

# Marayong Heights Public School



Parent Information Book  
2022

# Welcome to our School

We recognise that parents and carers are an important part of our school community and we encourage all parents and carers to become involved with their child's education.

Marayong Heights Public School is committed to working in partnership with the community to empower all students so they are equipped with the skills to become resilient, confident and responsible learners. Through inclusive practices, we aim to build a sense of belonging, ensuring that all students are known, valued and cared for. Our teachers aim for excellence, having high expectations of themselves and their students. We provide leadership opportunities for staff and students as we believe that through building capacity we can turn our vision into reality.

We hope that this book will assist you in gaining an understanding of Marayong Heights Public School's aims, expectations and organisation.



# Contact Information

## 2022

**Address:** Guerie Street, Marayong NSW 2148

**Telephone:** 9622 4776

**Email:** [marayonght-p.school@det.nsw.edu.au](mailto:marayonght-p.school@det.nsw.edu.au)

**Website:** [www.marayonght-p.schools.nsw.edu.au](http://www.marayonght-p.schools.nsw.edu.au)

**Sentral Parent Portal:** <https://marayonght-p.sentral.com.au/portal>

Log in information will be sent to each individual family at the commencement of the school year.

## School Hours

9:00am to 3:00pm

### Bell Times

#### Every day

|                 |                      |
|-----------------|----------------------|
| 9:00am          | School starts        |
| 10:00 - 10:05am | Crunch 'n' Sip       |
| 10:50 - 11:00am | Recess - eating time |
| 11:00 - 11:30am | Recess - play time   |
| 1:20 - 1:30pm   | Lunch - eating time  |
| 1:30 - 2:00pm   | Lunch - play time    |
| 3:00pm          | School finishes      |

***The playground is not supervised before 8:30am and after 3:00pm.***

***From 8:30am, on arrival, all students are to go to their classrooms.***

***Students are dismissed at 3:00pm at either the front or back gate.***

***Due to Covid-19 restrictions, parents and carers are not permitted to come on to school grounds unless by appointment and must be fully vaccinated.***

## What to pack each day

Your child will need to bring a school bag every day that is big enough to hold the following:

**Crunch 'n' Sip:** A small piece of fruit or vegetables preferably cut up and water to sip.

**Recess:** A small snack and drink, packed separately to lunch so that your child doesn't get confused with what to eat. Please think of the nutritional and health value.

**Lunch:** A sandwich, salad and/or fruit and a drink is ideal. Please DO NOT send in fizzy drink or multiple sweet treats – chocolates and/or lollies.

**Hat:** All students will need a hat. If your child forgets their hat, they will need to play in the shade.

**Jumper:** Even if it's hot, the weather can be unpredictable, that sometimes a jumper is needed.

**Raincoat:** showers often occur during the summer months as do rainy days in winter.

***All items must be labelled with your child's name.***

# School Expectations

We expect all students to be Safe, Respectful, Active Learners. We teach these expectations through explicit positive behaviour for learning lessons.

We encourage our students to **be in the right place, at the right time, doing the right thing.**

At Marayong Heights Public School we:

- ✓ Come to school ready to learn
- ✓ Do our best and participate in all school activities
- ✓ Listen to all teachers and follow their instructions
- ✓ Keep our hands and our feet to ourselves
- ✓ Move around the school safely and sensibly, walking on hard surfaces
- ✓ Respect personal and school property
- ✓ Speak respectfully to others
- ✓ Ask teachers for help when needed
- ✓ Give others their personal space

Our school expectations apply to all students and to all school activities, including sport, excursions and camps, and travelling to and from school.

## Helping your child to settle at school

Our school encourages parents and carers, and teachers to work together as partners in the education of all children. Here are some suggestions to help your child feel safe and happy at school.

- Advise the school immediately of any special needs your child may have.
- Encourage positive attitudes to school. Try not to use the teacher as a disciplinary measure at home, e.g. *"I'll tell Miss Jones if you don't clean that!"*
- Show an interest in your child's school day. Make time after school to listen to your child's activities.
- Be punctual bringing your child to school and picking them up at the end of the day. Make sure your child knows of any changes to the regular routine.
- Keep 'goodbyes' short and leave the school gate immediately after dropping off your child.
- Be involved in the school community (when you can!).
- Label your child's jumper, jacket, hat, lunchbox, drink bottle and school bag clearly so that they can quickly find them should they leave them somewhere other than in their classroom. Check regularly that their name hasn't washed off.
- Consider nutrition, exercise, sleep and appropriate clothing for your child.

