

# Narrabeen Lakes Public School



## Information Booklet



OPPORTUNITY

EXCELLENCE

COMMUNITY

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# A MESSAGE TO PARENTS

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## From the Principal

Welcome to Narrabeen Lakes Public School.



Our school is perfectly situated on Sydney's Northern Beaches between the serenity of Narrabeen Lakes and the majesty of the Tasman Sea. It is a small school with a big heart that provides a warm welcome to all our visitors. Narrabeen Lakes Public School is also renowned for its capacity to expertly cater for students from very diverse backgrounds and for its provision of a wide variety of exceptional educational opportunities.

Whilst particular emphasis is given to high quality teaching and learning programs relevant to the needs of 21st century learners, we provide a range of activities to further enhance educational opportunities in science, dance, drama, choir, music, creative arts, and sport.

An outstanding feature of Narrabeen Lakes Public School is the sense of purpose shared by the school community and the supportive relationships that underpin this. Our caring and committed staff works in partnership with parents to inspire students to succeed and achieve their personal best.

In addition, we provide:

- for the academic, cultural, social and physical development of all students
- the nurturing of positive attitudes towards learning, fostering learning for life
- a specialist Learning and Support Teacher to deliver quality learning support programs
- well-resourced, air-conditioned classrooms
- smartBoards in every classroom and the library
- the use of iPads in teaching and learning which commenced in 2014
- a state of the art computer laboratory and Wi-Fi throughout the school
- Chinese (Mandarin) in Kindergarten through to Year Six
- a comprehensive sports program including participation in inter-school competitions
- one of the highest ratios of male to female teachers in Northern Sydney
- an inclusive school in a friendly, caring and environment

We look forward to welcoming you to our school. Please don't hesitate to contact the school office or join us for one of the school tours advertised on our website.

Robert Zappia



# SCHOOL FEATURES

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## Description of the School

Narrabeen Lakes Public School is situated in a unique location between the lake and the sea, both features enrich many of the school's educational programs. Established in 1889, the school was renamed Narrabeen Lakes in 1995 to establish its local identity as part of the wider community. Narrabeen Lakes Public School strives for quality outcomes in teaching and learning; communication between students, staff and parents; collaborative teamwork; safety and happiness in school; administration and management. At Narrabeen Lakes Public School we believe that we are a community that meets the need for individual learners.

Narrabeen Lakes Public School is also a member of the Peninsula Community of Schools (PCS) which is a group of 13 schools who work collaboratively to provide unique learning opportunities for students across K-12.



# CURRICULUM

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## Key Learning Areas

In striving for excellence, a caring and dedicated staff provides a full range of subjects to cater for the developmental stages and the individual needs of the students. Narrabeen Lakes Public School implements learning programs in all the Key Learning Areas (KLAs). The school's curriculum requirements are set by NESA and the NSW Department of Education. There are six key learning areas for primary education including; English, mathematics, science and technology, history, geography, human society and its environment (HSIE), creative arts and personal development, health and physical education (PD/H/PE). Particular emphasis is given to teaching literacy and numeracy across the school and timetabling priority is given to these programs. In addition to mandatory curriculum requirement the school provides a variety of engaging learning opportunities to enhance our students' skills in a range of areas.

## Chinese

Narrabeen Lakes Public School provides Mandarin language lessons to students in K-6 delivered by a specialist Mandarin teacher. The school has a firm belief that all students in primary schools should have the opportunity to learn a second language, and an earlier start will set them up for greater language success in high school and beyond. Narrabeen Lakes has established a sister school relationship with Dongquian Lake Central Primary School in China. We anticipate that students and teachers from both schools will have many opportunities to interact with each other, and in the future we hope they can participate in teacher/student exchanges between the two schools. Such exchanges can only deepen the understanding between our two unique societies and foster an appreciation and greater awareness in our communities of the many similarities that exist between us.

## Computers

At Narrabeen Lakes Public School, ICT (Information, Communication and Technology) skills and knowledge, form part of the K-6 curriculum. Our school is wirelessly networked and students are able to use mobile devices such as iPads to support their learning. We also have student laptops and chromebooks which are shared across 3 – 6 classes. All classes have access to the computer lab each week. Access to technology enables each child to:

- integrate computer technology into all KLAs (Key Learning Areas), to enhance classroom practices
- develop/enhance specific computer skills
- understand and use current technologies to further develop communication and
- information skills

Children also have access to individual computers and iPads within each classroom. The school has installed an electronic whiteboard in the computer lab and an interactive whiteboard (IWB) is installed in each classroom, as well as our library and science rooms.

### Future Focused Learning

In keeping with our school's vision statement that states, 'Students are engaged in purposeful and future focused learning', Narrabeen Lakes Public School continues to lead the way in preparing our students for the workplace of the future. Our teachers engage in ongoing professional development providing them with the very latest teaching and learning strategies relevant to the current and future needs of the digital generation. Teachers will guide students to take ownership for their learning by teaching and developing the general capabilities in the curriculum of critical and creative thinking, ethical understanding, information and communication, technology capacity, intercultural understanding, personal and social capability. These skills are underpinned by literacy and numeracy.

