

# GRAYS POINT

PUBLIC SCHOOL



## INFORMATION BOOKLET

OUR SCHOOL IN THE PARK IS  
SECOND TO NONE



# GRAYS POINT PUBLIC SCHOOL

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## GRAYS POINT P&C UNIFORM SHOP

(The Uniform Shop is run by the P&C and Volunteers.)

Hours opened Monday & Friday 8:45am – 9:30am only.

**GRAYS POINT**  
PUBLIC SCHOOL



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## SCHOOL VISION STATEMENT

The Grays Point Public School learning community is committed to working together to develop each child to their true potential in all areas of a contemporary curriculum. Students are nurtured in a supportive, respectful and technology rich environment and are encouraged to strive for excellence as a life-long learner. Each child is encouraged to grow academically, creatively and socially as a unique individual, proud to be themselves and respect and accept others for who they are.

## OUR SCHOOL RULES

1. BE RESPONSIBLE
2. BE SAFE
3. BE RESPECTFUL
4. BE FAIR
5. BE A LEARNER

## GRAYS POINT PUBLIC SCHOOL SONG – The Future's In Our Eyes

*Starting on a journey that will lead  
All of us to find our hopes and dreams.  
We know that we're going further every day;  
Building our own future, we will lead the way.*

*Learning to run, learning to fly. (We can fly!)  
Knowing we can face the world with pride;  
(Full of pride!)  
Feet on the ground, reaching for the skies;  
(for the skies!)  
Grays Point School, the future's in our eyes.*

*Learning to run, learning to fly. (We can fly!)  
Knowing we can face the world with pride;  
(Full of pride!)  
Feet on the ground, reaching for the skies;  
(for the skies!)  
Grays Point School, the future's in our eyes.  
Grays Point School, the future's in our eyes.*

*Written by Peter and Robyn Mapleson*

## RIGHTS AND RESPONSIBILITIES

RIGHTS AND RESPONSIBILITIES	
MY RIGHTS ARE:	MY RESPONSIBILITIES ARE:
<ul style="list-style-type: none"> <li>I have the right to be treated with respect.</li> </ul>	<ul style="list-style-type: none"> <li>I am responsible for treating others with respect.</li> </ul>
<ul style="list-style-type: none"> <li>I have the right to be safe.</li> </ul>	<ul style="list-style-type: none"> <li>I have the responsibility of always behaving in a safe manner.</li> </ul>
<ul style="list-style-type: none"> <li>I have the right to expect that the things I own will be safe at school</li> </ul>	<ul style="list-style-type: none"> <li>I have the responsibility not to take or damage the property of others, or school property.</li> </ul>
<ul style="list-style-type: none"> <li>I have the right to be treated fairly, to be heard and my views respected as an individual.</li> </ul>	<ul style="list-style-type: none"> <li>I have the responsibility of listening courteously and respecting the right of others to be different.</li> </ul>
<ul style="list-style-type: none"> <li>I have the right to learn as much as I can.</li> </ul>	<ul style="list-style-type: none"> <li>I have the responsibility of ensuring that my actions do not disturb others at work or at play and that I always do my best.</li> </ul>

## OUR SCHOOL PLEDGE

In our hands lies the future of this great land.

If we all work together doing our best for the common good,  
there is no limit to what we can achieve.

## NATIONAL ANTHEM –School version

Verse 1

*Australians all let us rejoice  
For we are young and free.  
We've golden soil and wealth for toil;  
Our home is girt by sea;  
Our land abounds in nature's gifts  
Of beauty rich and rare;*

*In history's page let every stage  
Advance Australia Fair,  
In joyful strains then let us sing  
Advance Australia Fair.*

Verse 3

*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.*

**DHARAWAL – National Anthem – 2nd verse**

*Aboriginal language  
local to Southern  
Sydney*

nyini Australiagal budjari garibara  
nyini budjari buriga  
budjari bamul yararaga mari walaba  
bamulga mari walanmirang  
bamul merongmari kaban walaba  
badjajarang waratah  
yanamuru Australiagal  
yanamuru Australiagal  
yana budjari Australiagal  
nyini bayala gawuwi bayala gawuwi  
yana budjari Australiaigal



## BELL TIMES

1st BELL	8:50am
2 <sup>nd</sup> BELL	9:17am
ATTENDANCE ROLLS MARKED/LESSONS BEGIN	9:20am
RECESS	11:20am – 11:40am
LUNCH	1:00pm – 1:10pm
1ST LUNCH	1:10pm – 1:28pm
2ND LUNCH	1:29pm – 1:55pm
SCHOOL ENDS	3:15pm

## ACCIDENTS AND ILLNESS

In the case of illness, students should not be sent to school if sick. If they are sick at school they will be sent to the office with a 'green note'. The office will then contact parents/caregivers to make necessary arrangements to pick the student up.

Please note: If your child has special health needs a specific Health Care Plan must be developed in conjunction with your consulting doctor and the school.

## ASSEMBLIES

We begin each week with a K-6 Assembly under the COLA (*Covered Outdoor Learning Area*) to relay news and upcoming events. We also have two weekly assemblies. Kindergarten, Year 1 and Year 2 have an assembly each Friday and Years 3 – 6 on Wednesday in our school hall.

Most assemblies are managed and run by students and are a mix of news, awards, presentations and songs.

## BAND

The school has a Performing Band and a Training Band which meet separately each week. The band is open to students in Years 3 – 6. All band participants pay a fee which covers payment for the Band Master, instrument hire and music. The Bands perform at various events throughout the year.

Band training is held every Thursday 3:30pm – 5:30pm. Training Band 3:30pm – 4:30pm and Concert 4:30pm – 5:30pm.

## BEFORE SCHOOL AND AFTER SCHOOL CARE

A Before and After School Activity Centre operates five days a week and on Staff Development Days at the beginning of Terms 1, 2 & 3 from 7:00am to 8:50am in the morning and from 3.15pm to 6.00pm in the afternoon. The cost of this service includes breakfast and afternoon tea. If you would like to find out more about the centre, please telephone the coordinator directly on 0427 741 779. Please see the school website for further information.

## BEST START

At the beginning of the school year, during the first few days, your child will have an appointment time to come to school and meet with their teacher to complete the Best Start Assessment. All students in NSW who enter Kindergarten do this assessment. It enables us to see what skills your child already has in literacy and numeracy. This enables teachers to know more about your child when planning learning programs. This assessment takes about 40minutes.