It's generally best to leave your child with the teachers, if you or your child are upset!

The school will contact you if there are any major problems, but if you're concerned, ring the school or speak to the teacher after school.

## Absences

An explanation note signed and dated by the parent or carer must be brought to school on return of absence. Alternatively, you can ring the school office, use the Sentral Parent Portal or Sentral for Parents app or email the school email account to notify us of your child's absence.

## Anaphylaxis

Anaphylaxis is a severe and sudden allergic reaction to certain foods, such as nuts, shellfish or insect bites which can be life-threatening. You must inform the school if your child has any known allergies. This is most important if an EpiPen has been prescribed, in which case a Health Care Plan needs to be put in place in consultation with your doctor.

A number of students at our school are at risk of an anaphylactic reaction triggered by nuts. To ensure the safety of these students, we request that nuts or products containing nuts are not brought to school. All students are educated to not share food or drinks whilst at school.

## Animals

Animals are not permitted on school premises at any time without the prior approval of the Principal. Parents and carers who bring their pets to school to drop off or collect their children must wait outside the school away from the pedestrian gates.

## App for iPhone and Android

Marayong Heights Public School uses Sentral mobile communication app that allows us to send instant notifications about important school information and reminders.

To download the app, you will need to go to the Apple App store or Google Play store and search for Sentral for Parents. Once you have downloaded and installed the app you will need to follow the prompts to register through a nominated email address and a unique access key provided by the school. The prompts are very user friendly and easy to follow.

## Arriving Early

The school formally opens at 8:30am each morning, when teachers are on duty. Children should not arrive prior to this time, as there is no supervision.

## Arriving Late

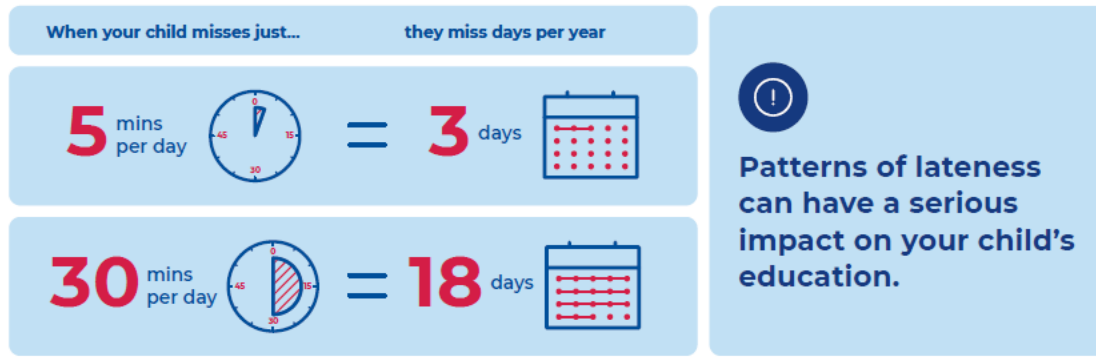
It is important that parents and carers endeavour to get their children to school on time, as the morning learning session usually focuses on English skills that all children need.

Any child who arrives at school late must report to the office for a late slip to be given to the classroom teacher. A partial absence is recorded for all late arrivals.



# Minutes lost = days lost per year

A couple of minutes here and there doesn't seem like much, but...



Patterns of lateness can have a serious impact on your child's education.

education.nsw.gov.au

## Attendance

Attendance at school is compulsory for all children between the ages of 6 and 17 years of age. Attendances are recorded daily. Parents and carers should ensure their child attends school every day unless illness or exceptional circumstances prevents this from happening.

An application for a Certificate of Extended Leave for Travel must be applied for through the school office, at least 10 days prior to travel and documents, such as air/train/ship tickets or travel schedules must be included with the application.

The Home School Liaison Officer (HSLO) works with the school to assist families whose attendance at school is unsatisfactory.

# Days missed = years lost

A day here and there doesn't seem like much, but...



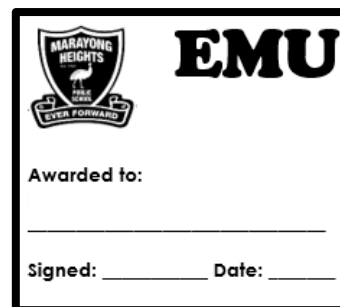
education.nsw.gov.au



## Awards

### Instant Emus

Instant Emus are tokens earned by students when they demonstrate school expectations. Teachers hand out Instant Emus each week to students, acknowledging student behaviour or learning in the classroom and on the playground.



