

Lane Cove West Public School

Parent Handbook





LANE COVE WEST PUBLIC SCHOOL

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Welcome to Lane Cove West Public School

Lane Cove West Public School is a primary school with students from Kindergarten to Year 6. The school offers a wide range of programs and opportunities for its students. These include:

- a strong focus on teaching and learning with emphasis given to literacy and numeracy programs
- an emphasis on performing arts which has a strong tradition in the school
- a rich curriculum offering varied opportunities for students including sport, dance, music, drama, chess, yoga, Mandarin and public speaking
- leadership opportunities for students
- enrichment programs giving students opportunities to develop talents and interests in music, dance, drama, choir, band, problem solving, chess, computers, science, coding and robotics.

At Lane Cove West we aim to provide a positive and inclusive environment in which all students are prepared to be lifelong learners and responsible global citizens.

We look forward to getting to know you and your child as we work together to achieve these goals.

Regards

Tania Weston

Tania Weston
Principal



Administration Block

ABSENCES

Regular attendance is very important. If your child arrives after the bell at 9:25am, you are required to accompany your child to the school office and collect a computer generated Late Arrival Slip. This is then taken to the class teacher. If it is necessary to collect your child from school before 3:25pm please visit the office for an Early Leaver Slip before going to the classroom to collect your child. These notes are required to explain the partial absence during the day. For whole day absences up to 10 days, an explanation must be received within 7 days of the first day of the absence. Explanations can be submitted via an absence notification through the school app, in the form of a written note, email or phone call. For absences longer than 10 days please complete an extended leave application via the front office prior to the absence.

APP

The school App is available for download from the App Store for iPhone users or the 'Play Store' for Android users. Instructions are available at the end of this handbook.

ASSEMBLIES

Assemblies are held each week on a Wednesday at 2:40pm. Assemblies alternate between K-2 (even weeks) and 3-6 (odd weeks). Parents and community members are most welcome to attend these assemblies, during which awards are given to students who have shown excellence or improvement. All classes host these assemblies in turn, giving students experience in public speaking and performance. Parents will be informed by your child's class teacher and in the school calendar, which day your child's class will be hosting the assembly.



AWARDS / BEHAVIOUR MANAGEMENT

Our school uses the *Positive Behaviour Engaging Learners (PBEL)* system of behaviour management.

Our core values are 'Respect', 'Responsibility' and 'Endeavour' and for each core value there are three behaviour expectations.

Values	Responsibility	Respect	Endeavour
Expectations	Stay safe Be in the correct place Take care of property and the school environment	Be considerate Actively listen and follow instructions Wear the school uniform with pride	Be a committed learner Embrace opportunities Demonstrate good sportsmanship

Teaching: PBEL emphasises explicit teaching of core values and expectations. Behaviour expectations are taught in all classes across the school on a weekly or needs basis. Expectations are also reinforced in school assemblies and parents are informed of weekly expectations in Chatters, our school newsletter.

Awards: 'Bee stamps' form the basis of the awards system and are frequently given to reinforce positive behaviour in all school settings.

10 bee stamps	= 1 bee sticker
5 bee stickers	= 1 Merit Award
5 Merit Awards	= 1 Gold Award
5 Gold Awards	= 1 Banner of Excellence
2 Banners	= 1 Medal

In addition to the above, four Merit Awards are given per class in fortnightly assemblies. A very special Values Award and a Stand Up Award is also given to one special student from time to time.

Consequences:

A structured consequences system enables consistent follow-up of unacceptable behaviour and focuses on re-teaching of expectations and use of restorative practices.

BAND PROGRAM

Students in Years 3-6 are eligible to join the Junior, Senior or Jazz Bands. Due to the growing number of students wishing to be involved in the Band Program, the P&C introduced a Concert Band in 2013. Students may join the Junior Band in Year 3 and will progress to the Senior Band in Year 4. Students from Years 5 & 6, with a minimum of two years band experience, will be invited to join the Concert Band. Students will also be given the opportunity to audition for the Jazz Band. A parent-run Band Committee ensures the band program is run efficiently and effectively in liaison with two professional band directors. The bands have a variety of performance opportunities during the year, including periodic performances at school assemblies.

