



Parent Handbook





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Website: <https://wadalba-c.schools.nsw.gov.au/>

Executive Staff



Natalie MacDonald

Principal



Samantha Sheather

Assistant Principal
Curriculum & Instruction



Dale Stahl

Assistant Principal -
Library



Resli Calverley

Assistant Principal –
Early Stage 1



Jason Barnes

Assistant Principal –
Stage 1



Anna Bailey

Assistant Principal –
Stage 2



Lee Baldock

Assistant Principal –
Stage 3

School Terms for 2023

Term 1	Staff Development Days	Friday January 28 and Monday January 31
	First Day Term 1	Friday January 28
	Last Day Term 1	Thursday April 6
Term 2	Staff Development Day	Monday April 24
	First Day Term 2	Monday April 24
	Last Day Term 2	Wednesday April 26
Term 3	Staff Development Day	Monday July 17
	First Day Term 3	Tuesday July 18
	Last Day Term 3	Friday September 22
Term 4	First Day Term 4	Monday October 9
	Last Day Term 4	Friday December 15
	Staff Development Days	Monday December 18 and Tuesday December 19

A-Z of School Information

Administration Office

The school's administration office is located in the administration block at the front of the school on Serpentine Road. The office is open during the school term 8:20am – 3:15pm.

Assemblies

Kindergarten – Year 2 assemblies are held fortnightly on odd weeks on Monday from 1:50pm – 2:45pm.

Year 3 – Year 6 assemblies are held fortnightly on even weeks on Friday from 1:50pm – 2:45pm.

Each term there will be a showcase assembly where families of participating classes will be invited to attend.

Attendance

Regular attendance at school is essential to gain maximum benefit from schooling.

Any absence from school (whole day or part thereof) must be explained within 7 days of the first date of absence. Explanations can be provided on the Sentral Parent Portal, via a message to the class teacher on ClassDojo, an email or phone call to the school office.

SMS messages are sent each day to advise parents if their child/ren is absent from school and without explanation. You can reply to these messages to provide an explanation. When absences remain unexplained after 7 days, they are recorded as unjustified on the student's record.

If a student is going to be absent for a period of ten or more days or will be leaving the country, an extended leave request form must be completed before the student's absence begins.

Awards

There are several award systems operating in our school. These recognise such things as class work, behaviour, good deeds and participation in school activities and events.

Merit Awards – Merit awards are awarded to students by their class teacher/s and presented in assembly.

Dojo/Hoot Points – Dojo Points are awarded to students to recognise great work, sportsmanship, resilience, participation and behaviour both in and out of the classroom. Students trade these points for rewards, and at the end of each term participate in PBL Rewards Day.

Home Reading Awards – Students in Kindergarten to Year 2 participate in a Home Reading Program. Students are rewarded for reaching reading milestones at 50-, 100-, 150- and 200-nights home reading.

Banned Items

These are some items that, for health and safety reasons, are not allowed at school:

- Mobile devices – mobile phones, mobile tablets, music players, smart watches, etc.
- Chewing gum
- Glass bottles and containers
- Liquid paper
- Metal ruler
- Beyblades (Beyblades are only permitted on Friday)
- Weapons (this includes toy weapons)

Buddy System

In term 4, year 5 students are trained to become kindergarten "buddies". Buddies work towards supporting new students to have a happy, stress-free start to school and are available to assist in any way that is of benefit to the younger students.

Buses

All students who catch buses are required to have an Opal Card. Information about Opal Cards is available online at <https://transportnsw.info/tickets-opal/ticket-eligibility-concessions/school-student-travel> or phone 131 500.

Good behaviour on buses is essential. Students who misbehave may have their Opal Cards suspended.

Canteen

The Erina Heights Public School Canteen is run by our school P&C. It is open 3 days a week (closed Monday and Tuesday) for recess and lunch. All orders must be placed prior to 9:00am on the day of the order and can be done so through Flexischools.

The canteen is open before school, at lunch and recess to purchase drinks, ice blocks and snacks.

ClassDojo

We use a digital platform called ClassDojo to communicate directly with parents. Parents and carers can join ClassDojo and use either the app (Android or iOS) or website to communicate with the teacher. The app is very useful as it sends you notifications if the teacher sends you a message. All messages sent and received by staff are secure and only accessible to you. Details about how to connect to your child's account will be sent home by your child's classroom teacher. Please note urgent messages (such as changes to pick up arrangements) need to be communicated via the school office as ClassDojo is not monitored throughout the day. Similarly, teachers will monitor ClassDojo between the hours of 8:00am – 5:00pm and only respond to messages outside of business hours at their discretion.