### Teacher Merit, Assistant Principal, Deputy Principal and Principal Awards

These awards are presented to students who demonstrate the school expectations through exemplary behaviour or student achievement.

## Assemblies

Whole school assemblies are held twice a term in Week 6 and Week 10 of Term 1 and in Week 5 and Week 10 in Term 2 and Term 3 to celebrate the achievements of our students. If your child is selected to receive an Assistant Principal, Deputy Principal or Principal award or is receiving a special Award, you will receive an invitation to attend the assembly.

## Collection of students

All students should know whether they will be picked up, if they are attending OOSH or if they need to make their own way home each day.

It is important that students are picked up from school at 3:00pm each day.

In the event of an emergency or if you are running late, please contact the school to advise the arrangements you have made for your child to be picked up.

Students who are not picked up at 3:00pm will be taken to the office and an effort will be made to contact parents, carers or emergency contacts. In extreme cases where we are unable to contact anyone, students may be taken to the local Police Station.

If picking your child up during the day, they will only be released to their custodial parent or legal guardian and identification may be required. Under no circumstances will students be released into the care of a person under the age of 18 years. Written advice for students to be released into the care of another adult must be provided prior to the day.

Parents or carers who wish to pick up their children during the day must report to the office and are not to go to their child's classroom, as students will be called to the office for collection.

## Communication

Marayong Heights Public School is committed to providing a safe, inclusive and supportive educational environment, by working together with our school community to value and promote open communication, respect, fairness and positive relationships.

We believe that the relationship between home and school is critical to ensure that:

- Our students feel happy, safe and ready to learn,
- Our staff feel valued and informed, and

- Our school community feels supported and engaged.

At our school, communication is central to everything we do. We communicate through a number of modes to promote understanding and collaboration between the school, parents, students and the wider community.

For more information regarding who to speak with at school, please refer to the *Communication Procedures* factsheet at the back of this book.

### **Contact with other Students**

Please do not approach students to question or reprimand them in relation to incidents that have occurred at school. The school will deal with issues between students as part of the school's Discipline and Wellbeing policy. Please contact the office to make an appointment to see the Principal or Deputy Principal.

### **Counsellor**

A trained School Counsellor attends the school one day per week and is available to assist all students. Please speak with your child's teacher or the Deputy Principal if you require an appointment for your child.

### **Court Orders**

The school must be provided with a copy of current court orders regarding access and custody of children. All information will be treated confidentially and sensitively. The school cannot enforce custody arrangements unless a copy of any court orders has been provided.

### **Curriculum**

Teaching and Learning programs are based on the Department of Education syllabus documents.

There are six Key Learning Areas:

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

In a primary school setting, learning is divided into four stages:

- Early Stage 1 – Kindergarten
- Stage 1 – Years 1 and 2
- Stage 2 – Years 3 and 4
- Stage 3 – Years 5 and 6

At Marayong Heights Public School, classes are formed based on stages, not years.

### **Discipline and Wellbeing Policy**

High standards of behaviour and effort are expected. Students making appropriate choices will be encouraged and their achievements recognised.

Where students fail to follow school expectations, parents and carers will be advised. Disruptive, aggressive or disrespectful behaviour is not tolerated.

## **Emergency Contact Information**

Parents and carers are reminded that it is important that the school is kept informed of current home, work and mobile numbers and addresses.

Please ensure the office has an updated record of the names and phone numbers of two emergency contacts that can be called if parents or carers are not available. This person can be a neighbour, family member or friend over the age of 18 years and is agreeable to be contacted and willing to pick up your child in case of an accident or illness.

## **Excursions**

From time to time classes may go on excursions from school to visit places or see things of educational interest. All excursions must have the approval of the Principal before they take place.

Written permission of parents and carers is required before any student leaves the school on an excursion, so it is important that permission notes are signed and returned promptly.

No late payments will be accepted after the due date and no refunds will be given if your child does not attend due to arriving late, after the excursion has commenced or left the school, or there has been a change of mind.

## **Extra-curricular activities**

The school offers a range of activities for students. These include Junior and Senior Choir, Junior and Senior Dance, Debating and PSSA Summer and Winter competitions.

## **Financial Assistance**

Financial assistance is available to ensure that all students can fully participate in all school activities. Requests for assistance can be made in confidence to the Principal.

## **First Aid and Medication**

Marayong Heights Public School is equipped with a Sick Bay and we have trained First Aid Officers to handle any accident or sickness that occurs at school. If a student is involved in an accident at school which requires medical attention, parents will be notified.

