



School Information Booklet

**Oatley Public School
Letitia St
Oatley NSW 2223**

**Postal address
P O Box 312
Oatley NSW 2223**

**Telephone: 9580 5519
Fax: 9580 8752**

Email: oatley-p.school@det.nsw.edu.au

Website: www.oatleypublicschool.nsw.edu.au

"Every child a success" underpins every aspect of life at Oatley.

Teaching programs, class formation and extra curriculum activities all focus on creating the most effective learning environment and teaching strategy for each individual student.

Our student's natural strengths are identified and developed to promote personal achievement, confidence and resilience.

Oatley Public School attributes their outstanding results and the ongoing success of their students to three key areas:

Environment

- Peaceful and green surrounds
- Leafy, open play areas and grassed fields
- Outstanding sporting facilities
- Safe and caring

Community

- Friendly, respectful children
- Great teachers and staff
- Supportive, involved parents
- Local community backing

Opportunity

- Academic achievement and results
- Technology, language and gifted and talented programs
- Interschool sport, athletics and swimming
- Art, music, bands, drama, dance and choir
- Public speaking and debating
- Various religious and cultural studies
- Before and after school care (OOOSH) – run by a parent/community committee

Principal
Ms Debbie Hunter

SCHOOL ENROLMENT PROCEDURES

It is very important that the office has an up to date contact number and an emergency contact number for your child.

Health Care Plan: If your child has been diagnosed with a medical condition by a doctor, please ensure you supply the school with the Action Plan.

Medication: Parents of children requiring daily or frequent medication at school for a permanent condition must inform the Principal of medication, times and dosage in writing as well as sign the necessary indemnity form. A letter from the doctor is also required stating child's name, symptoms, dosage and appropriate medical response. The first aid guidelines will determine whether school staff can administer the medication; if so, where the medication will be stored and who can administer it. If there are difficulties with this procedure, parents will be advised so that alternatives can be sought. The exception to this is if your child is an asthmatic, they can self-administer their medication when appropriate. If your child is unable to self-administer, please see the school office staff. We have an Asthma Student Report and Anaphylaxis Health Care Plan (Australasian Society of Clinical Immunology and Allergy inc - ASCIA) and a register for any other special health circumstances.

For any medication required irregularly, please see the office staff to complete the necessary medication administration form. Children are expected to remember to come to the office to take their medication, however, it is advisable to also write their class teacher a note to let them know your child needs to have their medication at a particular time.

All staff at the school undertake mandatory annual training in CPR, two yearly Anaphylaxis training and the use of Epipens, and three yearly emergency care training.

Emergency Contact Information: This is pink/blue emergency contact cards which provide the school with easy emergency information in regards to your child. It also authorizes permission for short local walks, PG rated videos, Health concerns, Family matters the school needs to have. Although this is also on the enrolment forms this just allows quick access for staff if there is an emergency.

Immunisation

At 4 years or prior to school entry, children are due for injections of combined Measles, Whooping Cough, Diphtheria Tetanus (CDT) vaccine and booster dose of Sabin Oral vaccine.

An immunisation certificate stating whether immunisation has taken place must be presented to the school for all Kindergarten children enrolling. **Children who are not immunised may be excluded from school during major epidemics.**

Bus and train passes

All infants children (Kindergarten, Year 1 and Year 2) are entitled to free bus or train travel.

For children in Years 3 to 6, the Department of Transport requires that an application for a bus or train pass be made through the school office. To gain eligibility for free travel,

primary aged children must reside more than 1.6 kilometres from the school, measured on a radius from the school site, or 2.3 kilometres or more by the most direct practicable walking route to the nearest point of physical entry to the school.

Applications for Opal Student Travel Cards are available at:
Service.nsw.gov.au/transaction/apply-school-travel-pass

SCHOOL ATTENDANCE PROCEDURES

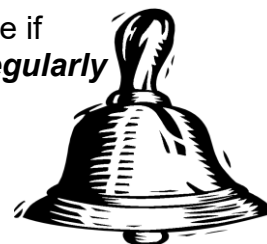
Bell Times

School commences at 9.20 am and concludes at 3.20 pm.

There is no supervision of the playground before 8.50 am.

Children must sit unsupervised on the silver seats on the South Site if they arrive early. ***Parents will be notified by the school if this regularly occurs.***

For your child's safety and welfare, please ensure that he/she is not on school premises during unsupervised times.



Lunch: 11.20 am until 12.10 pm

Fruit Break: 1.55 pm until 2.20 pm

Wet Weather: Between 8.50 am and 9.20 am
 Children are to stay under the hall COLA or walkways on the south site.

