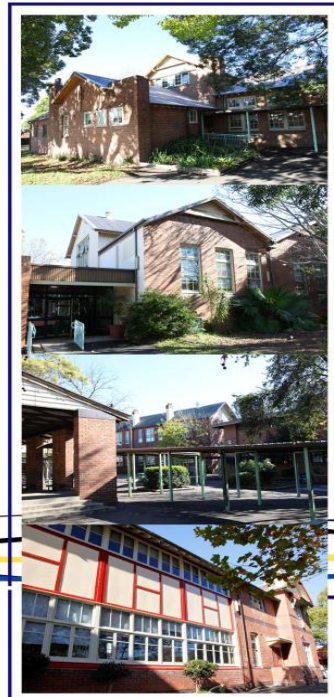


# HABERFIELD Public School

Haberfield  
*Public School*  
2013



## INFORMATION FOR PARENTS



Welcome to Haberfield Public School. This School A-Z Information For Parents Booklet has been compiled to enable you to know more about the School and the ways in which home and School can work together to create a positive and stimulating learning environment for the children in our care.

## SCHOOL RULES

- Respect others
- Be a safe person
- Be in the right place at the right time
- Be prepared to learn
- Care for your school
- Wear full school uniform – be of neat appearance
- Respect personal belongings

## SCHOOL SONG

(To the tune, "I vow to thee, my country", from Jupiter, The Planets, by Gustav Holst)

Haberfield, your name we honour,  
We dedicate to you  
Our talents, whether great or small,  
Our promise ever true.  
We'll serve your name in knowledge,  
In sport, in ventures bold,  
Your fame and glory near and far,  
Will ne'er be left untold.  
Let us strive to bring you loyal hearts,  
Let service be our aim.  
Praising Haberfield forever more,  
We'll honour still your name.

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# A Statement of School Purpose

**Welcome to our school! Haberfield Public School's vision** is to bring out the best in each individual through the collaboration of students, staff and the community.

This will be achieved through:

- creating an enjoyable and stimulating school
- caring, knowing and doing
- being proud of our excellent achievements

This school **believes** that:

- each student should be assisted to reach his or her potential
- students should help each other in their efforts
- fair and consistent discipline is necessary
- there should be continual development of teaching knowledge and expertise
- the multicultural nature of the School be recognised and used positively
- different learning styles be used through a variety of teaching styles
- the teacher/parent partnership is important in the education of our students
- additional support should be provided for students, and the parents of students, who have special needs
- a supportive Parents and Citizens (P&C) is of great importance to the well being of the School

This school **values**:

- and respects each person and the contribution that he/she makes
- the rich diversity of cultures in the School community
- communication, consultation and involvement in decision making
- the supportive and ordered learning environment promoting self-esteem, confidence and discipline
- the 'supportive' family nature of the School
- the School's history, tradition, scholastic reputation and achievements
- the pleasant classroom atmosphere and well kept gardens and grounds
- the quality learning programs, teaching practices and resources
- honesty, fairness, co-operation, responsibility, courtesy, compassion and service
- curiosity, logical and critical thought, creativity, initiative and perseverance
- the community as a source of support, knowledge and expertise

## OUR SCHOOL A-Z

### **ABSENCES**

A note is required when a student returns after being absent. It should state the date/s and indicate the reason. We ask that Parents/Caregivers telephone only in the case of measles, chicken pox or any protracted illness. It is the Principal's legal responsibility to approve the absence. If your child is absent for part of the day, a note explaining the absence is required and is to be signed by the office prior to going to the classroom or leaving the School. Parents wishing to take their children out of School for a period of fifteen or more days will need to apply for an Exemption From School attendance. This form is available from the School office.. It is recommended for your child to continue to read, keep a diary and maintain an active interest in all aspects of the leave.

### **ACCIDENTS**

In case of an accident your child will be taken care of by members of staff. You or your contact person will be notified if medical attention is necessary. **Please ensure that the School always has a current telephone number of an English speaker for emergency contact.** If the student needs to be transported to hospital in an ambulance a staff member will accompany them if their parent is not able to.

### **AFTER HOURS CARE HOOSH**

Haberfield Out-of-School Hours Care Centre provides a service within the grounds of the school.

It is open from 7.00am - 9.00am and from 3.00pm - 6.00 pm.

Ring the Director on 9716 7849 for details, bookings and Vacation Care Services.

### **ALLERGY FRIENDLY SCHOOL**

The School must be informed of **any allergies** that a student has (eg peanuts, eggs or bee stings or other foods or animals). If they do have such an allergy, Parents/Caregivers will need to **provide the School with an Action Plan from the doctor**. The plan must contain

the **doctors signature**, a current photo of your child, a summary of the allergy and the emergency procedures that need to be followed, such as the use of an 'epi-pen' or ventolin.