Currently our Senior Band performs at our special evening concerts and other significant assemblies. Our bands also compete in the Ryde East Band Competition, the Yamaha Festival and the NSW Schools Band Festival.

BANKING

Parents organise school banking for children through the Commonwealth Bank and children may bring their money to school for depositing into their account. Our tellers can be found at the canteen windows, under the hall COLA, on Thursday mornings from 9:00am – 9:20am. These parents then deposit the money at the bank for the children.

BEFORE AND AFTER SCHOOL CARE AND VACATION CARE

The Outside of School Hours Care (OSHC) program at Lane Cove West Public School is provided by *Helping Hands* and operates every morning from 7:00 until 9:00am and every afternoon from 3:25 until 6:15pm. The centre is also open on School Development Days.

Qualified carers provide fun activities both inside and outside the centre. Afternoon tea is provided and students can be involved in the supervised homework club. The Centre phone number is 0475 966 771 and the email address is lanecovewest@helpinghandsnetwork.com.au. The link to obtain an enrolment form can be found on the school website www.lanecovew-p.schools.nsw.edu.au. Please contact the centre, for further information.

BELL TIMES

Morning Bell:	9:25am
Recess:	11:10am – 11:30am
Lunch:	1:00pm – 1:55pm
Afternoon Bell:	3:25pm

BIKES

Children are discouraged from riding their bikes to school until they have attended bicycle safety awareness programs in Year 5. Bikes can be stored on the bike racks provided in the school playground.

BOOK CLUB

Ashtons Scholastic Book Club catalogues are sent home regularly to families who may wish to order from a selection of reasonably priced books for their children. When our school places these orders, we receive points which can be used to purchase books for the classrooms or our Library.

BUDDY SYSTEM

On their first day of school, kindergarten students are buddied up with a student in Year 6. These older students help the younger students in the playground. Periodically the older students will join their buddy for reading, sports activities. This the younger students student a sense of the younger who are new to the in their own class.



writing, and art and is a process which assists and gives the older responsibility and care for students. Other students school are given buddies

Everyone enjoys Buddy Time

BUSES

Students from Kindergarten to Year 2 are eligible for a free bus pass. Students in Year 3 to 6 must live outside a 1.6km radius of the school in order to be eligible for a free pass. The bus service runs from the school gate in Cullen Street to the Lane Cove Interchange. A teacher is assigned bus duty each afternoon to ensure student safety. Students can apply for an Opal card via <https://www.opal.com.au/en/about-opal/opal-for-school-students/>

CANTEEN/LUNCH ORDERS

Our school does not operate a canteen, however, parents can still place lunch orders online through Flexischools. Flexischools send the orders daily to a local bakery, *Sweet Temptations* where the lunches are freshly made and packed. Lunches can be ordered five days per week by logging into www.flexischools.com.au. To view the ordering procedure and the current menu, type Lane Cove West Public School in the 'Find Your School' box. Lunch orders are delivered to the school and distributed to the children at 1:00pm. The bakery adheres to our 'No Nut' policy, as the school has several anaphylactic children and we wish to ensure their health and safety. Every attempt is made to lower the risk to students, however no school can say they are a "Nut free" school, as there could be traces of nuts in products of which we are not aware.

CAPTAINS/YEAR 6 LEADERS

Students and teachers elect two School Captains and two Vice Captains at the end of the year, for the next school year. Our school also has four Year 6 committees responsible for catering, environment, events and sport. The students vote to establish prefects for these committees. All Year 6 students are considered to be school leaders. Leadership is a strong focus in the school and is developed in all children at Lane Cove West to develop good citizenship and leadership qualities.



2017 School Leaders



2017 Sports Captains

CHESS

The P&C operates a Chess Club that meets for an hour, one afternoon a week and is supervised by volunteer teachers and parents. The club is open to students in Years 1 to 6 in Terms 2, 3 and 4. Professional chess tutors are also employed to assist students develop their skills.

CHOIRS

We have a variety of choirs including the Kindergarten 'Toothless' choir, Year 3-4 choir and the Year 5-6 choir. These choirs are trained by experienced choir teachers and perform at the Sydney Opera House, the Sydney Town Hall, Celebration Concert, school assemblies and special events.

