- There is no exchange on second hand uniforms.
- The school uniform shop is situated along

from the canteen at the end of the library. Look for the beautiful mural.

- The uniform shop opens on Wednesdays: 8.00 – 12.00 noon.
- For an up-to-date price list, refer to the school website.
- Additional items available at the uniform shop:
  - School backpack
  - Home reading folder (not K)
  - Wind Jacket

PHYSICAL EDUCATION PROGRAM (PE) - YEARS K-2	
GIRLS	BOYS
<b>Shoes:</b> Black or white joggers	<b>Shoes:</b> Black or white joggers
<b>Socks:</b> White ankle socks	<b>Socks:</b> Grey socks
<b>Shirt:</b> Grey polo with school crest	<b>Shirt:</b> Grey polo with school crest
<b>Sports pants:</b> Maroon dress shorts or maroon track pants.	<b>Sports pants:</b> Grey shorts or maroon track pants
<b>Hat:</b> Maroon slouch hat with school crest Maroon hair ribbon/school hair accessories	<b>Hat:</b> Maroon slouch hat with school crest

SPORTS UNIFORM - YEARS 3-6	
GIRLS	BOYS
<b>Shoes:</b> Black shoes or joggers	<b>Shoes:</b> Black shoes or joggers
<b>Socks:</b> White ankle socks.	<b>Socks:</b> White ankle socks.
<b>Shorts:</b> Maroon.	<b>Shorts:</b> Maroon.
<b>Shirt:</b> Gold polo with house colours and school crest	<b>Shirt:</b> Gold polo with house colours and school crest.
<b>Sports pants:</b> Maroon track pants.	<b>Sports pants:</b> Maroon track pants.
<b>Hat:</b> Maroon slouch hat with school crest Maroon hair ribbon/school hair accessories in house colours. School badge.	<b>Hat:</b> Maroon slouch hat with school crest. School Badge



# Student health

## Immunisation

Good health is vital to school progress. It is strongly recommended that all children be vaccinated against Diphtheria, Tetanus, Pertussis (Whooping Cough), Polio, Measles, Mumps, German Measles (Rubella) and Meningococcal. From 2005 an Immunisation History Certificate is required for all Kindergarten students. Children who have not been immunised may need to be excluded from school should outbreaks of any of the diseases occur. Booklets explaining this in a variety of languages are available from the school and the NSW Health Department. Quick reference: <https://www.healthdirect.gov.au/immunisation-and-vaccinations> or call 1800 022 222.

## General health at school

As part of the Personal Development, Health and Physical Education Key Learning Area, our curriculum features the development of children's knowledge of and commitment to safe, healthy living.

Please encourage your children to:

- bring a clean handkerchief or tissues every day
- wash hands after using the toilet
- play safely in the playground
- wear a hat, protective clothing and sunscreen when outside
- take care to cross roads safely
- eat healthy foods
- have adequate exercise and rest
- never go with strangers

## Sickness at school

Home is the best place for a sick child. Although there is a sick bed at school for children who become ill suddenly, we do not have facilities or staff to care for sick children.

Parents will be contacted to collect sick children as soon as possible. It is important that you keep the school informed of changes to your emergency contacts or telephone numbers.

## Medication

The school does not provide analgesics or any other medicines. On the rare occasion that your child may need medication at school you will need to make a specific dated request and send with the medicine. Only a single day's supply is to be sent. Special arrangements are made for asthmatics or children with allergies so please discuss this with the Deputy Principal upon enrolment.

Contact NSW Health for more information:







### Infectious diseases of childhood

Please contact the school if your child does contract an infectious disease. The Department of Health has certain requirements regarding length of absence from school, exclusion of contacts etc. These requirements are listed at

<http://www.health.nsw.gov.au/infectious/factsheets/pages/childhood.aspx>

Infectious diseases of childhood include:

- |                               |                         |
|-------------------------------|-------------------------|
| • Chicken Pox                 | • Measles               |
| • Conjunctivitis              | • Meningococcal Disease |
| • Gastroenteritis             | • Molluscum Contagiosum |
| • German Measles (Rubella)    | • Mumps                 |
| • Glandular Fever             | • Ringworm              |
| • Hand Foot and Mouth Disease | • Scabies               |
| • Head Lice                   | • Scarlet Fever         |
| • Hepatitis A                 | • Slapped Cheek         |
| • Impetigo (School Sores)     | • Whooping Cough        |
| • Influenza                   |                         |

