

**Information
Booklet**



2019

*Lindfield Public School
Information Booklet 2019*

School Contact Information

Principal: Ms Megan Lockery

Deputy Principal: Miss Angela Mustaca

Relieving Deputy Principal: Mr Cyrus Katrak

School Administration Manager: Ms Lee Stewart

Address: 218 Pacific Highway
LINDFIELD NSW 2070

Telephone: 9416 1903

Fax: 9416 2317

Office Hours: 8:30 am - 3:30 pm

Administration e-mail: lindfield-p.school@det.nsw.edu.au

Website: <https://lindfield-p.schools.nsw.gov.au/>

Appointments: Please contact the school office or write to the staff member concerned to arrange a mutually convenient time.

School Newsletter 'Lindfield Lines': This is published on the school website and sent out via the Skoolbag App each Wednesday. The deadline for material to be included is Tuesday 9:00 am.

**Lindfield Activity Centre (LAC)
(Before and After School Care):** Elyse Johnson Phone: 9416 1936
Centre Manager

LINDFIELD PUBLIC SCHOOL

SITE MAP 2019



PRINCIPAL	Mrs Megan Lockery
DEPUTY PRINCIPAL K-2	Miss Angela Mustaca
RELIEVING DEPUTY PRINCIPAL 3-6	Mr Cyrus Katrak
KINDERGARTEN	
KB:	Mrs Michelle Brown
KC:	Mrs Nicole Capper
KLP:	Mrs Gabi Perry
KLP:	Mrs Karen Lister
KM:	Miss Emily Morrow
KS:	Miss Sarah Buckle
YEAR 1	
1B:	Mrs Kelly Ball
1C:	Mrs Tahnee Consalvi
1G:	Miss Hannah Ginges
1H:	Mrs Sharon Hanna
1PT:	Mrs Jackie Pentelow
1PT:	Mrs Susan Taylor
1R:	Mrs Rebecca Ramasinghe
YEAR 2	
2DF:	Mrs Julia Degan
2DF:	Mrs Deb Forrest
2HK:	Mrs Louise Hallinan
2HK:	Mrs Kym Shield
2L:	Miss Lindsay Taylor
2S:	Mr Daniel Smith
2T:	Mr Trent Gardner
YEAR 3	
3CB:	Mrs Nicole Carters
3CB:	Mrs Clare Bannham
3F:	Mrs Michelle Foreshew
3F:	Mrs Elise Poulton
3Z:	Miss Jessica Zhan
3/4H:	Mrs Libby Hamilton
YEAR 4	
4A:	Mr Patrick Gortley
4B:	Mrs Sarah Batsich
4BR:	Mrs Marlon Richardson
4K:	Miss Emma Stevens
4M:	Mrs Melissa McWhinney
YEAR 5	
5C:	Miss Chloe Knight
5K:	Miss Kiara Sweeney
5V:	Miss Vivienne Sachs
YEARS 5 AND 6 COMPOSITE	
5/6A:	Mrs Alik Rivera
5/6S:	Mrs Aimee Sian
YEAR 6	
6R:	Mr Sooth Reid
6N:	Mrs Jennifer Nelson
SPECIALIST TEACHERS	
LT:	Mr Peter Brock
ICT:	Mrs Kristine Van Beek
Library:	Mrs Renee Chapman
Library:	Mrs Rachel Loftus
PE:	Mr Tim Ebley
Music:	Mrs Tanya Burbage
Music:	Mrs Katherine Miggins
STLA:	Ms Kate Waters
EALD:	Ms Lynn Forster
EALD:	Mrs Vicki Stanforth
EALD:	Mrs Judy Smith
Learning Support:	Mrs Lisa Johnston
School Counsellor:	Mrs Klara Nash

Where is it?