Class Requisite Lists

Separate lists for each year/class will be issued at the beginning of each school year to advise parents/carers what is required.

Drop off/ Pick Up

Student supervision begins at 8:20am, please do not send your child to school earlier than this. Students that arrive before this time are to sit on the seats and wait for the bell when supervision is provided.

The school day ends at 2:45pm. There is no supervision for students after this time.

If afternoon arrangements change during the day, please contact the school office to ensure messages are delivered to your child/ren prior to the end of the day.

Excursions

These are a valuable part of the school's program and occur to support class curriculum. Sometimes students are taken out of the school, and on other occasions performances are held at the school. Stage 3 students' excursions may include overnight trips.

A permission note for each excursion is sent to parents via Schoolbytes specifying travel arrangements, departure and return times, costs and other relevant details including medical details. School uniform is to be worn on excursions, unless otherwise indicated. Please complete the permission note and pay for the excursion through SchoolBytes by the due date as students cannot attend an excursion without a completed permission note. As numbers are sometimes limited, payment & return of permission notes by the due date secures a position.

Facebook

Like the Erina Heights Facebook page for updates throughout the day, reminders or events and important school information. Even if you are not a member of Facebook you can still visit the Facebook page.

Fruit Break

It has been shown that having this time for students to eat fruit or vegetables assists with their physical and mental performance, and concentration.

Students stop work and 're-fuel' with a small piece of fruit or vegetables for a short break (around 9:30am). Those students who do not have a piece of fruit or vegetable continue with their schoolwork.

Acceptable foods include all fresh fruit, fruit canned in water or juice with no added sugar, dried fruit in limited amounts (high sugar content) and vegetables. Further information can be found at www.crunchandsip.com.au.

Late Arrival to School / Early Departure from School

It is important that students are on time each day as vital work may be missed if they are late. Students who arrive later than 8:45am must report to the office to obtain a 'late note'. Parents must advise the school of the reason their child is late; without parent explanation the absence will be classified as unexplained/unjustified. This note should be shown to the class teacher upon entering the classroom.

Students who need to leave the school for any reason must provide an explanation and parents are required to report to the Admin Office to collect their children.

Parents are asked to arrange appointments (doctors, dentists, etc.) and activities outside of school hours wherever possible.

Leave for Extended Periods

If a student will be taking leave from school over an extended period, a submission must be made granting permission from the principal. Please contact the office to request an Extended Leave form, these can also be accessed from our school website under "FORMS".

Library

All students can borrow books from the school library. Classes have a library lesson once a week and students have access to the library during some break times. During these break times, students will also have access to the library laptops. Students may borrow up to two books at a time for two weeks. Please ensure books are returned by their due date. Any books that are not returned to the library may incur a fine to cover the cost of the book. Students are required to bring a library bag from home in order to borrow.

Medication / Medical Conditions

If your child needs to take any medication at school, prescribed or over the counter, the medication must be handed in at the office with written instructions, and a PERMISSION TO ADMINISTER MEDICATION form must be completed. Students must bring their medication to school in the original container clearly labeled with the student's name, and details of the medication and dosage or provide a letter from the doctor stating administration details and/or action plan. **Controlled medications such as Ritalin, must be supplied in a pharmacy supplied Webster/Blister pack.**

It is important that the school be aware of any conditions from which a student may suffer. Parents should notify the principal in writing of any condition such as diabetes, epilepsy, heart and respiratory complaints, asthma, hearing or sight difficulties, allergies, etc. so that special provisions can be made accordingly.

Some medical conditions will require additional paperwork to be completed. Serious medical conditions such as diabetes, epilepsy, anaphylaxis and severe asthma will require the student to have a completed "Individual Health Care Plan" as well as the appropriate plans provided by health care professionals. In some instances, the school will request a meeting with parents/carers and healthcare professional to ensure all the students health care needs are being adequately met. If your child has a medical condition, please speak to the office to determine what paperwork and support will be required.

Mobile phones and electronic devices

Mobile phones and electronic devices (such as tablets and smart watches) are **NOT** permitted in school. If for some reason you require your child to carry an electronic device, this must be handed in at the office in the morning and can be collected at the end of the school day.

No Animals on school grounds

Bringing dogs on to school grounds is prohibited by The NSW Companion Animals Act. It does not matter whether the dog is leashed, unleashed or carried, or whether the dog is considered a dangerous breed or not. Doing this could result in a fine for the person bringing the dog onto the grounds. We ask that all families refrain from bringing pets into our school.

No Smoking

It is Department of Education Policy that smoking is **NOT PERMITTED** inside the school grounds and buildings, or within **four meters** of any entry or exit gate. Parents, carers and visitors are required to comply.