## Technology

### The Mac Lab

All Students have a computer lesson once a week. Students in Year 5 and 6 have an hour lesson; students in Years 3 and 4 have 45 minutes and students in Kindergarten to Year 2 - 30 minutes. Students learn about cyber safety, using their own email account, keyboard skills, apps that complement their class programs. The students have access to the Mac lab, iPads and notebooks/ laptops. We have a BYO device program introduced in Years 3, 4, 5 and 6. There are Interactive Whiteboards (IWBs) in every classroom. There is a full time specialist ICT teacher. The students learn

platforms – Mac and PC, Google, Coding and Robotics. The Media Team meets here at lunchtime and contributes items to the school blog.

### The Cre8 Studio

Welcome to our Cre8 (pron. create) Studio. This building was completed in July 2014 and is an open space area that teachers can book to do Drama, Choir or Dance. All the furniture is moveable. We have a greenscreen in the adjoining room. The room is equipped with WI-FI and large cinema screens. Through the sliding doors there is an outdoor stage area where students can perform.





# School curriculum

The learning programs for all children from Kindergarten to Year 6 will cover these six Key Learning Areas as stated by law:

- English
- Mathematics
- Science and Technology
- History and Geography
- Creative and Practical Arts
- Personal Development, Health and Physical Education

Throughout the school curriculum are integrated the concepts and principles of the following Departmental policies on:

- Aboriginal and Torres Strait Islander histories and cultures
- Asia and Australia's engagement with Asia
- Sustainability
- Critical and creative thinking
- Ethical Understanding
- Information and communication technology capabilities
- Intercultural understanding
- Literacy
- Numeracy
- Personal and social capability
- Civics and citizenship
- Difference and diversity
- Work and enterprise

A Parent Guide to the Primary Syllabuses is available: <http://K6.boardofstudies.nsw.edu.au/go/parents/>  
All children are enrolled in Mathletics for home use.

## Home learning – K-2 section

Home learning is expected from children in K-2. It is recognised that K-2 children benefit from other social and cultural activities after school. Kindergarten children will be involved in a Home Reading program and sounds and sight words.

Children in Years 1 and 2 are asked to learn spelling words, and revise concepts in English and Mathematics and all children may borrow books to read at home from the library and classroom. Books borrowed from class are not the books being used during school time, but selected at a similar level for your child to enjoy at home.

## Home learning – 3-6 section

In Years 3-6 class teachers establish home learning programs to consolidate, extend or enrich class lessons. Activities might include mathematics practice, learning spelling words, research for a unit of work etc. Homework is given Monday to Thursday and should be completed within approximately 30 minutes in Years 3 and 4 and 45 minutes in Years 5 and 6. Parents should note that these are average times only and therefore allowance should be made for faster or slower workers. For

children who are spending far in excess of these times, it may be necessary for parents to examine their child's planning and work habits or discuss the matter with the class teacher. A quiet desk or table away from all distractions such as television is important in this regard.

## Special features of curriculum

**School bands and String Ensembles**  
See Page 41 for more information.

### Drama and Dance

Drama and dance groups operate at Epping West. They participate in such festivals as the Sydney North Drama Festival, the District Music Festival, eisteddfods and on other special occasions.

### Sport

Children from Year 3 to Year 6 have the opportunity to learn a variety of sports, eg. athletics, tennis, cricket, gymnastics, soccer and netball. Annual school carnivals are held in swimming, athletics and cross-country. Individuals and teams may earn the opportunity to compete at Zone, Area and State levels.

### Performance Groups

As part of the school's music program musical groups visit the school each year. The school's music teacher gives preparation and follow-up lessons.

### Excursions

Whole grades or individual classes benefit from visits to places of interest outside the school. Excursions are an

integral part of the curriculum.

### Scripture

Scripture (religious instruction) and ethics are taught by voluntary scripture teachers each Tuesday. Parents nominate which group their children will join.

### Student Representative Council

A Student Representative Council (SRC) meets twice each term and is made up of two elected representatives from each class Years 2 - 6. Issues from the SRC are discussed with the Principal following each meeting. The major commitment of the SRC is to Stewart House. Other charities and specific fundraising initiative are chosen each year by the SRC members.

