Welcome to Parents, Carers and Students

It is with great pride that I welcome you to Matraville Public School. In selecting Matraville Public School for your child, you have chosen a warm and welcoming community school in south-eastern Sydney that belongs to Little Bay Community of Schools. Our school environment is one which is friendly, happy and dynamic. There is a strong commitment to the wellbeing of all students with positive expectations for learning and programs for Child Protection, Drug Education, Enrichment, and Social Skills. We believe every child has the right to feel happy, safe and confident in their learning environment.

Our school strives to provide academic, cultural and sporting opportunities, offering varied and interesting curricula to all students. There is specific focus on the development of Literacy, Numeracy and Technology. Our classrooms have interactive whiteboards enabling teachers to engage students in visually rich learning and connect them to the wider world. All students work towards achieving their personal best.

Our dedicated and enthusiastic team of teachers and support staff offer quality teaching and learning opportunities for all students. Our school is well resourced and caters for individuals through differentiated learning programs by offering rich and varied learning experiences. We share common goals and values and together we work towards providing quality education for all students. A strong partnership between home and school is fostered and this is reflected in our school’s parent programs. Our mission statement - Opportunity, Excellence, Success encapsulates our focus.

On behalf of our school community I again welcome you and hope the following information will be useful in helping you and your child on their learning journey. We look forward to a long and happy association with your family.

Sue Orlovich
Principal

Our key expectations are the foundations of our planning and programs. These expectations include to: be safe; be respectful and be responsible, in order to be a learner. Our students are at the centre of what we do. We are proud of our students, their achievements and the fact that they are outstanding ambassadors for our school and public education.
ABSENCES
On your child’s return from an absence you must send a note of explanation to the class teacher.

Late in the Morning: The student will need to go to the office in person and get a late note.

Leaving Early: To leave school early, students are to be accompanied by a supervising adult. The adult will need to identify themselves and complete an early departure note at the office before taking their child. Children are not permitted to leave school early without a parent or caregiver.

Long Term Absences: Parents are required to fill out a form in the office before the leave begins.

ADMINISTRATION
The office is open between 8:20am and 3:30pm. The principal may be contacted during school hours:
phone: (02) 9311 1783, fax (02) 9661 4076
email: matraville-p.school@det.nsw.edu.au. We hope you enjoy a visit to our website: www.matraville-p.schools.nsw.edu.au

AMBULANCE
In the case of an emergency, the school contacts the parent/carer(s) and, if necessary an ambulance. The student is then taken to the Prince of Wales Hospital, Randwick. There is no cost incurred. A supervising adult will accompany the child in the ambulance.

ANNUAL REPORT
All government schools produce annual school reports which contain in-depth analysis of student performance data and provide a record of the school’s self-evaluation and achievements on targets. Annual School Reports allow schools to evaluate the service they are providing to the community.

ASSEMBLY
Is held weekly for K-2 and 3-6, students are recognised and rewarded for achievements in their learning and school involvement.

ASSESSMENT AND REPORTING
Early in the school year a parent/teacher meeting is organised for each class or stage so that the teachers can provide an overview of the year’s programs and organisation.

During the year a combination of interviews and reports are organised. (Written reports are sent home twice a year). Assessment is ongoing throughout the year and includes informal and formal assessment. Across grade tasks are set, checklists and work samples are kept, and observation records are maintained. Through a variety of assessment procedures, both formal and informal, an accurate profile is kept of each child.

If you wish to speak to your child’s teacher or the Principal, it is recommended that you make an appointment for a mutually convenient time. Communication between parents and teachers is crucial as it builds bridges between home learning and school learning.

ATTENDANCE
Parents/Carers are responsible for their child’s safe arrival and departure from school. The Home School Liaison Officer is available if your child is having difficulties in attending school. Please contact the Principal to organise an appointment.
BAND

The school band program operates for interested students from Years 3-6 within the school. A very reasonable fee is paid for the hire of musical instruments and teaching support. Payments must be made promptly if the students are to remain in the program.