If your child is not feeling well in the morning before school, please do not send them to school.

Our Sick Bay is for short stays only. Students who are sent to the Sick Bay will be kept there for a short period of time and when they are feeling better, they will be sent back to class. If your child is considered too sick to be at school, you or your emergency contact, will be contacted and requested to come and pick up your child.

Staff at Marayong Heights Public School are permitted to administer **prescribed medications only**. If your child requires medication at school, you will need to complete relevant medication forms available from the office. Medications must be left at the office and not sent in with your child.

## Homework

Following consultation, our school community has chosen for homework not to be compulsory.

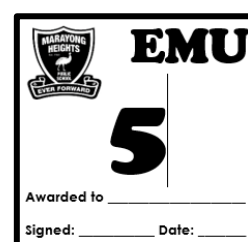
Homework is discussed and planned by teachers at a stage level. Homework content for Kindergarten to Year 6 may include homework choice grids and sight words.

ALL students are strongly encouraged to read daily with the support of an adult where appropriate.

## Home Reading Program

All students are encouraged to participate in the Home Reading Program through daily reading with the support of an adult where appropriate.

After 100 and 200 sessions of home reading, children will be given a Principal's Reading Award with 5 Emu Awards and your child will be a member of the 100 Club. Each time 100 sessions are recorded another Principal's Reading Award will be presented. Enjoy your reading!!



## Infectious Diseases

From time to time, there are outbreaks of infectious diseases at school. If a child contracts an infectious disease, they must stay home until the infectious stage passes. Depending on the nature of the disease, the school may notify parents and carers of the outbreak so that families can be aware of any symptoms.

Further up-to-date information on infectious diseases can be found on the NSW Health website: <https://www.health.nsw.gov.au/Infectious/Pages/default.aspx>

## Library

Our school has a well-stocked Library. All students have Library time each week where they are encouraged to borrow books to take home to read. A Library bag is required for students to borrow. The Library is also opened at recess and/or lunch on nominated days for students to visit.

## Lost Property

Every year, the school accumulates a number of jumpers, jackets, hats, lunchboxes, drink bottles and other items. Quite often, these items have not been labelled with a student's name, making it very difficult to return items. A blue Lost Property wheelie bin, where all items are placed, is located outside the office.

## Mobile Phones

Students are not permitted to use mobile phones or Smart watches at school. If your child does need to bring a phone to school, it must be signed in and left at the office before school and signed out at the end of the day. Students with smart watches will be required to turn their watch to aeroplane mode once they arrive at school.

## **Money**

No money is kept on school grounds; therefore, we are unable to give change in the mornings. Please ensure that you have the correct money at the time of paying.

## **Newsletter**

The 'Emu Express' is published twice a term on a Friday and is posted to our school website and sent out on the Sentral Parent Portal/App. A link is also put on our school Facebook page. The newsletter is our first avenue to communicate key information, events, news and achievements to the school community. If you would like to receive a paper copy, please contact the office for a newsletter request form.

## **Out of Hours School Care (OOSH)**

Before and after school care and vacation care is provided on site by Camp Australia.

Parents and carers will need to liaise with and enrol their child directly with Camp Australia, through their website:

<https://www.campastralia.com.au>

## **P&C Association**

The Parents and Citizens Association allows interested parents, carers and community members an opportunity to become involved in the happenings of the school.

Meetings are held on the third Tuesday of each month at alternate morning and evening times. Details of upcoming meetings are published in our school newsletter.

## **Positive Behaviour for Learning**

Marayong Heights Public School is a Positive Behaviour for Learning (PBL) School. PBL focuses on the explicit teaching of expectations for students. These expectations also relate to our staff and school community. The program ensures that there is consistency across all stages when understanding and teaching the types of behaviour that is accepted at our school.

## **Reporting to Parents and Carers**

We believe that children's well-being and progress are enhanced by close parent, carer and teacher communication.

Written reports are sent home at the end of Term 2 and Term 4. The report highlights your child's progress and achievements that have been made during the semester.

Formal parent, carer and teacher interviews are conducted at the end of Term 1. If required, interpreters can be arranged to assist parents, carers and teachers with communication at these meetings.

Occasionally meetings are arranged so that parents, carers and teachers can discuss student progress or concerns. These meetings will be arranged by the classroom teacher, Assistant Principal or Deputy Principal for a time that is convenient to everyone.

Should you require a meeting with your child's teacher, please contact the office and a meeting time with the teacher will be organised.