### Successful Learner qualities

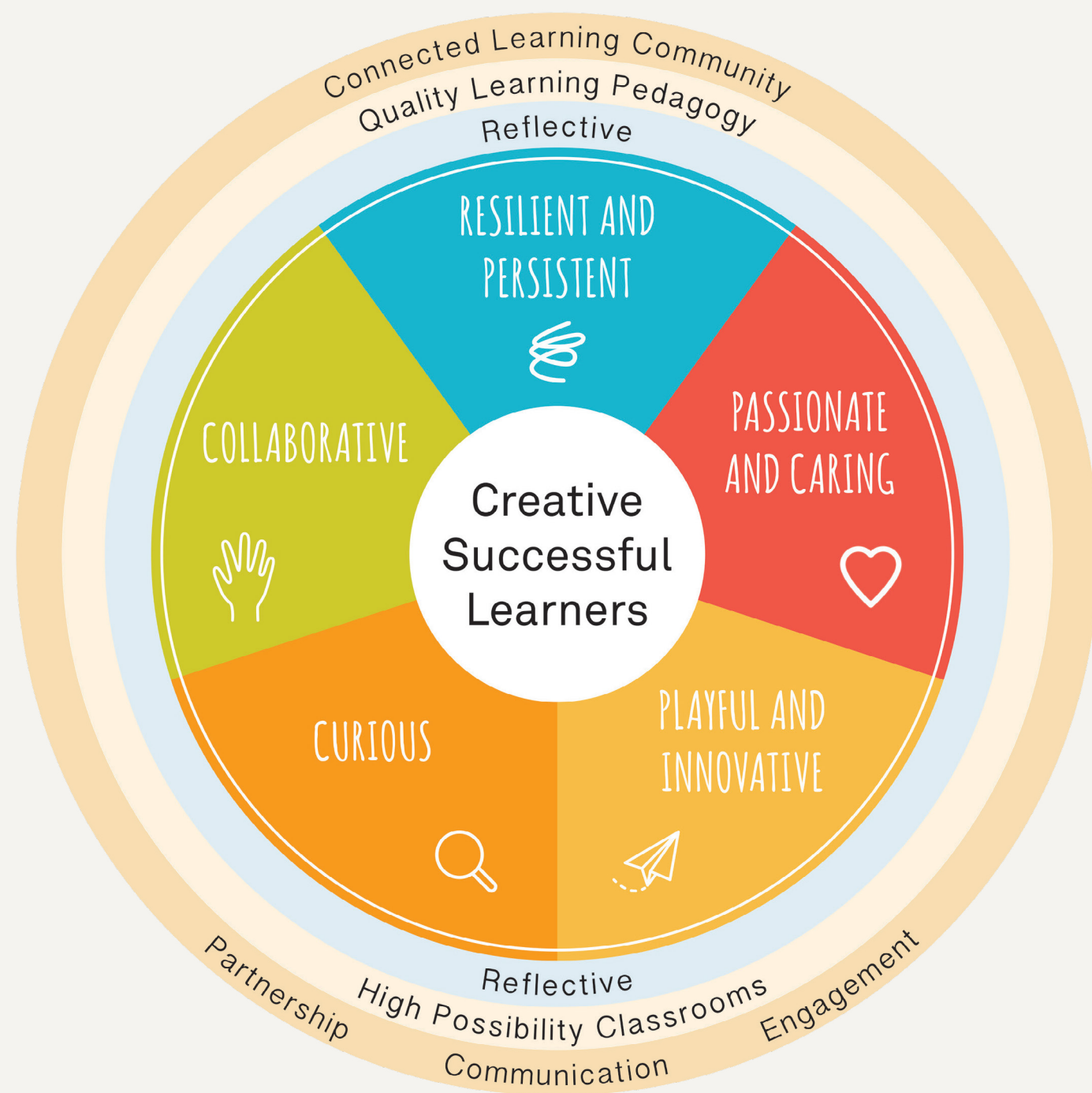
We encourage all students to develop the following qualities to become successful learners.





# Creative Learner Qualities

EPHING WEST PUBLIC SCHOOL



## Assessment

### Assessment and reporting

#### Parent/teacher interviews

Early in Term 1, parents are invited to parent/teacher meetings where class expectations and routines are explained and discussed. At the end of Term 2 and Term 4, following the Semester Report, parents and/or teachers may request an interview to discuss individual students' progress. Interviews may be held at other times at the request of parents or teachers. Parents requesting interviews should contact the teacher to arrange a mutually convenient time. Teachers should not be disturbed while they are teaching or on playground duty.