### **ANAPHYLAXIS**

Anaphylaxis is a severe, potentially fatal reaction involving two or more body systems simultaneously (eg skin, respiratory, gastrointestinal, cardiovascular system). An anaphylactic reaction usually occurs within minutes of exposure to a trigger and can be life threatening.

The School has students with severe and life threatening reactions to some foods, especially nuts. **We request that parents do not send their child to School with nuts, peanut butter, hazelnut spread or Nutella, chocolate or biscuits containing nuts.** Strict avoidance of such foods is necessary for avoiding a severe reaction. We ask that parents that parents cooperate so as to keep all our students safe.

### **ANTI-RACISM POLICY**

The School has an Anti-Racism Contact Officer who can assist with any matter that may arise. Racial Discrimination is defined as 'behaviour which disadvantages people on the basis of their real (or supposed) membership of a racial, ethnic or ethno-religious group'.

### **BUS BEHAVIOUR**

Good behaviour on buses is essential. For safety reasons, students must remain seated during the journey to excursions/events.

### **CANTEEN**

A privately operated canteen is available which provides healthy food options to those students who wish to purchase recess and/or lunch. The canteen is open five days a week from 8:30am – 3:30pm. A canteen menu detailing the foods and prices is distributed to all students regularly. Lunch orders should be printed clearly on a bag with the **child's**

**name and class.** Lunch orders should be placed at the canteen before 9am each day.

### **CARNIVALS**

In Term 1 a **School Swimming Carnival** is held for students in Years 3-6. (Some competent swimmers from Year 2 who are turning 8 may attend if their times are submitted to the sports teacher.) The emphasis is placed on participation as well as doing one's best. The **Cross-Country and Athletics Carnival** are held during Term 1 or Term 2 for students in Years K-2 and Years 3-6. The K-2 students have age races, novelty events and/or circuits while the students in Years 3-6 have the opportunity to become the School representatives at Zone, Regional and State levels. All students from Kindergarten to Year 6 are encouraged to participate in these carnivals.

### **CARS IN THE PLAYGROUND**

(a) Parents must not drive cars into the playground or car parks when delivering students in the morning or collecting them in the afternoon. The driveways must be left clear. Students must not walk through the car park.

(b) For safety reasons, students are not allowed to use the double gates in Bland Street and Denman Avenue.

(c) Please don't double park, call students across the road to the car or block neighbours' driveways.

(d) Council officers and police regularly patrol the school to enforce safe driving regulations.

### **CHANGE OF ADDRESS OR TELEPHONE NUMBER**

It is most important that you notify the School office, in writing, as soon as you change address or if your **mobile**, home or work telephone contact number changes. The School must also have the telephone number of an English-speaking friend who can be contacted in an emergency.

### **CHARITIES**

Our official charity is Stewart House. This charity relies almost entirely on the support of students in Public Schools. Twice a year there is a used clothing collection and on occasions there are fund raising activities as well. We also support other charities at times such as NSW Cancer Council, the Leukaemia Foundation, Jeans for Genes and the Red Cross.

### **CHILD PROTECTION**

The 'Child Protection' program is taught each year. It allows students to learn about developing positive relationships and the issues of personal safety. Parental consent is sought before the program commences.

### **COLLECTING CHILDREN**

School finishes for all children at **3.00 pm** and children should be collected at that time. To ensure the safety of all students, parents/caregivers are not to drive into the school grounds at any time. Parents are advised not to double park; not park in No Standing zones, Bus Stops or park in the Disabled Parking area without a disabled permit. We **insist that students use the crossings at all times**. If, in an emergency, you are unavoidably detained, telephone the School and your child will be cared for at the office or given a message as to what they should do. Children not collected by 3:30pm will be placed with the School's HOOSH Centre.

### **COMMUNITY LANGUAGE (CL)**

Each child is required to take part in the CL program, which commences in Term 1 of Kindergarten and usually continues through to the end of Year 4S. Either Italian or Chinese (Mandarin) may be chosen.

### **CONTRIBUTIONS**

Each year the parent organisation (the P&C) endorses the payment of a contribution towards the purchase of equipment and materials not provided for by the Department of School Education. This is of major importance to the School and supports

the provision of high quality education. Details are provided in a letter sent home at the commencement of each year.

### **COUNSELLOR**

The school has the services of a qualified psychologist/counsellor for two days each week. With parental approval the School refers students to the counsellor for assessment and/or further referral. Where necessary, interviews for parents can be arranged through the Principal or Deputy Principal.