## **Student and School Safety**

Safety of our students is a high priority. The Shields Street pedestrian gates are locked between the hours of 9:00am and 3:00pm each day. All entry to the school during the day is through the Guerie Street gates. All parents, carers and visitors onto school grounds MUST report to the office for parent/teacher meetings or if you wish to speak to a member of staff.

## **Sun Smart Policy**

The school promotes sun smart behaviour. All students are required to wear a school hat when outdoors.

*No hat, play in the shade* applies for all students who forget their hat.

## **School Uniform**

It is expected that full school uniform will be worn by all students every day. Uniforms can be purchased from the privately operated Uniform Shop located opposite the school office which is open on:

Mondays - 8:30am to 9:30am

Wednesdays - 2:30pm to 3:30pm

School hats and school sunglasses can be purchased from the office during normal operating hours.

### Girls Summer Uniform

- Summer tunic
- Black culottes or black shorts and MHPS white polo shirt
- Plain white ankle socks with fold over top (not anklets)
- Black school shoes
- Green legionnaires hat with school emblem
- Sunglasses with school emblem (optional)
- Green fleecy sloppy joe or zip jacket or microfibre jacket – with school emblem
- School colour ribbon/scrunchie (no large bows)

### Boys Summer Uniform

- Black shorts and MHPS white polo shirt
- Plain white ankle socks with fold over top (not anklets)
- Black school shoes
- Green legionnaires hat with school emblem
- Sunglasses with school emblem (optional)
- Green fleecy sloppy joe or zip jacket or microfibre jacket – with school emblem

### Girls Winter Uniform

- Winter tunic with white blouse or MHPS white polo shirt, black tights
- Black trackpants or microfibre trackpants with school emblem (no leggings)
- MHPS white polo shirt or white skivvy
- Plain white ankle socks with fold over top (not anklets)
- Black school shoes
- Green legionnaires hat with school emblem
- Sunglasses with school emblem (optional)

- Green fleecy sloppy joe or zip jacket or microfibre jacket – with school emblem
- School colour ribbon/scrunchie (no large bows)

### Boys Winter Uniform

- Black trackpants or microfibre trackpants with school emblem
- MHPS white polo shirt or white skivvy
- Plain white ankle socks with fold over top (not anklets)
- Black school shoes
- Green legionnaires hat with school emblem
- Sunglasses with school emblem (optional)
- Green fleecy sloppy joe or zip jacket or microfibre jacket – with school emblem

### Girls and Boys Sport Uniform

- MHPS green polo shirt
- Black microfibre sports shorts with school emblem
- Black netball skirt (optional for girls)
- Plain white ankle socks with fold over top (not anklets)
- Black sport shoes / joggers
- Green legionnaires hat with school emblem
- Sunglasses with school emblem (optional)
- Green fleecy sloppy joe or zip jacket or microfibre jacket – with school emblem
- Black trackpants or microfibre trackpants with school emblem (no leggings)

In general, the Summer uniform is worn in Term 1 and Term 4 and the Winter uniform is worn in Term 2 and Term 3. If weather conditions are unseasonal, students may start wearing either uniform earlier or later. We request that black leggings are NOT worn as part of our school uniform on any day.

During the year, 'muffi-days' (non-uniform days) may be held. These days are generally held to support a charity or for fund-raising. Students make a gold coin donation for coming to school out of uniform. On these days, closed in shoes and a hat must be worn.

### Jewellery

Due to safety reasons, wearing of most jewellery is not allowed. Students with pierced ears must wear studs or small sleepers. Any student wearing large or dangling earrings will be asked to remove them. Serious accidents have occurred when earrings have been accidentally caught on another person or object during play or sport.

Necklaces or bangles must not be worn other than for religious reasons or health warning reasons and should be kept as small as possible. For safety reasons, students may be asked to remove these items during sport or other physical activity.

Please note that the school does not accept any responsibility for the loss or theft of jewellery if it is worn to school.

### **Technology**

A dedicated Technology Lab has been established within our school for the use of all classes, with access to movie making equipment including a green screen, coding equipment and a 3D printer. A range of devices for students to use in the classrooms, including laptops, iPads and iPods are available.

Students have their own secure DoE email account which is used as part of teaching and learning. Students are closely monitored during their computer time and inappropriate content is blocked to ensure safety and security.

### **Seesaw App**

We use the app Seesaw, a digital portfolio of student work, to share student achievements with families. Parents/Carers will be required to provide permission at the start of each year and will receive a QR code to connect to their child's learning.





## Uniforms

Summer Uniform:



Sports Uniform:

