

Strength Through Understanding



Leichhardt Public School Handbook

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Absences

Short Absences

If your child is absent for a short period (1-2 days) please phone the front office, email the school or use the Absence Notification form on the school website.

Long Absences

The school should be notified if your child will be away for three or more days. An initial phone call is required and a note explaining the absence should be handed in to the class teacher when the student returns to school.

Extended Family Leave

In accordance with Department of Education policy regarding extended student absences, any leave of more than 10 school days (in addition to sick leave) must be formally applied for. The application forms are available at the front office. Please request an application form for your child (or children) as soon as you know you might be going away for more than 10 school days.

Family holidays should coincide with school vacations and only in extraordinary circumstances should holidays be arranged during school terms. The Principal must be notified if the student is to be absent for a period exceeding 10 school days and an Application for Leave form will be required to be filled out (available from the office).

Absence During School Hours

When students are required to leave during school hours, parents are required to complete the leave of absence book at the school office and obtain an 'Early Leaver' pass before they collect their child. Students will not be released on their own - they must be collected by a parent/caregiver or nominated adult.

For excursions, students are expected to travel with the school group and return to be dismissed from school. If parents want this procedure to be varied, a request in writing prior to the excursion is required.

Medical and Dental Appointments

Parents should always endeavour to make medical, dental and other appointments out of school hours. Absences for such appointment should be explained in writing to ensure accurate attendance records are kept.

Anaphylaxis

What is anaphylaxis?

Anaphylaxis is a severe and sudden allergic reaction. It occurs when a person is exposed to an allergen (such as food or insect bite). Although death is rare, an anaphylactic reaction always requires an emergency response. Prompt treatment with injected adrenaline is required to halt progression and can be life saving. Fortunately anaphylactic reactions are usually preventable by implementing strategies for avoiding allergens. Common allergens for anaphylaxis are:

- foods (e.g. peanuts and nuts, shellfish and fish; and in pre-school age children, milk and egg)

- insect bites (e.g. bee, wasp, jumper ants)
- medications (e.g. antibiotics, aspirin)
- latex (e.g. rubber gloves, balloons, swimming caps).

The severity of an anaphylactic reaction can be influenced by a number of factors including exercise, hot weather and in the case of food allergens, the amount eaten. In the case of severe food allergies, an anaphylactic reaction is usually triggered by ingestion of the food. The school will help by assisting the student in the avoidance of allergens and ensuring that an emergency response plan is in place for all activities. The early recognition of the signs and symptoms of anaphylaxis may save lives by allowing the earlier administration of first aid and contact of the appropriate emergency medical services.

Who is at risk of anaphylaxis?

Children who are highly allergic to any of the above allergens are at risk of anaphylaxis if exposed. Those who have had a previous anaphylactic reaction are at increased risk.

How can you recognise an anaphylactic reaction?

Reactions usually begin within minutes of exposure and can progress rapidly at any time over a period of two hours. A student at risk of anaphylaxis will often recognise the early symptoms of an allergic reaction before any other signs are observable. Common symptoms are:

- flushing and/or swelling of the face
- itching and/or swelling of the lips, tongue or mouth
- itching and/or a sense of tightness in the throat, hoarseness, difficulty breathing and/or swallowing – hives, itchy rash and/or swelling about the face, body or extremities
- nausea, abdominal cramps, vomiting
- shortness of breath, repetitive coughing and/or wheezing
- faint, rapid pulse, low blood pressure
- light headedness, feeling faint, collapse, distress, anxiety and a sense of dread.

PARENTS PLEASE NOTE:

To ensure we maintain the health and wellbeing of these students please remember these simple requirements and precautions:

- Children should not bring food to school which contains nuts or nut derivatives
- Food for students with nut allergies should only be approved and provided by the student's parent
- Children should not share any food with allergic students or purchase food for them at the canteen.
- On special food days such as food festivals or birthdays please ensure that food supplied does not contain nuts or nut derivatives and wherever possible ensure that the ingredients of any homemade items are clearly labelled on the product

Parents of children with anaphylaxis are to provide a detailed management plan and epipen for the school. The canteen has a nut free and nut derivative free policy. To ensure the school is properly equipped to care for children with anaphylaxis, staff receive specialised training annually.

Approaching Your School

A Parent and Community Guide for Seeking Information and Expressing Concerns

From time to time parents or other members of the school community may need to approach the school in order to:

- Discuss the progress or welfare of their child
- Express concern about actions of other students
- Enquire about school policy or practice

It is therefore necessary to have procedures that will help solve problems as soon as possible so that a safe and harmonious school environment is maintained. The best results usually flow from working together. These guidelines aim to:

- Provide procedures for dealing with concerns in an open and fair manner
- Ensure that the rights of students, teachers and parents are respected and upheld
- Support sensitivity and confidentiality
- Help reach an agreed solution

On occasion, concerns may cause frustration and anxiety. At such times it is always important to organise a time to talk with school staff in an unhurried and confidential atmosphere. Approaching teachers when they are trying to teach, manage children or are engaged in another conversation is inappropriate.

Teachers, parents and community working together for successful schooling.

Concern: The academic progress of their child

Appropriate Action: Directly contact the child's teacher either by note, by phone, by email or in person to arrange a suitable time to discuss any issues. For more serious concerns you may contact the year supervisor or the Principal.

Concern: The welfare of their child

Appropriate Actions: For minor issues directly contact your child's teacher to clarify information. For more serious concerns, contact the office. State the nature of concern and arrange a suitable time to talk with the class teacher or the appropriate staff member. To convey information about change of address, telephone number, emergency contact, custody details, health issues etc., please contact the office.

Concern: Actions of other students

Appropriate Actions: Contact the class teacher about a classroom problem. Contact the Assistant Principal or Deputy Principal responsible for your child's stage:

Grade Supervisors

Support Classes:	Ms Auzou/Ms Wallace
Kindergarten:	Ms Fauvette
Year 1 & 2:	Ms Bergamin
Year 3 & 4:	Ms Cowan/Ms Logan
Year 5 & 6:	Ms Wherry/Ms Mackie

Deputy Principal Support K-2: Ms Stephenson

Deputy Principal Support 3-6: Mr Smith

Concern: Playground Issue

Appropriate Actions: Contact your child's teacher for playground issues. At no time should a parent approach a child, other than their own, or another parent to address an issue at school.

Concern: School policy or practice

Appropriate Action: Contact the front office to make an appointment to see the Principal and/or the appropriate member of staff.

Arrival at School

Students must not arrive at school before 8.40am unless they have a rehearsal, tutorial or training session. The playground is supervised from 8.40am and the school cannot accept any responsibility for students before this time.

Before school care is available through Leichhardt Out of School Hours Centre (LOOSH).

Punctuality is crucial as important information is provided at morning lines and students arriving late interrupt classes. Parents are responsible for ensuring their child arrives at school between 8.40am and 9.10am. Students who are late must obtain a late pass from the school office. The Principal will inform parents if their child is continually late for school. Continual lateness may result in the school referring students to the Home School Liaison officer.

Assemblies

Assemblies are an important part of Leichhardt Public School's culture. Assemblies provide opportunities for our students to perform for their peers and parents and enable the school to acknowledge the achievements of our students.

Morning Assembly

Parents are asked to help their children get a good start to the school day by getting them to school in time for line-up. This is the outside morning assembly where important messages about any variations to the daily routine are communicated to the students.

The class teacher will also begin each day with specific information about what the students will be doing for the day and what is expected in their work assignments. This gives the student a picture of how their day will unfold, helping them to anticipate, plan and organise their time and prepare for any new activities.

If children are late they will miss this vital information and this can have an unsettling effect upon their learning.

Whole School Assemblies

Our whole school assemblies are held every Friday from 9:15am - 9:30am in the school amphitheatre. Parent attendance is guided by school operational guidelines. Each class nominates a student to receive the 'Student of the Week' award. The Assembly is also used to make special announcements and presentations.

Assessment of Student Achievement

The achievements and application of students are assessed continually by their teachers. The information gathered is analysed to ensure that teaching programs are suitable and students are progressing. The staff spend significant periods of time discussing trends and sharing ideas at the year level to achieve uniformity across the year group. Teachers use a variety of data and consistent teacher

judgements (CTJ) to gain information. Techniques include direct observation, analysis of work samples, discussions with students, listening to students, tests, assignments and projects. The analysis and evaluation of this data form the basis of reports to parents.

Attendance

Parents/caregivers are responsible for the regular attendance of students. Attendance is essential to ensure progress and a student should not be absent without a good reason. The school maintains daily records of attendance including partial attendance and students who are late. It is a legal requirement that parents must provide a note to the class teacher explaining any absence or partial absence within seven days of the absence. The Principal is responsible for monitoring student attendance and will inform parents as soon as possible of any case of truancy or of any unexplained absences. The Department of Education also monitors attendance and punctuality. Continual absences may result in the school referring students to the Home School Liaison officer.

Before and After School Care

Leichhardt Out of School Hours Centre (LOOSHC) provides care and support for students who attend our school. They maintain strong links with the school and support the school's efforts in improving student and parent participation in school activities.

Hours: 7am – 9am and 3pm – 6pm

Telephone: 9569 8005

Website: <http://www.loosh.org.au/>

The Centre also provides Vacation Care.

Book Week

Book Week occurs in August and is designed to highlight the importance of books and the library. Special activities including a Book Fair are organised and parents are invited to donate books to the library. A Book Week Character Parade is often held during this week.

Bullying

Leichhardt Public School does not tolerate bullying in any form. Our community is committed to ensuring a happy, safe and caring learning environment. Please inform the school of any bullying concerns. The information provided in this section is a summary of a brochure, "Bullying: Information for Parents" supplied by the Department of Education.

Bullying among children at school is a serious matter. It can seriously harm a child physically and emotionally. Children sometimes do not tell because they feel powerless or ashamed, or afraid that telling will make things worse.

Some tell-tale signs are:

- any injury your child can't explain
- damaged clothing
- unexplained tears or depression or outbursts of temper, or
- not wanting to go to school or play with friends

Children who are bullied need to:

- be encouraged to talk about what has happened
- and be listened to
- develop trust in how parents will handle it
- gain some control over what is happening
- learn things they can do to protect themselves and
- regain self confidence

Once you have a clear picture of the situation, and some idea about how you and the child would like to handle it, contact the school.

Never try to sort out the bullies yourself. This rarely works and often makes matters worse. Information on anti-bullying can be found at the following website:

<http://www.schools.nsw.edu.au/studentsupport/bullying/index.php>

Canteen

The school canteen is run by the school's Parents and Citizens Association. It provides snacks and lunches five days a week. These comply with the Department of Education's Healthy Canteen Strategy. Canteen lunches may be ordered before school from 8.30 – 9.10am. Orders should be written on a paper bag supplied by parents or the canteen, stating child's name and class and the order. The correct money should be placed in the bag and then the bag handed to the Canteen Manager.

Munch Monitor, an on-line ordering system is also available for families. Just go to www.munchmonitor.com and if you are a first time user log on initially as 'lps' with a password of 'munch2040'. You can order up until 9am each day and up to weeks in advance.

Parents and carers are encouraged to volunteer at the canteen. Classes take turns during the year so keep your eye on the newsletter or push alerts which will let you know when it is your turn to help out.

Casual Teachers

Casual teachers are placed on classes during periods of teacher leave or when teachers are involved in professional development. We are fortunate to have a pool of casual teachers who are very familiar with the school. Every effort is made to ensure continuity of casual teachers on a class but this is not always possible.

Change of Address and Contact Information

Parents are responsible for informing the school office of any change of address, telephone number, emergency contact or the child's medical status. **Up to date details are crucial in case of an emergency and parents are asked to complete an Essential Information form at the beginning of the year.**

Please notify the school by email or complete the appropriate form available from the website or office immediately if:

- your address changes at home—proof may be requested
- your telephone number changes—mobile, home or work

- your child's **designated emergency contact** person's name or phone number changes
- your child's custody or access arrangements change. Copies of Court Orders must be provided
- your current occupation

Changes to Student Routines

Teachers must be advised of any change to a student's routine (e.g. a change in after school arrangements). This information must be given to the teacher before the change of routine to ensure the safety of the student. You can contact the school by telephone or email or send a note to your child's teacher.

Chess

Chess is available to students as a recreational activity. Coaching (for a fee to an external supplier) is available during lunchtime on Tuesdays. Forms are available at the front office.

Choirs

Leichhardt Public School currently has three choirs - K-2, Years 3-4 and Years 5-6. Rehearsals are held at lunchtime. The choirs perform at school assemblies and local venues. The Years 3-4 choir also performs at the Sydney Town Hall and the Years 5-6 choir perform at the Opera House. Choir programs are subject to Department of Education guidelines to support COVID safe practices.

Class Organisation

Leichhardt Public School has thirty two classes (29 Mainstream and 3 Support Classes) catering for approximately 740 students. The criteria for mainstream class placement are:

Regular classes - balance of academic ability, gender, social cohesion and special factors. Academic ability is based on student performance throughout the year. Social cohesion is based on observation and information from staff and special factors related to individual circumstances.

Multi-age (Composite/Stage) classes are a necessary pattern of organisation in many government and non-government schools across NSW and Australia. Multi-age classes are usually formed because of the uneven pattern of enrolment in the school. Educational research continues to confirm that multi- age classes do not disadvantage students academically and may benefit them socially and emotionally. The determining variable is the quality of teaching and learning.

The staff at Leichhardt Public School take considerable time and care in allocating students to classes. More information about class placement procedures can be requested from the school.

Placement in Support Classes are organised through the Department of Education Learning and Wellbeing Team based at the Arncliffe Office.

Curriculum (What we teach!)

Leichhardt Public School provides instruction in all seven learning areas. Each key learning area syllabus is developed by NESA and endorsed by the Department of Education.

The learning areas are:

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

The school curriculum also includes a range of programs to support and educate students:

Student Welfare Programs

Lifeskills
Student Representative Council

Class Programs

Child Protection
Disability Program
Drug Education

School Programs

Early Years Literacy Support
Learning Support Program
Italian language program
Band & String Program/Orchestra/Jazz Ensemble
Choir Groups
Chess
Public Speaking/Debating
Gymnastics
Musica Viva
Visual Arts Program
Dance Groups
Philosophy
Drama
Aerobics

Syllabus documents can be downloaded from the NSW Education Standard Authority website
<http://educationstandards.nsw.edu.au/wps/portal/nesa/home/>

Debating and Public Speaking

Debating and Public Speaking are a part of many class programs especially in the senior years of the school. Leichhardt Public School extends these programs by offering extra-curricular debating/public speaking with a teacher who has expertise in this area. There is also opportunity for students to take part in public speaking and debating competitions with other primary schools in the area.