## BOOK CLUB

The school participates in the Scholastic Book Club Scheme, which is operated by the P&C Association. Students are able to purchase books through this scheme. The ordering system is explained to the students by their class teacher or the librarian. Orders are placed in the Payments letterbox located in the school foyer. The school then receives free books for our library.

## BULLYING (Anti Bullying Action Plan)

- Bullying is unacceptable behaviour at all levels and is not accepted at Grays Point Public School. To counter this we have specific anti – bullying programs such as: "Bounce Back", Happiness HQ (supportive structured play at lunchtime which is run by our school chaplain) and Peer Support. We also work hard in building student and group resilience.

*"Bullying is repeated oppression, psychological or physical, of a less powerful person or a group of persons".*

## BUSES – School only

Bus Company – TransDev Transport Phone No. 8700 – 0555  
Web Site: [www.transdev.com.au](http://www.transdev.com.au)

Parents if your child requires an opal card, you must apply to <https://www.opal.com.au/en/get-an-opal-card/>, only when your child has started school. Once you have printed the application off, please bring to the school office for verification. The application is then sent off. Your child's Opal card will be sent to your home address.

All students must present their Opal card on entry to the bus.

If an Opal card is lost contact 131 500 or visit [transportnsw.info/school-students](http://transportnsw.info/school-students) for more information.

Afternoon bus lines assemble under the C.O.L.A. near the hall. A teacher escorts lines to the bus. There are two buses 1) Grays Point Bus 2) North West Arm bus.

## CANTEEN

The school canteen is run by the P&C and is staffed by a group of voluntary parents with a paid supervisor. Our canteen sells a variety of healthy food items at very reasonable prices. Lunches and many types of refreshments may be obtained from the school canteen from Monday to Friday. Any profit made from the canteen is channelled back into P&C funds. If you would like your child to buy lunch, please write their name, class and lunch order on the outside of a paper bag and, where possible, include the correct money in the bag. Lunch orders are placed in lunch baskets in classrooms and taken to the canteen or placed in the lunch order box. A price list for items at the canteen will be sent home at regular intervals and is available on the school website. Our canteen complies fully with the Healthy Canteens strategy of NSW Health. The Canteen holds two 'red light' food days each term.

## CHANGE OF CLOTHES

Occasionally students may have an accident at school and it is necessary to provide them with a change of clothing. It is sometimes difficult to keep enough clean clothing in the correct sizes at school to cater for the demand, so it is advisable, particularly for K-2 students, to have a spare pair of underpants and shorts in their bag for emergencies.

## CHOIR

Students in Years 2 and 5 will participate in a junior or senior choir. They meet each week and perform at a number of events during the year. The major performance is the Sutherland Shire Schools Music Festival held in August each year.

## CLOTHING POOL – The Uniform Shop

The school operates a clothing pool from Building D (*near the staff car park*). This service allows for the purchase and sale of new and used school uniforms. The Uniform Shop is opened by parent volunteers every Monday and Friday from 8:30am to 9:30am. Uniform order forms are available on the school website or in the school foyer.

## C.O.L.A.

The school has an outdoor C.O.L.A. (*Covered Outdoor Learning Area*) located in the rear of our school grounds. This area is used for assemblies, playtime, lunchtime, performances and some major events.

## COLLECTING CHILDREN DURING SCHOOL HOURS

Before collecting any child during school hours, it is necessary to call at the office to obtain a Late to School/Early to Leave card. This procedure is essential to ensure maximum safety for all students while they are at school. The class teacher will allow your child to leave when they receive the authorisation card from the office. In general, only parents will be authorised to collect students from school. All other people will need to provide a letter/phone call from the parents authorising them to collect their child. Please keep the school informed of any custody orders that relate to your child particularly with access visits.

It is important that disruptions to teaching and learning be kept to a minimum, by trying to make all dental and doctor's appointments outside school hours wherever possible.

The Home School Liaison Officer will be advised if students are continually late or go home early as this has a detrimental effect on student progress and disrupts the lessons for all other students.

## COMMUNICATION FROM SCHOOL/ NEWSLETTER

### Newsletter

Our school publishes a comprehensive electronic newsletter every Thursday. This newsletter is essential reading for all families as it documents important information and dates of future school activities. Parents are encouraged to read the newsletter each week to keep abreast of all educational activities. To receive this newsletter in your inbox you will need to subscribe to our mailing list (see School Enews). You can subscribe with as many email addresses as you wish.

### School Enews

To receive the school newsletter and notes directly into your inbox, you can subscribe to our mailing lists under 'Newsletter and Notes' on our website. You will need to tick the grade and lists of your children's activities (e.g. Kindergarten and dance) plus the newsletter to receive this information when it is published. You can unsubscribe at any time and the lists automatically roll up to the next grade each year. School Enews also have a free phone/tablet app for iPhone and Android that can be downloaded for your convenience.

### Grays Point Smartphone App

Our School has our own Grays Point iPhone and Android App to help us communicate more effectively with our parent community. We ask parents/students to install our Skoolbag School App. To install it, just search for our school name "Grays Point Public School" in either the Apple App Store, or Google Play Store. When installed, use the settings menu to activate alerts for the grade and groups that your children participate in. Absences and change of details can be submitted through the app.

### Like us on Facebook

For alerts, good news stories and to communicate with the school between 9am-5pm, 'like' the Grays Point Public School Facebook page <https://www.facebook.com/GraysPointPublicSchool>. This will allow you to keep up to date

with events, photos and status updates. We love conversations around our posts and encourage you to contribute to access up to date information between 9am and 5pm.

### **SMS**

Our school uses SMS (short message service) and may send you urgent messages via SMS. These are generally for illness/injury information or mass alerts if needed in emergency situations. A reply to this text number is not immediate; therefore we ask you to telephone the school if needed to follow up a text message.

## **DISCIPLINE**

The Effective Learning and Good Discipline Policy refers to what used to be known in schools as the Discipline Policy. It is the outline of how the school rewards those students who maintain a high standard of behaviour and how it outlines procedures to assist correction, those students who misbehave to do the right thing and be recognised for their efforts to improve. The Rights and Responsibilities of all who learn and work at Grays Point and our school rules are found in this booklet. For this plan to be a success, we need your support in encouraging your child to abide by the code of Rights and Responsibilities. On enrolment, parents are asked to identify behaviours that may cause risks to self or others as part of the risk analysis. Failure to do so may have an impact upon that enrolment.