### Gifted and Talented Education (GATS)

Every student is unique. All students deserve the opportunity to extend themselves and reach their absolute potential. We understand and expect that each and every child is precious to their parents and each and every student is important to this school. It is a privilege for a school to share with parents the role of encouraging, nurturing and educating their children.

We are often asked, "Do you cater for Gifted and Talented Students?" Judge us by our outcomes:

- excellent results in the NAPLAN and outstanding results in the NSW University assessments and competitions in English, mathematics, computer, writing, spelling and science
- numerous students gaining entry to opportunity classes
- broad participation in music, dance and drama festivals
- excellent results in sport

At this school every student is encouraged to develop their talents to the highest degree and teachers accommodate the needs of all learners in their class through differentiation, open-ended and challenging teaching and learning activities.

# CO-CURRICULAR ACTIVITIES

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## Choir

Children in Years 2-6 may join the school choir. The choir performs at various events throughout the year, including the Opera House performances, Peninsula Community of School's Music Festival, Education Week, Presentation Day and Christmas Carols.



## Competitions

Children are encouraged to participate in a wide variety of competitions e.g.

- NSW University English, mathematics, computer, writing, spelling and science competitions
- Northern Beaches Council competitions run by our school
- Premier's Reading and Spelling competitions
- local service club competitions e.g. 'Peace Poster Competition', RSL writing competitions
- various art competitions e.g. Operation Art, NAIDOC week





## Dance

Our school has dance for children in Years 2-6. In keeping with our philosophy of full inclusion, participation is by choice not audition. We encourage all boys and girls to join in, regardless of ability. The children enjoy weekly classes to prepare them for various performances throughout the year, such as, the Peninsula Community of School's Music Festival and the Sydney Eisteddfod as well as special school events.



## Drama

Whenever feasible, Narrabeen Lakes Public School participates in the *Arts Alive Festival of Drama* and have been chosen to perform at the *State Drama Festival* on many occasions.

## Garden Club

A garden club operates every week, run by teachers and student volunteers. Students participate in a variety of activities involving planting, worm farms, composting and harvesting produce.



## Guitar Club

To further foster a love of music, some of our teachers take a group of students to play guitar and 'jam' at lunchtime.

## Lego Club

A Lego club operates each week for students in K-6. Lego has been shown to provide a wide range of educational benefits for children's developmental skills. These skills include: lateral thinking, problem solving, creativity and fine motor skills.

## PCS Music Festival

This may be as part of the massed choir or individual groups performing items consistent with the festival's theme. The festival is an annual event held during Term 3 at Pittwater High School.

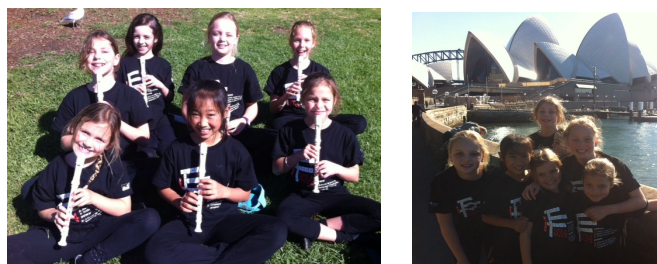
## Performances

Children in Years K-6 participate in a variety of performances throughout the year. These may include school assemblies and musicals, open day concerts, local council events and various festivals for dance, music and drama.



## Recorder Group

This group comprised of students from Years 2-4 has performed at the Opera House and various school events. Participation is by choice. Auditions for inclusion in the recorder group occurs during Term 1.





## School Bands

Narrabeen Lakes Public School has three bands: Training, Concert and Performance. Band membership is open to students from Years 3-6 and bands rehearse 1-2 times/week.



## Science Club

A group of interested students meet to conduct experiments and investigations.



# ENROLMENT

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Enrolments for kindergarten are taken from the beginning of the year preceding that in which the child is due to commence. *Application to enrol in a NSW Government School* forms are available at the school office. They can also be downloaded from the NSW DEC website. Children who will attain the age of five years prior to the 1st of August in that year may be enrolled at the beginning of the school year. Documentation of birth and proof of address are required upon enrolment.

During Term 4 three Kindergarten Orientation Days are held to help parents and children become familiar with the school. Parents are advised by email of the date and time of Orientation Day and of the subsequent playgroup mornings. Information on enrolling of students is available at the school office. To assist in school planning, please notify us as soon as possible if your child is leaving the school. School tours are conducted throughout the year.

## Prior to enrolment day

A completed *Application to enrol in a NSW Government school* form by legal guardian/s, including documentation listed on the cover sheet of the form is required before commencement date. The school will notify you of the results of your application.

When you come to the school to enrol please bring these documents with you:

- birth certificate or identity documents
- proof of address
- immunisation history statement (from Medicare)
- court order (if applicable)
- previous reports (both medical and/or academic)



If your child is not an Australian Citizen, you will need to also provide:

- passport or travel documents
- current visa and previous visas (if applicable)

If your child is a temporary visa holder you will also need to provide an *Authority to Enrol* issued by the Temporary Visa Holders Program Unit or evidence of visa application for bridging visa as outlined on the application form. The annual Narrabeen Lakes Public School's *Emergency Contact Sheet* and any other special Narrabeen Lakes forms requested are also required to be completed prior to commencement.

## Information for Parents of Kindergarten Children

Kindergarten is one of the most important years of a child's education. It is during this first year of school that children develop concepts about themselves as learners and attitudes to schooling, which form the basis for all future learning.

It is extremely important that the school and parents work together to reinforce positive attitudes to school. At Narrabeen Lakes Public School parents are encouraged to work in partnership with the teachers to support and assist children to achieve their potential. Make sure that your child arrives promptly before the bell and that you are punctual and keep routines consistent.

When preparing your child for school, take time to talk to your child about the new school situation. Help your child to develop ways to overcome personal problems themselves.

Talk to teachers if you need advice. Most children settle quickly into the new school situation. Friendships can be promoted by having new friends over to play one at a time.

We do not expect children to know the alphabet or be able to write when they start school. However, you can make a good start by:

- reading regularly to your child so that he or she enjoys books and knows what 'reading' means
- encouraging physical independence such as being able to put on clothes and shoes, going to the toilet without assistance and packing up their belongings
- giving your child his or her own 'special' jobs and responsibilities
- talking positively about school with your child

If you have any questions or concerns regarding school matters please do not hesitate to contact any member of staff who may be of assistance.

## Child Safety

Parents should ensure their child knows some basic safety rules. They should be shown how to:

- cross the road safely
- take special care when getting off a bus
- use a pedestrian crossing if available
- alight from a vehicle in a safe manner
- wear a hat when out in the sun
- never use another child's drink bottle or share another child's food or hat

Children should be warned against loitering on the way home or going anywhere without permission. The class teacher should be informed if anyone other than the parent will be picking the child up at home time.

## Other general matters

It is requested that parents:

- have their child's name on such articles as raincoat, drink bottle, lunch box, school bag, school hat, uniform or any other items brought to school
- place a raincoat and hat in their child's bag, even in fine weather as storms can come unexpectedly. (No umbrellas please).
- supply an old shirt (adult size) clearly labelled, suitable for wearing in painting lessons
- supply a box of tissues
- supply an appropriate amount of healthy food for recess and lunch time

It is suggested you encourage your child to:

- dress themselves
- tie their shoe laces
- know his/her full name, address, phone number and can say them when requested
- recognise their name when written

## Some questions you may like to think about

- Does your child regularly spend time playing with other children?
- Is your child accustomed to holding and using pencils, crayons and scissors correctly?
- Does he/she put his/her own toys away?
- Do you have a special place in your house to display your child's work?
- Does your child go to the toilet by himself/herself without being reminded?
- Do you say "NO" (when appropriate) to your child?
- Do you give an instruction ONCE ONLY and expect it to be carried out?
- Do you read to your child regularly? Do you point to the words and train left-right eye movement?
- Do you have regular conversations with your child?
- Does he/she have some special task to do every day?
- Do you supervise what is watched on television?
- How much television does your child watch?
- Do you supervise your child's computer usage?

For further information about what to expect when your child commences school in Kindergarten, please visit [www.schoolatoz.nsw.edu.au](http://www.schoolatoz.nsw.edu.au)

## Best Start Kindergarten Assessment

The *Best Start Kindergarten Assessment* will take place at our school at the beginning of Term 1. You will receive an email in early December detailing when the assessment will take place. You do not need to do anything to prepare your child for this assessment.

## What is the *Best Start Kindergarten Assessment*?

Children come to school with different levels of literacy and numeracy. Some are familiar with books, can recognise some letters, even write their name or count to ten, whilst others have not yet learnt or mastered these skills.

Our Kindergarten teachers have always observed their new students and used different methods to find out what each child knows and can do so that they can plan and teach what their students need to learn next.

Our school takes part in *Best Start*, developed by early learning experts in the Department of Education. *Best Start* gives our teachers, and those teaching Kindergarten across New South Wales, a common set of high quality assessment tools and professional training.

Parents will receive feedback during Term 1 to support their child's learning at home. We believe that *Best Start* will build on the strengths of our teachers and give your child an even better start to school.

## Your child and the *Best Start Kindergarten Assessment*

It is very important to emphasise that the *Best Start Kindergarten Assessment* is not a test. Its purpose is to help the teacher gather information to guide the teaching of your child. The teacher will observe each child completing some literacy and numeracy tasks, such as talking about a book that has been read and early numeracy skills. The teachers will use the information gathered to ensure your child's learning needs are catered for and individualised.

You will be given feedback about what your child's teacher has learned about your child, which you are welcome to discuss if you wish, in keeping with our usual practice.

## What is being assessed?

The teacher will look at your child's early reading and writing, their ability to communicate with others, and how they recognise and work with numbers, groups and patterns.



# FUNDRAISING AT NARRABEEN LAKES

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Fundraising is an important aspect of school life. Various groups fundraise at Narrabeen Lakes Public School for different reasons. All these groups aim to provide fun activities and services that enrich our children's experiences at our school.

Flyers about fundraising events specify which group benefits from the event. All these groups are working together to provide a diverse range of experiences. Here is a bit of information about these groups and what they are fundraising for.