A range of performances are organised for the bands to display their talents. Students move from the training band into the main band. The Band rehearses each week as a group and the children attend private tuition (small group lessons) during the week. Thursday is band day.

BUSES

All students in Kindergarten to Year 2 are eligible for a bus pass. From Year 3 onwards, students must live outside a boundary to be eligible. Forms are available from the office. If your child is ineligible for a pass, they may obtain a term pass from the bus depot (approx $25.00) or a Travel Ten from the newsagency.

CAMP/OVERNIGHT EXCURSIONS

Each year a camp/overnight excursion is organised for students from Years 5-6. It is an important part of the school curriculum and as many children as possible are encouraged to attend. Currently, the camps alternate between a Sport and Recreation camp, and an overnight excursion to Canberra.

CANTEEN

The school canteen is privately run. It is open each day and provides lunch and recess for students. The healthy canteen policy is being used to create menus that meet the required guidelines. Currently students from Kindergarten to Year 2 do not go to the canteen during recess to allow the children time to sit and eat the food that you provide.

You may order morning tea for your child should it be required.

All lunch orders need to be placed between 8.30-9.00am. Late lunch orders up till recess will be filled however you will not be able to order hot food. Price lists are available from the canteen.

All food is prepared on the premises. Breakfast is served from 8.30 – 9.00am. The canteen also offers halal options.

CARNIVALS

For swimming and athletic carnivals your child will be placed into a school team:

BANKS - YELLOW
COOK - RED
PHILLIP - GREEN
SOLANDER - BLUE

CHANGE OF ADDRESS

If you change contact numbers/addresses, please notify the Administration Office in writing. It is essential that this information is always accurate and current. This also applies to phone numbers for emergency contacts.

CLOTHING AND POSSESSIONS

PLEASE label all clothing, hats, lunch boxes, drink bottles and bags. Any lost property found will be sent to lost property in the office. Do not let your child bring any toys or games to school as he or she can become very distressed if they are lost or broken.

COMMUNICATION

The school expects that, should a parent have a concern or be seeking clarification on a particular issue, it will be discussed initially with the classroom teacher then, Assistant Principals or the School Principal if required. The school’s central focus is the student and his/her learning, self esteem and confidence. If we all work in a partnership maximum potential is more likely to be reached.
COMPUTER ROOM
The school operates a computer room used by classes on a regular basis. It also opens for students during some lunchtimes. The students have access to the school network to utilize technology that support curriculum. Students are also able to access the internet in every classroom. All students are expected to follow school guidelines for the appropriate usage of the Internet.

CONTRIBUTIONS
The school receives a per-capita grant from the government. It is essential for the school to raise their own funds to complement this government contribution to purchase equipment to support your child’s learning. The most equitable way is for each family to make a voluntary annual contribution. The voluntary contribution is $40 per child or $70 per family but this amount may be adjusted annually.

COUNSELLOR
The school counsellor works at the school each Friday. The counsellor is a trained psychologist. Students may self refer or be referred by parents or staff but are not assessed or interviewed without parental approval. Should you require assistance from our school counsellor please contact the office.

COURT ORDERS
In a divorce or separated family situation and where custody is other than “joint custody” (in which case both parents have access to staff and report cards, etc) court orders must be sighted and copied for school records.

If these are changed through the courts, an update must also be sighted. It is extremely important that the school remain neutral in custody disputes and cannot act on a parent’s word regarding custody.

DISABLED ACCESS
The school has two wheelchair access points that enable entry into the Administration Block from the rear of the building and from the car park to the playground and hall.

EMERGENCY PROCEDURES
At least twice a year, the school organises “emergency evacuation and lockdown” so that the students are aware of procedures in the event of a hazardous situation.

ENROLMENT
If a child is 5 or will turn 5 by the 31st July in their first year at school then he/she may be enrolled and is able to start at the beginning of the school year. Parents must produce:

• Proof of age: a birth certificate or
• Entry papers - passport/visa (if applicable)
• Immunisation History Statement

ESL (English as a second language)
The Department of Education and Communities funds a specialist program specifically designed to support students whose first language is not English. The school targets the students who need support with their spoken and written English. The identified students are taught in their own class or small groups.