If you have any questions about the policy, your child's teacher will be able to help you. A playground behaviour monitoring system is in place to record and follow up unacceptable behaviour and parents are notified of behaviour causing concern. Students can be suspended for unacceptable behaviour along with other sanctions.

## **EMERGENCY INFORMATION**

At the beginning of Term 1 each year every child is sent home an Emergency Contact form to make relevant changes to the information i.e. mobile, work, home, emergency contact phone numbers and change of address. IN CASE OF EMERGENCY it is most important that this information is kept up to date.

## **EXCURSIONS/INCURSIONS (activities and events held in school)**

Educational excursions and overnight trips are an important and exciting part of the learning at our school. Excursions are arranged by each grade or stage. Teachers are able to bring to life the work that they are studying with the class by taking the students to such places as the National Park, museums, historical buildings etc. Teachers will always try to keep costs for excursions to a minimum so that all students are able to participate. If at any time you experience changes to your financial situation, please contact the Principal for assistance. Details are confidential.

Risk assessments are done for each excursion and are either provided to you or available at the office to assist you in determining the suitability of your child attending the experience. Incursions may include visits from people such as the Royal National Park education team.

## EXTENSION AND ENRICHMENT ACTIVITIES

Accurate and regular assessments enable teachers to develop program of learning for the students. These may include the following:

- Differentiating the curriculum occurs in all classes
- Class and Stage groups based on interest / ability in a variety of academic and creative areas.
- Premier's Reading Challenge, Spelling Bee and Debating competitions.
- Public Speaking program K-6.
- Dance and drama groups.
- Chess tutoring and competitions.
- PSSA sport, tennis, hockey, rugby, gymnastics, athletics and AFL.
- Writing competitions.
- Science and history fairs.
- NJAB – Not Just A Brush Art Exhibition at Hazelhurst Gallery
- Subject and grade acceleration is also available when appropriate.

## HALL

Our school hall (Building I) is used for class work, assemblies, sport, performances and training.

Afternoon bus lines are formed here;

- Grays Point/Peninsular bus
- North West Arm Kirrawee bus

The teacher on duty ensures all students including kindergarten students board the bus safely. Students must have their Student Opal card.

## HEAD LICE (Pediculosis)

Pediculosis, head lice or nits is a recurring problem in all schools. Very few students escape having head lice at some time during their years at school and nits are not particular about which head they invade!

Please help the school to keep this problem under control by following a few simple routines:

- Check your child's head regularly for lice.
- If you do find lice, ask the chemist for the correct shampoo with which to treat them. You will need to treat any other children in the family as well, just as a precaution.
- Once the hair has been treated correctly, the lice will be dead and the lice and eggs can be removed with a fine-toothed comb available from the chemist.
- Emphasise to your children the importance of not sharing hats or hairbrushes with anyone else.
- Ensure that girls with long hair keep it tied back.
- If appropriate notify the class teacher.

## HEALTH CARE PLANS

Students who have special health needs must have a plan developed by parents, school and medical health professionals. These are displayed in the canteen, office, staff room etc to assist with safety. These should be updated each year to make sure that the diagnosis and care are relevant.

## HIGH SCHOOL ENROLMENT

### KIRRAWEE HIGH SCHOOL IS OUR LOCAL HIGH SCHOOL

Most students who attend our school enrol in the local Government High School when they have completed Year 6, provided they live in the designated feeder High School area.

Students who sit the Selective High School may also be eligible for entry to Selective High School placement, however placement is limited to the top performers only and students sit an external examination set by the Board of Studies. All students wishing to sit the test need to apply beforehand, usually while they are in Year 5.

Local high school enrolments are arranged by the high school. Parents are required to complete the forms sent home during the year. The local high school conducts induction/orientation days for new Year 7 students during their final year in Year 6. Our school supports their transition by running comprehensive programs to assist our students in moving from one school to the next.

## HOMEWORK

Homework should be seen as a purposeful learning experience and one which consolidates, extends and enriches the student's learning.

Homework has the potential to further the home-school partnership in the education of the child. It is not intended that homework should become frustrating, valueless or an unnecessary intrusion into the home. It is the school's aim to encourage the development of the child's interests, knowledge and skills through homework activities. Students from Kindergarten – Year 6 will be given homework tasks.

Class teachers will send home information on the type of homework to expect for each child in that class at the start of the year, and will be happy to provide information on how you can help your child at home. If you, or your child, are having any problems with the homework that is being set, please do not hesitate to talk over these problems with your child's teacher.

## INFECTIOUS DISEASES

Certain common illnesses and conditions spread rapidly among students. It is necessary to exclude students from school from time to time, to avoid the spread of symptoms to other students in the school.

- Refer to South Eastern Sydney Health Department Website:  
[www.seslhd.health.nsw.gov.au](http://www.seslhd.health.nsw.gov.au)

If you are in any doubt about whether your child can attend school when ill, please talk to your local doctor.

## ASSESSMENT AND REPORTING

Teachers are keen to further the home/school partnership and to provide the best education for each child. In order to achieve this, it is important to maintain good communication between the home and the school. Do not hesitate to contact your child's teacher if you feel you need to. During the year there may be times when you wish to discuss some of the following areas:

- Achievement and progress at school
- Behaviour at home and/or at school
- Emotional needs or upsets
- Peer group relationships
- Changing circumstances at home
- Anything that is likely to assist the teacher to cater for the individual needs of your child

Please ring your child's teacher to arrange an appropriate appointment time or write them a note. Trying to talk to your child's teacher at the start of classtime is discouraged so the teacher can settle the class and maintain good morning routines.

### Parent/Teacher Meetings

In early Term 1 we have a "meet the teacher night" when your teacher will talk about the class. You will be notified of parent/teacher meeting times where you can meet with your child's teacher. These are arranged in late Term 1 or early Term 2. Formal written reports are issued at the end of Term 2 and Term 4.

## KEY LEARNING AREAS (KLAS)

The Board of Studies (BOSTES) has developed six key learning areas for schools which form the curriculum to be taught from Kindergarten to Year 6.

The Board of Studies has included the NSW Primary KLA's Curriculum Foundation Statements. These statements are clear descriptions of what must be taught in all schools. These are available on the BOS website at [www.boardofstudies.nsw.edu.au](http://www.boardofstudies.nsw.edu.au)

The six KLAS are:

- English (*Incorporating Speaking & Listening, Reading & Responding and Writing & Representing*)
- Mathematics (*Number & Algebra, Measurement & Geometry, and Statistics & Probability*)
- Science & Technology
- Human Society and It's Environment (HSIE)
- Creative Arts
- Personal Development, Health and Physical Education (PDHPE)



## KINDERGARTEN ENROLMENTS

The school begins to organise Kindergarten enrolments around June each year through various forms of advertisement. We also ask parents to let neighbours and friends, who have school-age students, know that they need to enrol their students.