## [Band](#)

Narrabeen Lakes Public School bands have several fundraising activities. The major fundraiser is the Bunnings sausage sizzle. Funds generated are used to purchase sheet music and instruments.



## [Parents & Citizens Association](#)

Your P&C run lots different of fundraising events throughout the year. Every dollar raised goes towards our children's education and funds generated are combined with P&C fees to support major projects and purchases for the school. In the last two years the P&C has funded excursion buses for every class; a new PA system; smart boards and air-conditioning for our classrooms and \$8,000 of the school's Wi-Fi system; teachers' aide time; iPad minis for each of our teachers; half the cost of new management software for our school and the fabulous COLA all-weather extension blinds! They have more recently begun to fundraise for an upgrade of our adventure playground.



## School

The school supports Stewart House and the Children's Hospital as our main charities.

Occasionally the school will organise a major fundraiser for a specific project.

## Year 6 Fundraising

Year 6 students fundraise as part of their program for personal development and leadership skills. The class teachers work very hard with Year 6 to think of fun, fundraising ideas such as cake stalls and mini fetes.

Funds generated are used to buy a gift for the school at the end of the year. Some gifts have been table tennis tables, outdoor chess and checkers, a new lectern for our hall and a drum kit for the band.



# GENERAL INFORMATION A-Z

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## Absences

The Department of Education requires teachers to receive a written confirmation of all absences, whether they be whole day or partial absences. Notes should be sent to school within two days of the absence, dated and signed by a parent/guardian. The note should include date/s and reason for the child's absence. Absences may also be sent via email or via the school app. A pro-forma *Student Absence Notification* form can be found on our website or obtained from the classroom teacher. The Principal and Home School Liaison Officer checks attendances at regular intervals.

If taking extended leave for a period of more than 10 school days, you must seek approval for this leave, in writing, from the school Principal.

## Assemblies

Assemblies provide a meeting of students beyond the classroom. Opportunities exist at these assemblies for students and classes to share their talents with others. School Captains, Vice Captains and Prefects develop leadership qualities and public speaking skills by conducting these assemblies.



## Athletics Carnival

An Athletics Carnival is held at the Sydney Academy of Sport, for students aged 8 years or older. The results of the carnival determine the team to compete later at a Zone level.



## Book Club

Approximately twice a term, all children are offered brochures from Scholastic Book Clubs. There is no obligation to purchase.

## Buddy System

Year 6 children have a special relationship with kindergarten. They will be the ones who will welcome them to school and become a 'special friend'. They are matched to a kindergarten child to assist with their transition to 'Big School'. Year 6 also assists with reading activities, playground time and adjusting to school routine. All classes from K-6 are encouraged to arrange combined activities of social and educational value.



## Bus Travel

All children in Years K to 2 are eligible for free travel. Students in Years 3 to 6 who live more than 1.6 km from the school, as measured on a radius from the centre of the school site, are also eligible for free travel. Application forms are available from the school office.

## Canteen

Our school canteen is open for lunches Monday to Friday. All orders need to be placed online by 8am each canteen day using the Flexischools site, which can be accessed at [flexischools.com.au](http://flexischools.com.au). Students are also able to purchase a range of healthy snacks at morning tea and lunch time. The majority of food produced in the canteen is made from fresh ingredients. We use local suppliers for our bread, fruit and vegetables.

## Cross Country

Cross Country is held each year in Term 2 for students aged 8 years and older. The results of this will determine the children who will compete at the Zone carnival.



## Crunch & Sip

Healthy eating is encouraged at Narrabeen Lakes Public School to assist in learning about a healthy lifestyle. Classes participate in the 'Crunch and Sip' program each day where they are encouraged to bring fruit and/or vegetables to eat during class time.

## Custody of Students

The Principal must be informed in writing of any special custody arrangements concerning a child. An original copy of any court order denying a parent access to a child must be made available to the school to photocopy. Should custody arrangements change at any time, it is essential that the Principal be notified.

## Emergency Procedures

Throughout the school year the school will participate in evacuation and emergency procedures.

## Excursions/Incursions

All excursions proposed by teachers must meet with the Principal's approval.

In all cases, excursions are explained to parents and must be of educational or social benefit to the pupils concerned. In addition, written permission of the parents must be obtained before any pupil leaves the school on an excursion.

A permission note for all excursions and incursions is issued at the beginning of each term. All information on the permission note must be completed, including health/special requirements. As permission notes are a legal document they must be completed in blue or black ink, NOT pencil. Please ensure that your child's class, first and last name legal name is included on each permission note.





## Leadership

School Captains, Vice Captains, Prefects, Sport House Captains and Sport House Vice Captains are elected by the children each year.

## Learning & Support Teacher (LaST)

We are fortunate to have this specialist teacher to give extra assistance to individual children. This has been effective in enabling children to consolidate and improve their learning performance.

## Library

Children participate in weekly formal library lessons and may also borrow books at this time. The library is open four days a week and at lunchtime for extra borrowing, reading and research. All children borrowing books to take home are required to have a library bag so as to protect the book/s.