Any concerns regarding school policy or serious problems should be discussed with the Principal or Deputy Principal after initial discussion with the class teacher.

#### Reports

Parents are informed of students' progress through teacher notation on class work, at interviews and in written reports.

Formal reports are sent home for Semester One and Semester Two.

### Helping children with special needs

#### Talented children

In addition to the special opportunities provided through the school's creative and performing arts and sporting programs, our academically talented children are provided with an enriched

and challenging curriculum that includes problem solving, thinking skills and across grade groupings.

#### English an Additional Language Dialect (EAL/D)

Children who have recently arrived in Australia from overseas, and who need assistance to learn English, receive instruction from special EAL/D teachers at the school.

#### Specialist Reading Programs

**Reading Recovery:** This program targets children in Year 1 who have been assessed as having issues with their reading. Children are prioritised from their assessment and are involved in the program for around 10 weeks.  
**3-6 Reading Program:** Children in Years 3-6 who have been assessed as requiring specialist reading assistance are included in this program.

#### Children with learning difficulties

From time to time, some children have difficulty keeping up with the general work given in their class. The Learning and Support Team helps class teachers and parents to plan and implement programs to cater for each child's special needs, particularly in English and mathematics. The School Counsellor may be called upon to provide assessment of children's needs and make recommendations. These assessments are only undertaken with parental agreement.

#### Itinerant support teacher

Some children may have hearing, visual or behavioural problems and require



a special teacher to visit the school regularly to work with them. You will be notified if your child would benefit from these programs.

**Support classes for moderately intellectually disabled children (I.O.)**

Special classes at the school with specially trained teachers cater for children with moderate intellectual disabilities, autism and other special needs. These children also join in with other classes for many school activities

such as music, assemblies, library and physical education. There are two IO classes (moderately intellectually disabled children) and one MC class (Multicategorical class)

**School Counsellor**

The School Counsellor is available to work with children at the request of teachers or parents. Parents will be contacted before the Counsellor talks with your child.



# Musical Groups

One of the optional extracurricular activities available at Epping West is the Band Program. Band is supported by the school, it is not an official school activity and is run by a group of parents. It is not compulsory to join band, although it is available to those students who are interested and able to commit the time required for rehearsals. The parent committee employs conductors and arranges tutors for private lessons.

Children are able to join band in Year 3. We currently have Training Bands, Intermediate Band, Senior Band and Stage Band. Students commence in Training Band require NO previous musical experience to join. Instruments available include; clarinet, flute, trumpet, saxophone, trombone, baritone, euphonium and tuba. The band committee can provide a small number of instruments to hire at an additional cost if required. Students are able to indicate a preference for an instrument, but this is not a guarantee, as the band must have a balanced sound. Students are able to progress to Senior Band and Stage Band in years 5 and 6.

There is a cost associated with band that is payable directly to the band committee. If your child would like to join band in Year 3, they are able to fill out a waiting list form any time from the start of Kindergarten. These forms and more information about the band program including costs and rules can be found on our website: <https://sites.google.com/site/eppingwestband/>. Waiting list forms can be returned to the box marked 'Band and Strings'. For further information contact: [acktave@tpg.com.au](mailto:acktave@tpg.com.au)

Children are able to hire an instrument for one year but are expected to

purchase their own, with the exception of drums and large instruments. String groups offered include an Ensemble group for children 3-6 and beginner groups.

**Choirs and recorder groups**

Each year Epping West musical groups perform in a range of local, community and school occasions, eg the State Schools' Opera House Choral Concert, Primary Proms, local school's Music Festival at the Town Hall, Schools Spectacular and Eisteddfods.

**String ensembles**

Epping West has 3 String Ensembles or programs:

- 1. Beginner** - students can start learning a string instrument in small group lessons. Beginner groups start Term 2 or 3 and run for 2 Terms. Students then find their own private teacher to continue. Groups will be advertised in the newsletter.
- 2. Intermediate** - students from Year 1 and up who have had around 1 year of beginner or private lessons can audition to join the Intermediate Strings group.
- 3. String Ensemble** - students from Year 3 and up can audition to join the String Ensemble. The main ensemble learns challenging repertoire and performs at school, Eisteddfods, concerts and the Opera House each year. Auditions will be advertised in newsletter.