During Term 4, a Kindergarten Orientation Day will:

- Give parents information on school resources and programs, school routines, enrolment process, student welfare, discipline, awards and parent involvement.
- Provide prospective Kinder students with opportunities to interact with their buddies while engaged in interesting activities.

Parents will be advised by letter regarding the date and organisation of the Kindergarten Orientation day.

Two (2) subsequent visits are also organised in Term 4 for the students and parents. We call this program the Transition Program. During these visits the students have a chance to become familiar with the school environment and meet their Buddy. Teachers have an opportunity to get to know the students and become familiar with any particular learning needs they may have. Parents will learn about our literacy and numeracy programs and see what, and how, their child/ren will be learning in Kindergarten.

## YOUR CHILD'S PREPARATION FOR SCHOOL

Starting school is a big change for students. Anything you can do now will help to make your child's first entry into school a happy and enjoyable experience. Here are some practical ways to prepare your child.

Over the next few months try to get your child used to:

- Flushing the toilet and using toilet paper without help.
- Using a handkerchief or tissue.
- Putting on and doing up shoes.
- Eating and drinking without help.
- Washing hands after going to the toilet and before eating.
- Putting on and taking off clothes.
- Asking clearly for things that they need.
- Saying their name, address and telephone number.
- Putting away toys and books after playing.
- Opening and closing their school bag and lunchbox.
- Being without you for several hours.

- Recognising their name among other names and if possible to print it in lower case letters.
- Playing with other students, especially with groups of students of about the same age.
- Helping with small jobs around the house and following simple instructions such as, "Take off your shoes and put them in the cupboard."
- Typing their name on the computer keyboard.

### THE FIRST DAY OF SCHOOL

Please provide:

- 1) A school bag with your child's name on the outside and perhaps a familiar sticker or key rings so that your child will recognise it quickly.
- 2) A lunch box labelled with your child's name. Your child will need fruit break, recess and lunch packed separately inside.
- 3) A drink bottle (with your child's name) or a carton of juice, NO glass bottles or cans please.
- 4) A spray jacket, a rain hat and a cardigan or jumper **ALL CLEARLY MARKED WITH YOUR CHILD'S NAME.**
- 5) A spare pair of underpants and shorts in a plastic bag.
- 6) A handkerchief or tissues.
- 7) A painting smock. (A large, old T-shirt will do.)
- 8) A library bag and excursion bag clearly marked with your child's name. (These items are included in the Kindergarten Pack – purchased by parents in Term 1 2016.)

### FIRST DAY PROCEDURE

ARRIVAL: On the first day, please bring your child to the kindergarten rooms. You may accompany your child with their Year 6 Buddy to see where he/she will be and so that you will know where to collect him/her in the afternoon.

If your child is upset and hesitant to leave you, try not to worry, this usually ceases 5 to 10 minutes after you leave. Rest assured, your child is in good hands.

FRUIT BREAK: At around 10:00am each day, the children will have a fruit break where a piece of fruit or slices of vegetables can be eaten. This helps them to stay focused for the day. They will also be encouraged to bring their water bottle into the classroom.

RECESS: From 11:20am until 11:40am each day the students have a short break. During this time they eat their recess, have a drink, go to the toilet and then play. Students usually have a small piece of fruit, or biscuits or a slice of cake. Please give your child a small amount of food for recess and please wrap it separately.

BIG LUNCH: The students eat their lunches between 1:00pm and 1:10pm with a teacher supervising them. A sandwich with filling, e.g. cheese, vegemite etc a drink and a piece of fruit are usually sufficient. If a child cannot eat all the lunch provided, the teachers encourage them to take it home. Don't worry about this. Kindergarten students are frequently too excited to eat much food during the first few weeks of school.

HOME TIME: Kindergarten students are dismissed at 3:15pm every day, however for the first two full weeks in Term One of every year Kindergarten students finish school at 2:45pm. It is essential that you collect your child promptly at this time. Students become anxious if they are kept waiting. If your child cannot be collected early they will stay with the class teacher.

The teacher should be informed as to the normal afternoon arrangements who will collect the child, walk home, catch the bus or Activity Centre etc. Teachers should be informed IN WRITING of any changes to these arrangements and you should also tell your child if they are to be collected by someone different.

#### WHAT STUDENTS DO IN KINDERGARTEN

Your child will have many new experiences and learn many new skills. Many students tell their parents:

"We did nothing all day," or "We just played."

In fact, students do many different things which may be called 'play' but which are an important part of their learning. Students 'work' or 'play' at the following things:

#### ART, CRAFT AND MUSIC

Drawing and making patterns, painting with fingers and brushes, making models, cooking, water play, sand play, singing, dancing, listening to and making music.

#### READING AND WRITING

Your child will be encouraged to listen, talk, read and write. Many of the art, craft and music activities get students ready for reading and writing. They help students to control their hand and eye movements and to look and listen carefully. Other language work includes listening to stories and poems, acting out stories and telling a story which the teacher will write down.

#### MATHEMATICS

Weighing and measuring, recognising and comparing shapes and sizes, grouping and labelling, pattern and problem solving. Counting, recognising and writing numbers.

#### HUMAN SOCIETY AND IT'S ENVIRONMENT

Students talk about their families, about the world around them and may go on excursions to reinforce the topics they have been studying.

## SCIENCE AND TECHNOLOGY

Some of the topics they may cover include: care of pets, plants, looking at plants and animals around the school, day and night, weather, the seasons and using technology.

## PHYSICAL EXERCISE HEALTH AND PERSONAL DEVELOPMENT

Running, skipping, throwing, catching, dancing and team games. Learning about safety, health and good manners, nutrition, exercise, body growth and change.

## HOW YOU CAN HELP

Once your child starts school, your help at school and at home is very, very important. Some of the things that will help a great deal include:

- Looking in your child's school bag each day for notes to you from the school, pieces of work etc. Folders are provided for easy communication between home and school.
- Having a special place for your child to pin up the work that has been done at school.
- Having a special place to put all the merit certificates and awards that your child will bring home, their own photograph album is a good idea.
- Showing that you are interested in what your child has done in school.
- Becoming involved, if you can, at the school through the Parents' and Citizens' Association, or helping in the classroom or the canteen etc.
- Letting your child's teacher know if there is a problem, before that problem becomes too great.

Volunteer, if possible, for individual student's reading or group activities with the teacher.

## **LEARNING SUPPORT TEAM**

A Learning Support Team made up of staff at the school meets regularly to review programs that assist in meeting the needs of our students. Parents are fully advised and involved in any decision making. Some students in the school may require specialist help in their learning programs, because they are experiencing learning difficulties or they may be from a non-English speaking background or require extension. All class teachers cater for these students in their normal lessons, but in addition there are specialist support staff within the school who have the expertise to assist. A Learning Support Team exists and includes:

- The Principal
- School Counsellor
- Learning and Support Teacher
- Individual Teachers

- Specialists
- This team meets weekly or fortnightly at lunchtime

A Learning and Support Teacher is employed from Departmental funding to coordinate provisions for students with special needs.

## LIBRARY

Our school is very well resourced. All students are encouraged to become enthusiastic borrowers and all classes visit the library each week to borrow books or to work on research. Establishing good behaviours relating to books is proven to assist with literacy. Our library is open Monday to Thursday in the mornings and at lunchtimes.

To borrow books, each child must have a library bag or a strong plastic bag with their name and class clearly marked on it. Our library has Internet capabilities linking it to the Administration Block and Computer Lab and to support the networked classroom computers.

## LOST PROPERTY

It is important that all the clothes, including shoes that your child brings or wears to school are clearly and securely labelled with their name. It is much easier for the school to return lost items to their owners if they are clearly labelled.

Students or parents can check the lost property box, which is located on the verandah near the Canteen (E Block).

Students, who bring personal items to school for news, must remember that whilst all care is taken, the school cannot accept responsibility for any items that go missing or are damaged.

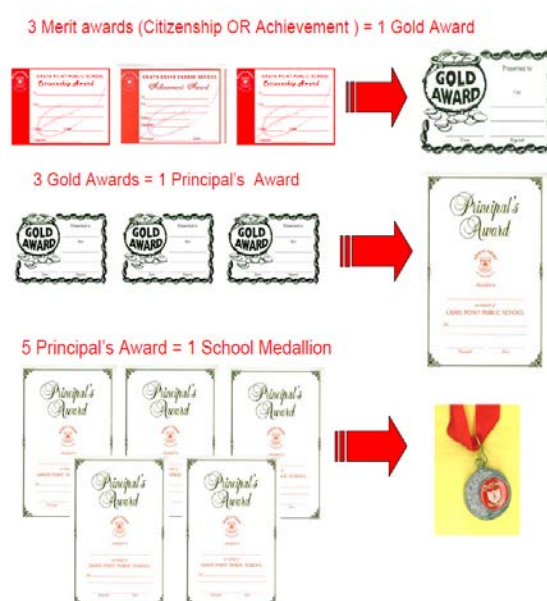
At the end of each school term, all items of lost property are displayed and any items that remain are given to the uniform committee or donated to charities such as Stewart House.

## MERIT AWARDS

The school has a levelled system of merit awards which is used to recognise and reward students for achievement, effort and attitude K – 2 and 3 – 6.

Merit awards including citizenship and achievement are given at both the K – 2 and 3 – 6 assemblies.

In addition to the school merit awards, K – 2 teachers may use a reward system called Grays



Pointers. Principal Awards are also distributed for exemplary effort and/or behaviour.

The 3 – 6 merit system results in Principal Awards and a School Medal of Achievement.

## MOBILE PHONES

Senior Students who bring mobile phones to school must have them turned off and kept in their school bags. We ask all students to go through the staff when contacting families in school. If there is a need for communication we will phone families.

## MONEY - Payment of Term Costs/Excursions

Students who bring money to school need to be especially careful that they keep the money with them at all times in a zip-up pocket. Money should not be left in school bags or on desks. A mailbox is located in the office door (Admin Block A) for parents/student convenience. Parents also have the convenience of EFTPOS between the hours of 9:30am to 2:30pm Monday – Friday or phone through your payment. Receipts for payments will be issued and returned to the student's class teacher.

### Online Payments

Parents can make online payments to the school for amounts owing for students, via a secure payment page hosted by Westpac. Payments can be made using either a Visa or MasterCard credit or debit card. The payment page is accessed from the front page of the schools website by selecting [\\$ Make a payment](#)

When you access the [\\$ Make a payment](#) you must enter:

- the students name, and
- class and reference number OR
- the students name, and
- date of birth.

These details are entered each time you make a payment as student information is not held within the payment system. There is also the option to enter the Student Registration Number and Invoice number that is on the top of your invoices.

This is a secure payment system hosted by Westpac to ensure that your credit/debit card details are captured in a secure manner, these details are not passed back to the school. You have the ability to check and change any details of the payment before the payment is processed. Details of the payments (via Westpac) are notified daily to the school where they will be receipted against your child's account. For any enquiries regarding the Online Payment process please contact the School Administration Office.

## NOTES TO SCHOOL - Absences from school

Class rolls are marked daily. Should a student be absent from school for any reason, it is necessary to notify the school in writing as soon as possible, but no later than three days after the child returns to school.

If the child is likely to be absent from school for 5 school days or more, for a holiday or other absences, an Attendance Exemption Form must be lodged with the Principal. These forms can be obtained from the school office.

Where no note is received or a note arrives later than five days after the child returns to school, the absence will be marked as unauthorised and may be referred to the Home School Liaison Officer.

Notes explaining absences from school should be addressed to the classroom teacher, dated and signed. Our school consistently enjoys 97% attendance rates.

For parent's convenience you can use the school App (Skoolbag) to submit your child/rens absence by going to eForms, select Absentee form and fill in the appropriate boxes. This is then sent to the school email account.

There is also an absentee note and Attendance Exemption form on our website for downloading.

## **NUT ALLERGY – ANAPHYLAXIS**

In the interests of providing a safe learning environment, many NSW schools have reviewed their management strategies for allergy students. Due to the increasing number of students with severe and sudden allergic reactions (Anaphylaxis) The Department of Education and Communities have collaborated with the Health Department to produce a policy statement in this area.

While we acknowledge that it may be difficult to comprehend the daily precautions that people who are highly allergic to such things as insect stings, medications and foods have to take to maintain their health, and in some cases, protect their lives, it is incumbent upon us to alert the community to the need to make arrangements in support of the safety of students.

At any one time Grays Point Public School has several students who are allergic to nuts, seafood etc. Some of these experience a severe Anaphylactic Reaction. Such a reaction is potentially life threatening and must be treated immediately following exposure by using an 'Epi Pen' (a device for injecting adrenalin). Arrangements have been made for an 'Epi Pen' to be provided by parents and kept at the school and staff have been trained in its use.

What can we do to help these students?

### THE CANTEEN

While it may be impossible to remove all food from the canteen that contain allergens, in the case of nuts it is particularly difficult, as nuts are a common ingredient in many foods. Nuts, peanut butter and nutella are particularly dangerous for peanut allergy sufferers, as they are very concentrated, and in some cases even the smell can cause a reaction. Also, because of the stickiness of peanut butter and nutella even minute amounts smeared on desks, walls, toys, sports equipment, bubblers or clothing can pose an invisible, but dangerous threat to sufferers.

## PARENTS, TEACHERS AND STUDENTS

Many school communities with students suffering severe peanut related allergies have elected to withdraw peanut butter and nutella as a family food on school days. They don't even have it for breakfast as it can be transported to school on hands or clothing. This is the approach that we would like to take at Grays Point Public School.

We would also like to encourage students not to share food, due to the possibility of the transmission of diseases. This is something we would appreciate you discussing further with your children.

We need your assistance if we are to continue to try to achieve a nut free school by requesting that you not send these products on sandwiches or, in the case of nutella, in sachet form.

This Risk Management Policy has been formulated by the School Council and staff in conjunction with Departmental personnel. It covers the role of the school, staff, allergy students' parents and the community.

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

Our Parents and Citizens Association meet on the 2<sup>nd</sup> Monday of each month at 7pm. It is an important and integral part of the school. The P&C is a group of interested Parents and Citizens who meet and discuss the school's progress, educational developments and ways of assisting the education of our students. We hope that as many parents as possible will take advantage of these meetings and become more aware of what is happening in our school.

The P&C makes a valuable contribution to the success of many academic, cultural, sporting programs and special events at the school. Meetings are generally notified in the school newsletter. The Annual General Meeting is usually the March meeting each year and office bearers are elected annually at this meeting. Each executive committee position may only be held for a maximum of two consecutive years.

You are all encouraged and welcomed to become involved, as this is a major support for the school financially and socially. We hope that as many parents as possible will take advantage of these meetings and become aware of what is happening in our school. A small fee (\$1:00 presently) enables you to become a financial member and vote on issues.

A committee exists and is involved in Fundraising, Canteen, Students' Banking, Book Club, Uniform purchasing.

The monthly P&C meeting follows an Agenda from which we are updated on committees and what they are up to. The Principal is present and informs us all what is going on in the school, and it is always positive and informative. Some meetings have guest speakers on informative subjects.

The P&C K – 6 Fundraising Club supports school programs through fundraising activities. Funds are spent on this such as Home Reading Books, sporting equipment, technology, maintenance of playground equipment and landscaping and major school projects.



Canteen - students can access the canteen daily, which operates on the guidelines set out for the state government for a healthy canteen. The students can also look forward to special days throughout the term. Canteen is non-profit but relies heavily on parent helpers.

Student's banking, encouraging students to save - \$1:00 or more weekly into their accounts as a beginning to a lifetime of saving.

Uniform purchasing, a wonderful service providing uniforms at a special price on a regular basis.

Our P&C is very active and works hand in hand with the enthusiastic staff at Grays Point School. This friendly active community involvement enables this school to be supportive for our students and provides a wonderful environment for learning.

#### OTHER PARENT PARTICIPATION

Students get a great deal of pleasure and satisfaction from seeing their parents and grandparents as well as local Senior Citizens and Community Members in the school. Your interest, enthusiasm and involvement carry over to promote positive attitudes in your child. Parents can share their time and talents in many activities connected with the school's learning programs and by helping to look after the resources. Parents assist in sport programs, as reading helpers, on committees, with computers, science programs, gardening, in the library and in many other ways. Please ask your child's teacher how you can become involved.

### PARENT INFORMATION SESSIONS

Parent Sessions are held during the school year, which enable parents to learn more about what happens in the school and how the students are taught. These sessions might take the form of a visiting guest speaker or they may be run by the teachers themselves.

### PARKING AT SCHOOL

At times it is difficult to park cars when visiting the school, however, the safety of the students is our primary concern at all times. Parents are asked to remember the following so that the safety of our students can be maintained:

- Do not park across the school gates or in designated 'No Standing' areas when collecting or dropping off students.
- Do not double park outside the school, especially in wet weather.
- **DO NOT USE THE STAFF CARPARK**
- The staff car park is for the use of staff and delivery vehicles only and not for use by parents between the hours of 8:00am and 4:00pm.
- Students are to leave via the gate near the office when walking home or via the gate nearest the hall or the lower gate.

- Parents parking near soccer oval please park with rear to fence.
- **DO NOT PARK IN FRONT OF THE BINS.**
- Bus students will exit near the hall.

## PHOTOGRAPHS

The P&C arranges to have class photographs of all the students taken each year. The dates for school photographs are notified in the newsletter. There is no obligation to purchase the photographs.

## PLAYGROUND SUPERVISION

The school playground is supervised by a teacher on duty each morning in the designated playground from 8:50am until school begins at 9:20am. Students who arrive before 8:50am must sit on the seats around the active side playground until the bell. They are not permitted to enter classrooms during this time. It is strongly recommended that **NO STUDENTS BE SENT TO SCHOOL BEFORE 8:50AM** as this is a time when accidents can happen as there is no one rostered to supervise them.

At recess and lunchtime the playground is supervised by teachers. A bell/music system will sound to notify of times.

Rostered days as determined by the SRC:

K – 2 equipment: Monday to Friday, morning, recess and lunch.

Years 3 – 6: Monday – Year 3, Tuesday – Year 4, Wednesday – Year 5, Thursday – Year 6. Friday – open to all students.

At 3:15pm when the students are dismissed from class they should leave the playground promptly to return home or line up in bus lines which are supervised. Whilst we encourage afternoon playdates and friendships, the playground equipment is unsupervised after school. For Workplace, Health and Safety reasons, the playground equipment must be avoided.

## RELEASE FROM FACE TO FACE TEACHING

Each week, classroom teachers are entitled to two hours release time, when another teacher takes their class. This time is used by teachers to prepare class work or teaching aids, complete evaluation records, visit other classes, mark books, undertake professional development and carry out many other tasks that must be completed to ensure the best possible education for the students. The teachers negotiate what will be taught during these two hours, so that the students will gain the most benefit from this time.

## REPORTING TO PARENTS (See Assessment and Reporting)

Reporting student achievement to parents is an important task to ensure quality learning. Parents are invited early each year to find out about class and stage programs,

expectations and special events. During late Term 1 or early Term 2 we hold our Parent Teacher interviews.

Parents will receive 2 (two) written reports each year in Term 2 and Term 4 which form an integral part of our reporting to parents program. Teachers continually assess the progress of the students in a variety of ways throughout the year, including:

Pre and Post Assessments	Diagnostic Tests
Writing assessment Years K – 6	Standardised tests including the NAPLAN Test in Year 3 and Year 5
Maths assessments (Year 1 – Year 6)	Teacher set assessment
Quizzes and revisions	Observation etc
Class and grade 'Stage' assessments	Student self-evaluation and goal setting
Standardised reading, spelling and maths tests	Project work

If at any time you are concerned about the progress of your child, please make an appointment to see your child's teacher who will discuss the results of their evaluations with you.

## SAFETY ON THE STREET

Be sure that your child knows the safety rules for our busy streets:

- to use a marked crossing if there is one nearby (like our wombat crossing)
- to look right, left and then right again before attempting to cross a road
- to walk quickly across the road, but not to run
- to take special care when getting on and off a bus
- not to step out from behind parked cars
- to play games in a safe place, away from the street
- to go straight home from school when dismissed
- to cross where there are traffic lights (if available)
- to use your ears and eyes when crossing roads

## SCHOOL COUNCIL

Grays Point Public School has an elected School Council which meets once per term. If you would like more information on what the Council does and how you can be involved, please contact the Principal. All parents are welcome to attend the meetings, even if they are not council members.

## SCHOOL COUNSELLOR

The School Counsellor is a trained psychologist and experienced teacher, with additional specialist training in the area of counselling. The School Counsellor is a part-time member of our staff, who is concerned with students experiencing difficulties and/or behavioural or

emotional problems as well as supporting families and being an integral member of the School Learning Support Team.

When teachers are concerned about a student, they are able to refer that child to the Learning and Support Team, who will then contact the parents to discuss these concerns. The Counsellor may then conduct interviews and/or tests to help determine the most suitable methods of helping the student who has been referred. Some students and/or parents may be referred to agencies outside the school for further specialist assistance.

Students and parents may also request interviews with the School Counsellor.

## SCHOOL DEVELOPMENT DAYS

There are five days during the year when staff meet without the students to plan programs and develop their skills. These are called Staff Development Days and are pupil free. The first of these is always the first day back each year, when teachers are able to finalise classes, arrange rooms and generally prepare for the new school year. The other two days occur on the first day of Term 2 and Term 3 with the final two being the last two days of 4<sup>th</sup> Term in December. These days are important as they allow all teachers to meet together to write policies, develop curricula or engage in professional development activities without the need to supervise students. Parents must make alternative arrangements for the supervision of their children on these days. The dates of pupil-free days are published in the school newsletter and website well in advance.

## SCHOOL GROUNDS

At all times the Principal has the right to terminate school visits under the 'Inclosed Land Act'. Skate boarding, scooters and the riding of bikes are not allowed. The exercising of dogs or bringing them onto the school grounds is not allowed unless agreed to by the Principal. School grounds are protected by School Security and the Police. Any breach of the school as noticed by parents on weekends should be reported to School Security on 1300 880 021.

## SCHOOL SPORT HOUSES

All students in the school are placed into one of four houses for sport. Each house is represented by a different colour as follows:

HOUSE	COLOUR
<b>Hunter</b>	<b>Green</b>
<b>King</b>	<b>Yellow</b>
<b>Macquarie</b>	<b>Red</b>
<b>Hunter</b>	<b>Blue</b>

On Friday some primary students play sport against other schools in the area (P.S.S.A.) eg: Winter - soccer and netball; Summer - T/ball, softball, cricket, basketball and swimming lessons. The students who are not selected in these teams are catered for in other sporting activities. As well as this, the school may be involved in gala days for other sport competitions during the year.

## SCRIPTURE AND ETHICS

Scripture teachers from a number of religious denominations and Ethics visit the school once a week (Wednesday Years 3 – 6 11:40am – 12:20pm and K – 2 12:25pm – 1pm).

Students attend classes according to the parent's request on the enrolment form. If at any time you would like to change the Scripture class you have nominated for your child, please put the change required in writing and give this to the class teacher.

Students whose parents request no religious instruction are supervised by staff for the length of the lesson time.

## SPECIAL DAYS AND EVENTS

Throughout the year the school celebrates special days or special events when the students and the community are invited to participate in a variety of activities.

These events may include:

- ANZAC Day and Remembrance Day Services
- Sunsafe and environmental fun-days
- Education Week
- Book Week
- Easter
- Performing Arts Festivals
- Swimming, athletics and cross-country carnivals
- Sports Days and Walk-a-thons
- Environment Days
- Spring Fair
- Curriculum Fun Days
- Mufti Days – fundraising
- Values Celebrations

Special days are always advertised well before the date in the school newsletter and parents are most welcome to help us celebrate these events.

## SPORT AND PHYSICAL EDUCATION

Sport and Physical Education are integral components of our school curriculum and all students are expected to participate fully in this aspect of their education.

All students K – 6 are encouraged to wear their sports uniform, and a red hat/cap is compulsory.

Primary students are involved in inter-school sport, (P.S.S.A.) or House Sport each Friday. All intending participants are selected after trials held at school. If students are selected in a P.S.S.A. Sport team, they play against other schools and this is often at a sporting field away from the school to which they travel by bus. Full sports uniform is to be worn if not otherwise notified.

Dance is included in the Physical Education program for all students from Kindergarten to Year 6 and we have dance groups from Year 1 to Year 6.

## SPORT YEARS 1 – 2 FRIDAY and KINDERGARTEN – Tuesday

Students from Kindergarten to Year 2 participate regularly in physical activities during the week. Activities include ball games, skipping, gymnastics and tasks designed to promote fitness. Group sizes are kept to a minimum to ensure that all students have the opportunity to enjoy sport. Adult help is essential to maintain these small groups and to ensure the smooth running of each activity.

## STAGE GROUPING

ES1 = Early Stage 1 (Kindergarten)

S1 = Stage 1 (Years 1 and 2)

S2 = Stage 2 (Years 3 and 4)

S3 = Stage 3 (Years 5 and 6)

Stage based outcomes linked to the syllabus form the basis of the above stages.