Discipline/Behaviour Management

Leichhardt Public School pursues a positive approach to ensuring good discipline and effective learning. Our school's approach is based on Positive Behaviour for Learning (PB4L) and the following school policies and procedures:

- Student Anti-bullying
- Student Behaviour
- Student Merit Award System
- Student Travel to and from school
- Student Use of Playground

These policies set out the principles and processes used to maintain good discipline and effective learning.

Leichhardt Public School works in partnership with parents to find positive solutions to the vast majority of situations. However, there are times when support processes put in place do not achieve the desired outcome or the behaviour displayed is so unacceptable that serious action must be taken. These situations are rare but there are times when the Principal will suspend a student from school.

Leichhardt Public School believes that school begins when students leave home for school and finishes when students arrive home from school. Our approach to discipline extends to situations in the community when the student is representing the school or wearing the uniform of the school.

Discrimination

Discrimination or harassment of any kind does not have a place at Leichhardt Public School. The school has developed procedures for dealing with bullying and grievances about race and gender. Parents will be informed promptly by the school's **Anti-Discrimination Officer** or the Principal if their child is involved in incidents concerning bullying or discrimination. The school treats such issues seriously and expects parents to take an active role in preventing issues from arising.

Dogs

Dogs are not allowed within the school perimeter, even if they are on a leash. Dogs found wandering in the school grounds will be restrained and the local council contacted to collect them.

Education Week

Education Week is held annually. This celebration provides the school with opportunities to highlight the achievements of our students.

Emergency Evacuation and Lockdown Procedures

Leichhardt Public School has emergency evacuation and lockdown procedures to deal with a variety of situations. The students and staff practise these procedures at regular intervals during the year.

English as a Second Language or Alternative Language/Dialect

An English as a Second Language or Alternative Language/Dialect (EAL/D) program is provided by specialist teachers to support the English language development of students whose first language is not English. Students eligible for EAL/D support include students newly arrived in Australia and Australian born students from a language background other than English, who require further development of their English language skills.

Enrolment

Children are eligible to enrol at Leichhardt Public School if:

- they are of school age (i.e. turn five years of age by 31 July in the year they start Kindergarten); and
- Their primary place of residence is within the Leichhardt Public School boundary as defined by the Department of Education. Children who fulfil both of these conditions are automatically accepted.

Children who are of school age but live outside the school's boundaries are able to apply for a 'non-local' enrolment. The criteria for 'non-local' enrolment is set out in the school's Enrolment Procedures.

The ability of the school to confirm acceptance of a 'non local' application is dependent on many factors including the number of vacancies and local enrolment trends. The school endeavours to inform parents as soon as possible but parents must understand that this may not be possible until the commencement of the new school year.

Environmental Education

Environmental issues are integrated into all areas of school life. Students are encouraged to think and act in ways that are environmentally responsible. Conservation and efficient use of resources are a priority at the school.

Excursions

Excursions are an essential part of a student's learning program as they provide students with first hand learning experiences that enhance and support classroom studies. While excursions are an important part of the teaching/learning process, students who present a risk to the safety of themselves, other students and/ or staff on excursions may be withdrawn from an excursion.

All school excursions involving water activities or where an overnight stay is required must be attended by a teacher who has training in resuscitation techniques. On all other excursions, one staff member must have completed an emergency care course. Consent notes are issued for each excursion providing details of the activity. If water activities are involved, the consent notes will require that parents provide information about whether the student is allowed to participate in swimming activities, the status of the student's swimming abilities and special requirements for students (e.g. whether they need a flotation device). Parents should ensure the school is aware of any pre-existing medical conditions before the excursion.

The school sends home an account covering most excursion fees each term. There are times when an opportunity arises which could not be planned. In these cases, a note will be sent home through the term. Parents with financial difficulties are asked to contact the school so that confidential assistance can be worked out. All requests are handled with sensitivity and respect for privacy.

Consent notes for excursions and other activities must be returned on time. The school will not contact parents for permission on the day of the excursion or activity. Students without permission will not be permitted to attend an excursion.

Local Excursions

From time to time our students will be given the opportunity to participate in local excursions that support the school curriculum. These excursions will involve walking to local venues, will be closely supervised by teaching staff and parent volunteers and will incur no cost. Details about any local excursion will be provided by the organising teacher prior and a permission note sent home.

Family Law

FAMILY LAW ISSUES AND THE DEPARTMENT OF EDUCATION

We know that some families experience breakdown. In meeting our obligations to students and parents, the Department of Education relies on a number of basic principles. Among the most important is that schools' decisions in relation to family issues will be based on what is considered to be in the best educational interests of the child. Also of paramount importance is the continued effective and efficient operation of the school. We do not believe that schools are the place to resolve family disputes. Nor should school staff be involved in such disputes. We have developed detailed guidelines to help schools deal with family law related issues. The guidelines are designed to balance the obligations and responsibilities of parents with the legal obligations of the school and its staff. Parents have a responsibility to advise the school immediately if any change to family circumstances occur which has the potential to impact on the relationship between the school and the parents and/or students

If court orders are obtained by one or both parents, a copy of the orders should be provided to the school as soon as possible. The school's decisions will be consistent with the court orders. Unless schools are informed otherwise (e.g. by providing with a copy of the court orders), they will assume that both parents retain a shared and equal parental responsibility for their children. This means that the school will recognise that each parent has equal duties, obligations, responsibilities and opportunities in relation to matters involving their children's education at the school.

A copy of the Department's Dealing with Family Law Related Issues in Schools and TAFE NSW - Guidelines for School and Institute Staff is available here at:

<https://education.nsw.gov.au/about-us/rights-and-accountability/legal-issues-bulletins/family-law-guidelines>

Fees/Contributions

Our school sends home a class activity statement once a term to cover the cost of class or grade activities. Costs can include workbooks, excursions, visiting performances, camps and programs (e.g. swimming and gymnastics). This statement is designed to assist families by advising of all costs at once so that families can budget more effectively. The school offers a secure DOE (Department of Education) online payment facility which is accessed through the school's website or you can pay by EFTPOS, cheque or cash via the front office.

Students who participate in other activities such as PSSA sport will receive additional invoiced statements.

Front Office

Our front office personnel are usually the best people to contact about administration issues. Ring them or pop in when you are visiting the school.

High Performing and Gifted Students

Leichhardt Public School provides a wide variety of programs and opportunities for identified students. Provisions include user pay programs such as music, chess, debating and PSSA. Competitions and holiday programs may be advertised through the newsletter and classroom teacher. Students are supported with differentiated programming through the Quality Teaching curriculum in mainstream classes.

Head Lice

Check regularly for head lice and nits. Don't be surprised or upset if your child is affected, as head lice are common where many people work and play together. Please contact the school if your child is affected by head lice. Ask your chemist for an appropriate solution or treatment and treat all members of the household at the same time.

Homework

The Leichhardt Public School community supports homework. Homework provides students with an opportunity to consolidate their classroom learning experiences and to develop essential home study skills. While homework is set on most occasions, there will be times when it is not set. This does not mean that students do not have anything to do for homework. Reading, practising skills, learning spelling and completing unfinished work are activities that are always available.