Staff Car Park: Pedestrians are not to walk through the Staff Car Park. All pedestrians must use the pedestrian gate access points. Please do not allow your children to walk through the Staff Car Park. ***No parent parking is allowed in the Staff Car Park.***

Boom Gates

Neville Street is closed to traffic during school hours to allow for the safe passage of our students between the two school sites. The hours of operation are listed below.

When: On school days (Monday to Friday)
Gates Closed: 8.00 am
Gates Reopened: 4.00 pm

To ensure child safety **all children** are expected to use the crossing at all times. Please always remind your children that this is a road and they must always observe road safety rules when crossing Neville Street: Look right, look left, look right again, listen, walk safely; do not run.

ATTENDANCE AND ABSENCES

Regular and punctual attendance at school is a legal obligation. Should a child be absent from school for illness or any other reason, a written explanation is required for school records. A Home School Liaison Officer from the Department of Education monitors the absences and absences are documented on our Annual School Report.

If a long absence is anticipated, parents need to contact the office to complete an Application for Extended Leave - Travel form. Parents may also arrange for suitable work to be sent home. Sufficient notice should be given to allow the teacher to prepare the work.

Remember: Keep children at home when they are sick. A child who is not healthy cannot concentrate on school work.

Late arrivals or leaving early

Should your child arrive at school after the bell they must be signed in at the **office with a parent/guardian signing a late slip**. This slip is then to be handed to your child's teacher. There are occasions that you may need to collect your child early from school. You need to come to the office and receive a leaving early pass to give to your child's teacher. Your child cannot be collected by a person under the age of 18.

AFTER SCHOOL PROCEDURES IF STUDENTS ARE NOT PICKED UP

If any incident occurs whereby you are unable to get to the school on time to pick up your child you must ring the school office no later than 3.00pm or if you fail to pick up your child the following process then occurs.

PLEASE ensure your child knows that if there is a late pick up from where you have directed your child to meet you they need to go straight to the office where it is safe.

1. Class teacher rings office on communication phone so they can make calls to parents/emergency contacts to ascertain pick up problem.
2. Class teacher will then walk the child to front foyer area and inform the office.
3. Class teacher ensures Principal or executive person is notified in the admin block.
4. Parents are then responsible to pick up child from Admin block.

TEACHERS DO NOT KEEP A CHILD IN THE CLASSROOM after school as the policy of working alone in classroom will apply. The office is where there is constant communication occurring and there may be siblings involved which are a central pick up area.

SCHOOL FIRST AID PROCEDURES

Accidents, Injuries, Illness and First Aid

If a child falls sick at school, or has an accident, they will be taken to the Administration Office sick bay. There they will be assessed by the office staff to ascertain the first aid response. Office staff must have updated First Aid certification.

SICK BAY PROCEDURES

1. Children are taken to sick bay.
2. Office staff ascertains first aid response. If the injury/illness is deemed serious, the office staff will contact the child's Parents for them to collect their child from the school to obtain their own medical advice.

3. The office immediately records their attendance and the reason for first aide.
4. If a child is feeling unwell, they will be given 10 minutes rest in the sick bay, after which time they will be re-assessed and either sent back to class if feeling better, or parents will be called so they can make the final decision.

When sending children from north site to cross the road during school/fruitbreak time – class teacher to call the office on communication phone and office staff will be waiting on the top of admin landing for that child. If child will be returning from sick bay – office calls class teacher on communication phone telling the teacher they are returning.

Please inform the school immediately if there is a change of address, work or home phone number so that we are able to contact you should your child become sick or is injured.

MONEY HANDLING INFORMATION PROCESS

Excursions

Community-based Learning (excursions) related to current educational themes are an important part of the curriculum. These may involve travel by bus or public transport, or may be walking excursions into the local community. Overnight camps and educational trips are also arranged as appropriate. Parents who experience difficulty in meeting the cost of excursions are able to ring the school Principal to discuss their situation.

If the excursion involves bus travel over a long distance, the school will book a seat belted bus. This does involve a greater cost, which will be included in the total cost of the excursion.

Notes for these excursion/incursion programs.

Excursion notes will be available via the school's website. There will be spare notes in the foyer area of all hardcopy notes sent home for excursions/events. If students need a note they should be able to get the note from the foyer trays without needing to ask the office unless they are our younger students. The notes are also posted onto the website for parents to print off as well.