### **CURRICULUM**

The six Key Learning Areas of teaching and learning as set down by the Board of Studies are:

**English** – Talking and Listening, Reading and Writing (includes Spelling and Handwriting),  
**Mathematics** - Number, Measurement, Space & Geometry, Data, Patterns & Algebra  
**Science and Technology**

**Human Society and Its Environment**

**Creative Arts** - Music, Visual Arts, Dance and Drama

**Health, Physical Education and Personal Development** – Active Lifestyle, Dance, Games and Sports, Growth and Development, Gymnastics, Interpersonal Relationships, Personal Health Choices and Safe Living

The School has departmental policies outlining the expected outcomes for students, content, teaching materials and assessment for each of the above areas. There are also policies in across curriculum areas such as multicultural education, aboriginal education, non-sexist education and computer education.

The implementation of learning programs at the classroom level is overseen by the executive staff and coordinated by each of the Year Teams. (The Teams comprise the class teachers, their supervisor and support staff).

### **EATING**

The School's health program teaches students to aim for a balanced healthy diet.

This means eating more fruit, vegetables, bread and cereals, choosing lean meats and fish and to include dairy foods each day. Each day your child should come with something wholesome and nourishing for recess and lunch. Glass bottles, cans, chocolate bars and lollies, (chewing gum is **not** permitted), are not to be brought to school.

### **EDUCATION WEEK**

This is the organised time each year, for parents/caregivers and families to visit classrooms to see their children's work. Details are announced in *Haberfield Happenings* (email & online) and on the DEC website. It is not a time for formal interviews with teachers. If you would like to discuss your child's progress at any time please contact the teacher to arrange a time.

### **ENGLISH AS A SECOND LANGUAGE (ESL) AND THE NEW ARRIVALS PROGRAM (NAP)**

Trained teachers appointed to the School assist students with the skills of spoken and written English. They either work in the child's classroom or in small groups, always in consultation with the class teacher. ESL staff is available for interview by appointment.

### **ENROLMENT**

Original proof of age documents, i.e. Birth Certificate, Immunisation Certificate, Student and Parents Passport (Proof of Identify and Residency Status or Enrolment of Non-Australian Citizens Procedures an Eligibility), three (3) proofs of residence. All original documents must be sighted at the time of enrolment.

There are Procedures for Enrolment in Particular Circumstances including the Early Enrolment of Students who are Gifted and Talented, Enrolment of Students with Special Learning Needs and Enrolment of Non-Australian Citizens.

'Out of Area Enrolment': refer to the current HPS Enrolment Policy (Schools local areas are determined by the Department of School Education).

## **EXCURSIONS**

These are a valuable part of the School's program and occur whenever teaching and learning is best achieved outside the classroom. Venues such as Museums, the Zoo, Bicentennial Park, our local park and the shopping centre are visited. A variety of musical performances are also brought into the school. For Years 5 & 6 students, a camp is an essential part of their program. Every student is expected to attend.

A permission note for each excursion is sent to parents/caregivers specifying travel, departure and return times, cost, materials to be brought and other necessary details. The tear off section of these notes is to be returned to the class teacher in an envelope with **current medical information** completed and with any money required. School uniform is to be worn on excursions unless otherwise indicated. Lollies, chewing gum, cans, bottles and 'spending' money (unless the students are told otherwise), are not to be brought on excursions.

**Without the return of the permission note, a student cannot attend.**

## **FINANCIAL HARDSHIP**

Where a family finds that its budget is too stretched to enable a student to participate in an excursion, special event or Friday sport, the School has an arranged system to assist for some of the events. We do not wish any student to miss out on these important learning experiences. In each case, parents/caregivers are asked to speak with the Principal and specify if and how much they are able to contribute, and then to forward the permission note in a sealed envelope to the Principal.

## **GIFTED AND TALENTED CHILDREN**

Haberfield Public School is responsive to the educational needs of all students. Enriched programs are provided for those students who typically require a differentiated curriculum that is sensitive and responsive to their diverse styles of learning. Classes for gifted and talented students were established in 1997 from Year 1 to Year 6 and

they continue to offer a flexible and enriched curriculum across all areas of learning. This includes accelerated programs in Mathematics and English, together with enrichment programs in historical, artistic and cultural studies. Assessment of student's suitability to these programs is continually reviewed.

## **HANDWRITING**

NSW Foundation Style handwriting is taught from Kindergarten to Year 6.

## **HATS**

Hats are part of the school uniform and need to be brought to school every day of the year. Hats are vital to protect students all year from the sun whilst they are in the playground, doing outdoor activities such as excursions and at sport. Our hats are in School colours and are available from the uniform shop at school on Tuesday afternoons or Friday mornings. Students who are not wearing hats in the playground are asked to play in the shade or covered areas.