Lost Property Boxes: Years K-2: Near Maple Playground

Years 3-6: Outside the Music Room

Administration Box: Locked wooden box on the ground floor of the Administration block outside the Print Room



ROAR Card Box: Locked wooden box on the ground floor of the Administration block outside the Print Room

P&C Pigeon Holes: Ground floor of the Administration block outside the Print Room, mounted on the wall

P&C Committees' Locked Boxes: Ground floor of the Administration block outside the Print Room





Education

Dates for 2019

TERM 1

Tuesday 29 January 2019	Staff Development Day
Wednesday 30 January 2019	Students Years 1 - 6 return to school
Monday 4 February 2019	Kindy starts
Friday 12 April 2019	Last Day of Term 1

TERM 2

Monday 29 April 2019	Staff Development Day
Tuesday 30 April 2019	Students return
Friday 5 July 2019	Last Day of Term 2

TERM 3

Monday 22 July 2019	Staff Development Day
Tuesday 23 July 2019	Students return
Friday 27 September 2019	Last Day of Term 3

TERM 4

Monday 14 October 2019	Students return
Wednesday 18 December 2019	Last day of Term 4 for students
Thursday 19 December 2019	Staff Development Day
Friday 20 December 2019	Staff Development Day

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Welcome to Lindfield Public School

Our community is proud of Lindfield Public School. We know that you will feel at home and be proud to call yourself a Lindfield Public School family. Our school is a special place. Lindfield Public School is successful because so many people - students, staff, parents/carers and community members work in partnership to make it so.

Lindfield Public School is a safe, happy and caring school where all students are encouraged to strive to reach their potential. Relevant and diverse programs, taught by our professional and dedicated staff, support our students' learning. The school is proud of its culture and the highly positive reputation that it enjoys throughout the community.

We believe the school's strengths lie in the following areas:

1. Academic Excellence

Lindfield Public School has an outstanding tradition of academic excellence.

2. Opportunity

At Lindfield, we provide unparalleled opportunities to create an inclusive, stimulating environment for your child.

3. Staff Professionalism

Our professional and highly qualified team provides your child with the best possible start to their academic future.

4. Community and Values

Our students thrive in a safe, inclusive and nurturing environment. They develop respect, understanding and responsibility through daily social interaction and specific learning experiences. Lindfield Public School values the high level of involvement and support from our parents and community.

5. Technology

We believe that the use of technology is paramount in providing our students with the skills to be active and informed citizens. Our students' learning is enhanced by utilising the latest technologies in all curriculum areas.

We encourage you to feel a part of our school community and to be involved in making our school even better. If, at any time, you have any questions, concerns or compliments, please contact me.

Megan Lockery
Principal



A - Z of Lindfield

ACADEMIC COMPETITIONS

Lindfield Public School enters Years 3-6 students in various English and Mathematics competitions conducted by Educational Assessment Australia in conjunction with ICAS and UNSW. Based on their performance, students receive certificates at various levels. High Distinctions are awarded to students who score in the top 1% of all students. Distinctions are awarded to students scoring in the top 10%.

Our school also enters teams of students in the Mathematics Olympiad. These students are selected from Years 5 and 6.



ANNUAL PRESENTATION DAYS

Awards presented at Presentation Days provide special recognition for students who have demonstrated outstanding performance and achievement during the year or throughout their school career. Presentation Days are held at the end of Term 4. All parents/carers are invited to attend this special event and award winners are notified by the school in advance.

ARRIVAL AND DEPARTURE FROM SCHOOL

Arrival

Students should arrive at school between 8:30 am and 8:55 am. Playgrounds are supervised from 8:30 am and the school cannot accept responsibility for students before this time. Before school care is available, from 7:15 am to 8:30 am, at the Lindfield Activity Centre. Students must be booked into this facility by contacting the Centre Director on 9416 1936. **Students are not permitted to arrive at school before 8:30 am.**

Students who arrive at school after 9:00 am must report to the front office accompanied by a parent/carer to be given a late arrival note. This note should be given to the class teacher. If a child comes to the front office for a late note unaccompanied by a parent/carer, the note is sent home with the child for parent signature. This note should be returned to the class teacher the following day. The Deputy Principal will inform parents/carers if their child is continually late for school.