## Lost Property

We make every effort to return lost property to its owner. Please ensure that all school items are clearly named. Sewn on nametags are preferred. We expect all our students to treat the property of others, as they would wish their own property treated. This includes taking possessions found directly to a staff member. Lost property is located in the classrooms near the octopus ring, opposite the library.

## Mobile Phones

Children bringing mobile phones (or iPads) to school must hand them to their class teacher at the beginning of the day. Phones are not permitted to be used during school hours or left in bags. Children collect their devices from teachers at the end of the school day and must not be turned on within the school grounds/boundaries.

## Money

The majority of payments to the school are itemised on a term account issued in the first week of every term. Payment can be made by credit card, direct debit, cash or via our website. Please assist by enclosing the correct money and relevant notes (including medical information where requested) in an envelope with your child's legal first and last name, class and amount paid and name of activity. Payment envelopes are to be placed in the red box in the school foyer.

## Parent Interviews

We welcome discussion with parents but this must be limited by the children's needs during teaching time, hence the need for appointments. This is particularly so when issues are of a more pressing nature requiring adequate time to be dealt with satisfactorily. If you have a concern it is best to discuss the matter with your child's teacher first before approaching the office. If this proves to be unsatisfactory then proceed to one of the school's Assistant Principals. Formal interviews are held each year in Term One to discuss your child's progress.

## Parents and Citizens Association (P&C)

Like any school, we have a Parents and Citizens' Association (P&C). Our P&C aims to work closely and co-operatively with our Principal and teaching staff to make our children's primary school years the best they can be. We aim to raise funds so we can provide facilities and equipment for the school. Also, we look at ways to supplement and enhance the quality of our children's education and we work to promote the interests of our school.

Your P&C meets in the school library on the third Tuesday of each month at 7:30 pm. These dates are notified through the school app and are also noted on the school calendar and in newsletters. All parents are welcome. The P&C committee is happy to be contacted regarding any questions, issues or suggestions that our parents might have. Contact the secretary at [nlpspanc@gmail.com](mailto:nlpspanc@gmail.com). The P&C secretary is also the person to contact if you'd like to submit an item to be included on the Agenda for the P&C meeting.

More information about the P&C and its sub-committees is available from the P&C web page on our School's web site [www.narrablks-p.schools.nsw.edu.au](http://www.narrablks-p.schools.nsw.edu.au).





## Parent Involvement

Parents assist at our school in many ways. Parents may help:

- in classrooms assisting with academic programs
- in our sports program
- reading group helpers
- dance ensemble groups
- costume making
- on committees which involve teachers and parents
- at working bees for grounds improvement
- in parent bodies such as the P & C
- transporting children to events

All volunteers at school must complete a 'Working with Children Check'. Please contact the office for more details.

## Parent-Teacher Meetings

Contact, co-operation and partnerships between home and school are of the utmost importance. Parents are encouraged to make an appointment to see their child's teacher at any mutually convenient time when they wish to discuss their child's progress. At the beginning of each year Information Nights are organised. At these meetings parents and teachers are able to meet one another. Classroom teachers outline the class program and policies for the year and there is an opportunity for parents to ask questions of the class teacher. For behavioural concerns or more serious matters, one of the Assistant Principals may request to attend a meeting with parents.

## Parking

Parking is restricted in the school grounds. Parents should be careful not to park in restricted areas around the school as most of these have been established for everyone's benefit but especially to protect our children. A drop-off zone is also available in Goodwin Street. A pedestrian access gate is available via the Adventure Playground, adjacent to the staff car park. Parents must not use the staff car-park area even if only 'dropping' their child off or collecting their child. Parents and children should not use the staff car park as a short cut to Goodwin Street.

## School Counsellor

If you require special assistance for your child then an appointment should be made by contacting your child's teacher to arrange an appointment. Our School Counsellor usually attends our school each Monday.

## School Development Days

The Department of Education requires schools to devote five days per year to staff professional development. Parents are invited to join teachers and support staff on these days to improve knowledge about curriculum or school organisation. On these days we request that parents keep children at home. Dates of School Development Days are published in the school newsletter and school website and are usually the first day of Terms 1, 2 and 3 and the last 2 days of Term 4.

## School Fees

A school fee is asked of families for each child, payable yearly, to help cover costs for school materials. A notice is sent out at the beginning of the year. This amount is kept as low as possible whilst allowing for the supply of teaching materials and other requirements such as maths, sport and art equipment.

## School Newsletter

The school's newsletter is published weekly and emailed to parents via *Schoolzine*. The dynamic format includes some great features such as video, unlimited photos and school event bookings. *Schoolzine* provides a free smartphone app that can be accessed either on a smartphone, iPad or computer.

Those families requesting a paper copy will still be able to collect one from the office.



## School Photographs

Professional photographers are employed to take class, individual, family, group and sporting team photos. Parents are required to complete a permission to publish form annually.

## Scripture/Ethics

Scripture/Ethics is conducted each Wednesday. All children attend either Anglican, Catholic, Baha'i or Ethics classes, unless non-attendance is requested by parents in writing. Children attending non-scripture are supervised by a teacher. If parents wish their children to change scripture/Ethics classes during the year, a written request to change is required.