P&C Association

The P&C (Parent & Citizens Association) meet regularly throughout the year. All parents are welcome to attend these meetings. This association is a vital component of the school community. Meetings offer an opportunity to meet other parents and participate in projects of importance to the school. Help is always welcomed when fund raising, and events occur.

Parent Helpers

During your child's years at school there will be many opportunities for you to become involved. If you do assist at school in any way you are required to enquire at the school Office and complete the following (first visit only):

- Complete a WWCC Declaration for Volunteers and Contractors form
- Provide government issued photo identification
- Undertake a 'Work Health and Safety' local induction

If at any time you are required to transport students to or from the school, you will also need to provide a copy of:

- Current Drivers Licence
- Current Vehicle Registration
- Current Comprehensive Vehicle Insurance

These will be required annually.

Please Note: When helping during the school day, at every visit you will be required to sign ON and OFF the Visitors Register at reception and receive a visitor's badge before coming on premises. This is for your own protection (should you have an accident, or the school be evacuated or locked down during your visit) and for the safety of all students in the school

The benefits of helping in your child's classroom (if you are available) are many, but most importantly it helps to bridge the gap between home and school. Assisting in the classroom will also help you to understand the learning processes and activities in which your child is involved.

Activities which you could be involved include:

- listening to students read
- assisting with groups
- assisting with excursions
- volunteering in the school canteen

No prior knowledge or skill is required as the teacher will discuss the activity with you before you begin.

Payments

- Online – our school using the SchoolBytes portal for all online payments and permission notes. A link to this can be found on our school website home page.
- Cash, EFTPOS or Cheque – payments can be made at the school office.

Personal Belongings

Please ensure all belongings are clearly labeled with the child's name. This includes school bags, lunch boxes, all clothing, library bags and Home Reading folders. This greatly assists in identifying misplaced property and avoids wasting time searching/trying to recognise unmarked items. Please check the labels regularly to ensure they have not washed or worn off. Unlabeled property is placed in 'Lost Property' (in the school office) and then sent to the P&C second-hand clothing pool if it is not claimed after a period of time.

If your child brings something special for news it should be given to the teacher for safe keeping. The school cannot take responsibility for lost or broken items.

School Bell Times

School Bell Times

Morning Session	8:50 – 10:50
Recess	10:50 – 11:20
Middle Session	11:20 – 1:05
Lunch	1:05 – 1:50
Afternoon Session	1:50 – 2:45
Scripture (Tuesday Only)	12:30 – 1:00



School Development Days

The first two days of Terms 1, the first day of Term 2 and 3 and the last two days of Term 4 are set aside by the Department of Education for staff to work together on planning aspects of the school's program. Students do not attend school on these days.

Sick Bay

Sick Bay is supervised by a staff member with a current First Aid Certificate. Students who are injured or ill are sent to the office. Parents are notified if the injury/illness is serious, otherwise the student is treated and sent back to class.

It is vital that contact between the school and parent(s) is continuously available. **Please inform the office of any change of address and/or contact numbers.**

School Communications

- ClassDojo is used for our central communication platform. This app is used to communicate all upcoming events that are happening within the school or your child's class. You can message teachers using this platform, but please be aware that teachers are not expected to monitor their messages outside of school hours or while teaching a lesson. For this reason, ALL URGENT COMMUNICATION MUST GO THROUGH THE SCHOOL OFFICE.
- The School Newsletter is posted on the website and communicated to the community through our facebook page, ClassDojo and the Sentral Parent Portal. This contains school news, a calendar of events and other items of interest.
- Information, news and events can also be found on Erina Heights Public School's Facebook page.
- Parent information sessions are held from time to time to discuss specific issues relevant to different groups.
- Parents receive formal student reports at the end of each semester. Parent/teacher interviews are held during Term 1 and 3.
- Primary teachers are usually in their rooms before and after school for varying periods of time. Teachers are unable to speak to parents during class time. If you wish to see a teacher, please contact the school to arrange a time.
- Parents are encouraged to contact the school to discuss concerns or raise questions relating to their child when the need arises.
- School Bytes is a software program used to email parents/carers information and forms, please ensure your current email address is on file to enable you to receive valuable information this way.
- Sentral Parent Portal is used to book parent/teacher interviews and advise of student absences.

School Contribution

The voluntary school contribution is \$40per student and capped at \$100 per family. Revenue raised from school contributions is used to provide classroom resources. Please see the "payments" section above for the various payment options available.

School Website

Our school website has been designed to be a central place for all our information. It has easy links to our apps, school information, enrolments and school forms. We encourage you to visit the website and save as a favourite/bookmark as a central location for everything we do at the school.