Immunisation

Parents enrolling Kindergarten students need to present the school with an immunisation certificate. However, no child will be prevented from enrolling if the certificate is not presented.

Individual Health Care Plans

We need to know of any medical condition or other relevant information that may affect your child's health and wellbeing at school. This information should be provided by parents completing the DoE 'Student Medical Details & Health Conditions' form.

Significant Medical Conditions

The school will develop an Individual Health Care Plan (IHCP) for students with severe asthma, diabetes, anaphylaxis or any other significant condition. The school may need to contact your child's doctor and if so you will be asked to sign a consent form.

Medications at School

The school must be informed if medications are brought to school. All medications are to be handed in at the school office and a request to administer medication form must be filled in. Except for asthma 'puffers', under no circumstances are medications to be kept in school bags or uniform pockets. Parents of students with conditions that require regular medication should ensure that the school is aware of the student's condition. Parents are requested to timetable medication dosages out of school hours if it is possible. However, if it is necessary for prescribed medication to be taken during school hours, parents must sign and complete a form giving permission for office staff to manage the administration of the medication. The form includes specific instructions regarding dosage and administration procedures. All medications must be labelled clearly with the dosage and the student's name. Students are required to attend sick bay to take the medication. **Staff are not able to provide students with any unprescribed medication, including headache tablets.**

Infectious Diseases

Please refer to www.health.nsw.gov.au/factsheets/infectious/index.asp for up to date information on symptoms and care regarding these diseases. With all illnesses, your child should see your family doctor and be guided by their advice. Remember school staff **are not** trained health personnel. The school operates under COVID safe guidelines developed by NSW health and The Department of Education. Specific information about this is sent home regularly.

Injured and Sick Students

Children who are sick must not be sent to school. Sending a sick child to school endangers the health of other students and staff and impairs the child's ability to learn effectively. Children should remain at home until they have recuperated. Students who are sick or injured at school are taken to the sick bay for attention from one of our administration staff trained in first aid. Minor injuries will be treated by the administration staff and parents notified. An ambulance will be called for significant injuries or illness. Parents are notified immediately in these cases. **It is crucial that contact details are accurate and up to date at all times.**

Jargon

The Department of Education (DOE) has its own jargon. The most common terminology is included so that parents can interpret the code.

AP - Assistant Principal

CTJ - Consistent Teacher Judgement

DP - Deputy Principal

EAL/D - English as a Second or Alternative Language/Dialect

GA - General Assistant

LAST - Learning & Support Teacher

LOTE - Languages other than English

P & C - Parents and Citizens Association

PD/H/PE - Personal Development, Health and Physical Education

PSSA - Primary Schools' Sports Association

SAM - School Administrative Manager
SAO - School Administrative Officer
SASS - Schools Administrative Support Officer
SLSO - Schools Learning Support Officer
SRC - Student Representative Council

Leadership

The school leadership team develops school targets and goals, in consultation with staff, the community and students. Leaders are responsible for empowering and supporting all members of the school community to achieve goals and targets and to fulfil the school's vision. The school leaders ensure the school community's values and aspirations are reflected in all the school's policies and programs. A strong leadership team coordinates clearly defined and well documented systems and structures which facilitate a shared understanding of policies, procedures and routines for all staff, students and parents. Our Student Representative Council provides meaningful leadership opportunities for students and a voice for students in school decision making.

Learning

At Leichhardt Public School academic rigour is valued at all stages of learning and the classroom focus is on challenge, engagement and achievement. Our students are encouraged to take increasing responsibility for their own learning and expect learning experiences to be meaningful and challenging. They are measured risk takers who understand that successful learners extend themselves with new challenges and develop thinking skills that can be applied confidently in both academic work and in everyday life. Individual differences are not only recognised but celebrated and students are encouraged to pursue interests and explore different ways of learning with the emphasis always on quality. The learning needs of all students are catered for in a supportive environment. A range of extension activities that include our art, band and string programs, enhance the formal curriculum.

Learning Support

Students requiring learning support are assisted by:

- their class teacher
- the Learning and Support Teacher
- the School Counsellor
- the school's Learning Support Team and
- the Learning & Support Officers

Early identification and intervention are features of the school's approach.

Library

The library program fosters the enjoyment of reading and literature and the development of competence in research skills. The school library is the main resource area for the school and provides access to information from both traditional and electronic sources. The teacher librarian provides lessons in literature and research skills. Classes come to the Library on a regular basis. A time is available for each class to borrow and return books during class times. If a child has an overdue book,

no further borrowing is allowed. Any lost or damaged book/s must be paid for. Students are encouraged to use a library bag to protect books.

Lost Property

Labelled clothing/property will be returned to the owner if possible. Any unlabelled lunch boxes, neglected property, dirty and damaged clothing will be disposed. A dedicated parent regularly sorts and cleans any items left in lost property and endeavours to return it to the rightful owner if a name is found on it. Items which are not labelled are washed and sold at the school's annual fete. Expensive clothes and personal items are not to be brought to school.

Lunch Procedure

Lunch is from 1.23pm to 2.13pm. The students are seated for a 10 minute eating period (1.23pm to 1.33pm). Students must order their lunch from the school canteen before school. Lunches are delivered to the classrooms by lunch monitors. Children are permitted to purchase other items from the canteen at lunchtime after 1.33pm. The canteen is also open before school and at recess.

Medical Conditions- see Individual Health Care Plans

Mobile Phones

Mobile phones are not encouraged at school. Mobile phones are a major distraction for students and they present major risks with regard to theft, vandalism and harassment from other students. Students are required to hand phones in to the school office on arrival and collect them at 3.10pm. The school will not take responsibility for such equipment if a student brings a mobile phone to school.

Money Collection

Fees and Voluntary Contributions

Parents are issued with a class activity statement with details of activities, excursions and voluntary contribution for each term during the year. A due date for payment and return of consent form is given on each statement.

Excursion Payments

Students will have the opportunity to participate in a variety of excursions and cultural visits. This will usually involve one payment per term. All excursion consent forms and payments should be given to the class teacher/ or dropped off at the school office with the students name on each form. The cost of an excursion is based on the number of students who have indicated they will be attending. Non-attendance at an event will usually result in the school being unable to refund payment. There will of course be provision for exceptional circumstances in that policy. Please discuss any such instance with the Principal.

The school offers a secure DOE online payment facility which is accessed through the school's website or you can pay by EFTPOS, cheque or cash via the front office. If paying by cheque please ensure that your child's name and class are written on the reverse of all cheques and that the cheque is payable to Leichhardt Public School. If paying by cash please ensure that the money is in a secure and sealed envelope with your child's name and class on it. The school is normally unable to provide change for cash payments.

Should financial difficulty be a problem for an excursion, please contact the Principal for a confidential discussion. Financial support is usually available to all families.

Multicultural Education

Multicultural Education at Leichhardt Public School focuses on developing in all students an understanding of the role that cultural and linguistic diversity plays in our society and ensuring that students from non-English speaking backgrounds have equal access to educational opportunity.

Music Program

School Bands

The school has a Junior Band, Concert Band and Wind Ensemble. The band program was launched in 1992 and is open to students in Years 3-6. However, younger students may join after consultation with the Band Director and Music Committee. Band members are asked to pay a tuition fee and instrument hiring fee if applicable each term.

String Program

In 2005 Leichhardt Public School added an extra dimension to its music and band programs with the introduction of a String Program. The String Program is open to students from K-6 and is made up of three ensembles - Mozarts, Vivaldis & Beethovens. String Group members are asked to pay a tuition fee and instrument hiring fee if applicable each term.

School Orchestra

Early in 2011 our first orchestra was established. The creation of the school orchestra saw the crossover of the string and band programs and added yet another dimension to the school's music program. The orchestra has been invited to perform twice as an individual item at the Sydney Opera House - an amazing effort.

Jazz Ensemble

The music program also offers a Jazz Ensemble - quite an achievement for a primary school music program.

Choir Program

There are three choirs: K-2, Years 3-4 and Years 5-6. Rehearsals are held at lunchtime. All music programs are subject to relevant COVID operational guidelines.

National Assessment Program - Literacy and Numeracy (NAPLAN)

students in Years 3 and 5 participate in the National Assessment Program - Literacy and All Numeracy (NAPLAN). This program, which has the support of all State and Territory Education Ministers, assesses the literacy and numeracy learning of students in all Australian schools. In 2019 LPS transitioned to the online platform for NAPLAN.

Newsletter

'Leichhardt Matters' is available on our website and is updated fortnightly (even weeks i.e. Week 2, 4). The newsletter is a very important source of communication between the school and home. It provides information on activities, policies and future plans for the school. Parents and students may have information included in the newsletter, however the school reserves the right to judge appropriateness of items. Suitable items may include community news, sport and student successes. All items for inclusion must be received by email to leichhardt-p.school@det.nsw.edu.au by midday Wednesday the week of publication. Limited hard copies are available by request or from the office.

Opportunity (OC) Classes

Specialist classes for academically-gifted Years 5 and 6 students are provided at designated schools within our area. Parents of Year 4 students are notified of the application process in May. Students applying for entry to an OC class sit for an external test in July. Places are offered in Term 4. Students must be Australian citizens or holders of a visa granting permanent residence in Australia. Parents must be living in NSW at the beginning of the school year in which the student enters Year 5. More information is available from the High Performing Students Unit.

Parent Involvement (subject to COVID guidelines)

Parents are encouraged to take part in a wide variety of school activities and programs.

Classroom and Excursions

Throughout the year, teachers may request help in the classroom and on excursions. Assistance may be provided by listening to children read, or going on excursions. If you are able to assist, please inform your child's teacher.

Committees

A number of committees operate in which parents can become involved. These are under the auspices of the P&C and include the:

- Canteen Committee
- Fundraising Committee
- Music Committee

Sport

Assistance may be needed at the school's annual swimming and athletics carnivals, coaching sporting teams or as requested via the school's newsletter.

Fundraising

Various fundraising events are held throughout the year. Each year a Fundraising Committee is formed to discuss new ideas and put them into practice. You may have a particular talent or expertise which you would like to offer. No matter what you choose to do, there is some way in which you can help to enrich your child's time at school.

If you would like to help, please register your interest and availability by attending advertised P&C meetings, leaving a note for the P&C (hand in at the office) or contacting them by email lpspanc@hotmail.com and someone from the P&C will contact you. This will not be taken as a commitment, just a point of contact for discussion. Watch out for information in the school's newsletter or the school's Enews - it is a vital communication between the school and parents as well as a way of requesting help.

Parents & Citizens Association Meetings

The P&C meetings are held regularly across the term.

The P&C Association is the official parent body of the school, and involvement in it provides an opportunity to comment on policies and activities and be involved in decision making. The P&C successfully supports and enriches the quality education of our students through:

- the support of staff

- participation in school decision making processes
- promoting social gatherings
- supporting the needs of parents
- the provision of significant funds for teaching resources, access to additional teaching time and major improvements in school facilities

Surveys

From time to time the school recognises the difficulty for some parents to get to meetings and share their views. To this end we provide surveys to gather feedback and information to assist us in the formation of school directions.

Parent - Teacher Communication

Leichhardt Public School actively supports an 'open door' policy and transparency in all that we do. Parents are encouraged to communicate openly with staff. Effective communication between teachers and parents is vital to ensure the best learning environment for each student. If at any time you would like to discuss an issue regarding your child's progress, contact the school to arrange an interview with your child's teacher. If in doubt, always make an appointment!

The school communicates with parents through a variety of processes. These processes include:

- Parent Information meetings at the beginning of the year
- The 'Leichhardt Matters' newsletter which is published fortnightly
- Class and year level newsletters
- Alerts through eNews (school app)
- Individual interviews at the request of the teacher or parents
- Mid-year and yearly written reports
- Parent - teacher interviews
- Parent and Citizens Association meetings
- Informal contact throughout the year

Parent Information Evenings

Parent information evenings are designed to provide parents with general information about the organisation of the class and the activities planned throughout the year. Teachers discuss their approach and leave time for questions. These meetings are not designed to discuss individual students. If you wish to discuss your child's education, please make an appointment with the class teacher.

Parent - Teacher Interviews

Formal interviews with teachers are conducted at the end of term one or an appointment can be made through the school office or with the individual teacher at any time during the year. Teachers are not available for interviews during class times and rostered duty times. Parents are requested not to approach teachers as classes are about to commence.

Reporting to Parents

Parents are provided with reports on their child's progress at the end of Term Two and Term Four. Reports are sent home before the end of term so parents have the opportunity to organise an interview with the class teacher if it is required.

The school publishes an **annual report**. The report focuses on the features of our school, the achievements of the students and the school and indicates school improvement targets for the following year.

Personal Property

Students are responsible for their own clothing and belongings. Staff will assist students to find lost or misplaced items but it is not the responsibility of staff to locate misplaced items or to ensure that items are not misplaced/lost. Please ensure that your child's items have a name and current class on it. Parents are strongly advised to label each item of clothing and other belongings clearly with their child's name. Students often pick things up in a hurry and they can inadvertently acquire items which do not belong to them. Parents are requested to check belongings regularly and return items to school if they do not belong to their child.

Pedestrian and Road Safety

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

Parking

Road safety cannot be stressed too greatly and illegal parking by parents is a major risk factor for students especially at the pedestrian crossings. Parents are asked to abide by the parking notices and road rules thereby educating our students and helping to ensure their safety. Please read the parking signs carefully to avoid unwanted fines. Council Rangers and Police regularly patrol around the school. School car parks are for staff and are not to be used by parents.

Pedestrian Crossings

Parents and students should always cross at the lights. Do not cross in the middle of the road.

Photographs at School

Occasionally photographs are taken of individual students or classes at school. These photographs may be used in our newsletter, website or other publications originating from the school. If you do not wish your child to be photographed please advise the school of this on the Essential Information form.

Playground

Leichhardt Public School playground is supervised by staff. Teachers supervise the playground before school from 8.40 till 9.10 am, at recess and lunch. The playground is monitored after school to ensure the students leave the school safely. Rostered year levels are able to use school equipment during the second half of lunch and staff emphasise co-operative play. Games involving physical contact (e.g. tackling, pushing, kicking or throwing objects at others) are not permitted. Students must wear their school hat or "No Hat, No Play". All rubbish must be placed in garbage bins.

Privacy

Leichhardt Public School collects personal information from students and their families. The Department of Education Privacy Code of Practice is available at:

<https://education.nsw.gov.au/about-us/rights-and-accountability/privacy>

Racism

Racism, in all its forms, is not tolerated at Leichhardt Public School. Our school has an **anti-racism contact officer** (ARCO) who is available to help parents or students experiencing problems with racism. The anti-racism contact officer will listen to the problem and, with the Principal, find ways to resolve it as quickly as possible. Leichhardt Public School has developed processes to resolve problems with racism. The anti-racism officer can be contacted through the school office.

Resources

Our school is well resourced and has an ongoing commitment to developing and improving its physical resources to maintain a clean, comfortable and safe working environment. Teaching resources are the most current and are regularly updated to meet the demands of changes and improvements to curriculum and classroom pedagogy.

Safety Issues

Both the school and family have a responsibility to ensure the safety of students. There are a number of safety issues that all members of the school community can assist with.

- Adhering to school times for the start and finish of school.
- Encouraging children to follow the school rules about early or late arrival.
- Ensure children come to school each day with appropriate sun protection and hat.
- Bringing a healthy and balanced lunch including fruit and water.
- Obeying road rules, to protect student pedestrians, by parking correctly & driving safely.
- Helping students to be familiar with all school rules which are on display in various locations throughout the school.

School Colours

The school colours are Navy Blue and Gold.

School Contact Information

Telephone: 9569 4141

Fax: 9550 9412

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

Webpage: www.leichhardtpublicschool.net.au

School Counsellor

The school counsellor is a psychologist employed by the Department of Education. The school counsellor can assist students who experience a range of personal, social, psychological and learning problems. The school counsellor is available at school on selected days or at other times in urgent situations. The school counsellor can be contacted through the school office. All interviews are treated confidentially and students do not see the school counsellor without the permission of their parent(s).

School Development Days

School development days enable the entire staff to participate in activities aimed at the overall development of the school. Topics relate to implementing the Department of Education priorities and school priorities outlined in the management plan. Five school development days are held throughout the year. These days are on the first two days of terms 1, the first day of Term 2 and 3; and the final day of Term 4. These days are student free days.

School Holidays

Family holidays should coincide with school vacations and only in extraordinary circumstances should holidays be arranged during school terms. The Principal must be consulted if the student is to be absent for an extended period.

Please note that the first day of terms 1, 2 and 3 and the last two days of term 4 are staff development days.

Information regarding future vacation and term dates can be obtained from the following the school website or the DoE calendar at www.schools.nsw.edu.au/calendar

2021 Term Dates for Students

Term 1: Friday 29 January – Thursday 1 April

Term 2: Tuesday 20 April - Friday 25 June

Term 3: Tuesday 13 July - Friday 17 September

Term 4: Tuesday 5 October – Thursday 16 December

School Hours

Morning Supervision 8.40am - 9.10am

Commencement: 9.10am

Recess: 11.04am to 11.29am

Lunch: 1.23pm to 2.13pm

Dismissal: 3.10pm (kindergarten 3.00pm)

Please ensure that your child arrives at school on time and is collected promptly at dismissal time. In the case of an emergency, kindly notify the school when you cannot be on time to collect your child. Children should wait in the school office until they are collected. Under no circumstances should a child wait in the playground or school gate to be collected.

Parents are requested to collect their child promptly when school finishes and students who walk home are expected to leave the school grounds quickly. Students who catch the bus home must wait quietly until the bus arrives and board the bus in an orderly manner. Students are not allowed to remain in the playground to play after school. Children not collected by 3.10pm will be taken to the office and parents contacted. Parents must come into the office to collect children when late and must see a member of staff.

School Houses

The house system actively contributes to school spirit through whole school activities such as sport and carnivals.

Our school houses are:

- Birrabirragal - Yellow
- Eora - Black
- Gadigal - Orange
- Wangal - Red

Students are placed into houses from Kindergarten. Students without an older sibling in the school, or a previous family claim, are allocated to houses on the basis of equality of number and gender between the houses.

School Personnel - 2021

Executive Staff

Chris Buenen	Principal
Rosemary Houghton	District Guidance Officer
Dan Smith	Deputy Principal (Years 3 to 6)
Dee Stephenson	Deputy Principal (Years K to 2 & Support Unit)
Michelle Demirel	Deputy Principal (Instructional Leader & Support staff)
Fabienne Fauvette	Assistant Principal (Kindergarten)
Laura Bergamin	Assistant Principal (Years 1 & 2)
Nikki Logan	Assistant Principal (Years 3 & 4) (Mon-Tues)
Melissa Cowan	Assistant Principal (Years 3 & 4) (Wed-Fri)
Jodie Wherry	Assistant Principal (Years 5 & 6) (Mon-Wed)
Bernadette Mackie	Assistant Principal (Years 5 & 6) (thurs-Fri)
Adi Wallace	Assistant Principal (Support Unit 3 days)
Lysiane Auzou	Assistant Principal (Support Unit 2 days)

Class Teachers

Lauren Briscoe	Kate Park	Joanna Rago
Isabella Smith	Leisa Holland	Annissa Hughes
Kita Barkla	Allison Whitten	Mel Stafford
Marilyn Moore	Paula Guidolin	Isabel Dowd
Marina Djordjevic	Amiee Edwards	Bernadette Mackie
Laura Tangye	Isobelle Rogers	Fabienne Fauvette
Smeera Carey	Anthea Coupe	Leah Crosby
Caoimhe Queally	Kristi Davies-Weir	Lysiane Auzou
Phoebe Paiva	Emily Thompson	Nancy Wen
Chris Jackson	Emily Cini-Powell	Ruth Sharp

Hannah Hitchcock

Melanie Takkos

Specialist Teachers

Patsy Chingwile	Art Teacher
Laura Bergamin	Italian - Community Language Yrs K-1 & Native Speakers
Gina Monaco	Italian (LOTE) Years 2-6
Suzie Freestone	Learning & Support Teacher
Vanessa Sammut	EAL/D
Grainne Brazil	EAL/D & Early Career Teacher Release
Haroula Zouganelis	Teacher/Librarian
Kristi Davies-Weir	Teacher/Librarian (Friday)
Angela Patterson	Learning & Support Teacher

School Administration and Support Staff

Vicki Flaherty	School Administrative Manager
Natalie Scaltrito	School Administrative Officer
Doreen Pilling	School Administrative Officer
Odette O'Donnell	School Administrative Officer

Note: For the safety and security of staff and students, all school gates, with the exception of the Marion Street entrance, will be locked during the school day. Access to the school is via the front office

Selective High Schools

Selective High Schools cater for highly achieving, academically talented students by providing an educationally enriched environment. Parents of Year 5 students are notified of the application process in November. Students applying for entry to a Selective High School sit for an external test in English, Mathematics and General Ability in March. Students must be Australian citizens or holders of a visa granting permanent residence in Australia.

More information is available <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes>

Special Events

Leichhardt Public School holds a number of special events during the year. Some events are held annually while others occur when the opportunity arises.

Special events may include:

- Grandparents Day
- Easter Hat Parade
- ANZAC Day Commemoration
- Clean Up Australia Day
- NAIDOC
- Education Week
- Remembrance Day
- Book Week
- Music Program Concerts
- Harmony Day
- Autism Awareness Day
- National Disability Day

Subject to COVID guidelines, parents may be invited to participate in these events.

Sport

Sport is a valued part of the school program as it contributes to the development of each student through providing opportunities to gain confidence and to develop a variety of skills for participation in lifelong recreation.

Sport at Leichhardt Public School includes:

- A skills program
- gymnastics
- School Athletics, Swimming and Cross Country carnivals
- PSSA sport
- Year 2 swimming program

Gymnastics

Selected classes are involved in a specialist gymnastics program for one term. There is a cost associated with this activity which is paid by families.

School Carnivals

Carnivals are held in age divisions. The age a student turns that year indicates their age division. For example, if a student turns 10 on 31 December, the student participates in the 10 years age division.

Athletics Carnival

Students in Years 2 (those turning 8 that year) - 6 participate in the Athletics carnival. The carnival has a dual purpose of participation and the competitive element of selection for the school athletics team. It is the responsibility of individual students to enter events and participate during the day. The carnival is a school house event and support for the student's house is an important aspect of the carnival. The carnival includes track and field events. The field events are held at school in the weeks leading up to the carnival.

Cross Country Carnival

Students in Years 2 (those turning 8 that year) - 6 participate in this carnival in their age division. The distances run are:

- 8 - 10 years old 2000 metres
- 11, 12 & 13 years old 3000 metres.

The carnival is competitive and held to select a school team for the zone cross-country carnival. The carnival is a house event and support for the student's house is an important aspect of the carnival.

Swimming Carnival

The swimming carnival for students in Years 3 - 6 is held at a local pool. Competent swimmers in Year 2 who are 8 years old are invited to participate. The carnival is competitive and held to select a school team for the zone swimming carnival. Students are responsible for entering events with the assistance of House Captains and House Vice-Captains. The carnival is a house event and support for the student's house is an important aspect of the carnival.

Selection in Teams for Zone Carnivals

Teams are selected on performance at the school carnivals and in accordance with the rules of each sport set by the NSW Primary Schools' Sport Association. Age divisions vary according to sport and event. Some sports use age such as 8 years, 9 years, 10 years, 11 years and 12 years while other sports conduct competition in divisions such as Junior (8 – 10 years combined), 11 years, 12 & 13 years and Open (8 years -13 years). A combination within sports is also possible. The 8 years age is the youngest group in PSSA sport.

Primary Schools Sports Association (PSSA)

The PSSA organises primary school sport at the zone, area, state and national levels. Leichhardt Public School participates in PSSA zone carnivals and competitions. Many of our students progress to regional and state competitions.

PSSA Sport

Students from Years 3 - 6 compete for places in representative teams for both summer and winter competitions. All students are expected to wear the official PSSA uniform.

Currently the sports available are cricket, netball, Oz Tag, t-ball and soccer. Membership of a team requires exemplary behaviour and the signing of a code of conduct. Any breaches of the code of conduct will result in the student's position being relinquished.

Parents pay a participation fee and for bus travel. Accounts are sent home at the beginning of each season.

The following are guidelines to ensure the appropriate behaviour and safety of children participating in PSSA sport:

- All students must observe the rules and guidelines outlined in the school's PSSA Policy
- All students must wear the official 'Leichhardt Public School PSSA' uniform which is available for purchase from the front office.
- All students must bring a drink bottle of water.
- All students must wear a hat.
- Students playing soccer must wear shin pads and boots are recommended.
- Students with asthma must take their puffer.
- All students must inform the teacher or umpire if they are feeling unwell.
- Fair play and sportsmanship are expectations of all Leichhardt students. Parents are requested to remind their children of these important values and to reinforce them at all times.
- Students are reminded that LPS School Rules apply at PSSA events as the students are representing their school. Students who do not follow the school's behaviour code may have the privilege of participating in PSSA withdrawn.

Swimming Program

All children in Year 2 participate in an intensive swimming program at Ian Thorpe Pool in Term 4.

All Support Unit students usually participate in an intensive swimming program - this takes place over two weeks in Term Four.

Parents pay a participation fee and for bus travel.

School Vision Statement

At Leichhardt Public School we have high expectations for all students to achieve academic and personal excellence, become a lifelong learner and a responsible citizen of the world. This will be fostered in a caring and collaborative environment where learning is always meaningful and engaging and meets the highest educational and ethical standards.

Strategic Directions: 2021-2024

Strategic Direction 1

Student growth and attainment

Strategic Direction 2

High expectations and a culture of continuous improvement

Strategic Direction 3

Explicit systems for school wellbeing

Stages of Learning in Primary Schools

Each key learning area is divided into stages of learning.

The stages are:

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

Most students will take eighteen months to two years to achieve the outcomes in each stage. Some students will be working on outcomes below or above the stage aligned with chronological age.

Student Assistance

It is the policy of Leichhardt Public School that all students be assisted to participate in all aspects of the school core curriculum. The teachers plan class educational experiences for optimal learning impact. Excursions and performances are included when they offer outstanding opportunities for students to learn. It is important that all students engage with this program. It is our policy that no child be excluded due to an inability to pay. The school will subsidise students when there is financial difficulty. Parents are asked to access this assistance by contacting the Principal. All requests are confidential.

Student Representative Council

The SRC is the voice of the student body. Our student leaders, who are elected from Year 5 at the end of the school year, form the executive arm of the SRC. Students from each class in Kindergarten to Year 6 elect one representative to form the body of the Student Representative Council (SRC).

The SRC meets regularly to consider issues brought to the meeting from individual class meetings. Suggestions brought forward from the SRC are considered by the school executive. SRC roles include school improvement programs and the support of charity groups. Support of charity groups includes fundraising and disbursement of relevant information about volunteer associations.

Student Welfare

Staff and students work in an environment that is welcoming, friendly, and supportive. Our school promotes values such as tolerance, self-respect, citizenship, pride, endeavour, courtesy, social justice and responsibility. Our policies and programs foster a school environment that is safe, secure, and inclusive, values diversity and respects individual differences. Through the school's strong home and school partnerships, students are encouraged to respect and care for the environment and live a healthy and well balanced lifestyle.

Students with Disabilities

Leichhardt Public School is an inclusive school. The school has a Support Unit made up of three classes - IM, IO and Autism Class. Placement for these classes is made by the Department of Education's Arncliffe Office.

The decision to enrol a student with a disability into mainstream will depend on the following factors:

- the student's educational needs
- the expressed desires of the parents/caregivers
- the capacity of the Department of Education to provide the appropriate level of specialist support at Leichhardt Public School
- the availability of support services at alternate locations

Each student will have a full appraisal of their educational needs. Parents will be involved in the appraisal which covers curriculum, mobility, personal care, communication and behaviour. Consideration of supporting documentation from medical practitioners and other health and education professionals is part of the process.

Suggestions and Complaints

Parents have the right to register any suggestions or concerns they might have about any aspect of school life. Complaints can usually be resolved easily at school by approaching your child's teacher first, then the stage/grade supervisor or the Principal. Leichhardt Public School actively supports an 'open door' policy and looks at suggestions and complaints as opportunities for discussion and improvement.

Sun Safety

Leichhardt Public School has a 'Sun Safe' Policy. Hats are a compulsory part of the school uniform all year round. This initiative is backed up by the policy of 'no-hat, no play' for recess and lunchtimes. The wearing of sunscreen and protective clothing is constantly encouraged by staff.

