

EPPING WEST PUBLIC SCHOOL



Creative Successful Learners

Est.
1927

PARENT INFORMATION BOOKLET



Quick links



Uniform



Food



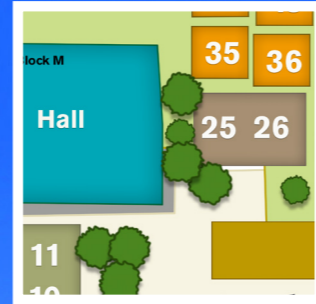
Library



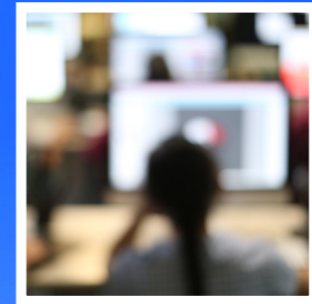
Welcome



Contact Us



Map



Technology



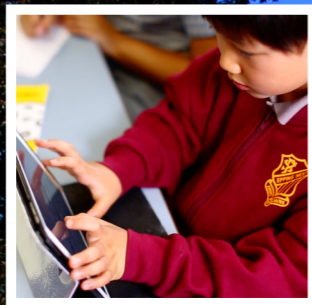
Cre8 Studio



Parental Involvement



School hours



Communication



Kindergarten



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:

oosh@wesleymission.org.au

Who To Contact?

General information about the classroom	your child's teacher
Information about specialist programs	ring the school office
Your child's progress	classroom or specialist teacher
Absences	school, or send a note
Out of Uniform	send a note to your child's teacher
Confidential matters	contact the Principal or Assistant Principal
Financial enquires	contact the Business Manager or Principal

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.



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;
- Participates in state wide and Australasian English, Maths and Science competitions;
- 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."

Therese Hinder
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-food' canteen.



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*.



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.

If you have a matter that requires extensive

discussion, it is preferable that you ring for an appointment.

School development days are the first day of Terms 1, 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

8:40am	Supervision of the playground commences. Children should not arrive at school before this time.
9:10am	School commences
11:10 - 11:30am	Recess
1:00-1:55pm	Lunch
3:25pm	Dismissal (Kindergarten is dismissed at 2:50pm in Term 1).

Enrolments and transfers

Enrolment into Kindergarten

Application forms for enrolment are available from the Administration Office and should be returned to the school in the year prior to school entry with documentary evidence of age.

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

Enrolment K-6 from another state school

An Application to Enrol in a NSW Government School should be completed for each child. A transfer form from the previous school is also required.

Enrolment K-6 from outside NSW or from a private school

An Application to Enrol in a NSW Government School should be completed for each child. A passport must be sighted for all students enrolling from overseas. Enrolment can only occur when the student is in Australia.

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

Please notify the school if your child will be transferring to another school and indicate the last day of attendance at Epping West.

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.

If the child is likely to be absent for some time parents are requested to advise the school.

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 write a note explaining the absence.

It is not necessary to phone. The note, which is kept on file at the school, should 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 need to be packed in disposable bags. Drinks should also be in disposable containers (eg. 'Popper' type juice with attached straw).

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 are 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.

The library

What it offers

Students all have an opportunity to access the library. This can be done in a weekly library lesson when children can borrow books, or at lunch when the children can play games, draw pictures, borrow and read books.

Children from Kindergarden to Year need a library bag to borrow books.

There is an Interactive White Board (IWB) and iPads that can be used during library lessons.

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.



School banking

School banking takes place each Tuesday. All children are invited to open a bank account. New accounts can be opened at any time. The school receives a commission on deposits which makes this a good fundraiser for the school while teaching the students about 'saving'.





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.

School mobile app

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 a small distance away from the classroom. Please do not go into classrooms or hat rooms to wait.

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 and in each classroom, by the parent before being collected from the classroom.

This is for the child's safety

Parents who collect Kindergarten children at 2.50pm in Term 1 are requested to keep their children with them and keep the noise to a level that will not disturb other children still in class.

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.



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

A privately run before and after school care centre is held at the school.

Phone Mrs Therese Kuti: 9868 1834 (home) or 9876 8383 (before and after school) for information and enrolment.

Email - ewcc@gmail.com.

Website - <http://www.ewcc.com.au/>

Business hours 7.30am - 9.00am
3.00pm - 6.00pm



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 and 3.

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.



UNIFORM



BLUE AND WHITE CHECK DRESS with MAROON NECK TAB



SUMMER



LIBRARY BAG

SUMMER GENERAL SCHOOL UNIFORM

GIRLS

Shoes: Black shoes.

Socks: White ankle socks.

Dress: Blue and white check with maroon tab. An alternative is maroon dress shorts with a grey polo with school crest.

Crested maroon zip jacket or 'sloppy joe'.

Hat: Maroon slouch hat with school crest. Maroon hair ribbon/school hair accessories. School badge.

BOYS

Shoes: Black shoes.

Socks: Grey socks (either with or without maroon stripe).

Shorts: Grey.

Shirt: Grey polo with school crest.

Crested maroon zip jacket or 'sloppy joe'.

Hat: Maroon slouch hat with school crest. School Badge.



CRESTED MAROON
ZIP JACKET



GREY TIGHTS



TARTAN DRESS with
MAROON NECK TAB



GREY POLO SHIRT
with SCHOOL CREST

WINTER



UNIFORM

WINTER GENERAL SCHOOL UNIFORM

GIRLS	BOYS
<i>Shoes:</i> Black shoes.	<i>Shoes:</i> Black shoes.
<i>Socks:</i> White ankle socks or grey tights.	<i>Socks:</i> Grey socks (either with or without maroon stripe).
<i>Tartan tunic or culottes:</i> worn only with long sleeved white blouse with peter pan collar and maroon neck tab attached.	<i>Shirt:</i> Grey polo shirt with school crest <i>Trousers:</i> Either long grey trousers or grey shorts.
<i>Trackpants:</i> Maroon - worn with grey polo shirt with school crest. Crested maroon zip jacket or 'sloppy joe'.	<i>Trackpants:</i> Maroon. Crested maroon zip jacket or 'sloppy joe'.
<i>Hat:</i> Maroon slouch hat with school crest. Maroon hair ribbon / school hair accessories. School badge.	<i>Hat:</i> 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
 - Library bag
 - Home reading folder (not K)

SPORTS UNIFORM - YEARS 3-6	
GIRLS	BOYS
Shoes: Black shoes or joggers	Shoes: Black shoes or joggers
Socks: White ankle socks.	Socks: White ankle socks.
Shorts: Maroon.	Shorts: Maroon.
Shirt: Gold polo with house colours and school crest	Shirt: Gold polo with house colours and school crest.
Sports pants: Maroon track pants.	Sports pants: Maroon track pants.
Hat: Maroon slouch hat with school crest Maroon hair ribbon/school hair accessories in house colours. School badge.	Hat: 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: www.healthdirect.gov.au/healthtopicsbor 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 sun-screen 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.

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
- Conjunctivitis
- Gastroenteritis
- German Measles (Rubella)
- Glandular Fever
- Hand Foot and Mouth Disease





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 and 5, with Year 6 adopting the program next year. The teacher is able to freeze the student's screen when giving instructions. 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 Creative Studio. This is the newest building here at Epping West Public School, completed in July 2014. This 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.

- Head Lice
- Hepatitis A
- Impetigo (School Sores)
- Influenza
- Measles
- Meningococcal Disease
- Molluscum Contagiosum
- Mumps
- Ringworm
- Scabies
- Scarlet Fever
- Slapped Cheek
- Whooping Cough

Contact NSW Health for more information:



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
- 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

Library

The whole school uses the library for lessons and borrowing. K-3 children are required to have a library bag and parents are asked to supervise the care of books taken home and to ensure that they are returned promptly. Parents may also borrow books from the library.

Computer Education

All classrooms are equipped with computers using the PC platform. All classrooms are linked to the internet and children have access to the library computers. All children have specific computer skills lessons as part of the school's RFF program. These lessons are delivered on PC and Apple platforms.