## **HAVING A POSITIVE INFLUENCE ON YOUR CHILD**

You will have a positive influence on your children if you:

- Love your child unconditionally. Accept them for themselves. (This is not the same as saying you should like or accept everything they say or do!).
- Spend time with your child. Read, play, share activities, express feelings, talk about successes, difficulties, plans, ask questions.
- Provide a safe environment where life is reasonably predictable and where routines and relationships help people to be calm and relaxed.
- Provide challenges and open up opportunities to learn new skills, to collect, to play, to cultivate, to relate, to help, to make, to extend and excel.
- Praise specifically. Recognise and name strengths and achievements and repeat the praise.



- Give your child responsibilities within the family. Teach them to contribute;
- Have high expectations - of conduct as well as of achievement.
- Help set achievable goals and have clear guidelines/boundaries for behaviour.
- Know your children's friends and what your children are doing.
- Don't load your worries onto your children's shoulders.
- Make sure the children have a balanced diet, get enough sleep and enjoy plenty of exercise.
- Give moral guidance. Be clear about your own values and demonstrate them, both in what you say and in what you do.

### HEAD LICE

This is an ongoing problem in almost every school. Parents are asked to examine their child's hair for signs of lice infestation. Warning signs include a child persistently scratching their head, and redness and scratch marks on the scalp and behind the ears and on the neck. The condition is highly contagious and **must** be treated with a specialised treatment available from the chemist.

### HIGH SCHOOL

Local students are placed at various high schools after completing their primary schooling. Ashfield Boys' High, Burwood Girls' High, Concord High, Sydney Secondary College (which has selective streams and has campuses at Leichhardt, Balmain, Black Wattle Bay), Riverside Girls' High, Newtown Performing Arts, Sports High schools, also selective high schools such as Fort Street, Sydney Boys' High, Sydney Girls' High, Sydney Technical High and James Ruse High have enrolled students from this school. Parents/caregivers are able to apply for entrance for their Year 6 children at any selective high school and up to four non-local co-educational or single sex high schools. Applications are processed by the School during Terms 1 and 2 each year. Applications

for selective schools are now dealt with in Term 2 of Year 5.

A good way to gauge which high school best meets your child's needs are to contact the high school and arrange a visit and interview. All of the high schools are committed to providing quality education and care for students and they will be happy to explain their policies and provide you with information.

### HOLIDAY DATES

It is advisable to call the school or check the DEC website for current dates.

### HOMEWORK

This is set for up to four nights a week but not on weekends. The amount will depend on the age of the student and the teaching program at the time. Kindergarten students have 'take-home readers'. The reading of these and reading to the children and other activities should take about 2 hours per week. Year 1 have 'take-home readers' and will do the kinds of activities outlined on the weekly homework sheet which will usually commence in Term 2. Year 2 will have weekly homework sheets. Years 3 to 6 will record their homework in the homework diary and will be given advance notice of what is required and when it is due.

#### Guidelines for daily amount:

Years K, 1 & 2                      20-30 minutes

Years 3 & 4                              30-45 minutes

Years 5 & 6                              45-60 minutes

Reading for pleasure is in addition to the time suggested above and is entirely a matter for the student and parent/caregiver in the course of their home leisure activities. Parents/caregivers who read to their children through to the end of Year 6 make an enormous contribution to their children's learning.

Homework will be used to consolidate, extend and enrich class work. It will not be used to deal with work that has not been taught in class or has not been sufficiently well understood by the student. Students

who wish to take on additional academic work because they love the challenge or exploration of self-initiated homework should be free to do so. However, homework should not be used as a device to keep children occupied, away from the television and out of mischief.

Parents/caregivers are asked to provide a desk/table and quiet atmosphere in which homework can be done, away from some of the more obvious distractions. It is usually preferable for a student to stop doing homework when the time recommended has elapsed as this will be a guide to the teacher about what can be achieved. ***Under no circumstances should homework become a battleground between parent/caregiver and child.*** Back at school, if the set homework has not been attempted, or a reasonable amount has not been completed within the time allowed, it will simply be recorded by the teacher and adjustments made to the type and amount, if necessary. This will then be discussed with a parent/caregiver at a later opportunity, or a brief note will be sent home. If there are problems, contact the teacher. If for some reason the child cannot complete the homework a note from the parent is appreciated.

***Homework should not prevent children from enjoying play, having recreational reading, leisure, sport and hobby pursuits, or spending time with family and friends.***

In a meeting with parents at the beginning of the year, teachers will outline class expectations and indicate how parents can assist their children in learning.