CLASS PARENTS

Each class nominates parent representatives who will provide support and publicity for specific events. These parents can also organise social events and welcome new parents to the class, help on class excursions and liaise with the P&C. A list of parent contact phone numbers is distributed to each parent, with their permission, on the understanding that the phone numbers will not be used for business purposes.

CLASSROOM ASSISTANCE

During the year many parents provide valuable assistance to students by helping in the classroom. They listen to students read and help with writing, practical maths activities, research, sport and computers. Parents are encouraged to share their own strengths and skills in partnership with the school.

COUNSELLOR

The school counsellor supports students with educational, social, emotional and behavioural needs, working collaboratively with the school, families and external agencies. The counsellor works two days per week at our school. Students may be referred by class teachers or parents.

CURRICULA AND POLICIES

The NSW Education Standards Authority (NESA) provide all school curriculum documents.

Subjects are organised into Key Learning Areas (KLAs) following the NSW syllabuses for the Australian curriculum. Further information can be found by visiting the NESA website

<https://www.boardofstudies.nsw.edu.au/syllabuses/>.

➤ **English**

Reading and Viewing
Writing and Representing
Speaking and Listening
Handwriting and Using Digital Technologies
Spelling
Grammar, Punctuation and Vocabulary

➤ **Mathematics**

Number and Algebra
Measurement and Geometry
Statistics & Probability

➤ **Science and Technology**

➤ **History & Geography**

➤ **Creative Arts**

➤ **Personal Development, Health and Physical Education**



CUSTODY

If parents are divorced or separated, confidential information is respected by the school. Parents are asked to only provide essential and appropriate information such as copies of court orders. Separate interviews as well as copies of your child's reports can be arranged upon request.

DANCE

A specialist teacher is employed to teach dance, music and drama to students. In addition, selected students are given the opportunity to perform in dance festivals and at school functions.

DEBATING

Students in Years 5 & 6 are encouraged to participate in debating. Debating teams participate in friendly debates with other schools in the local school networks.

EMERGENCY CONTACTS

It is essential that we are able to contact parents or other emergency contacts during school hours in the event of an emergency. Any changes to mobile, home or work numbers, email addresses or other relevant information should be notified immediately to the school office.

ENROLMENT PROCEDURES

Kindergarten

Children who turn five years old prior to August 1st may be enrolled at the beginning of that school year. Documentary evidence of date of birth and immunisation is required. Around August we conduct school tours and parent information sessions followed by a comprehensive Kindergarten Orientation Program (KOP) in October/ November. Our four-week program gives children and parents the opportunity to form strong links with the school prior to children starting school.

New Enrolments

Any student who enrolls part way through the year must complete an enrolment form, which can be downloaded from the school website www.lanecove-p.schools.det.nsw.edu.au . A birth certificate, passport, Visa, recent immunisation certificate and proof of address must accompany any enrolment form.

ENVIRONMENTAL PROGRAMS

All students are encouraged to participate in our environmental programs with the emphasis on “reduce, reuse, and recycle”. Lunch scraps are composted for use with the worm farm and on the vegetable garden. Paper is recycled in all classrooms and collected for recycling.

Students are encouraged to “Take 3 for the Sea” by collecting three pieces of litter and disposing of it in a thoughtful manner.

Water tanks have been installed to harvest rainwater from large roof surfaces and the water is used to flush all toilets and water gardens. Solar panels on the hall roof generate power to save on electricity costs and LED lighting has been installed in all permanent classrooms to save power.

Students also enjoy looking after live chickens and using their eggs, along with the garden produce to cook delicious meals.



Our keen gardeners

EALD (ENGLISH AS AN ADDITIONAL LANGUAGE OR DIALECT)

An EALD teacher is employed to assist students from language backgrounds other than English. Students are assisted in the classroom, following the class teacher's program and may also be withdrawn from class to assist them with English language.

ENRICHMENT PROGRAMS

A specialist teacher is employed 3 days per week to teach creative arts, including dance, drama and music, to all students. Other programs in physical education, band, choir, chess, public speaking, Maths Olympiad and robotics are also provided for those with talents in these areas.