[Home - Erina Heights Public School \(nsw.gov.au\)](http://www.nsw.gov.au/erina-heights-public-school)

Student Leadership Team

Student involvement and participation is an important element of the school's management plan and to this end we have an enthusiastic Student Leadership team selected from Years 6 students.

The group meets regularly under the guidance of the teacher in charge of the Student Leadership team. This team is involved in fund-raising activities, committee membership and decision-making processes in the school.

School Photographs

Class and individual photographs are taken each year (usually in Term 1). Photographs are pre-paid online through the photographer's website. Dates and more information will be provided at the start of each year.

Scripture (SRE)

Students are provided the opportunity during class time for education in ethics, faith and morality from a religious or non-religious perspective at the choice of the parents. The current approved special religious education (SRE) programs offered at Erina Heights are Catholic, Christian and Non-Scripture.

SRE is held on Tuesdays during the middle session.

Sport

In addition to the class program of fitness, movement and minor games, all classes participate in organised sport activities. Sports uniform is worn on these days. Your child's teacher will advise you of their sports day.

Sporting Events include:

- Swimming Carnival - Early in Term 1 for students 8 years and older. This event is held at Mingara Aquatic Centre, Tumbi Umbi
- Cross Country Carnival - Term 2 all students in years 2 – 6 participate. This event is held at Duffy's Oval, Terrigal
- Kindergarten – Year 1 Cross Country Carnival. This event is held on the same day as the Cross Country Carnival and held at the school.
- Athletics Carnival - Term 2 for all students in years 2 – 6. This event is held at Mingara Athletics Track, Tumbi Umbi.
- Kindergarten – Year 1 Sports Day. This event is held on the same day as the Athletics Carnival and held at the school.
- Students aged 8 years and older may progress through to the TLPSSA carnivals based on their results in the Swimming, Cross Country and Athletics Carnivals.

Student Permissions

When enrolling your child, you are asked if you give permission for your child's photo/videos/samples of children's work/etc. The purpose of using images or work is for promoting student achievement, the school and school events. Your child's image and/or school work may be published for the above purposes in a range of formats such as hardcopy and digital, including audio and video file formats, and published to a range of media including but not limited to school newsletters, email, school and Department of Education intranet and internet sites including social media websites (e.g. Facebook, YouTube etc.), any third party applications and local newspapers in hardcopy and digital formats, which may enable viewers/readers to identify your child.

The school will endeavour to limit identifying information that accompanies images of your child or child's work; however, there will be occasions when your child's first name, class and school may be published along with images.

TaSK

Before and After School Care and Vacation Care is provided onsite by an external provider, TaSK. TaSK use our school library for before and after school care and in operation from 6:30am – 8:20am and 2:45pm-6:00pm.

You can register for TaSK online via their website [Erina Heights Public School — TASK: The After School Klub \(task-kids.com.au\)](http://Erina Heights Public School — TASK: The After School Klub (task-kids.com.au))

Vacation care is run throughout the school holidays. A timetable and activities are provided by TaSK. We advertise these programs in the school newsletter at least a fortnight prior to the school holidays. Bookings must be made directly with TaSK.

Uniform

The Erina Heights Public School Community strongly supports the wearing of our school uniform. School uniforms instill a sense of belonging, make the school visible in the local community and ensure a safer playground environment. Parents are asked to ensure that their children wear the appropriate uniform each day. Uniforms are available from Lowes at Erina Fair.

Hats are a part of the school uniform. Students need to have their hats every day. (Please make sure the hat has your child's name clearly labelled)







Socks should be plain black or white and not have visible logos or images.

School Sports Hoodies may be worn on a Friday *only*.

Year 6 'Final Year' school shirts are ordered during term 4 of the year prior to year 6 entry. These shirts can be worn every day throughout the student's final year at Erina Heights.

Please ensure all items of clothing are clearly labelled.

Girls Uniform	Boys Uniform
Navy shorts, skorts, trousers or tracksuit pants with school polo shirt. Navy tights may be worn under dresses or skorts. Navy sloppy joe or zippered jacket.	Navy shorts, trousers or tracksuit pants with school polo shirt. Navy sloppy joe or zippered jacket.
Year 6 (optional)	Shoes (all)
Year 6 may wear the Year 6 Shirt in place of the school polo shirt.	Students may wear comfortable closed in shoes with plain black or white socks (no logos).
Hat (all)	School Representative Sports Hoodie
Navy school hat or cap.	Students may wear a school representative sports hoodie on Fridays.

		
Girls Uniform - Dress	Girls Uniform - Skort	Boys Uniform
		
Girls Uniform – Year 6	Boys Uniform – Year 6	School Representative Hoodie