The String Ensembles are parent-run by a committee, and self-funding. Violins and cellos can be hired from the group, depending on availability. For more information, contact EWPS Strings Coordinator at [ewps.strings@gmail.com/](mailto:ewps.strings@gmail.com/)



# School behaviour

## Expectations and consequences

Being a Successful Learner and a Positive Student at Epping West

### Rules

There are three school rules:

- **Be safe**
- **Be respectful, kind and caring**
- **Be responsible**

All children's behaviour is discussed in terms of these rules.

The school endeavours to provide students with strategies to help them cope with conflict. These include:

- share and take turns
- say, "I'm sorry"
- ignore it.
- say, "Stop it, please"
- talk it over – listen
- wait and cool off
- do something else and, if needed, ask a teacher for help.

## Awards

Positive reinforcement of student achievement and behaviour is one of the basic principles of the Student Welfare Policy at Epping West Public School. Classroom tokens/stickers, weekly assembly merit cards, student generated awards, sports ribbons etc are a special feature of this program.

Students receive awards for classroom and personal goal achievements. When 15 awards are reached, students enjoy a special morning or afternoon tea with the Principal and receive a special certificate and photo.

## Discipline

At Epping West we endeavour to develop responsibility within each child based on a clear understanding of what is expected and the results of not following the rules. We build the belief in the student that he/she obeys the rules because it is the right thing to do and not because of fear of punishment. However there will be times when adverse consequences will need to be applied particularly when injury or disruption to others and their property is involved. When serious breaches of discipline occur parents will be involved in developing strategies to address the issue.

## Guidelines for students

### 1. You are at school to learn.

Remember to:

- Be enthusiastic and enjoy learning
- Participate in the classroom
- Be a good worker
- Listen to the teacher
- Be polite to your teacher and other children
- Keep your books and belongings tidy and neat and in their proper place
- Go to the toilet, wash hands and

have a drink at play and lunchtime so you are ready to learn

- Try your hardest
- Aim for Quality work and Behaviour
- Do your work on time

### 2. Be safe at school.

Every student should feel safe at school

### 3. Keep yourself and others safe.

Remember to:

- Stay at school
- Walk your bike within school grounds
- Be in the right place at the right time
- Follow the teachers instructions
- Play only where you are allowed – green shaded areas
- Keep away from all machinery and vehicles
- Eat only your own food
- Wear your school uniform including your hat

### 4. Leave unsuitable and unsafe objects at home.

Do not bring things that could hurt other people or that are precious to you such as toys, games, expensive items.

### 5. Help your teacher and other children to make our school a happy place.

Remember to:

- Be a good sport
- Behave reasonably
- Try to work out problems positively
- Play games fairly
- Be kind and considerate to others

- Be polite to visitors.
- Help new children
- Be tolerant of others' mistakes
- Understand and respect that others are different
- Treat others as you would like to be treated
- Make good choices
- Be responsible for your own behaviour

### 2. Wet weather clothing

Raincoat and hat must always be in your child's bag. These are preferred to an umbrella which is difficult to operate and can hurt another child's eyes or face inadvertently.

## Guidelines for parents

### 1. Student safety and discipline at school

Students at school are in the care of the school. If there is a problem, parents need to bring it to the attention of a teacher and the school will deal with it. On no account is a parent to touch or discipline any student at school.

### 2. Respect for All

Our school is fortunate to have 3 support classes for students with special needs. In addition there are a number of students in the regular mainstream who require special adjustments to their curriculum and support to achieve maximum participation in their school life. It is important that we show all our children that everyone is different and needs to be appreciated for themselves – whatever their understandings and reactions.



### Classroom rules

At the beginning of each year, class teachers will develop with their class a set of class rules and expectations. These will be positively stated and prominently displayed. What happens if these rules are not kept? When these rules are not kept within and around the classrooms, a variety of consequences may follow.

### Classroom offences

A class teacher will initially reprimand the behaviour and remind the student of the rule or expectation. If the behaviour continues the following may apply.

- Additional or catch up work
- Reparation or apology
- Short time out
- Lunchtime detention
- Loss of privilege
- Exclusion from a favourite activity
- Referral to assistant principal
- Letter to parent
- Interview with parent

### Between class offences

When any teacher sees a student doing the wrong thing he/she will administer the consequence.

### Repeated offences

When a class teacher has tried a number of strategies to improve the behaviour of the students and progress is not being made, the class teacher may refer to or seek advice from the:

- Supervisor or Assistant Principal
- Deputy Principal /Principal
- School Counsellor or the Learning Support Team.