Leaving School Grounds during School Hours

Students are not permitted to leave the school grounds during school hours unless they have parent/carer permission and are accompanied by an adult.

Parents/carers wishing to take their children out of school during school hours must send a note to the class teacher before the event. Parents are requested to go to the front office to be given the early leavers form and take it to the classroom prior to collecting their child. This procedure ensures students' safety and avoids unnecessary disturbances to class routines.

If an adult, other than the parent/carer, is to collect a student, the parents/carers must verify the identity of that person with the school before the student departs the school.

Where possible, parents/carers are requested to avoid making medical and dental appointments during school hours, to assist with continuity of the learning program.

Departure

The staff is conscious of the safety of our students when leaving school to go home. K-6 students who catch the bus, meet between the hall and music room. Teachers supervise them until they board the bus.

Kindergarten students who attend the Lindfield Activity Centre (LAC) are collected outside their rooms. Years 1-6 students make their own way to the Centre.

Students who remain after school for rehearsals, tuition, training or swimming lessons are the responsibility of the person or group organising the activity - **not the responsibility of the school unless it is an activity organised by the school**. Children being picked up after school must be picked up promptly at 3:00 pm. **Students must be supervised by the parent/carer after 3:00 pm** and are not permitted to remain unsupervised to wait for an afternoon tutorial or lesson.



ASSEMBLIES

Assemblies are an important part of the school's culture and are held fortnightly. They provide opportunities for students to showcase work and enable the school to acknowledge the achievements of our students. Parents/carers and visitors are welcome to attend assemblies.

Each class takes a turn at presenting an item at assembly during the year. Class teachers will inform parents/carers when they are presenting.

Lines - Morning Assemblies

Years 3-6 students line up each morning on the Pool Playground before the start of school (weather permitting) while Years K-2 students line up each morning on the Maple Playground. As students are provided with important information at this time, it is essential that they arrive at school in time for 'lines'.



ATTENDANCE

Students are required to attend school on each day instruction is provided. It is the responsibility of parents/carers to ensure regular attendance. Attendance is essential to ensure progress. **Notification of a child's absence can be made via the Skoolbag App and/or email to the school (lindfield-p.school@det.nsw.edu.au) or via a letter to the class teacher. Please report student absences prior to 9:00 am.** The school is required to maintain daily records of attendance, including partial attendance and late arrival. Parents/carers must send a note explaining any absence or partial absence within seven days.

The Principal must be informed if the student is to be absent for an extended period of 10 school days or more. An application for Extended Leave must be completed in advance and must include travel documentation. The Executive is responsible for monitoring student attendance and will inform parents/carers promptly of any case of truancy or of any unexplained absences.

Family Holidays

Only in extraordinary circumstances should holidays be arranged during school terms. As directed by the Department of Education: 'As part of the implementation of the National Standards, holidays taken by students outside of school vacation periods will now be included as absences. **A Certificate of Exemption can no longer be granted for this purpose**'.

BEFORE AND AFTER SCHOOL CARE



The Lindfield Activity Centre (LAC), located on the ground floor of Block F, provides before school care every school day from 7:15 am - 8:30 am and after school care from 3:00 pm – 6:00 pm.

The LAC provides an excellent service and bookings are essential. An elected management committee manages the LAC and families may enrol their children on a permanent or casual basis. The LAC Director can be contacted on 9416 1936. Students should be placed on the waiting list as soon as possible.

BUDDY CLASSES

At Lindfield, we have a whole school buddy class system. Senior classes are paired with junior classes in the school. Classes meet regularly to participate in lessons based on topics that link with the NSW PD/H/PE syllabus. Class teachers collaboratively program the lessons.