## Sport

All children are allocated to a Sport House - Red Sharks, Blue Dolphins, Yellow Stingrays. All pupils should wear appropriate sports uniform on Fridays. All children in Years K-2 have the option to participate in a professionally run external gymnastics program (Northern Beaches Gymnasium) throughout Term 2 and 3.



The school is a member of the Pittwater Primary School Sports Association (PSSA). Currently the sports we enter are T-ball, softball, cricket, Eagle-tag, AFL, netball, soccer and rugby league. Activities are designed to develop the skills of the children. Occasionally, external experts may be brought in to run specific programs such as tennis, basketball, football (soccer), AFL and hockey. Payment for PSSA must be made by round 2 of each competition. Narrabeen Lakes also enters a variety of knockouts involving sports such as AFL, Oz-tag, Seven-a-side Rugby League and Milo Cup Cricket.



An internal sports program is run for those children who do not participate in PSSA or the gymnastics program. This program focuses on the development of fundamental sport skills, which are then applied in a game.

## Stewart House

Stewart House is the school's main charity. This organisation is entirely supported by the efforts of NSW public school students and public school teachers. We support Stewart House as our major charity in two ways: used clothing collections (2 or 3 times per year) and other fund raising efforts such as non-uniform 'muffi' days.

## Student's classroom equipment

Students may be requested to supply personal equipment such as pencils, pencil case etc. Usually a list of requirement is sent home at the end of each year for the following school year. All personal equipment should be marked with student's name and replenished throughout the year.

## Student Reports

Parent teacher interviews take place at the end of Term One to discuss student progress. Written reports for grades K-6 are distributed each June and December. Upon receipt of the written reports, parents may request a parent-teacher interview to discuss their child's progress if needed. Opportunity is also provided in the year for parents to discuss the progress of their child if they have any concerns.

## Students with Special Needs

Support programs are available for students with specific learning needs. Specialist staff coordinate these programs. The school's Learning Support Team meets on a regular basis to discuss students' particular needs.

## Sustainability

Narrabeen Lakes has developed an excellent reputation for sustainability education—winners of the Regional Directors Award: 2009 and 2010. The school received the Northern Sydney Region Learning for Sustainability Award of Excellence, 2011. The school also won Sydney's Most Sustainable School in 2011. We have been continuing this ethos by encouraging students to recycle the following items:

- mobile phones
- batteries
- print cartridges
- corks
- paper and cardboard
- fruit and vegetable scraps for worm farms, chickens and compost bins

All students at Narrabeen Lakes are actively involved in recycling and undertake responsibility for the day-to-day management of the recycling programs. In order to minimise waste at school, students are encouraged to bring Nude Food in their lunch box.

In the interests of the environment, the following items should not be brought to school:

- pre-packed portion controlled packets e.g. chips or biscuits and cheese combination packets
- food in wrappers and drinks in throw away cartons with straws

All students should have a labelled lunch box and reusable drink bottle to hold their morning tea and lunch. Recycling bins are placed in the playground for items such as juice boxes or PET bottles. As a general rule, please don't bring anything that can't be taken home and recycled.

### Swimming Carnival

A swimming carnival is held in Term 1 at the Manly Swimming Centre. Children in Years 2-6 are encouraged to participate in some of the many events. From this a primary team is selected to participate at a Zone level against the other schools in our PSSA area



### Updating student information

It is vital that the school office be notified of any changes to student information e.g. change of address or phone number, emergency contact name or phone number and any changes to parent's work phone number. An *Emergency Contact Sheet* is sent home at the commencement of each year to assist in updating family and student particulars including medical information. Please notify the school if your child has had any external testing for medical or educational purposes e.g. speech therapy. This information assists the teacher and *Learning Support Team* in planning optimal educational outcomes for your child.

### Workbooks

To facilitate ease for parents the relevant supplier sells the appropriate grade workbook pack on a set date in early Term 1. For those who miss payment on this day a list of the relevant books will be supplied and the parent will then have to purchase them at an appropriate outlet. Additional to this is a small charge for curriculum materials - photocopying, exercise books etc. The school is responsible for supplying some curriculum materials, not the Department of Education, and as such a fee is levied for each student.



# HEALTH MATTERS

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## Emergency Contact Sheet and Medical Details

Narrabeen Lakes Public School endeavours to ensure your child's safety and welfare at all times. However, it is essential that the school be kept informed of any changes—particularly emergency contact names and telephone numbers. Please remember to keep our records current at all times. Your child's comfort and welfare depends on this information.

## Common Infectious Childhood Diseases

Please advise the school if your child is absent due to any of the following infections as this could impact on other students with major health issues.

Disease	Period of Exclusion
Chicken Pox	For at least 5 days after the first spots appear, or when blisters have all crusted.
German Measles	Until child has fully recovered, or at least 4 days after rash appears.
Viral Hepatitis	Re-admit on receipt of a medical certificate of recovery or on subsidence of symptoms when no medical certificate is available.
Scabies	Until all evidence of the disease has disappeared or a medical certificate is produced stating that treatment has been successful.
Ringworm	Until your child has seen a pharmacist and begun treatment. Notify the school. The school may ask for a medical certificate to confirm that treatment has commenced. Infected area must remain covered whilst your child is at school.
Acute Conjunctivitis	See your family doctor. Keep child at home until discharge from eyes has ceased.
Impetigo (Septic Sores)	See your family doctor. Exclude if on exposed surfaces such as scalp, face, hands and legs.
Pediculosis (Head Lice)*	Until hair is completely cleaned- neither nits nor lice being present.

\*A brochure detailing the treatment of lice is available from the school. Appropriate preparations, shampoos and advice are available from your local chemist.

## First Aid

Basic first aid is administered by our School Administrative Manager or School Administrative Officer. In all cases where the illness or injury is serious we try to contact parents/guardians (or representative) by telephone so further treatment can be arranged or the child taken home if necessary. It is therefore essential that parents/guardians ensure that the school's *Emergency Contact* particulars be kept up to-date at all times.

**If a child is ill before school, this is a fair indication that the child will need close supervision for the day, so he/she should not be sent to school as we do not have the facilities available to closely monitor students who are unwell.**

## Immunisation

The National Health and Medical Research Council and, the N.S.W. Department of Health strongly recommend to parents/guardians that children receive the five year old booster before, or soon after, commencing school for protection against diphtheria, whooping cough, poliomyelitis and tetanus. Immunisation is available through your doctor or some community health clinics.

The Public Health (Amendment) Act, 1992 requires that parents/guardians of all children provide the school with an Immunisation Certificate. Since 1994, children starting school have been required to provide the school with an Immunisation Certificate. This does not mean that immunisation is compulsory. Parents will always have the right of choice. However, in the event of an outbreak of a vaccine preventable disease, unimmunised children will be required to remain at home for the duration of the outbreak for their own protection.

Certificates of *Immunisation History* can be obtained from Medicare, by ordering via your local Medicare office or internet site.

Children unimmunised should obtain an *Exemption Certificate* from their general practitioner.

## Anaphylaxis and Asthma

It is essential that the office be advised (and noted on the annual *Emergency Information Sheet*) if your child suffers from anaphylaxis or has asthma.

If your child suffers from anaphylaxis or asthma, parents are required to bring to the school office an ASCIA emergency care form, filled in by your doctor, along with any medication needed (eg EpiPen or puffer and spacer) clearly marked with child's name and class in a suitable container. The doctor will provide you with the necessary emergency care form.

## Asthma

Please clearly mark spacer and medication with your child's name and class and place it in a suitable container or plastic bag also marked with child's name and class.

Asthma medication such as Ventolin is normally kept with older children who are proficient in administering it themselves. Children who are not experienced, particularly younger children, in handling an asthma puffer will be supervised by the First Aid Officer.

Whilst the First Aid Officer will assist in your child's asthma management program it remains the responsibility of the parent/guardian to ensure that all medication is current and, replaces such medication before *Due by Date* expiry.

## Anaphylaxis

Should a serious anaphylaxis or asthma attack occur whilst a child is at school the school may phone for an ambulance before contacting the parent. The child's safety is Narrabeen Lakes Public School's priority. Narrabeen Lakes Public School staff are trained in the required procedure for anaphylaxis or asthma attacks, should it be needed.

We request that parents/caregivers do not send any nut product to school e.g. Nutella, peanut butter, biscuits with nuts. This is for the health and safety of all of our students.

## Medication

If your child requires medication, on NO account should bottles of mixture or tablets etc. be sent to school with the child for self-administration. This practice constitutes a danger to your own child and to other children. Where possible, parents are requested to come to school themselves to administer medicines, or, try to give dosage immediately before or after school.

Should a child need to receive medication (in exceptional cases whilst at school) parents must discuss arrangements with the School Administrative Manager beforehand.

ALL medication MUST be handed into the school office for registration before the child goes to class. No medication, including paracetamol or eye drops, may be kept in a child's bag. The following procedure is requested:

With all medications parents are required to complete an '*Administration of Medication*' form available from the office. This requests:

- child's name and class
- medication
- dosage
- time of administration
- reason for medication
- anticipated period of administration
- A signature (and date) by parent or legal guardian.

Please note that all medication must come in its original packaging or be accompanied with a letter from a GP. A pro-forma *Request for Assistance in Administration of Medication* form can also be found on the school's website.

Whilst the school office will endeavour to administer the medication at the requested time, the child needs to attend the office at the appropriate time.

The ONLY exception to this rule is for children who have been trained (and are proficient) in the use of their asthma puffers or relievers. Trained children should keep their puffers with them at all time, or as their Asthma Management Program requires (please see section on previous page regarding Asthma).

For further details on medication please contact the school's office.

# SCHOOL ROUTINE

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## Bell Times

Lessons commence at 9:10 am. Children are expected to be here for commencement of classes at 9:10 am.

Children should not arrive prior to 8:40 am (unless they are enrolled in the before school care unit or have band/sport practice/dance).

Recess is from 10:55 am - 11:15 am.

Lunch period is from 12:45 pm - 1:40 pm (1/2 hour earlier on Friday - sports day).

Lessons finish at 3:10 pm.