***Encouragement and support, not pressure, are the key ideas.***

We do not want you to do your children's homework for them as we do would like them to learn to be responsible for getting it done and brought in on time. Sometimes, even in the most organised families, things get too pressured and for one good reason or another, the homework simply cannot be finished. When this happens, if you feel it necessary and helpful for your child, just send a note explaining that 'on this occasion, it was all too much'.

## HOUSE SYSTEM

The four Houses and colours are Banksia – blue, Bottlebrush - green, Wattle - yellow and Waratah - red.

The house system is used for sporting contests such as swimming and sports carnivals. Students are allocated their House in Kindergarten and retain it for the rest of their time at the School. Students from the same family are placed in the same House unless parents request otherwise. Students are encouraged to bring bunting, flags and mascots of the appropriate colour to House events.

For Friday sport (Years 3 - 6 only), and when a student is representing the school in competition against another school, a printed gold School t-shirt as well as navy shorts or skirt must be worn.

## IMMUNISATION

All students starting Kindergarten (and other new enrolments from non-government schools) are required to provide an **immunisation history statement** from their doctor. This statement **must be presented at school** before the child can be enrolled or enter a classroom.

Students who are not immunised may be asked to stay at home whenever there is an outbreak of infectious diseases.

## INFECTIOUS DISEASES

Condition	Usual time between infection and illness	Absence from school
Chicken Pox	11 - 20 days	Until recovered. Minimum exclusion 5 days after spots appear.
German Measles (Rubella)	14 - 21 days	Until fully recovered. Minimum 6 days after rash appears.
Glandular Fever		Until recovered.
Hepatitis A	5 - 50 days	Until recovered - 7 days from onset of jaundice.
Hepatitis B		Medical

		certificate required.
Measles	7 - 14 days	5 days from appearance of rash.
Mumps	12 -22 days	Until fully recovered. At least 1 week after appearance of swelling.
Whooping Cough	6 -20 days	If antibiotic treatment not given, 3 weeks from onset of whoop. If oral erythromycin given, 5 days from start of medication.
Impetigo	5 - 21 days	Consult doctor. If sores treated and covered, attendance is permitted.
Pediculosis	Eggs hatch in 1 week - reach maturity in 2 weeks	Until treated.
Ringworm	10 -14 days	Until treatment is begun.
Scabies	Several days - sometimes weeks	Until treatment is begun

### **INTERVIEWS**

Parents are invited to attend an interview after the issue of the Semester 1 report at the end of Term 2 each year. At the interview your child's performance, application, behaviour and general development can be discussed, problems and achievements can be raised and information shared. Students may also attend the interviews. The emphasis at the time of interview is on ways that the family and school can work together to further the learning and development of the student. Interviews can be arranged at other times but please make an appointment. Parents/caregivers are asked to do this by note to the teacher or by ringing the School Office to arrange a suitable time.

### **LATE TO PICK UP A CHILD**

Sometimes you will be unavoidably delayed and unable to be at School by 3 pm. Ring and let us know 9798 8767. Your child will be sent to wait in the safety of the main office vestibule at the Bland St entrance where they can be collected before 3:30pm.

### **LATE TO SCHOOL**

Children who arrive at school after 9 am need to go to the front office (with their parent) to fill in a 'Late To School' form. This note is kept with the Class Roll and the time they arrive is recorded. This is a legal requirement. The Home School Liaison Officer is to be notified if there is a pattern of late arrival to school.

### **LEAVING SCHOOL EARLY**

If you need to pick your child up early from school you are required to go to the office to complete a 'Early To Leave' form. This is to be handed to the class teacher before taking the student out of the School.

### **LEAVING THE SCHOOL**

A transfer certificate is issued when a child leaves to enrol in another NSW Public School. Otherwise a certificate is not needed. It is expected that parents/caregivers will observe the courtesy of informing the Principal and the class teacher as soon as it is known that a child will be leaving.

### **LIBRARY**

At Haberfield Public School we are very fortunate to have the school community financially support our well-resourced library. Students attend weekly lessons in library information skills and literature. Books may be borrowed for up to two weeks. Kindergarten children may borrow 1 book, Year 1 and 2 two books, Year 3 and 4 two books and Year 5 and 6 three books. The library is open before school, 8:30-8:55am every day Monday to Thursday and at lunchtime's everyday (except Friday). Parents/caregivers are welcome to visit between 8:30-8:55am.

All students must have a library bag. Place your child's name and class on the bag. The library may also be used before school and during lunch time for reading, browsing, research, technology work, or for a game of chess or draughts.

Students are responsible for the books taken home. Students who leave books outside or on the kitchen bench often cause damage to expensive books. If books that are lost or damaged, parents/caregivers will be responsible for the replacement cost.