## STARTING SCHOOL NEXT YEAR

- Friday 27<sup>th</sup> January 2017 – Staff only - No students to attend on this day.
- 1- 6 students return 30<sup>th</sup> January 2017
- Monday 30<sup>th</sup> January 2017 – Wednesday 1<sup>st</sup> February 2017 Kindergarten students start at the times notified for Best Start Assessment.
- Thursday 2<sup>nd</sup> February 2017 – First full day for Kindergarten

## STUDENT BANKING

Student Banking is held on a Thursday by a parent volunteer. For all new Student Commonwealth Bank accounts opened by students the P&C receives \$5 and a commission on all deposits taken.

## STUDENT WELFARE

At our school, we place a great deal of importance on the development of student's confidence and self-esteem as well as on developing their leadership capabilities and their social skills. A number of programs have been implemented in the school to cater for the students' development in these areas, among them being:

- Peer Support
- Drug Education
- Child Protection
- Personal Development
- Student Representative Council
- Anti Bullying Programs
- Year 5 Leadership
- Environmental Team (E-Team)
- Buddies Program
- Values program
- Bounceback program

Grays Point Public School has the services of a non-religious chaplain employed for 3 days per week to develop positive well-being programs for our students.

## SUN SENSE POLICY

Grays Point Public School has adopted a Sun Sense Policy which is in force throughout the year. This means that students are required to wear a hat at all times when they are in the playground. Students who do not have a hat should not play in the sun and may be sent to the C.O.L.A. A broad brimmed hat/cap is mandatory for out of school events.

Hats are available through the school canteen at a cost of \$12.00 each.  
Caps for Years 3 – 6 at a cost of \$12.00 each.

## TOILET DURING CLASS TIME

During class time, students may use the toilets with the class teacher's permission. Liquid soap has been placed in each toilet and is contained in soap dispensers.

## TOYS AND EXPENSIVE EQUIPMENT AT SCHOOL

Students are discouraged from bringing their own toys or expensive equipment to school, except when it is a special 'news' item. If students do bring toys from home for any reason the school cannot accept any responsibility if they are lost, stolen or damaged in any way.

## TRANSFERRING TO ANOTHER SCHOOL

If you are moving away from the area and your child/children will be attending a new government school, please contact the office to make arrangements for a ghosted enrolment form for your child to give to the Principal of the new school in NSW. Your child/childrens records will be forwarded to the new school.

## UNIFORM ORDERING

Parents at Grays Point Public School have the opportunity to purchase school uniform items directly from the school. All profits are used to benefit the school and students. It works like this:

- ORDER forms are available from the school office or download one from our website.
- YOUR completed order and payment returned to the office or directly to the uniform shop. From 2017 parents/carers will be able to order uniforms via the P&C online store.
- WE cannot offer exchange for items purchased in error, but we do have a full return policy for faulty items. If you have a sizing query, we do have samples of the uniform at school for you to try before you buy. *(Contact the uniform co-ordinator, via the office, to arrange a fitting.)*
- UNIFORM SHOP – Opened on Monday and Friday from 8:30am to 9:30pm by parent volunteers *(located in Block D)*. Clothing is priced accordingly including secondhand clothing is a fantastic resource for spare uniform items. Clothing with no name or are unclaimed from the lost property end up here. Donated items are much appreciated. Please ensure your donations are washed first and in reasonable condition and your child's name crossed out.



## UNIFORM REQUIREMENTS

All students are expected and encouraged to wear the school uniform with pride and to be neat and well groomed at all times.

We are committed to our Sun Safe Policy of no hat, play in the shade. Please ensure all articles of uniform are clearly labelled with the student's name.

### SCHOOL UNIFORM

SUMMER	SUMMER
GIRLS	BOYS
Red broad brimmed school hat or cap for 3-6	Red broad brimmed school hat or cap for 3-6
White polo shirt	White polo shirt
School check tunic/shorts	Grey shorts
Plain white socks	Plain white socks
Black shoes	Black shoes
Red school bag	Red school bag
FRIDAY - SPORTS DAY	FRIDAY SPORTS DAY
Red broad brimmed school hat or cap for 3-6	Red broad brimmed school hat or cap for 3-6
School sports polo shirt	School sports polo shirt
Red skirt/shorts	Red shorts
Plain white socks	Plain white socks
Joggers/sport shoes	Joggers/sport shoes
WINTER	WINTER
GIRLS	BOYS
Red broad brimmed school hat or cap for 3-6	Red broad brimmed school hat or cap for 3-6
White polo shirt (Long sleeve)	White polo shirt (Long sleeve)
Red school sloppy joe	Red school sloppy joe
Grey tunic (Grey tights optional) / Skort	Grey long trouser
Grey long pants	Plain white socks
Red School Track Pants/Top	Red School Track Pants/Top
Red School Track Top Front Zip	Red School Track Top Front Zip
School Sports Jacket/Pants	School Sports Jacket/Pants
Plain white socks	Plain white socks
Black shoes	Black shoes
Red school bag	Red school bag

The full school uniform is available to order through the P&C Association ordering system. Order forms are available in the school or can be downloaded from our website. All orders are collected, filled and parents contacted.

The uniform shop (*Building D*) is open Monday and Friday mornings from 8:45am – 9:30am.

Some uniform items are available from Claudine Schoolwear 23 President Ave, Caringbah.

Students should not:

- wear excessive jewellery (including dangling earrings)
- 'colour' their hair
- wear nail polish to school
- wear makeup to school
- wear inappropriate clothing on mufti-days
- wear thongs (flip flops) on their feet as they may injure themselves.

## VACCINATIONS

Students should be immunised before coming to school. Immunisation is available from your family doctor or the local council. On completion of vaccination you will receive a Immunisation Certificate from your family doctor. The original is to be sighted by the office. You can also obtain a certificate from a Medicare Branch.

Booster Immunisation - Students starting school who have not already had booster immunisation should have one booster injection against diphtheria and tetanus (C.D.T.) and one booster dose of polio vaccine by mouth (Sabine).

Measles - Your child can be immunised against measles. Seek your family doctor's advice as measles can cause serious long-term disabilities to your child.

Mumps - Students can also be immunised against mumps. Seek your doctor's advice on this.

General - If your child/children contract any of the communicable diseases and you are unsure of how long they should remain away from school, you should contact your family doctor for advice.

[illegible]