During the year many opportunities are also offered for students to compete in various competitions at school, district and state levels e.g. Writing Competitions, University Maths, English, Computer, Writing, Spelling and Science Competitions. The school also participates in a range of cultural festivals, which also give children opportunities to foster their talents and to perform.

Enrichment days, on a theme such as science, environmental education or performing arts, are held each year.

EXCURSIONS and INCURSIONS

Excursions and incursions are a part of the school's educational programs and are closely linked with the current classroom program. Overnight excursions or camps may occur in Years 5 & 6. All students are expected to participate in excursions, as part of the normal school program.

Excursion costs are closely monitored and no child is excluded on financial grounds. Written parental permission is required for any activity that involves cost and/or is outside the school grounds.





FEES – EXCURSIONS AND SCHOOL ACTIVITIES

Each term you will receive a Family Statement with costs set out specific to your child's class. This Statement lists the cost of any incursions and excursions booked for the term and any other miscellaneous charges. An example can be found in *Appendix A*. These statements are emailed to families.

Payment for your Family Statement can be made online via the school website or can be sent with your child to the class teacher. Your child should place all notes in the class 'notes box'. The classroom teacher will then send these to the office each morning. Please do not hand in permission notes directly to the office.

In addition to this statement will be a permission slip page which requires your signature to allow your child to participate in these activities. For all excursions an information note will be sent home closer to the date of the excursion outlining departure/arrival times and other details.

FINANCIAL CONTRIBUTIONS

A general school contribution is set in consultation with the P&C and collected by the school, for classroom resources, library and computers, software and a voluntary P&C levy. Fees are requested at the beginning of term one. Consideration and assistance is provided for any family experiencing financial hardship, following confidential information being conveyed to the Principal.

HOMEWORK POLICY

Homework is relevant to classroom work, providing practice and reinforcement of skills. Research and enrichment tasks may be set on occasion. Students are encouraged to develop regular work habits and take increasing responsibility for homework as they progress from Kindergarten through to Year 6.

Homework is usually given on Monday – Thursday. All homework is marked and followed up by the teacher. Homework is a home-school partnership in the teaching/learning process, with the child being responsible for his/her own work while parents provide a supportive, encouraging role.

IMMUNISATION

As part of the enrolment process, the school needs to sight the original copy of your child's Immunisation Certificate and take a copy for his/her file. If you do not have the official certificate the following link will assist you obtain a copy from the Australian Childhood Immunisation Register website

<http://www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register>.

INFECTIOUS DISEASES

Parents are reminded that students with infectious diseases should not return to school until the required number of days has elapsed.

Common infectious diseases of childhood:

Disease	Period of exclusion
Whooping Cough (Pertussis)	5 days from commencement of a special antibiotic
Chicken Pox	7 days after the first spots appear
German Measles	7 days from appearance of rash
Viral Hepatitis	Re-admit on receipt of a medical certificate of recovery.
Scabies	Until all evidence of the disease has disappeared or a medical certificate is produced stating that treatment has been successful.
Acute Conjunctivitis	Until discharge from eyes has ceased
Impetigo (septic sores)	Exclude if on exposed surfaces such as scalp, face, hands and legs.
Pediculosis (lice in hair)	Until hair is completely cleared; neither nits nor lice being present. Brochures detailing the treatment of head lice are available from the school, and appropriate preparations are available from your chemist.

LEARNING ASSISTANCE PROGRAM

A Learning and Support Teacher (LaST) is employed 5 days per week at Lane Cove West to assist children with learning difficulties. This teacher is funded by DoE and P&C funds.

The school counsellor is involved with the administration of diagnostic testing. Programs are implemented in consultation with class teachers. Parents of children on special programs are involved in the decision making, as well as supervising work sent home for consolidation.

LIBRARY

Our library is the focal point of the school and plays a very important role as the information and technology centre.

All students from Kindergarten to Year 6 have access to the library for borrowing, research and to view audiovisual programs. Children borrow directly from the library and a large selection of books is also distributed by the library to the classroom, to provide additional reading materials and supplement classroom themes.

The library is also an excellent teaching space and is equipped with an interactive whiteboard. The adjoining Audio Visual (AV) room is set up for video conferencing with the latest VC equipment.

The library is computerised and borrowing is undertaken with a computer card and scanner. Students are trained as library monitors to assist the Teacher/Librarian. The library is open at lunch times for quiet reading and research and there is a Library website with information on research skills and resources.

Parents are welcome to assist with shelving, tidying and covering of books. Please contact the school office if you can assist.



LIFE EDUCATION PROGRAM

The Life Education van visits the school each year to provide lessons on health and personal development. These lessons are designed for each age group and follow a developmental program. A parent session is also available in the van to demonstrate what your child is learning.

LOST PROPERTY

Lost unnamed items of personal property are placed in the lost property basket in the office foyer. Parents are requested to label all belongings. Clothing items which have been named are automatically returned to the child. Unclaimed clothing is sent to the children's charity, Stewart House.

MEDICATION AT SCHOOL

Medication can only be administered with the written permission of the parent. Parents must complete a 'Medical Advice to School' form for the long term administration of medication or a 'Short Term Medical Authority' form for medication to be administered for a limited period of time. These forms are available from the office.

Please administer any medication your child requires before or after school if possible, however if it is essential for your child to have medication during the school day, it must be clearly labelled with:

- Name of child and his/her class
- Name of medication
- Dosage

Medication should be delivered to the school office and the relevant medication authority form completed. ***Never leave medication in your child's bag.***

Ventolin or similar asthma puffers, and in some cases epipens, are the only medication which the children are allowed to carry with them. Ventolin puffers are also kept in the school's sick bay.

If your child has the need for an epipen, please give one to the class teacher at the start of the school year so it may be kept in a safe and accessible place in the classroom. The school also requires a copy of your child's Anaphylaxis Action Plan which is also provided and signed by the child's doctor. A copy of the Action Plan, with the child's photo attached, will be displayed in the classroom and sick bay.

MEDICAL CONDITIONS

All staff, both teaching and office staff are trained in Emergency Care and CPR. We also have had Anaphylaxis and Asthma Awareness training. Several members of staff also hold a current First Aid Certificate. We are an "Asthma Friendly School".

If your child suffers from any of the following medical conditions please obtain a medical pack from the school office.

- Asthma
- Allergies
- Risk of anaphylaxis

It is imperative that you inform the office if your child's health condition changes.

MUFTI DAYS

Mufti days are held throughout the year. These days are used to raise funds for charitable causes or as part of the children's class activities. Children do not wear school uniform on these days and are asked to bring a gold coin for the privilege of being out of school uniform.



'Pyjama Day'



'Easter Hat Parade'

NATIONAL ASSESSMENTS

National Assessments in Years 3, 5, 7 and 9 are conducted in May each year and will test student achievement in Literacy and Numeracy across the nation. They are called the NAPLAN tests (**N**ational **A**ssessment **P**rogram in **L**iteracy and **N**umeracy). Results are sent to all parents in Term 3.

NEWSLETTER

We publish our newsletter "Chatters" fortnightly, with a shorter *Fortnightly Wrap* on the alternate week. Each Thursday you will receive an email providing you with the link to view the newsletter on our website www.lanecove-w-p.schools.nsw.edu.au. Chatters is also available on our LCWPS App. If you do not have access to the internet, arrangements can be made for a hard copy to be sent home with the eldest child in the family. We strongly encourage our parents to read this newsletter every week as this will give you news about upcoming events and what is happening around the school. The newsletter also acknowledges various student and group achievements.

NOTES

Spare copies of all notes sent out can be found in the Notes Rack, in the school foyer and in the *Documents* section of the school app.

PARENT/TEACHER INFORMATION EVENINGS

Early in Term 1 parents are invited to their child's classroom to meet the teacher and gather information relating to routine, organisation and expectations. This is a valuable forum that paves the way for teachers and parents to work together in partnership for the benefit of each child.

PARKING

Parking is very restricted in our school grounds during school hours for safety reasons. Parents are asked to refrain from driving into the grounds when dropping off or collecting their child, except in emergencies (e.g. to collect a sick child from sick bay). Parents with students in wheelchairs are encouraged to use the disabled parking space in the staff car park to allow ease of access to the school.

Parents are also requested to observe traffic and parking regulations in Cullen Street and Avalon Avenue. There is a drop-off area in both Cullen Street and Avalon Avenue. Parents are asked not to park in this area. The safety of all students is paramount.

PHOTOGRAPHS

Class, grade, individual, sporting and special group photos are taken annually, by professional photographers. These photos are usually taken in Term 2 and may be purchased by parents.

PLAYGROUND SUPERVISION

The playground is supervised from 8:55am. Parents are requested to use the OSHC Centre (Out of School Hours Care) located in the school grounds if their child needs to be at school earlier than 8:55am. Similarly, parents are requested to use the OSHC if they are unable to collect their child or make alternate arrangements at 3:25pm. Teachers supervise their class while the children eat their lunch between 1:00pm and 1:10pm. Students are then able to enjoy the rest of their lunch time in the playground. Teachers supervise the playground at recess and lunch times. Children are expected to remain in the designated playground areas that are under supervision.

PUBLIC SPEAKING

Students from Years 1-6 participate in the Lane Cove West Public School Multicultural Perspectives Public Speaking Competition, with school stage winners recorded on the trophy on display in the school foyer. Selected students also participate in the local and regional finals of this competition.

P&C ASSOCIATION

The P&C Association is the major forum for discussions between teaching staff of the school and all interested parents. The P&C meets each term on a Wednesday night at 7:00pm in the school library and on a Friday morning at 9:30am in the OSHC building. Elections of officers of the P&C take place at the Annual General Meeting in December, where all members of the school community can cast a vote. A membership fee of \$1.00 per person per year makes you a voting member of the P&C.

The P&C has various specialised sub-entities responsible for the running of the Canteen, Band, Fundraising, Uniform Shop, Grounds/Environment and Chess. All these sub-entities work for the good of the school and the benefit of the students of Lane Cove West. For further information visit the P&C website <http://www.lcwps.com.au/>.



Feeding the masses at the Athletics Carnival



Bombay Night Fundraiser organising committee

REPORTING TO PARENTS

Parent/Teacher interviews are held at the end of Term 1. They allow parents to hold a private discussion with their child's teacher. Specific interview days or evenings are set aside for this purpose and parents can schedule an appointment using an online booking system. Should you wish to discuss any matter affecting your child at any other time, an appointment can be arranged by contacting the classroom teacher or the office.

Lane Cove West encourages open and ongoing communication with a commitment to fostering a strong partnership with parents. A written report of individual student progress is provided in Terms 2 and 4.

SCHOOL DEVELOPMENT DAYS

The first day of Terms 1, 2 and 3 are School Development Days, which are pupil free days in which staff are involved in planning, training and professional development. Before and after school care is available at the OHSC centre on these days, if you are unable to make other arrangements. The final two days of Term 4 are also pupil free.

SECURITY

Unauthorised people are not permitted in the school grounds. All parents and community members are asked to protect our school by reporting suspicious or unauthorised activities to the Police or School Security on 1300 88 00 21.

All visitors are asked to report to the school office, sign our visitors' book and to obtain a special visitor's badge to identify them to school staff.

SICK BAY

Students who become ill or are injured at school are taken to the sick bay where their condition is assessed by trained staff. The parent or carer may then be called to collect the child from school, or if the condition is minor the student is given a short rest and treatment to the injury, if appropriate.

SPECIAL RELIGIOUS EDUCATION (SRE) SCRIPTURE

We are very grateful for the time our volunteer SRE teachers give to Lane Cove West Public School. Protestant, Catholic, Jewish and Baha'i classes are held each week for 30 minutes.

If parents do not wish their child to attend SRE, they are requested to confirm this on the Scripture Nomination form or on the enrolment form. If any child does not attend SRE he or she will be supervised in the library. Alternatively, he or she may attend Ethics classes.

STUDENT WELLBEING

Student wellbeing is everyone's concern. It pervades the whole curriculum and all school activities.

A comprehensive policy is maintained and reviewed continually, and relates to such programs as:

- Child Protection
- Ceremonies and Awards
- School Expectations
- Supervision of students
- Emergency evacuations
- Discipline and safety
- Sun Safe Policy
- Anti-bullying program
- Learning Support Program

SPECIAL EVENTS

The school highlights special events each year involving our students. These include: Anzac Day, Book Week, Education Week, Grandparents Day, Sports Days, Swimming Carnival and Swim School, Cross Country and Athletics Carnivals, Kindergarten Teddy Bears' Picnic, Year 6

Graduation, Performing Arts Festivals, Drama Festival, Choral Festival, Presentation Day Assembly and Harmony Day.