Supervision of Students Leaving School

Staff are very conscious of the safety of our students when leaving school to go home. Staff are aware of each child's routine and they need to know if there is a change. Please contact the school office or your child's teacher if there is going to be a change in routine.

Students leave school in a variety of ways. The following indicate the procedures followed for each situation.

Students collected by an older person

Students collected by a parent, another adult authorised by the parent or an older sibling become the responsibility of that person when the student is released from class.

Students who walk home from school

Student must leave the school grounds straight after being released from class and walk directly home from school by a predetermined route nominated by their parents. Parents are strongly encouraged to warn their child against loitering on the way home, visiting friends without permission or going anywhere with people they do not know.

Students who attend LOOSH

Students will be collected by members of the LOOSH staff at designated collection points.

Students who remain after school

Students who remain after school for rehearsals, tuition, or training are the responsibility of the person or group organising the activity. Students need to be supervised by an adult and are not the responsibility of the school unless it is an activity organised by the school.

Teaching

The school has a well-qualified and highly committed staff whose contributions and achievements are recognised and valued. Maintaining high standards of teaching and learning has always been the school's core business and this has been achieved through staff willingly embracing change and improvement. Regular participation in quality professional development and professional dialogue that is supported by sound educational research demonstrates the commitment of staff to improve and further develop their pedagogy

Technology

School resources and structures ensure optimum access to computer technology at all times. Our school's computer technology program provides enormous opportunities for students and teachers to access, manipulate and present information through the use of our two well-established computer laboratories and the interactive whiteboards installed in every classroom. Computer specialists extend staff and student expertise in computer technology. The school's iPad program continues to grow and currently we have multiple sets of iPads being used across the school to enhance learning opportunities.

Transfers to other public schools

Families leaving Leichhardt to transfer to another public school in NSW should please inform the school of the final date of attendance in writing. A 'Ghosted Enrolment Form' can be prepared in readiness for the new school. This is not required for transfers interstate or to non-Government schools. Please check that any books and school equipment have been returned and outstanding school accounts are finalised.

Travel Passes

To be eligible for subsidised travel under the School Student Transport Scheme students must:

- be an infant student i.e. attending Kindergarten, Year 1 and Year 2 classes, irrespective of the distance from home to school;
- be a primary student (Years 3-6), and reside more than 1.6 kilometres (radial distance) from Leichhardt Public School, or 2.3 kilometres or more by the most direct practicable walking route to the nearest physical entry to the school.

To apply for a pass go to <https://ssts-apply.transport.nsw.gov.au/ApplySSTS/ApplySSTS.html> and follow the prompts.

Please allow two to three weeks processing time. Travel passes will then be handed out to the student. Lost bus and rail passes can be replaced for a fee. Students need to be made aware and comply with the Department of Transport's Code of Conduct which is outlined clearly in the School Student Transport Scheme.

Uniform

Leichhardt Public School has a uniform policy which requires students to wear the school uniform every day. The uniform can be worn in a variety of configurations, all of which are on display in the school's uniform shop. Wearing the school uniform engenders a sense of community and identification with the school's values and ensures students are clearly recognisable both in the school grounds and in the community.

Uniforms can be purchased online at <http://www.picklesschoolwear.com/school/leichhardt-public-school> or at the school uniform shop on Tuesdays, from 8.30am-9.30am and on Fridays from 2.45pm-3.45pm. If you are unable to come to school at these times you can download a uniform order form or obtain one from the school office.

Please ensure your child wears appropriate shoes to school – trainers or leather school shoes are best.

Values

We see our school Values as the way we conduct ourselves in our daily interactions with each other. Our Values are the foundation for all school programs and activities, and we believe the responsibility for teaching and reinforcing our Values is shared between all members of our community.

Our Values are:

- Care and Compassion - We take care of ourselves and others.
- Doing Our Best - We try hard and strive to achieve our personal best.
- Fair Go and Cooperation - We work together for the common good, where all people are treated fairly.
- Honesty, Trustworthiness and Sincerity - We are honest, sincere and seek the truth.
- Peacefulness and Patience - We are calm and patient.
- Respect - We respect ourselves and treat others with consideration. We respect others' points of view.
- Responsibility- We are responsible for our actions. We contribute to our community and take care of the environment.
- Understanding, Tolerance and Inclusion - We are aware of, accept and value our differences.

Our School Rules are:

Be a Responsible Learner

- develop a genuine love of learning
- pursue excellence and high standards
- take pride in your work
- contribute to class discussion and respect the views and ideas of others

- encourage creative thinking about issues and problems
- accept roles in group activities
- exhibit a strong sense of fairness and social justice in the classroom and beyond
- respect the rights of other learners
- arrive on time for class and be prepared for each learning session
- follow class rules, speak courteously and cooperate with instructions and learning activities

Respect Yourself and Others

- treat staff, other students and members of the school community with dignity, care and respect
- actively participate as a responsible citizen
- have respect for and understanding of Australia's history including the cultures and experiences of Aboriginal and Torres Strait Islander people as the first peoples of Australia, and Australia as a multicultural society

Be Safe

- attend school every day, unless you are legally excused
- behave safely, considerately and responsibly including when travelling to and from school

Care for Your School and Others

- care for property belonging to yourself, the school and others
- maintain a neat appearance and follow the school uniform policy

Any behaviour that infringes on other people's safety such as harassment, bullying or any illegal behaviour will not be tolerated at our school.

Visiting Performances

Several times a year, the school invites groups of artists to perform for the students. Performances can include drama, puppetry, mime, cultural activities from other countries, music and dance. The permission of a parent is required for a student to attend each performance. The attendance fee is included in the excursion and activities account sent home each term.

Visitors

Visitors must register at the school office on arrival, sign the visitors' book and obtain a visitors badge. This is important for security reasons and it also ensures that the school can entertain our guests properly. This measure is to maximise the safety of our students and staff. Visitors are also required to sign-in via the Service NSW app.

Voluntary School Contribution

Leichhardt Public School requests parents to support our learning programs through voluntary financial contributions. School contributions are an essential part of the school budget. These fees have remained the same for a number of years.

Volunteers

Throughout the school year teachers and the school need volunteers to assist in classrooms, excursions, transport to activities and around the school in many facets of our students' education. Volunteers include, but are not limited to: parents; grandparents; community members; people who take children on excursions;

Responsibilities of Volunteers

Parents and other volunteers assist with activities on the following understandings.

- The teacher(s) is/are responsible for the programs operating within the classroom and/or school.
- The teacher(s) has/have ultimate responsibility for students' safety, welfare and care.
- Volunteers accept active responsibility for children under their care under the guidance of the teacher(s).
- Volunteers' conduct and manners should at all times be acceptable and an appropriate model.
- Volunteers must refrain from smoking in the presence or sight of students. Smoking is not permitted at school or on school activities (e.g. excursions).
- Volunteers must not consume or have consumed alcohol or prohibited substances prior to working with students.
- **Volunteers who are privy to confidential information about a student or a student's family because of their role in a school program must not discuss or share this information with other parties at anytime**

Upon completion Prohibited Employment Declarations are to be retained at the school in secure storage, accessible only to the Principal, for five years after the work performed as a volunteer has been completed. The forms will then be disposed of in a secure manner.

The service of a volunteer requested to complete a Prohibited Employment Declaration will not be used if they refuse to complete the Prohibited Declaration, or they indicate they are a prohibited person.