Excursions – Refund Policy

Please note when excursions and in-school performances are organised, every item has a cost – transport, venue, and guided tours. This total cost is then divided by the number of students expected to be attending this excursion/performance. On occasions there are unforeseen circumstances, including illness that may prevent your child from attending this event. Oatley Public School policy is that no refunds are able to be provided. If an excursion is cancelled by either the school or a third party, all monies will be refunded to parents.

Money Collections

Money is collected for a variety of purposes and can sometimes become a large task.

As most excursions or incursions will incur an expense, payment and permission must be returned no later than the due date on the note that is given to your child from their teacher.

How to return payment and permission form online:

Step 1 POP Our preferred method of payment is via Wesptac's secure website; **Parent Online Payment**. Log in to the school's website at Oatley-p.school@det.nsw.edu.au. Click on the 'Quick Links' section of the home page – 'Parent Resources', or via the 'For Parents' tab at the top of the school's webpage and then click on 'Resources'. Complete the necessary sections. Please make each child's payment separately.

Step 2 – On line Permission Form Once you have completed the online payment (POP), you may complete the on line permission form via the School Stream App. Simply click on the 'Forms' tab and find the excursion you wish to give your child permission to attend. Your POP receipt number must be recorded on the online permission form to allow you to submit. You will receive a message on your phone and an email confirming your permission note has been submitted.

- You may also pay by cash using a permission/payment envelope. The correct amount of cash must be included in the envelope as we do not keep cash on the premises.
- Credit card may also be used over the counter for amounts over \$20.00. Visa and Matercard only are accepted.

PLEASE ENSURE YOU ALWAYS WRITE YOUR CHILD'S FULL NAME (first and last), THEIR CLASS AND THE REASON FOR PAYMENT.

Voluntary School Contributions

The voluntary school contribution is levied each year to help provide the range of equipment and materials needed by the children. This amount appears on the program fees list at the beginning of the year.

SCHOOL SAFETY

Class passes

All children are identified with a class pass when they need to be excused from their classroom during class time and always travel in pairs.

Visitors on site

Anyone who is on site during school times must report to the office to sign in the visitor's book and wear a visitor's lanyard for the duration of their visit. This includes parents who have been asked by their child's teacher to help out in the classroom. There is a classroom visitor's sign in book on both the North Site and the South Site. **All visitors must sign in and out. If we experience an emergency evacuation or lockdown we know who is in the school.**

We ask that no parents/caregivers use the school toilets as this may cause some concern to children who see an unfamiliar adult on site during school hours.

Emergency Management Plans

These are visible in all building areas and teachers practice drills with their children.

Working With Children Check

Parents must complete an Appendix 5-Statutory declaration before they can volunteer time in classrooms. The forms are available from the front office. Parents are asked to complete the form and then come to the office to present this along with 100 points of identification. The office will take a copy of your 100 point check identification.

MANDATORY SYLLABUS TEACHING

Oatley Public School offers the full primary Australian curriculum in:

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

Each curriculum focuses on: diversity of learners, students with special education needs, gifted and talented students and students with English as an additional language or dialect are all part of the student learning outcomes.

Each syllabus also ensures learning across the curriculum such as:

Cross Curricula priorities: Aboriginal and Torres Strait Islander histories and cultures, Asia and Australia's engagement with Asia, Sustainability.

General capabilities: Critical and creative thinking, ethical understanding, information and communication technology capability, intercultural understanding, Literacy, Numeracy, personal and social capability; and

Other learning across the curriculum areas: Civics and citizenship, difference and diversity, work and enterprise.

SIGNIFICANT SUPPORT TEACHERS

Italian

Italian is taught throughout the school. The program is provided by the school's staffing entitlement. Kindergarten to Year 6 has lessons for one hour each week. This Language Other Than English program is a valuable opportunity for your child.



Library

The school has a Librarian where book borrowing, library information skills and Internet access are taught for an hour per week.

Children borrowing is an important part of the program. If possible children should have a cloth library bag or at the least a plastic bag, clearly labelled with child's name to carry their library books.

School Counsellor

The school counsellor is in attendance one day per week. Her role is to provide a service to children, parents and teachers, in respect of children's learning and behaviour.

Teachers refer children who are experiencing trauma, learning and/or behavioural difficulties to the counsellor for advice and assistance. To fully assess the problem, the counsellor sometimes finds it necessary to administer diagnostic tests as well as hold a one-to-one discussion with the child.

Parents are kept fully informed and are usually invited to the school for an interview with the counsellor, in order that the desired remediation may be achieved.

English as an additional language or dialect: EAL/D

On enrolment specific information is gathered about your Language background other than English and if you child speaks a first language other than English.

Literacy Assistant Support Teacher: LaST

Throughout the child's primary education there may be requirements for intervention strategies needed to accommodate the child's learning.

PERFORMING ARTS PROGRAMS – Extra Curricular opportunities if parents wish their child to be involved:

Band

The school has concert and intermediate bands which participate in festivals and play for functions in the local community and a training band for beginners. Children need no prior knowledge of music to begin in the training band. There is an opportunity for interested students to try out for instrument selection in year 2. They then begin in the band in Year 3

Choir

The school has both a junior (Yr 2) and senior choir (Yrs 3 – 6) which participate in the local festivals and also sing at functions at school and in the local community.

Dance

The school offers 4 dance programs delivered by Pulse Dance Studios. The teachers are Craig and Karyn Mc Guire.

These programs are:

Year 1 and 2 mixed dance group

Year 3-6 Boys dance group

Years 3 and 4 mixed dance group

Years 5 and 6 mixed dance group

The fees for this extra curricula activity are paid directly to Pulse Studios

SIGNIFICANT SCHOOL PROGRAMS

Scripture/Ethics

Each Wednesday classes are conducted for students by parents and community members approved by the Department of Education and the Council of Churches. We offer scripture for Catholic, Protestant and Greek Orthodox and Ethics classes (Yr K – 6).

Parents who do not wish their children to attend may request exemption. This exemption must be in writing. Alternatively, if your family's religion is not offered, children may attend another denomination's scripture class, providing the request is sent to the school in writing.

Sport

All children engage in sport on Fridays and year 3 - 6 students can try out for representative teams. Throughout the year sporting and fitness skills are taught in programmed Physical Education lessons. The school participates in Athletics, Cross Country and Swimming Carnivals at a school. Some children are then selected to participate at district, regional and state level. Children are given the opportunity to trial for representative sport teams at district, regional and state level each year.

SCHOOL POLICIES which are available on the school website.

Homework

Homework is an important part of daily life at this school. All classes from Kindergarten to Year 6 are given reading and learning activities to do at home. Oatley Public School has a policy in which you can refer.

Mobile Devices Policy

This outlines the acceptable use of mobile devices within the school and on excursions.

Online Communication Policy

This policy outlines the appropriate and acceptable use of internet and online communication services within the school. Parents provide permission for their child/ren to have access to the departmental portal on enrolment forms. This also ensures parents have given or not given permission for their child to be published on the internet.

SIGNIFICANT STUDENT PROGRAMS

Student Welfare and Discipline Policy.

All students K - 6 participate in the following programs each year: Student Welfare Policy, Peer Support, Child Protection, Bounce Back, Buddies, Drug Education and Life Education.

In Peer Support, leaders and co-leaders from Years 5 and 6 conduct sessions on self-esteem and teamwork in small groups of 6 - 8 children from Kindergarten to Year 6.

Awards and consequences are best when all parties have clear ideals about the

expectations about behaviours which are acceptable and a sense of safety in their surroundings.

Our resilience program focuses on social/emotional resilience.

Student Representative Council

Children are elected from each class discuss and decide upon issues of importance to the school and devise their own programs of social activity and community participation.

COMMUNICATION SUPPORTING COMMUNITY PARTNERSHIPS

Meet The Teacher

This event occurs within the first month of the beginning of the year to inform parents of general class organisation, timetables and programs that their child will be involved in throughout the year.

Parent Interviews

Meetings and discussions with class teachers (known as Meet the Teacher) are scheduled at the beginning of term 1. Interviews, with the teacher, parent and child are held at the end of term 1 (known as Parent/Teacher interviews). In addition, parents are encouraged to make appointments to meet with class teachers to discuss their child's progress at any time throughout the year.

We ask that parents do not approach teachers during morning assemblies or lesson time as this disturbs the class and interrupts the lesson and particularly after school as teachers have a duty of care to all students to ensure they safely meet with their parent/guardian.

Education Week

Held annually celebrating Public Education and showcasing your child's learning.

Book Week and Book Character Day

Held annually to celebrate best authors of the year.

Kindergarten Open Day and Kindergarten Orientation.

Begins our new enrolments for the next year.

Performing Arts Performance

Showcases our students talents at our Twilight Concert.

Celebrating Success Day

Celebrating every child a success.

OATLEY PUBLIC SCHOOL WEBSITE and weekly newsletter called the Oatley Organiser)

Our website is now accessible on www.oatleypublicschool.nsw.edu.au.

We are asking you to go to this site and on the HOME Page you will see down the bottom left hand side a place to subscribe to the Oatley Organiser. This is at no cost. An email informs you of your application to subscribe and a following email will inform you of your successful subscription. The Oatley Organiser has been generated to be emailed out to all subscribers weekly.