### **LOST PROPERTY**

Please **print your child's name and class clearly on all their property**, including clothing. Check that the name is still there after washing! Items found at School are kept in the small hall. Items not named are discarded or re-cycled through the used clothing pool.

### **MEDIA/PHOTOGRAPHS**

From time to time the school uses photographs of your children in its communication activities and material for the purpose of promoting the school and public education. A permission note is sent home at the beginning of the year or during enrolment.

### **MEDICATION**

A letter must be signed by the **doctor** and sent to school with the exact dosage specifying the student's name, class, medicine, expiry date, amount and time to be administered. The medicine will be kept safe at the School Office.

Except for asthmatics, students are not to keep medication in their bags as this may be dangerous for other children. Teachers do not give medication unless under special circumstances eg excursions and then only with the authority of the Principal.

Asthma sufferers who use a 'puffer' are to keep it in their bags where it will be available to them at any time, for example during recess or lunch. This way they will not first have to locate their teacher to obtain their puffer and get relief.

'Epi-pens' are kept at the School Office unless in extreme circumstances where a student must keep the medication in a 'bum-bag' on them in class and in the playground.

### **MEET THE TEACHER EVENING**

This evening is held soon after the commencement of the year. As well as meeting your child's teacher and other parents/caregivers, you will hear about class organisation, homework, rules, expectations, excursions and ways you can help your child and be involved with their learning.

### **MONEY**

Please make sure your child does not bring large sums of money to school.

All payments or contributions sent to school should be in separate envelopes that are clearly marked. Envelopes are available from the office. Students are to hand envelopes to the class teacher at the beginning of the school day.

### **MUSIC**

Tuition is available for keyboard, violin, viola, trumpet, guitar and drums. Students who learn an instrument outside school are encouraged to join the school band. There is an emphasis on classroom music. There are K-2, Junior and Senior School Choirs and students have the opportunity and are encouraged to perform as soloists or in groups at Assembly. Some classes also have recorder lessons beginning in Year 1.

### **NEEDS AND TALENTS**

It is the School's policy to identify every student's stage of learning and develop them from there. Special programs operate within classrooms to assist students with learning or behaviour difficulties. Parents/caregivers should feel free to indicate the special needs and talents of their child on enrolment forms or at teacher/parent interviews.

Encourage your child/children to take part in programs such as Choir, Music, Sport, Chess, Debating, Tournament of the Minds, the Library (including the use of the computers)

and maths, poetry, essay writing and science competitions.

### **NEW SCHOOL YEAR**

The first day of the school year is a planning day for teachers only. On the second day all previously enrolled pupils in Years K to 5 and all newly enrolled pupils in Years 1 - 6 enrol. Kindergarten enrolments start after the BEST Start assessments. All parents will be informed of the specific day and time for starting Kindergarten.

### **NEWSLETTER**

The School's newsletter is titled *Haberfield Happenings*. It is published each fortnight of term and contains important information and items of news about the School. You are asked to look for it in your child's bag each Thursday and on the school website or sign up for an email delivery.

### **NON-SMOKING ENVIRONMENT**

It is the policy of the Department of School Education that smoking is not allowed inside the School grounds and buildings. Parents/caregivers are required to comply.

### **ORGANISATION OF CLASSES**

Over the years, the School has had three or four classes per Year, depending on enrolment; sometimes a composite class as well. (A composite class contains students from more than one Year who are taught by the one teacher.) Class organisation includes parallel classes and classes which cater for students with special needs. Kindergarten classes are formed with students from across the span of ages. Students are grouped within classes for various learning activities and, on various occasions, special programs operate which involve children being placed in learning groups with children from Years other than their own and taught by teachers other than their own class teacher.

### **OUT OF SCHOOL LEARNING CLASSES**

We ask that each year you inform the School of classes or tutoring that your child may be attending after hours. It is in the student's

interests for the teacher to be made aware of this. Through consultation we will be able to assist by coordinating support efforts.

### **PAINTING SHIRTS**

For each year of their school life, students should have an old shirt, preferably with sleeves elasticised at the wrists. This will enable them to participate fully in the art and craft program without damaging their uniform with paint, wax or glue.

### **PARENT/CAREGIVERS HELP**

There are many opportunities for parents/caregivers to assist at School. Some usual ways of helping at school include attending meetings, working bees and various functions, Book Club collection, volunteering to sell at the uniform shop, assisting at carnivals, excursions or at weekly sport. As well, many parents/caregivers assist with various tasks associated with classroom learning. If you are able to offer your help in any way at all, please mention this to the class teacher who will then work out how best to use your kind offer of assistance.