These activities are celebrated by involving students, parents and the community. Advance notice is given in our newsletter and on the term calendar.



Stewart House Mini Fete



African Drumming



Harmony Day



Book Week Parade



Lane Cove West Public School

Alice in Wonderland Jr. – Musical production

SPORT AND PHYSICAL EDUCATION

Sport and Physical Education play an important part in the PD/H/PE Syllabus.

Children at Lane Cove West take part in physical education lessons under the guidance of our specialist P.E. teacher. This program caters for all levels of ability and interest.

Inter-school sport for Year 5 & 6 students is organised through participation in PSSA (Primary School Sports Association). Our PSSA teams compete against other schools in soccer and netball. Students participate in clinics for athletics, AFL, soccer, netball, rugby, cricket, tennis and swimming.



Carnivals are held each year for swimming, athletics and cross country. Students in Years 3-6 and interested Year 2 children who turn 8 during the year may participate in these events. Currently we have four sporting houses; Kingfisher (blue), Currawong (yellow), Rosella (red) and Lorikeet (green).

These activities are celebrated by involving students, parents and the community. Advance notice is given in our newsletter and on the term calendar.





SWIM SCHOOL

The school offers a Swim School for all students from K-2 each year. Students attend a local pool for two weeks and are taught by professional swimming instructors. A surf safety course is also offered to primary students to teach surf safety skills.

TEACHING TECHNOLOGY & CYBER SAFETY

Each student in the Department of Education is issued with a user name for use on the school's networked computer system and to access the student portal. In addition students are issued with their own DoE email account and access to the DoE's blog program blogEd. Information on the user name will be sent home during the first term of your child's enrolment at Lane Cove West Public School.

Lane Cove West is well equipped with computers in each classroom and in the Information Computer Technology Centre adjacent to the library. All students have internet access through our wireless network. In addition to the classroom netbooks each class has a bank of iPads.

Computers and iPads are used as tools in teaching and learning with the aim to facilitate children's learning through the use of computer technology. Interactive whiteboards are installed in all classrooms and the library to allow all students to utilise this teaching tool.

The student portal is accessible through <http://www.dec.nsw.gov.au/>. This is where students access their own email account, the class blog, the Premier's Reading Challenge, the school library enquiry and websites that are recommended by the DoE.

Lane Cove West Public School has a Cyber Safety Agreement which both students and parents need to sign. This agreement is designed to keep students safe and responsible while using technology within the school. In addition, this agreement has been designed to create awareness for parents in regard to the use of technologies within schools.

TERM CALENDAR

A term calendar of school events is included in the Chatters newsletter at the beginning of each school term. This gives parents time to plan to attend school functions and to budget for excursions and camps.

TRAINEE TEACHERS

Several tertiary institutions (e.g. Macquarie University, Sydney University and University of Technology, Sydney) arrange for their trainee teachers to be placed with our experienced teachers.

We are pleased to have the opportunity to provide these students with practical teaching experience.

WEBSITE

Our website address is www.lanecovew-p.schools.nsw.edu.au. Copies of the Parent Handbook, Starting School Booklet, DoE Enrolment form link, School Catchment and other useful information can be found at this site.

The LCWPS App is also a great way to stay up-to-date providing a school calendar with reminders, Chatters, copies of permission slips, links to useful websites and photo galleries. Log in details are available via the school office.

UNIFORM

Lane Cove West Public School takes pride in the appearance of its students. Children are expected to wear their uniform at all times. **The uniform shop is run by parent volunteers and is open on Tuesday afternoons from 3-4pm and Thursday mornings from 9-10am.** The shop is located in the third colourbond shed, closest to the fence, down from the sandpit. If you are unable to get to the uniform shop in person, you may place an online order through flexischools - www.flexischools.com.au. You may also choose to hand in a completed Uniform Shop order form (copies can be found in the Notes Rack in the foyer), attach payment, and the uniform shop coordinator will collect and fill the orders and arrange for distribution to the students.