## Before school

From 8:40 am to 9:10 am the teacher on duty is present in the playground for all children Years K-6. Children arriving before 8:40 am must sit on the silver seats opposite the library entrance. Please note that before 8.30 am students should attend OSHClub before school service, as there are no teachers supervising.

## Late Arrivals/Early Leavers

Please see your child is at school on time in the morning and is collected on time in the afternoon. Teachers mark an electronic class roll each morning on *Sentral*. *Sentral* is our school's main student management software system which ensures accurate attendance records that are not only vital for legal records, but are also important for student safety and well-being.

Should your child be late in arriving he/she must report to the office and collect a late note so that a partial absence can be recorded on the teacher's roll. If possible you are asked to accompany your child to the school office and failing this, send a note with your child, stating the reason for the late arrival.

Should you wish to take your child out of school an appropriate form will be issued and must be presented to the classroom teacher before collecting your child. Under our school's *Child Protection* guidelines you should always collect your child if you want him/her to leave early. Should you (the parent/guardian) wish another adult to collect your child early from school we MUST receive such a request in writing beforehand. A note to the class teacher in the morning would be appreciated. Only person/s nominated on a student's Emergency Contact sheet maybe allowed to 'sign-out' that child unless by special permission of the Principal. Siblings under the legal age of 18 years of age are not permitted to 'sign-out' a child enrolled at Narrabeen Lakes Public School.



## Leaving School Grounds

Pupils must not leave the school grounds during school time unless accompanied by a parent/guardian or approved by the Principal.

## Lunch Time

The children move to the playground and sit whilst eating lunch. Play is permitted after the majority of children have finished eating. The children are supervised at all times.

## OSHClub (Before and After School Care)

Our Before and After School Care provider OSHClub delivers high quality care to our students. Oshclub's team of trained staff are there to provide your children with a safe, happy and caring place to be. At Narrabeen Lakes OSHClub have been approved and a new purpose built centre for us with capacity for up to 80 students has been built. The new building is expected to be open and running from the end of the 2017 school year. In the meantime the team from OSHClub will continue to provide their excellent service from the school hall. Information and enrolment forms are available in the school administration foyer or by contacting the after school care provider directly.



# UNIFORM

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All students at Narrabeen Lakes Public School are expected to wear school uniform. All clothing should be clearly labelled. The summer uniform is worn in Terms 1 and 4. A change to the winter uniform is made in Term 2, usually around mid-May. The sports uniform is worn on Fridays and special sporting days. Hats must be worn at all times whilst outside. Narrabeen Lakes Public School has a strict 'no hat, play in the shade' policy.

Uniforms can be purchased from the uniform shop located on the school grounds. Please have a look at the online store for pricing and purchase options:-

<http://narrabeenlakesuniformshop.com.au> The uniform shop can be contacted via email through the online store link. By purchasing your uniforms through Narrabeen Lakes Public School Uniform Shop you are supporting your school, with all profit being channelled back into the school via the P&C. The Uniform Shop will be a one stop shop for our families to get everything needed for our school uniform and related items. We are so excited to be able to offer our uniform onsite for school families.



Girls' summer uniform



Boys' uniform



Sports uniform



Girls' winter uniform

# WELFARE AND DISCIPLINE

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## School Expectations

Children have responsibility to:

- always exhibit acceptable behavior
- adhere to instructions and directions
- realise the purposeful nature of self-discipline

These rules are, by necessity, kept to a minimum and constantly reinforced.

A copy of the *School Discipline Policy* is available from the school administrative officer and on the school's website.

## Discipline Expectations

We expect Narrabeen Lakes children to be co-operative, honest, well-mannered and to learn self-discipline thus becoming responsible students and adults. All children are responsible for their own actions. Staff are always available to discuss any and all issues/concerns with children and/or parents and a co-operative effort between child, teacher and parent will help all children to reach their full potential.

Please see the Discipline Policy on the school's website for full details.

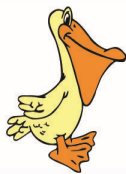
## School Expectations

### Have Respect

- Be friendly and helpful to our school community and visitors
- Care for our school, personal and others equipment
- Care for the environment
- Uphold the rights of others
- Be positive about ourselves and ready to learn



### Practise Responsibility



- Be in the right place at the right time
- Keep ourselves and others safe
- Only bring appropriate items to school
- Strive to be a good citizen
- Be organised with our equipment and uniform

### Have a Go!

- Challenge yourself
- Be resilient
- Learn from your setbacks
- Be brave
- Make every day a personal best day





# CONTACT US

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**Address:** 1299 Pittwater Road  
Narrabeen NSW 2101  
**Telephone:** 9913 7077  
**Email:** [narrablks-p.school@det.nsw.edu.au](mailto:narrablks-p.school@det.nsw.edu.au)  
**Website:** [www.narrablks-p.schools.nsw.edu.au](http://www.narrablks-p.schools.nsw.edu.au)

## General Enquiries

Enquiries can be made by contacting the school by phone, fax or email. Alternatively, enquiries can be made in person at the school office between 8:40am and 3:30pm.





The Principal and Staff at Narrabeen Lakes Public School welcome you and your child to our school and hope that you will find your time with us enjoyable and rewarding.