### **PARENT ORGANISATION**

The Parents and Citizens Organisation (P & C) meet on the third Tuesday of each month at 7:30pm. It has an elected executive and raises substantial funds for a budget providing additional and essential materials and equipment for use by the children in their learning. Major fund raising efforts are usually undertaken on a whole school co-operative basis.

The uniform shop is operated by the P&C. The P&C is the means by which parents can participate in the development of School policies.

### **PEER SUPPORT PROGRAM**

The Peer Support Program is a peer led, skills based experiential program that provides students with a supportive learning environment in which to develop the understandings, attitudes, skills and strategies needed to contribute positively to society. Year 6 students act as leaders of

groups of about 6 younger students from Years 1 and 2. The program usually runs over six weeks during a nominated term of the school year.

### **PHOTOGRAPHS**

Each year class and individual photographs are taken on a day that is announced in ***Haberfield Happenings and Haberfield Website Calendar***. Photographs are pre-paid. Students from the same family may be photographed together if this is what a family requests.

### **PROOF OF AGE**

Original documents must be sighted. These can be birth certificate and/or a Passport with a current visa or Australian Citizenship Papers.

### **READING RECOVERY**

This program operates only in Year 1 for students who are in need of special support in reading and writing. It involves intensive one to one instruction with a specialist teacher five days a week, 30 minutes per day. Students must attend school every day and read each night while on the program. The student's parents/caregivers are contacted for their approval and are asked to attend a meeting at which details of the program are outlined. This additional help is funded by the School. Some of these students will need additional assistance later and this will be provided by the School's LaST teacher.

### **READING WITH CHILDREN USING PAUSE, PROMPT AND PRAISE**

**Pause, Prompt and Praise** is a reading support technique which greatly assists older readers, who have not yet become independent as readers. This method is based on the idea that students learn to read by actually reading books, not just by learning a large number of separate words, letters or sub-skills. First, make sure that the book your child is reading is interesting to them. The School has an ample supply of suitable books in classrooms and the Library.

### **RELIGIOUS EDUCATION**

Special Religious Education (weekly Scripture) is taken by visiting teachers appointed by the various religious groups using a syllabus that they supply. At the moment classes are Anglican, Greek Orthodox, Hindu, Muslim, Roman Catholic, and Ethics. Students are placed in the scripture classes according to the information supplied on the enrolment form.

Students for whom no religion is indicated at enrolment attend 'non-scripture' where they will have a DEAR period (**Drop Everything And Read**) and are supervised by a member of staff during scripture time. Children in Years K-2 may also watch an educational video.

### **REPORTS**

Parents/caregivers will receive 2 reports on their child's progress each year. These reports give information about your child's performance, application and development. Parents/caregivers are encouraged to discuss their child's progress at parent/teacher interviews which usually occur in June.

### **RULES AND DISCIPLINE**

The School Rules are to help everyone to be safe, able to learn well, to be cared for by others and to care for the School itself. The School Rules are set out at the front of this booklet.

A **positive approach** using commendation and reward is used to encourage students to support the School and their peers by abiding by the rules. Students not following the rules at school, on excursions or at sport are corrected and followed-up using appropriate guidelines from the HPS Discipline Policy.

**Basic courtesies** are expected such as saying: 'please', 'thank you', 'excuse me', 'I beg your pardon'; or walking around or behind people engaged in conversation, removing headwear when inside, using a person's name to whom one is speaking, introducing people correctly and cordially, assisting others in difficulty and using language that is not defamatory, sexist, racist, violent or which includes expletives.

## **SAFETY**

The School includes pedestrian and bus safety in its health program and parents/caregivers are urged to reinforce this program by teaching their own children about crossing safely at the traffic lights acknowledging the 'Walk' and 'Don't Walk' signals. Please also set a positive example by: parking in approved areas and using the **crossings** provided, not double parking in the street, not calling children across the street and not doing 'U-turns' across the double lines.

## **SCHOOL ADMINISTRATIVE STAFF**

There is a School Administrative Manager (SAM) and School Administration Officers (SAO) who perform secretarial duties, accounts and computing. They assist teachers with the care of students, the preparation of lesson materials, and the maintenance and storage of equipment. The General Assistant (GA) is involved with maintenance, the care of grounds and the movement of heavy equipment and materials. These people are an important part of the School and assist the teaching staff to meet the needs of our students.

## **SCHOOL BAGS**

School bags can be obtained from most stores. Obtaining them in the school colours of blue and gold is a good idea. Special Haberfield P.S. backpacks are available through the Uniform Shop at school.