The purpose of the buddy classes is to help continue to develop a sense of community at the school, to encourage new friendships and for students to support one another socially and with their learning. It also supports our current Anti-Bullying and Welfare policies. It is anticipated that Buddy Classes will create role models for younger children and give older children the opportunity to develop a range of qualities including leadership, responsibility and increased social skills.



BUS AND RAIL TRAVEL

NSW Transport, via the School Student Transport Scheme (SSTS), provides subsidised travel for eligible school students on rail, bus, ferry and long distance coach services.

Parents/carers are responsible for applying for Opal Cards for their child. Applications are made on-line. Please visit the following address: <https://apps.transport.nsw.gov.au/ssts/> for all details.

Bus Services

Transdev provides services to Chatswood, Killara and West Lindfield. Parents/carers of new students should familiarise their child with procedures or arrange for the child to travel with an older child.

The school has procedures to ensure, as best we can, that all children are on time to catch the correct bus. All students catching 'Bus 1' (to Killara) are dismissed just prior to the 2:58 pm bell to line up in designated areas. A teacher will walk these children to the bus.

CANTEEN

The Canteen provides healthy and nutritious morning teas and lunches for our students five days per week. The Canteen sub-committee of the P&C manages the Canteen and a supervisor is employed to manage day-to-day operations. Our Canteen could not operate without the generous support of volunteers. Three to four parents/carers are needed each day to ensure our Canteen functions properly.

Lunches are ordered online via flexischools.com.au by setting up an account. Lunches are collected by class monitors before lunch. **Kindergarten children are not permitted to order their lunch until Week 5 of Term 1.**

Students in Years K-2 are not allowed to bring money to school or purchase items over the counter. Years K-2 students are allowed to order 'frozen', which can be collected after they have eaten their lunch. These 'frozen' orders must be included in their flexischools order. Students in Years 3-6 can purchase items over the counter at recess and at lunch time (after they have eaten their lunch). A Canteen price list can be downloaded from the P&C website.



CHANGE OF ADDRESS OR CONTACT DETAILS

Parents/carers are responsible for informing the school office via email or letter of any change of address, telephone number, e-mail, emergency contact or the child's medical status.

Effective flow of information can only be achieved if the school has the correct contact details.

Up-to-date details are crucial in case of an emergency.

CHANGES TO STUDENT ROUTINES

Teachers should be advised in writing of any change to a student's routine (eg a change in after-school arrangements). This information must be given to the teacher before the change of routine so as to ensure the safety of the student.

Messages telephoned to the school office will only be passed on in emergency situations.

CHESS

Chess is available to students as a recreational activity and as a competitive activity (on Friday afternoons) within the school for Years 2-6. Recreational chess can be played in the Library during lunchtime.



CHOIR

The school has a Years 3-6 choir and a Years K-2 choir. The choirs rehearse during lunchtimes. The Years 3-6 choir performs at Ryde Schools' Spectacular, school assemblies and local events. The Years K-2 choir performs at school events.



CLASS PARENT / CARER REPRESENTATIVES

Class parents/carers are representatives who volunteer to assist their child's class teacher with class activities. Class parents are a vital source of assistance to the class teacher. Assistance can take many forms and may include:

- organising volunteers;
- assistance at morning teas;
- distributing messages from the P&C;
- preparing / distributing rosters for literacy and maths groups; and
- acting as an informal contact for new parents/carers.

A meeting of class representatives is held at the beginning of each year to clarify the role and discuss issues such as confidentiality and school routines. Further meetings may be held at the beginning of each term.

CLOTHING POOL

The Clothing Pool is operated by a sub-committee of the P&C. The Clothing Pool committee supplies all Lindfield Public School uniforms, backpacks with the school crest and other school accessories.

The Clothing Pool is located in Block B and is open each Wednesday and Thursday between 8:30am and 9:30am during school terms. Additional opening times are advertised at the beginning of the year and when students change to winter or summer uniform. It is not open during the school holidays. The Clothing Pool also operates an online ordering system which can be found on the P&C Website. Orders are then delivered to students via the class teacher.

