

Erskineville Public School



YOUR COMMUNITY SCHOOL FOR THE FUTURE

SCHOOL INFORMATION HANDBOOK



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Allergies & Anaphylaxis

Erskineville Public School has a number of students who are extremely allergic to food items such as nuts and associated nut products. These students can have a severe anaphylactic reaction if they consume or touch these products or traces of these products. Parents are requested to eliminate peanut, nut and chocolate products from their child's school lunches.

If your child has an allergy or you become aware of any allergic reactions, please notify the school immediately.

Arrival at school

Our school day starts at 9am and ends at 3pm. It is very important to be punctual at the beginning of the day. Students should not arrive at school before 8:30am unless they are attending Before School Care or any morning activities such as band, chess etc. The playground is supervised from 8:30am. Mornings are a time for students to prepare for their day of learning. It is a quiet and calm time. There is to be no running or play on the serpent sculpture. Goodbyes need to be quick and we ask that parents move aside for teachers and students as they make their way to their classrooms. Lining up is a good opportunity for your child to show independence. Kindergarten students will line up under the Covered Outdoor Learning Area (COLA) outside Lucy Woodcock Hall in the mornings.

Tears are a common occurrence throughout the year. It's best to drop your child off and leave the school promptly. Children normally settle down into their school routine quickly.

The importance of arriving before 9 am

Arriving at school and class on time:

- ensures that students do not miss out on important learning activities scheduled early in the day,
- helps students learn the importance of punctuality and routine,
- gives students time to greet their friends before class, and
- reduces classroom disruption.

Assemblies

Assemblies are an important part of Erskineville Public School's culture. They provide opportunities for our students to perform for their peers and parents. It is a time for the school to acknowledge the achievements of our students.

This year your child's class will join with another class to perform in and lead a joint class assembly. You are welcome to attend your child's combined assembly. We will provide more information closer to the date of the assembly.

Assessment and reporting of student achievement

The achievements and application of students are assessed continually by their teachers. The information gathered is regularly analysed to ensure that teaching programs meet the learning needs of all students.

Assessment & Reporting Timeline	
Middle of Term 1	Parent/Teacher interviews
End of Term 2	Written reports distributed to families
Middle of Term 3	Parent/Teacher interviews
End of Term 4	Written reports distributed to families

This timeline is a general guide and is subject to change.

Best Start Kindergarten Assessment

The Best Start Kindergarten Assessment helps teachers identify the literacy and numeracy knowledge and skills that each child brings to school as they enter Kindergarten, to inform the development of quality teaching and learning programs. The assessments will take place during the first week of term 1. Kindergarten students will begin school later than grades 1-6 to allow teachers time to meet with every child.

Attendance

Legal responsibilities

The Education Act 1990 requires that parents ensure their children of compulsory school age are enrolled at, and regularly attend school.

Justifiable reasons for student absences include:

sickness, infectious disease, or unavoidable medical appointments, being required to attend a recognised religious holiday, or exceptional or urgent family circumstances (e.g. attending a funeral).

Following an absence from school, you must provide the school with a verbal or written explanation for the absence within 7 days.

Part day absences

Parents should always endeavour to make appointments for their child outside of school hours. When students are late or leave school early, parents/carers are required to provide an explanation for the part day absence.

Late arrivals

Students who are late must be accompanied by an adult to the school office to obtain a late note. Students will hand the late note to their teacher. Parents and carers are asked not to accompany their child to the classroom.

Early departure

If your child needs to leave before 3pm, you must sign them out at the office. The school office will arrange for your child to be sent to the office foyer. Please do not go up to the classroom to pick up your child.

What might happen if my child continues to have unexplained absences?

It is important to understand that the NSW Department of Education (DoE) may be required to take further action when children of compulsory school age have recurring unexplained or unjustified absences from school. Classroom teachers, executive staff and the DoE monitor attendance and punctuality. Continual absences or partial absences may result in the school referring students to the Home School Liaison Officer.