The website also informs the community and parents of events and current news items. These too can be linked to your iphone. For further information please go to TECHNOLOGY TIPS in QUICKLINKS on the right hand side of this Homepage. It will explicitly tell you "how to".

The Calendar page also links you to upcoming events. We are improving immediate communication regarding postponements of events or reminders of events.

How to receive the Oatley Organiser

In order to receive the weekly communications called "The Oatley Organiser", we ask you to subscribe as follows:

- Log on to www.oatley-p.school.nsw.edu.au
- Scroll down to the bottom left hand side of the home page to the Oatley Organiser and complete your name and email address and click Submit.

This ensures you will receive the school's weekly newsletter and any urgent messages that may need to be communicated to parents during the week.

This newsletter goes out each Sunday night. Also, P&C action this site to inform the school community of their news.

SCHOOL STREAM APP for iphone

How to get the School Stream app on your mobile device

1. From your mobile device go to the App Store (iPhone/iPad) or Play Store (Android), search for School Stream and download the app to your phone.
2. Once School Stream has finished installing, open the app, type your school name into the search then select your school.
3. Are your children attending different schools? Tap the school selector, select add a school, type the school name* into the search then add. Jump between your children's schools by touching the school name/logo in the top blue bar, or switch schools from the slide-in menu.

*Any additional schools will need to be licensed users of School Stream to appear in the app.

Choose what notifications you receive

1. Open the School Stream app on your mobile device
2. From the slide-in menu, go to Settings
3. Under Edit/Alerts select My Schools and select your School to open the Notifications page
4. Toggle notifications on or off individually (e.g. Alerts, Events, Newsletters, etc.)
5. When you have finished, use the Back button to return to the Settings page, then select Done to return to your School

Return at any time to change the notifications you receive.

SCHOOL SERVICE ON SITE

Out of School Hours Care - Telephone 9580 6591

This operates a before and after school care service (OOOSH-Care). Enquiries about vacancies and enrolling can be made by phoning on 9580 6591. This is NOT run by the school. OOSH is run by a Parent/Community Committee.

Community Users

SIGNIFICANT OATLEY PARENT ORGANISATIONS

Oatley Public School Advisory Committee

This committee meets once a term and has whole school community representatives which supports school strategic planning.

Parents & Citizens Association

Parents are encouraged to attend our Parents and Citizens (P & C) meetings. These are advertised through our school communication channels. P & C is usually held on the second Wednesday of the month at 7.00pm in the administration block. P & C meetings provide an opportunity to become involved in understanding the schools strategic direction and be part of the consultation process and in the significant fundraising events. Topics of interest relating to student learning and wellbeing and specific educational programs are also presented.

Canteen

Our canteen is run by the P&C Association and operates on Mondays, Tuesdays, Wednesdays and Thursdays. From time to time special food days are held. Volunteer workers are always welcome. Price lists are on our website or available from the office. **No children are allowed in the canteen**, this includes pre-schoolers. This is a Work Health and Safety issue.

Uniforms - New Uniform Shop (Price list available on website)

All students are required to wear school uniform. The wearing of uniform is part of the school code of practice and is determined by the School Council. The Uniform Shop is open Tuesdays from 9.00am to 10.00am. Alternatively, orders can be left at the office and will be distributed to the classroom on Tuesday. The Uniform Shop is located on the northern site under the Kindergarten rooms.

Boys' Summer Uniform

Blue polo shirt with school emblem, grey shorts

Girls' Summer Uniform

Blue and white checked dress, checked shorts with blue polo shirt

Girls' Winter Uniform

Checked tunic, white skivvy or blouse, blue zip jacket or blue sloppy joe

Boys' Winter Uniform

Long grey pants with blue polo shirt, with blue zip jacket or blue sloppy joe.

Boys' and Girls' Sport

Blue, white and yellow polo shirt, blue sports shorts (boys & girls), or pleated skirt for girls. Blue tracksuit pants for winter. White socks only for inter-school sport. White joggers may be worn.

Footwear

Black leather shoes or joggers, white or grey socks

Hats

Blue brimmed hat.

Jackets

Zip jacket or anorak. Fleecy lined, (anorak - water resistant, hooded)

Uniforms - Second Hand Clothing Pool

Second hand uniforms are also available at reasonable prices. The second hand uniform shop operates independently from the new uniform shop. Please see website for opening times as they can vary with volunteers supporting the uniform shop. It is located on the northern site under the Kindergarten rooms.