Information about the online ordering system is advertised in the Lindfield Lines.



COMMUNICATION

Parent/Carer-Teacher

Effective communication between teachers and parents/carers is vital to ensure the best learning environment for each student. If, at any time, you would like to discuss an issue regarding your child's progress, please contact the school to arrange an interview with your child's teacher. If in doubt, always make the appointment.

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

- 'Meet the Teacher' meetings at the beginning of the year;
- Lindfield Lines, which is published on-line weekly (essential reading);
- Skoolbag app (available from the App Store)
- Grade or stage newsletters which are distributed at the start of each term;
- individual interviews at the request of a teacher or parents/carers;
- formal parent/carer-teacher interviews;
- mid-year and yearly written reports;
- P&C meetings; and
- informal contacts throughout the year.

DANCE

Dance is part of the Creative Arts and Physical Education Key Learning Areas. Instructors teach students from K-6 dance moves and sequences which are often performed at school events. Extra – curricular dance classes are offered to students in Years 2-6 and these troupes perform in competitions and eisteddfods.



DEBATING AND PUBLIC SPEAKING



Debating and Public Speaking form part of many class programs, especially in the senior years. The school extends these programs by participating in debating and public speaking competitions in our local area.

EMERGENCY EVACUATION

The school has an emergency evacuation procedure to deal with a variety of situations. The students and staff practise this procedure at regular intervals during the year. All visitors (including parents/carers) must comply with emergency procedures and instructions from staff in the event of an evacuation drill and any emergency.

ENGLISH AS AN ADDITIONAL LANGUAGE OR DIALECT (EAL/D)

The school has specialist teachers who support the English language development of students, whose first language is not English.

Students eligible for EAL/D support range from students newly arrived in Australia, who are beginning to learn English, to Australian-born students from a non-English speaking background (NESB). These students may require further development of their English language skills and on-going English language support. These teachers work with class teachers and withdraw small groups of students who require intensive assistance.

ENROLMENT

Children are eligible to enrol at Lindfield Public School if they:

- are of school age (ie turn five years of age by 31 July in the year they start Kindergarten); and
- reside within the Lindfield Public School boundaries as defined by the Department of Education.

Children who fulfil both of these conditions are automatically accepted.

Children who are of school age but live outside the school's boundaries are able to apply for a 'non-local' enrolment.

The Lindfield Public School Enrolment policy determines the criteria for this category. The criteria are:

- the school has vacant places in the grade requested;
- staff and accommodation are available;
- the child has a family placement claim because a sibling currently attends the school;
- the child is a son or daughter of a member of staff;
- there are compassionate or medical grounds.

The Placement Panel, consisting of School Executive and a parent representative, will consider requests for Non-Local Enrolments.

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

A 'local enrolment' map can be found on the school website. If in doubt, please contact the school to ensure your address is within the school's catchment area.



EXCURSIONS

Excursions are an essential part of a student's learning program as they provide students with first-hand learning experiences that enhance and support classroom studies.

Permission notes are issued for each excursion providing details of the excursion. If water activities are involved, the permission notes will require that parents/carers provide information about whether the student is allowed to participate in swimming activities, the status of the student's swimming abilities and special requirements for students (eg whether they need a floatation device). Parents/carers should ensure the school is aware of any pre-existing medical conditions before the excursion.

The school sends home an account covering excursion and activity fees each term.

All of our teachers are trained in CPR, Anaphylaxis and Emergency Care in order to provide appropriate care whilst on excursions.



FAMILY COURT

The school provides information to both parents/carers unless a contrary order from the Family Court or the police is provided to the school. Permission to participate in school excursions and activities is sought from the parent/carer with whom the student resides. Changes to existing arrangements can only be made following the presentation of a new order from the Family Court or police.

FEES

The school requests parents/carers to support our learning programs through voluntary financial contributions made to the school. The main contribution is requested at the beginning of the year. The contribution includes levies for craft, technology, employment of a specialist PE teacher and stationery. In addition, term accounts are sent out requesting payment for excursions, incursions, swimming, sport and class activities.

HEALTH ISSUES

Information regarding communicable diseases can be found in the [fact sheets](#).

Immunisation

Parents/carers enrolling new students must present the school with an 'Immunisation History Statement'. Under the *Public Health (Amendment) Act 1992*, children without a certificate might be sent home during an outbreak of a vaccine-preventable disease. However, no child will be prevented from enrolling.

Injured and Sick Students

Children who are sick should not be sent to school. Sending a sick child to school endangers the health of other students and staff and impairs the child's ability to learn effectively. Common sense dictates that children should remain at home until they have recuperated.

Students who are sick or injured at school are taken to the sick bay for attention from one of our administration staff, trained in first aid. Minor injuries will be treated by the administration staff.

If further medical treatment is required or the student is sick, parents/carers or the emergency contacts (if parents/carers are unable to be contacted) are notified and the student is supervised by the administrative staff until the parent/carer or emergency contact arrives to collect the student.

In emergency situations, an ambulance will be called so that appropriate medical attention can be administered and, if necessary, the student will be transported to hospital under the supervision of a teacher. Parents/carers will be contacted immediately and provided with full details. The school is a member of the NSW Ambulance Fund.

The school maintains a register of injuries and trends are closely monitored to determine if school organisational patterns or playground conditions need to be reorganised to minimise risk.



Medications at School

Parents/carers of students with conditions that require regular medication must ensure that the school is aware of the student's condition.

The school must be informed if medications are brought to school. All medications are to be handed in at the school office, except asthma 'puffers'. No medications are to be kept in school bags or uniform pockets.

Parents/carers should timetable medication dosages out of school hours if possible. However, if it is necessary for prescribed medication to be taken during school hours, parents/carers must complete a form giving permission for administration staff to supervise the administration of the medication. The form must include specific instructions.

If your child has a diagnosed medical condition (anaphylaxis or asthma), a doctor's action plan must be provided to the school.

HOMEWORK

The school community strongly supports homework. Homework provides students with an opportunity to consolidate their classroom learning experiences and to develop essential home study skills.

Homework is provided for every grade in the school in accordance with the school's Homework Policy. Students in Years 3-6 are required to sign a Homework Contract.

While homework is set on most occasions, there will be times when it is not set. This does not mean that there is no homework; reading, practising skills, Mathematics, learning spelling and completing unfinished work are activities that are always available.



LEARNING SUPPORT TEAM

The role of the Learning Support Team is to provide for the learning needs and welfare of all students at Lindfield Public School. The Learning Support Team meets weekly to discuss teacher and parent/carer referrals and to follow up on students referred during the year.

The team discusses the referrals with a view to implementing one or more of the following strategies:

- assistance with developing Individual Learning Plans (ILPs) for students;
- help implement programs to support students' needs;
- organise for students to receive extra support from specialist staff within the school;
- seek external help to support student and family;
- refer to the School Counsellor; and
- apply for funding to support the student through the use of a teacher's aide (Student Learning Support Officer).

LIBRARY

The Library program fosters the enjoyment of reading and literature and the development of competence in research skills.

Students in Years K-6 participate in regular Library lessons. The timetable for Years 3-6 is flexible, with all Years 3-6 classes having a regular book exchange time in addition to a negotiated research time.

Students in Kindergarten may borrow one book in Term 1 and then two books thereafter. Students in Years 1-6 may borrow two books at a time.

Students are able to use the Library during the second half of lunch each day.



LINDFIELD LINES

'Lindfield Lines' is the weekly newsletter for Lindfield Public School and its community.

The 'Lines', as it is known, is published every Wednesday during school terms on the school's website. An e-mail and Skoolbag alert is sent to all parents/carers with a link to view the 'Lines'.

Each edition of the 'Lines' contains information about the school, P&C and community activities. Items for 'Lindfield Lines' must be submitted by 9:00 am on the Tuesday preceding publication.

MERIT AWARD SYSTEM

Students exhibiting positive behaviours as described within the Positive Behaviour for Engaging Learners (PBEL) program will be rewarded in a variety of ways. The award system has six levels:

- ROAR Cards
- Bronze Award
- Silver Award
- Gold Award
- Lindfield Blue Award
- Lindfield Pride



The structure of the award system is as follows:

- 6 ROAR Cards = 1 Bronze Award
- 3 Bronze Awards = 1 Silver Award
- 3 Silver Awards = 1 Gold Award
- 3 Gold Awards = 1 Lindfield Blue Award
- 2 Lindfield Blues = 1 Lindfield Pride Pin

Bronze Awards will be presented in class by the class teacher. Silver and Gold Awards are presented at the Years K-2 or Years 3-6 assemblies. Lindfield Blue and Lindfield Pride Awards are presented at a Lindfield Blue Assembly.

Merit Awards for classroom and school based achievements are handed out at assemblies. These awards **do not** count towards a Lindfield Blue Award.

PRESENTED TO _____

CLASS: _____

SIGNED: _____

bronze award

RESPECT ORGANISED ASPIRE RESPONSIBLE

PRESENTED TO _____

CLASS: _____

SIGNED: _____

silver award

RESPECT ORGANISED ASPIRE RESPONSIBLE

PRESENTED TO _____

CLASS: _____

SIGNED: _____

gold award

RESPECT ORGANISED ASPIRE RESPONSIBLE

Lindfield Blue and Lindfield Pride

The Lindfield Blue is the second highest award a student can achieve at Lindfield Public School. When a student achieves his/her second Lindfield Blue he/she will be presented with a Lindfield Pride Pin. This is the highest award in our school Merit Award System. Lindfield Blues and Lindfield Pride Pins are presented once a term and parents/carers of students receiving a Lindfield Blue or Pride are invited to a special afternoon tea with the Principal and Deputy Principals to celebrate the special occasion. The three Gold Awards and Application Form for the Lindfield Pride must be placed in the award box by Friday of Week 8 to be awarded in that term.

MONEY COLLECTION

The school is required to follow stringent guidelines in the collection of money. Please assist the staff by placing money in the Administration Box in the office. Online payments can be made via the school website under the 'Make a Payment' tab.

If you have any queries regarding payments, please direct these to Ms Lee Stewart (School Administrative Manager) in her office or by phone.

MUSIC

The Music Committee, a sub-committee of the P&C, manages the music program. This committee employs professional music directors and tutors to teach the students.

Band

Lindfield Public School is fortunate to have four excellent bands:

- the Concert Band;
- the Intermediate Band;
- the Junior Band; and
- the Stage Band.

Students in Years 3-6 are eligible to be involved in the band program. Participation involves an individual tutorial and two band rehearsals each week. Tutorials and rehearsals are held before or after school.

String Ensemble

The string ensembles rehearse weekly. All students from Years K-6 are welcome. String tuition is available on site after school hours.



NATIONAL ASSESSMENT PROGRAM FOR LITERACY AND NUMERACY (NAPLAN)

A national testing program for students in Years 3 and 5 was introduced in 2008 and assesses ability in literacy and numeracy. The NAPLAN testing program is held in May each year. Information about NAPLAN is available at <http://www.nap.edu.au/>

OPPORTUNITY CLASSES (OC)

The Department of Education provides opportunity classes (OC) for academically gifted and talented students in Years 5 and 6. Students must compete academically with all other candidates for entry into an OC Class. Academic merit is determined mainly by the combination of the results of the state-wide OC Placement Test in English, Mathematics and general ability, together with the school assessments of student performance in English and Mathematics. Additional information may also be provided by parents/carers or the Principal to support the application and will be considered at the discretion of the selection committee.