## **SCHOOL DEVELOPMENT DAYS**

Each year days are set aside by the Department of Education for the School staff and parents/caregivers to work together on planning aspects of the School's program. These are the first day of Term 1, Term 2 and Term 3 and two alternate days for the school to nominate, when the students do not attend School and parents/caregivers are asked to make alternative arrangements for their care. The days are announced in advance. HOOSH - 9716 7849 may be able to assist with day care.

## **SICKNESS AT SCHOOL**

Occasionally students become sick at school. If it becomes obvious that they need the care of a parent/caregiver, a call is made to home or work. The same applies in the case of an injury unless immediate medical attention has to be sought. Please ensure that the office is updated of any change to contact details such as phone numbers.

## **SPORT**

In addition to the class program of fitness, movement and minor games, the School provides a comprehensive program of within school and inter school sport on Friday afternoon for Years 3-6. Year 2 students participate in an intensive Swimsafe program.

**All** Year 3 students and all students in Years 4 – 6, who cannot swim 50m and tread water with confidence for 30 seconds, must take part in swimming lessons in Terms 1 and 4. Sporting teams of students from Years 3-6, under the direction of teaching staff, may be entered in local competition in the Public Schools Sports Association (PSSA) program. Matches are scheduled for Friday afternoons and make up the sports program for the members of the School teams for the duration of the competition season. Bus transport is arranged for 'away' games. Practices may take place before or after school and/or during lunch times. Parents/caregivers are notified of arrangements for matches and practices. Once a student nominates to play in a team and is selected, then he/she must know their commitment. Games include cricket, boys and girls soccer, softball, netball and AFL. Students are required to sign a code of behaviour. Teams are sometimes entered in out of school 'knockout' competitions.

## **STAFFING**

Our students are supported by: 1 Principal (non-teaching); 1 Deputy Principal (non-teaching); 4 Assistant Principals (teaching); classroom teachers (depending on the number of students); 2 Community Language teachers; Teacher Librarian; ESL teachers; 1

Reading Recovery teacher; 1 Support Teachers Learning Assistance; 1 Music teacher; 1 Visual Art teacher and 1 School Counsellor.

### **STUDENT EMERGENCY CONTACT DETAIL REPORT**

Parents are given a **STUDENT EMERGENCY CONTACT DETAIL REPORT** at the Meet the Teacher Evening in the beginning of each year. It provides the School with an update of information relating to your child, including contact telephone numbers and important medical information. It is vital this is checked and returned promptly, with any necessary changes, to the class teacher. The School must be notified immediately of any changes to contact details, including address, mobile phone numbers, home phone numbers and emergency contact numbers.

### **STUDENTS' REPRESENTATIVE COUNCIL**

The Students' Representative Council is made up of elected class representatives from Years 1-6 and meets regularly to consider matters of interest and make recommendations to the Principal and the P&C.

### **SUPPORT TEACHER LEARNING ASSISTANCE**

A specialist teacher works with students who need additional help with their learning, mainly in reading, writing and mathematics. He/she works with the class teacher to provide a program of support which usually is carried out in the classroom while class lessons are taking place. The parents/caregivers of students helped by the Support Teacher are contacted each semester to indicate how they can assist and to inform them of progress being made and whether their child is ready to be taken off the program.

### **TELEPHONE AND FAX NUMBERS**

The School telephone number is 9798 8767.  
The School fax number is 9716 7315.

Teachers are not able to come to the telephone during lesson time but a message can always be left.

### **TEXTS AND MATERIALS**

At the commencement of the year you will receive a letter from the class teacher detailing the items required for the year's work. It will indicate items which are easier and quicker for the School to obtain on your behalf.

### **TIMES**

School commences at 9:00am and ends at 3:00pm. **It is important for students to be at School on time.** Students need arrive after 8:30am and before 9 am when staff supervision is provided. If students are not present at the commencement of class lessons, they often have difficulty settling into the day's work.

Recess is from 11:00am – 11:20am and lunch is from 1:00pm – 2:00pm (Fridays at 12.30pm - 1.30pm).

### **UNIFORMS**

With the consent and approval of parents/caregivers this is a 'uniform wearing' school. Parents/caregivers are asked to ensure that their children come each day in the appropriate uniform. Uniforms may be purchased from the Uniform shop at school on Tuesday afternoons from 2:30pm-3:30pm or Friday mornings from 8:30am-9:00am. If, at the end of Year 6, students outgrow their uniform and cannot obtain a second hand uniform that fits, then they should wear something in plain blue or gold.

### **WEBSITE**

Our School's website has information for parents/caregivers, students and staff. For all current information about our School visit:

[www.haberfield-p.schools.nsw.edu.au](http://www.haberfield-p.schools.nsw.edu.au)