EXCURSIONS
Excursions are organised in order to enrich particular programs. Notes of explanation (times, venue and payment) are provided. Permission slips must be signed by the parent or caregiver and returned with payment to the class teacher using an envelope. All children are expected to attend excursions and pay the cost involved. There are no family discounts for excursions. If there are problems associated with payment for an excursion, the office should be contacted directly to organise a payment plan.

It is very important that all notes are returned prior to the day of the excursion. This assists the school and the staff in the organisation.
FITNESS PROGRAM

Students in K-6 participate in a fitness program focusing on fitness, fundamental movement skills and skills development. These include the sprint run, dance and aerobic routines, hopping, skipping, jumping, side gallop, throwing, catching, kicking, two-handed strike, the dodge and the static balance.

GIFTED AND TALENTED PROGRAM

Targeted students have a number of opportunities to participate in enrichment programs. The school funds external enrichment programs as they become available. The school also has School Dance and Choir groups, band, and chess club and a Creative Arts program that operates Kindergarten to Year 6.

HOME READING

A Home Reading Program operates for all children from Kindergarten to Year 4. Your child will be given a book matched to their reading level. As your child’s reading skills develop the book that he or she brings home will contain more complex sentences and vocabulary. Making errors is a major part of learning. The most important point to remember is that this is a time to enjoy together. Years 5 and 6 are expected to be reading at home each night. They are to borrow books from class, school or local libraries.

HOMEWORK POLICY

It is the responsibility of the parent or carer to ensure the child has time and space to complete their homework during the week. Parents and carers also need to ensure that homework is returned on the designated day.

Kindergarten children will generally not be expected to complete formal homework, however there are things you can do at home to help your child make the most of what they learn in Kindergarten. Reading at home and involving them in family activities will greatly assist the development of their skills in literacy, numeracy and problem solving.

Early in second term Kindergarten will begin to participate in the ‘Home Reading Program.’

In Years 1-2 formal homework will be set. Students may be asked to complete simple computations, to copy letters or words, or to complete an activity sheet. As well as this formal work the children will need to be encouraged to read. The school will support this reading by sending home books as part of the ‘Home Reading Program’. Homework will be given as a package each week. There will be enough for 4 nights per week, 15-20 minutes per night. This includes reading the Home Reader.

Homework in Years 3-6 will be varied and students will be expected to work more independently. However, teachers will still provide guidance and assistance to students having difficulties completing their homework. Much of the homework will be English, Mathematics and Human Society and its Environment. However, it can be set across all areas of the curriculum. As well as this formal work the children need to be encouraged to read. We would ask parents to support staff by encouraging their children to borrow regularly from the school and local libraries. Homework will be given as a package each week. There will be enough for 4 nights per week, 20-30 minutes per night.

The basic rules of homework are that it:

- is appropriate for each student’s age and ability,
- takes into account students’ other commitments, such as sport and home responsibilities,
- takes into account technology such as email and the internet so that students without access are not disadvantaged.

The three types of homework that will be sent home will be:

- **Practise Exercises** – these help students to remember and practise newly acquired skills – such as memorising mathematical tables, practising spelling words, writing stories and reading for pleasure.

- **Preparatory Homework** – this requires students to research to locate information to prepare them for future lessons on a specific subject – such as reading an article on the Gold Rush.

- **Extension Assignments** – this encourages students to pursue knowledge individually and imaginatively. Assignments may include writing a book review, researching local news or retrieving items from the
Internet, or design and make tasks.

What can parents/caregivers do to help?

- take an active interest in your child’s homework
- support your child in setting aside time each day for homework
- provide a dedicated place for homework and study if possible
- assist teachers to monitor homework by signing completed work if requested, and be aware of the amount of homework set
- communicate with teachers any concerns about the nature of homework or your child’s approach to homework
- encourage your children to read and take an interest in current events

While homework is an important component of the teaching and learning process, schools recognise that it is important for students to have time for play, leisure and physical activities outside of school.

Feedback

- homework will be collected and monitored by the teacher. Parents can expect to be notified of any problems by the teacher
- parents need to inform their child’s teacher of any difficulties their child is experiencing with their homework. This may be a note, or a comment on the homework sheets or an appointment parents or carers make with their child’s teacher
- homework will be reported on in the school reports

Encouragement and support from parents/caregivers helps students to have a positive, productive approach to homework.

**HOURS**

SCHOOL STARTS: 9.00am  
SCHOOL FINISHES: 3.00pm

**TERM 1 & 4**

RECESS: 11.00am - 11.25am  
LUNCH: 1.10pm – 2.00pm

FRIDAY break times are:  
LUNCH: 11.40am – 12.30pm  
RECESS: 1.50pm - 2.15pm

**TERM 2 & 3**

RECESS: 11.00am – 11.25am  
LUNCH: 1.10pm - 2.00pm

FRIDAY break times are:  
RECESS: 11.00am – 11.25am  
LUNCH: 12.15pm - 1.05pm

**IMMUNISATION**

All children enrolling in Kindergarten are required to provide an Immunisation History Statement to the school. If your child is classified as “fully immunised” for school, the Statement will say: “This child has received all vaccines required by 5 years of age”.

The ‘blue book’ is no longer accepted.

All boosters now should be given at 4 years of age; please see your local doctor if they have not - it’s not too late to have the vaccines now, even if your child is over 4 years of age.

The Immunisation History Statement is automatically generated and posted to your address when your child has received their 4 year old booster vaccines. If your child is not immunised, he/she will need to be excluded from school in the case of an outbreak of measles, diphtheria, whooping cough, etc. (for the child’s protection).

If you need another copy of the Immunisation History Statement, please contact the Australian Childhood Immunisation Register on 1800 653 809.
KEY LEARNING AREAS (referred to as KLAs)

These are the subject areas of English, Mathematics, Science and Technology, Human Society and its Environment, Creative Arts, Personal Development/Physical Education/Health.

LANGUAGES

We have one community language teacher. Bengali is taught to native speakers from Kindergarten to Year 6.

LEARNING AND SUPPORT

(LST - Learning and Support Team)

This team comprises various members of the school staff including the school counsellor. It meets on a regular basis to plan and implement programs to support learning, review the progress of students with special needs and support students’ learning and wellbeing needs.

Information is sent to parents where applicable.

LEARNING AND SUPPORT TEACHER

The learning and support teacher assists in the implementation of programs of support for students, individualised learning plans and is a member of the school Learning and Support Team.

LIBRARY

The school Library operates three days a week. Children visit the Library to borrow books, listen to stories and research topics that are taught in class. Parents are also asked to help with shelving whenever they have any spare time. The library is opened twice a week during the second half lunch period for quiet time or additional borrowing.

MEDICATION

Medication cannot be given unless a consent note is completed. These notes are available at the office. Any ongoing medication must be accompanied with a Medical Plan from your doctor. Please do not send medication with your child.

MOBILE PHONES

We do not encourage mobile phones to be brought to school. If your child needs one for a particular family situation the phone may be brought to school. Students bring mobile phones to school at their own risk – the school and school staff members will not accept any responsibility for any loss or damage to mobile phones or for investigating such loss or damage. It is only if a mobile phone is used inappropriately that action will be necessary.

MONEY

Payment for sport, excursions, performances, and other school activities should be returned in an envelope (at times the school will provide these envelopes). Please ensure that the envelope is clearly labelled with name, class, activity and the permission note is included, plus any money if required.

NEWSLETTER

Each Monday, the ‘Matraville Community News’, our school newsletter will be sent out. We will also aim at sending other school and P&C notes with the Newsletter. Please check your child’s bag. Additional copies are available from the office. Newsletters are also available on the school website.
NOTICE BOARD
Displayed at the front of the school to showcase various events or achievements to the local community.

OUT OF SCHOOL HOURS CARE
Before and after school care is provided for students by the YMCA Little Bay Community of Schools OOSH. Information packages are available at the office.

PARENTS & CITIZENS ASSOCIATION (P&C)
This is the school’s official parent organisation, which represents the interests of parents in school matters. Parents nominate and elect the P&C executive. Parents on the P&C are actively involved through committees that have specific responsibilities. As well, the P&C organises activities to raise funds, inform parents of what is happening in the school and where possible provide assistance to the teaching staff. Currently the meetings are held on the last Friday of each month at 9.15am in the P&C room.

PARKING
There is no entry into school grounds during school hours. It is also important that you do not park across driveways. The drop off and pick up area on Bunnerong Rd operates each school day. Parents must remain in their car, as it is not a parking area during drop off and pick up times.

PARENT PARTICIPATION
Parents may be asked by the teacher to help in class with; Maths, Reading, Music/Dance/Drama, and Sport, an area of expertise, book covering or shelving library books. Please contact your child’s teacher if you are able to help.

PLAY EQUIPMENT
Is not to be used before school. There is a roster system for students to use the equipment during recess and lunch.

PLAYGROUND SUPERVISION
Supervision is from 8.30am each morning. It is not advisable for students to arrive at school prior to 8.30am or to remain in the playground after the 3.00pm bell each afternoon. There is no rostered supervision by teachers before or after these times. Should you be late in collecting your child please advise the school as soon as possible. If a child is not picked up immediately they are taken to the office and parents, carers or emergency contacts will be phoned. Children are not to play on equipment before or after school.

PLAYGROUP
A Playgroup run by Randwick & Botany Supported Playgroup Service operates at the school for all children aged 0-5 on Wednesdays from 9.30am to 11.30am.

Parents must remain with their children. A gold coin donation is requested to cover the cost of consumables.

READING RECOVERY
The Reading Recovery teacher targets students from Year 1 who require further support with their reading. Students must have turned 6 years of age to be accepted into the program. This program consists of a daily, half-hour, one-to-one reading session at school with parent follow up at home.
RELIEF from FACE to FACE (RFF)

Each member of staff, as specified by the Department of Education and Communities, is entitled to two hours per week for meetings, interviews, preparation, planning and marking. This is achieved through the school’s Relief from Face to Face Programs consisting of lessons between half an hour and an hour’s duration. Programs are planned collaboratively with class teachers and supervisors.

SCHOOL POLICIES

The school operates using a series of policies. The policies are drafted using Department of Education and Communities guidelines, consultation with staff and parents and the incorporation of best practice. Once implemented these policies are reviewed and modified when necessary on a regular basis. Should you require a copy of any policy please contact the office.

SCHOOL SONG

To the tune of ‘Anchors Away’

Matraville Primary School
Assembled here
Striving for victory
We’ll play the game for our old school
And even if we do not win
We’ll try again
Truth, honour, loyalty at
Matraville Primary School
ENDEAVOUR!

SCRIPTURE

Scripture takes place each Thursday between recess and lunch, (three half-hour sessions)
– Kindergarten to Year 2, middle and upper primary).
Volunteers run the program.
Should you not wish your child to participate in the Scripture program, please advise the class teacher in writing.

SPECIAL SWIMMING SCHEME

Operates each year for two weeks by specialist swim instructors to teach students from Year 2 the fundamentals in swimming.

SPORT

School sport operates each Friday for K-6.
During this time there are competitive games (PSSA) against other schools in Cricket, Netball, Rugby League, Soccer, AFL and Softball for Years 3 - 6. We also have programs in Learn to Swim, Gymnastics, Tennis, AFL for Years 3-6 and a variety of sports for K-2. Other school and interschool competitions include Athletics, Cross Country and Swimming. There are costs involved in PSSA sport which cover affiliation fees, transport, tutoring, entry to venues and equipment. A free school sport is available K-6.
TEXT BOOKS
At the beginning of the school year, you will receive a note explaining textbook and other requirements for each grade. Payment is made to the class teacher, through the envelope payment system. In cases of financial difficulty, contact the Principal to make special arrangements for a payment plan.

TOILETS
There are two sets of toilet blocks at Matraville that are in use. Kindergarten to Year 2 use toilets adjacent to classrooms during class time and the playground during recess and lunch. If your child is in the Infants, please keep a spare pair of undies in their school bag.

UNIFORM
It is important that our students wear their school and sports uniform. Hats and safe black shoes must be worn each day. There is a uniform display board in the administration foyer.

HATS
Remember our playground rule – no hat, play in the shade. Please ensure that your child brings a hat to school every day. School hats are available from the office.

GIRLS – Summer Uniform
• Bottle green culottes and white polo shirt or
• Green and white check school dress
• Black shoes and white socks.
• Bottle green cap / wide brimmed sun hat.
□ Please note that the school dress, with the correct pattern, is only available from the school office. If leggings are to be worn under the dress or culottes, leggings may be white or girls may wear bottle green tights. These may also be purchased at the office.

BOYS – Summer Uniform
• Bottle green shorts and white polo shirt.
• Black shoes and white socks.
• Bottle green cap / wide brimmed sun hat.

GIRLS/BOYS – Winter Uniform
• Bottle green tracksuit, long bottle green cotton pants, white skivvy and a bottle green jumper.
• Black shoes and white socks.

SPORTS UNIFORM
SCHOOL SPORT AND K-2 SPORT
• White school polo shirt
• Bottle green school shorts/school skort or school bottle green soccer shorts ($20 from the office)
• White socks
• Black sports shoes
• School hat

AFL
• School AFL guernsey (loaned at the beginning of season in term 1 and must be washed and returned at completion of season in term 4)
• School bottle green football shorts ($20 from the office)
• School bottle green football socks ($10 from the office)
• Football boots or black sports shoes
• School hat
• Mouthguard

CRICKET
• White school polo shirt
• Cricket long whites or bottle green school trousers
• White socks
• Cricket shoes/black sports shoes
• School hat
• Hector Protector
GYMNASTICS
- White school polo shirt
- Bottle green school shorts/skort/school bottle green soccer shorts ($20 from the office)
- Bottle green school sweatshirt/jacket/jumper
- White socks
- Black sports shoes
- School hat

NETBALL
- White school polo shirt
- Bottle green netball skirt/school skort
- Bottle green school sweatshirt/jacket/jumper
- White socks
- Black sports shoes
- School hat

RUGBY LEAGUE
- School NRL jersey (loaned at the beginning of season and must be returned at completion of season)
  - School bottle green football shorts ($20 from the office)
  - Bottle green school sweatshirt/jacket/jumper
  - Bottle green football socks ($10 from the office)
  - Football boots or sports shoes
  - School hat
  - Mouthguard

SOCCER
- School Soccer jersey (loaned at the beginning of season and must be washed and returned at completion of season)
  - School bottle green soccer shorts ($20 from the office)
  - School bottle green socks ($10 from the office)
  - Bottle green school sweatshirt/jacket/jumper
  - Football boots or black sports shoes
  - School hat
  - Shin protectors

SOFTBALL
- White school polo shirt
- Bottle green school skort
- White socks
- Black sports shoes
- School hat

Our uniform is available from:
WYLIE’S SCHOOL WEAR -
629 Anzac Pde, Maroubra
Tel: 9344 5777
The girls’ dress, caps and hats are available from the office.

VISITORS
All visitors, including parent/carer(s), must report to the Office and obtain a visitor’s pass. The pass must be worn at all times whilst in the school grounds. If the school has contacted you regarding a sick child, you still need to notify the office of your arrival.

WET WEATHER
- Before school, students stay under cover until 8:50am and then go directly to their own classroom with the teacher.
- Recess or lunch: students are supervised in classrooms.
- Sport will be cancelled, where possible, when raining.
If you live in this area - Matraville Public is your local school.