School bands and String Ensembles

Children from Year 3 onwards may join the school band. Children usually join Training Band and then progress through the Intermediate Band to Concert Band. Some students join smaller ensembles such as the Stage Band, Flute or Recorder Ensembles. All bands participate in performances, eisteddfods etc. Instrument lessons and band practices are held at the school before and after school, not during lesson times. Application forms are available at the school office. A waiting

list operates. 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. Dance and drama.

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.

Musica Viva

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) is taught by voluntary scripture teachers each Tuesday. Parents nominate which group their children will join.

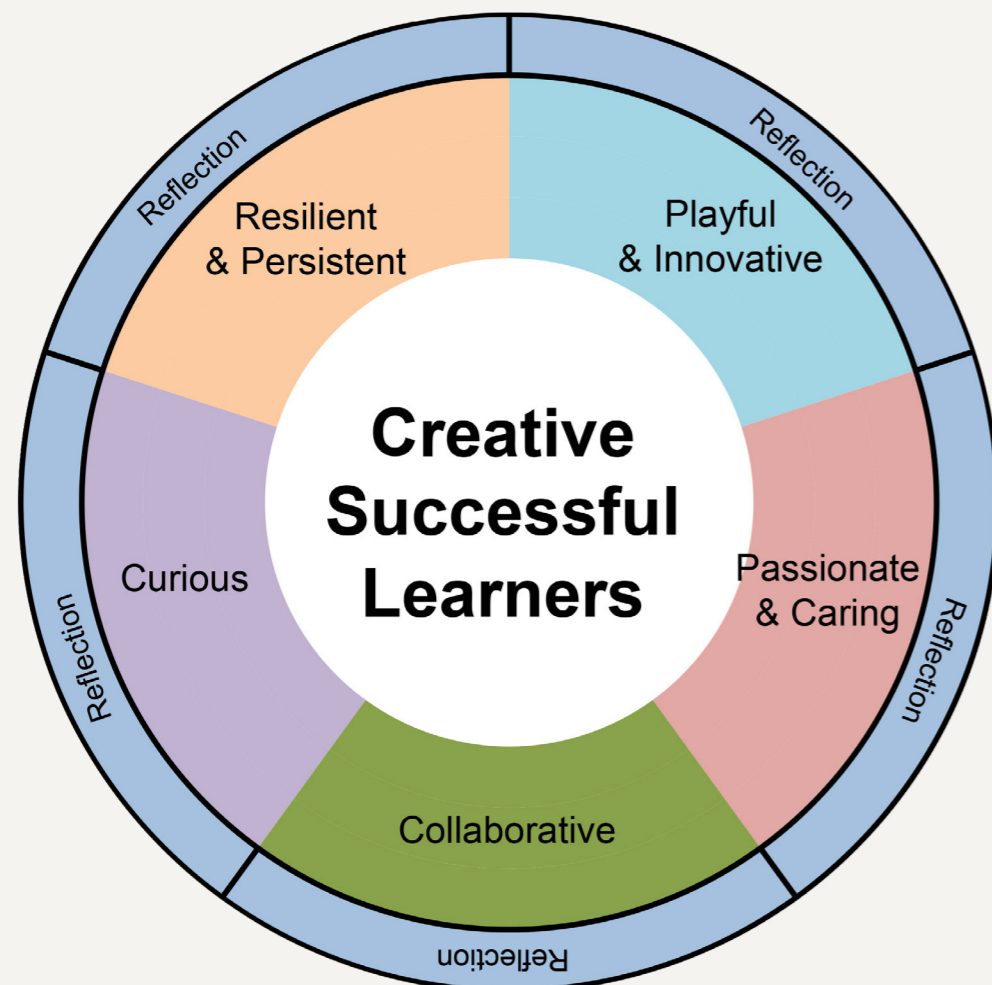
Student Representative Council

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.



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.



Band

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/eppingwest-band/>. Waiting list forms can be returned to the box marked 'Band and Strings'. For further information contact: 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 Yr 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 Yr 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

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

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.