Absences (Extended Leave)

Parents are encouraged to take holidays with their children during school vacation periods. In accordance with NSW Department of Education (DoE) policy, extended student absences must be formally applied for in writing.

The application form Application for Extended Leave – Travel is available at the school office or on the Department of Education Website.

Travel documentation, such as travel itinerary or e-ticket, is required and should be attached to the application. Please inform the school of your plans ASAP so that the leave can be assessed in plenty of time.

Before and After School Care

Our school offers before/after school and vacation care, which operate on the school grounds.

It is currently managed by Gowrie NSW and co-ordinated by Ms Gayle Dodd.

Phone: 9557 5061. Email: oshc@gowriensw.com.au

Please use the Bridge St entry for dropping off and picking up students. It is the responsibility of parents to inform Gowrie OSHC if your child is not attending on a day they are registered.

Bikes and Scooters

We encourage students to walk or ride their bikes/scooters to school with their carers. Students must wear a helmet while riding bicycles or scooters. Please be aware that once in the school grounds, students must walk with their bike or scooter, not ride them. The bike and scooter racks are located at the sides of the Lucy Woodcock Hall and the brown hall. The school does not accept any responsibility for the care of the bicycle or scooter or associated equipment. Locks are recommended.

Collecting your child at the end of the day

Parents are requested to collect their child promptly when school finishes. Pick up for Kindergarten students is in the courtyard. Students will sit in their class lines and wait for their class teacher to dismiss them. If it is wet weather, K-2 students are to be collected from under the covered walkways near the office courtyard.

Students not collected by 3:05pm will be taken to the school office and parents will be contacted. Parents/carers must come into the office to collect students when late, and must inform a member of staff. If you are running late, please call the school office as soon as possible.

Change in after school pick up arrangements

The school office must be advised, in writing, of any change to a student's normal pick up arrangement (such as attending a birthday party or playdate). This information must be given to the teacher before the change of routine to ensure the safety of the student. If you have planned for someone else to pick up your child, again, please inform the school office well in advance.

It is the responsibility of parents to advise Gowrie OSCH about any changes to their child's attendance at Before/After School Care, especially if these changes occur at the last minute.

Change of contact details

Parents are responsible for notifying the school office of any change in contact information including address, home/work/mobile telephone number, emergency contact person's details, and child's legal custody and access arrangement changes (copies of the Court Orders must be provided). Up to date details are crucial in case of an emergency.

Communicating with teachers

Teachers are unable to take phone calls during the day. If you need to get in touch with a teacher, please email the school office and they will forward the email to the relevant teacher.

Discrimination

Discrimination or harassment of any kind does not have a place at Erskineville Public School. The school has procedures for dealing with bullying and grievances that involve discrimination.

Parents will be informed promptly by the school's Anti-Discrimination Officer or executive staff, if your child is involved in incidents concerning bullying or discrimination. The school treats such issues seriously and expects parents to take an active role in preventing issues from arising.

Food at school

For lunch, we have supervised eating time in the classroom from 11:00 —11:15 am. Students who have not finished their food can take their lunch to the playground. Students are in the playground at lunchtime from 11:15 am—12:10 pm. We encourage students to bring healthy lunches to school.

We do not have a canteen at Erskineville Public School.

Please be mindful of students with allergies and we ask that your child does not bring any nuts or nut products to school. Students also have allergies to other food and for this reason, students are not to share their food at school.

For birthdays, we ask you to contact the class teacher to determine if there are nut, egg, gluten, sugar or other dietary issues with students in the class. We appreciate the importance of the day and ask that healthy, simple and time manageable treats be considered. We do not distribute lolly bags.

Each week we continue to have Waste Free Wednesdays where we aim for zero non-recyclable packaging. We encourage students to reduce the amount of non-recyclable waste such as Glad Wrap and plastic packaging. Please use reusable containers and clearly label all lunch boxes, containers and drink bottles.

Good discipline and effective learning

Erskineville Public School pursues a positive approach to ensuring good discipline and effective learning.

We have a consistent whole school behaviour practice and school rules. If you have any concerns about your child's behaviour or our procedures, please contact your child's class teacher.

Homework

Daily home readers are the only compulsory component of homework at our school for K-2 classes. Students are expected to read their daily readers at home and return their books to school the following day.

Please note that for Kindergarten students the home reading program will begin in the middle of term 1, to allow for families to adjust to the new routines of school.

Please ensure that home readers are returned in their Home Reader bag (which can be purchased from Pickles School Uniform Shop). Children will learn how to change their readers independently in term one.

Optional homework

Some families like to purchase additional study books from book stores to develop good habits at home. We appreciate that many children do after school activities such as swimming, gymnastics or sport, and in light of this our homework policy is flexible.

Illness and Injury

With all illnesses, your child should see your family doctor and be guided by their advice. Children should be sent to school only when they have fully recovered from an illness. Children who are sick must not be sent to school. Sending a sick child to school could compromise the health of other students and staff. Children should remain at home until they have recuperated.

Students who are sick or injured at school are taken to the school office for attention. Children who are sick will be sent home from school to protect the health of their peers and teachers.

Minor injuries will be treated at school, with band aids or ice-packs. In cases where students sustain any injuries to the head, parents will be contacted by the office.

An ambulance will be called for serious injuries or illness. Parents will be notified immediately in these cases.

It is crucial that parent/carer and emergency contact details are accurate and up to date at all times.

Library

The library program fosters the enjoyment of reading and literature and the development of competence in research skills. Kindergarten classes visit the library once a week. Please make sure your child returns library books in their library bags on their library day. Your child's teacher will communicate their library day to you at the beginning of Term 1.

If a child has an overdue book or has not brought their library bag to school, no further borrowing is allowed. Any lost or damaged books must be paid for and you will be invoiced by the school office.

Lost Property

Students are expected to care for their own belongings. It is not the responsibility of staff to locate misplaced items or to ensure that items are not lost. Please check the lost property located in the hall adjacent to the courtyard.

Students often pick up items in a hurry and they can inadvertently acquire items which do not belong to them. Parents are requested to check belongings regularly and return items to school if they do not belong to their child.

Please label all of your child's belongings (such as lunch boxes, snack containers, uniform items etc.). Unnamed or unclaimed lost property items will be cleared out on a regular basis.

Medications & Health Care support

If you would like the school to administer medication to your child for short term illnesses, please see the school office. We will need to know information regarding the dosage and timing of dosage, and have signed consent from you. The medication will be held in the school office.

Please note that students are not permitted to carry with them or have in their bag any medications, unless we have specific written consent from their parents (i.e. asthma puffers). All other medications must be handed into the school office.

If your child has or develops any medical conditions that require long-term support, please contact the school so that we can put health care management plans in place to keep your child healthy and safe at school.

Personal Hygiene

Students need to be able to care for their own personal hygiene, go to the toilet and wash their hands independently before starting school. Staff are not allowed to help children on the toilet. If accidents happen, children will be told to change into fresh clothes in the school toilet. Please keep a spare pair of underpants in your child's bag, for these accidents.

PARENTS ARE NOT ALLOWED IN THE STUDENT'S SCHOOL TOILETS.

If you need to use a toilet or assist your child or their sibling, please use the accessible bathroom under the COLA.

Head lice and worms are common for school aged children. The office will notify families within each class when this happens. All children will be treated respectfully and anonymously, and we ask families to seek advice from the pharmacist for treatment. It is best to keep long hair tied up to avoid nits.

Prohibited Items

Students are prohibited from bringing to school any dangerous weapons, items or substances.

We also ask that valuable items such as jewellery or toys are not brought to school, as the school is not liable for any damage or loss.

Teachers are not responsible for resolving issues that arise for students who choose to bring toys or other valued personal items to school.

Road Safety

Parents are strongly encouraged to constantly reinforce and model road safety with their child. Please support the staff and ensure the safety of all our students by demonstrating the correct use of the road rules.

Illegal parking by parents is a major risk factor for students. Parents are asked to follow the road rules to ensure student safety. Please read the parking signs carefully to avoid unwanted fines. On Bridge St, there are 5 minute drop off zones.

Do not drop your children off in the staff carpark driveway. Do not double park or park in driveways. Council rangers and police regularly patrol the streets around the school.

DO NOT PARK IN THE STAFF CARPARK OR ALLOW CHILDREN TO WALK THROUGH THE CAR PARK GATES.

Pedestrian gates are unlocked on Bridge Street and Malcolm St, please call the office if you need access.

School Communication

Our School Newsletter is an important channel of communication from the school to you. It contains dates for upcoming events, happenings around the school, P&C news and other community items. It is published fortnightly and is available via School eNews.

To download the School eNews application:

1. Open the App Store or Play Store on your device and search for "eNews".
2. Download the "School eNews" app.
3. After School eNews has downloaded, open the app and search for our school.

You can also find our Newsletter on our school website or on the noticeboard, or pick up a hard copy in the school office foyer. The [school website](#) is another useful way for learning more about the school in general.

Uniforms

Our school community places enormous pride in our school uniform and we expect our students to wear it each day to school. Students are encouraged to wear black leather shoes throughout the day and suitable sports shoes on the days that the class is timetabled for sporting activities. Children must wear the correct school hat each day. **If your child has forgotten their hat, they will play under the COLA.** We encourage students to bring school bags that are large enough to hold their lunch, library books, home readers, jumpers and other personal belongings, so that they can easily and independently manage their belongings. Please spend time choosing the most appropriate school bag that your child can open independently.

Pickles Schoolwear

Pickles Schoolwear runs the school's uniform shop. You can purchase uniforms online at www.youruniformshop.com.au

All orders placed via the website will be delivered to the school each Wednesday for your child to bring home. Please make sure that you place your child's name and class in the "comments" field when placing your order. The orders will be delivered to the school free of charge. Alternatively, you can nominate any postal address and pay a postage charge to have it delivered to you.

For any queries, contact Pickles Schoolwear Customer Service on [9905 2711](tel:99052711)

Alternatively, you can purchase uniform items at the Pickles Retail Outlet located at: cnr. Fitzroy & Saywell St (entry via Fitzroy St. Marrickville) Phone: 9550 6521

Pickles Retail Outlet Opening Hours:

Monday-Friday 9:30am to 5.00pm

Saturday 9.00am to 1.00pm

Uniform Co-Op

Our P&C sell pre-loved uniform items at the Uniform Co-Op. Clean uniform items can be donated at any time during the term – simply leave them at the school office in a bag clearly marked Uniform Co-op. Donated items sell for \$5 each or \$2 for a hat with all proceeds going to the school. Unclaimed and unnamed lost property items will also be washed and sold through the Co-op.

Please keep an eye out for sale dates in the school newsletters.

Voluntary School Contributions

Erskineville Public School requests that parents support our learning programs through voluntary financial contributions. School contributions are an essential part of the school budget. In addition to this, there will be costs throughout the year for excursions, sports programs and other events.

Websites for further information

Parents and carers may find the following websites to be of use.

[Application to Enrol in a NSW Government School](#)

[Department of Education documents translated into languages other than English](#)

[Erskineville Public School Website](#)

[English A to Z](#)

[Maths A to Z](#)

[NSW Department of Education](#)

[Pickles School Uniforms](#)

[Reading with your child at home](#)



Erskineville Public School sits on Gadigal Country. We acknowledge the rich, unique and living culture of the Gadigal people and extend our respect to the traditional custodians and First Peoples of this land.



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