Our sun safe policy makes sure that all students wear a hat at all times when playing outside. School hats are available from the uniform shop. We have a NO Hat – Play in the Shade policy and are proud to be an official *SunSafe School*.

Lane Cove West Public School



Appendix A



NSW GOVERNMENT SCHOOLS

ABN 18 246 198 266

Lane Cove West Public School

Avalon Avenue
Lane Cove
NSW 2066
02 94274743

lanecove-w-p.school@det.nsw.edu.au

Statement of Account

Statement To:

Mrs. L Cove
Avalon Avenue
LANE COVE, NSW, 2066

This is the date the statement was printed.

04 June 2015

This is the date the school entered the charge into the system.

This date shows all transactions for the 2015 year. All paid amounts will be removed when processed and will not appear again.

From Date: 01/01/2015
Previous balance from 2014

Date	Due Date	Description	Amount	Amount Paid	Balance
			Opening Balance		0.00
Students Name: 441111111, 4L, Year 4					
20/02/2015		General School Contribution for General School Contribution	180.00	0.00	180.00
19/05/2015		Life Education for 2015	10.00	0.00	10.00
20/05/2015		Curriculum/Resource Levy for Semester 1	60.00	0.00	60.00
20/05/2015		Mandarin Lessons for 2015	45.00	0.00	45.00
20/05/2015		Mr Yoga for 2015	60.00	0.00	60.00
20/05/2015		The School Magazine for 2015	11.00	0.00	11.00
21/05/2015		Powerhouse Museum/Observatory for Stage 2	35.00	0.00	35.00
Total per student in a family.				0.00	
			Unallocated Credit		
			Totals by Student		401.00
			Totals		401.00

Voluntary Contributions are sent Term 1 only.

The amount was divided into \$180.00 non tax deductible and \$40.00 tax deductible per child.

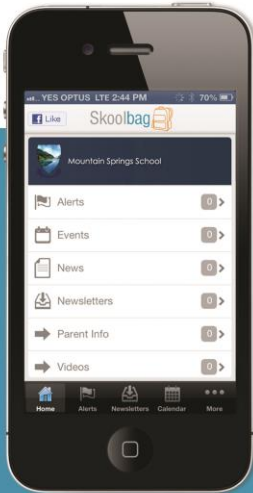
Total as per last year \$220.00 per child.

If more than 1 student in a family. Total OUTSTANDING for a family.

Gifts over \$2 to the following funds are **tax deductible**. Please indicate the amount of your gift.

LCWPS Library Fund for General School Contribution \$40.00 or

App Instructions



Skoolbag

Smartphone school to parent communication

Skoolbag is a mobile App for your school to communicate directly to both parents and students. It works through both smart phones and smart devices (such as iPads and Android Tablets). Ideal for:

- > School, free push notification alerts
- > School events
- > School newsletters
- > School documents
- > School RSS feeds
- > School social media (Facebook, Twitter)

Skoolbag delivers school notices directly to parents and students



How To Install Skoolbag On Your Smartphone

iPhone & iPad Users

1. Click the "App Store" icon on your Apple device.
2. Type your school name in the search, using suburb name will help.
3. If iPhone, you will see your school appear, click "Free" then "install".
4. If iPad, change the drop list to "iPhone Apps"; your school will then be visible, click "Free" then "install".
5. When installed click "Open"
6. Select "OK" to receive push notifications, when asked.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you.



Android Users

You must first have signed up with a Google Account before installing the app.

1. Click the "Play Store" button on your Android Device
2. Click the magnifying glass icon at the top and type in your school name, using suburb name will help.
3. Click the school name when it appears in the search.
4. Click the "Install" button.
5. Click "Accept" for various permissions (please note, we do not modify any of your personal data on your device).
6. Click "Open" when installed.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you.



Don't forget to like us on Facebook! 

Find out more at www.skoolbag.com.au

Skoolbag delivers school notices directly to parents and students





At Lane Cove West Public School our values are:



Responsibility

- Stay safe
-
- Be in the correct place
-
- Take care of property and the school environment

Respect

- Be considerate
-
- Actively listen and follow instructions
-
- Wear the school uniform with pride

Endeavour

- Be a committed learner
-
- Embrace opportunities
-
- Demonstrate good sportsmanship