### Record keeping

The class teacher is responsible for keeping diary notes/files about classroom discipline. Playground behaviour concerns are recorded by the teacher on duty and forwarded to the Assistant Principal responsible for the stage. These notes may be used to inform discussions with the student, parent or other school personnel.

Class teachers assist students to assume responsibility for their own behaviour and to learn from mistakes.



### High Schools

In Year 6 you will be choosing a high school for your child. Children from Epping West may elect to compete for a place at either:

- The local comprehensive schools:
  - Carlingford High School (co-educational);
  - Epping Boys' High School or
  - Cheltenham Girls' High School
- give priority to local children.
- Conservatorium of Music High School
- The Newtown High School of Performing Arts,
- Westfields Sports High School
- A selective school (eg. Hornsby Girls. Normanhurst Boys, North Sydney Boys, Baulkham Hills or James Ruse Agricultural High School)
- A technology high school such as Muirfield.



# Starting kindergarten

## Preparing Kindergarten children for school

There is much that we can do to help prepare children to commence school. Visits to the school and to the classrooms, watching children play in the playground and meeting the teachers are very beneficial. It is important that parents reassure children about the positive and interesting experiences that they will have at school.

Here are some things that you can do to prepare your child for Kindergarten:

1. Teach children to say their names when asked.
2. Be sure that children know the basic habits of cleanliness:
  - how to use the toilet correctly without assistance
  - how to wash hands after using the toilet
  - how to use a handkerchief/ tissue
  - how to use a bubbler
3. Teach children to put on and take off their own clothing, particularly jumpers, shoes and socks (Velcro fasteners help here).
4. Show them how to distinguish their possessions from those of others. All clothing, school bags, lunch boxes, drink bottles, library bags, etc. should be clearly marked with the child's name.
5. Teach children how to put away playthings and materials after using them.
6. Encourage children to work and play and share with other children.
7. Teach your child the safest route to school. You may need to practise this before school commences, particularly if busy

- roads are to be crossed.
8. Explain to the children that they are never to go with strangers on the way to and from school (or at any other time).
  9. Children who will travel in a bus need to be reminded about the safety rules of bus travel (e.g. they must sit down on the seats).
  10. Read stories to your children and discuss picture books. Select movies and television programs wisely.
  11. Talk with your children so that they learn to express their ideas.
  12. Take children to interesting places and encourage them to meet new people. Talk about the experiences you are sharing.
  13. Encourage children to handle small amounts of money in preparation for shopping at the canteen.
  14. Talk to children about school so that they develop a comfortable, confident, pleasant feeling about it.
  15. Give your child simple duties around the home. This will help to foster confidence in the performance of small tasks.
  16. Allow your children to stay with relatives or friends for short periods so that they will accept the fact that it is not always possible to be with parents.
  17. Encourage your child by admiring work when it is brought home.
  18. Children need plenty of rest and a regular bedtime. Check that they are not watching too much television.



## The first day for Kindergarten students

The first day for Kindergarten students Kindergarten children are greeted by their buddy and move into classes. Parents are invited to a “Tears and Tissues” morning tea after their children have moved to class. Please be back (outside the classroom) promptly at 2.50pm to collect your child and hear about the big day!

## First day requirements for Kindergarten children

Please ensure that your child has a:

1. School bag with name on the outside. (Since all bags are similar an identifying tag or ribbon will help distinguish bags.)

2. Lunch box and drink bottle with name clearly marked.
3. Small nutritious snack for playlunch, wrapped separately from lunch.
4. Painting shirt or smock labelled with name and elastic at the wrist to protect jumpers in winter, for art and craft work. (This will stay at school.)
5. Raincoat and hat must always be in their bag.
6. Library bag (a cloth bag with drawstring big enough to take a large picture book) labelled with name and class.

NB. Please put children's names on all clothing and equipment including socks, shoes, hats, raincoats, sloppy joes and jackets.





### Acknowledgement of Country

We acknowledge the Dharug people the original custodians of this land. We pay respect to the past, present and those of the future, for they hold the memories and traditions of Aboriginal Australia. We must always remember under the asphalt and concrete, this is, was and always will be traditional Aboriginal land. On this land, we come together in harmony and respect all the different cultures that make up the unique tapestry of Epping West Public School. We are guided by our teachers and have opportunity to learn and grow within this; our special community.