Students entering Year 5 OC will usually be aged between 9 and 11 years on 31 January of the year they enter Year 5 and are usually in Year 4 when they apply for placement. Students must be Australian citizens or holders of a visa granting permanent residence in Australia. Parents/carers must be living in NSW at the beginning of the school year in which the student enters Year 5.

The selection process usually follows this timeline:

May	Online applications are open;
July	Student completes state-wide test;
October	Parents/carers are informed of the outcome

More information is available through the following website:

<https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-5>



PARENTS AND CITIZENS' ASSOCIATION (P&C)

Lindfield Public School has a strong and active Parents and Citizens Association (P&C). The P&C successfully supports and enriches the quality of education of our students through:

- the provision of significant funding for additional teaching resources;
- the provision of support teachers for Literacy;
- purchasing of teaching aids;
- additions and improvements to the school facilities;
- additions and improvements to the school sporting facilities;
- participation in school decision making processes;
- promoting social gatherings; and
- supporting the needs of parents and carers.

These activities are only possible with the continued support of parents and community members. The P&C asks for an annual subscription from each family to enable the association to continue its outstanding work.

P&C meetings are usually held once a term on a Thursday. The meetings start at 7:30pm.

Sub-committees support the P&C management committee in its work. The sub-committees provide funds for the P&C to complete major and minor projects, which are developed in consultation with the school executive.



website: www.lpspandc.org.au

Accounts: accounts@lpspandc.org.au

P & C President: president@lpspandc.org.au

Committee	E-mail / Phone
Band	band@lpspandc.org.au
Canteen	9416-1903 (ask for canteen)
Chess Club	chessclub@lpspandc.org.au
Class Parent Coordinator	cpc@lpspandc.org.au
Clothing Pool	orders@lpspandc.org.au
IT & Communications	it@lpspandc.org.au
Leaf	leaf@lpspandc.org.au
Social & Fundraising	events@lpspandc.org.au
Social Justice	socialjustice@lpspandc.org.au
Strings	strings@lpspandc.org.au
Swimming	swimming@lpspandc.org.au

POSITIVE BEHAVIOUR FOR ENGAGING LEARNING (PBEL)

At Lindfield Public School, our students thrive in a safe, inclusive and nurturing environment.

Our student welfare policy includes the latest in research- based approaches to student behaviour management. This approach is called Positive Behaviour for Engaging Learning (PBEL).

PBEL provides students and staff at Lindfield Public School with a positive and proactive system for defining, teaching and supporting appropriate student behaviours.

PBEL replaces 'rules' with 'expectations'. These expectations are applied across all school environments.

Lindfield Public School's expectations are based on the easy to remember acronym ROAR which stands for Respect, Organised, Aspire and Responsible. Through explicit instruction, students gain a comprehensive knowledge and understanding of the behaviours expected from them. This provides a framework for student decision making and subsequent actions.

Students who meet the expectations will be rewarded regularly and acknowledged through revised school merit systems.

Students whose behaviour does not meet the expectations will be encouraged to reflect on how their behaviour could be improved to match the school community's standards.

PBEL will ensure a consistent, fair and holistic approach to behaviour management that encourages positive behaviour in all areas of school life. An example of how expectations can be reflected in student behaviour can be found in the chart on the next page.



RESPECT

Keep your hands and feet to yourself.

Listen actively and cooperate with others.

Care for others and yourself.

Be prepared and punctual.

Care for school and personal property.

Wear your uniform correctly.

ORGANISED



RESPONSIBLE

Take ownership of your actions.

Be in the right place, at the right time, doing the right thing.

Care for your school environment.

Try to achieve your personal best.

Embrace opportunities and challenge yourself.

Be resilient and bounce back.

ASPIRE

PEDESTRIAN AND ROAD SAFETY

Parents/carers should constantly reinforce and model road safety with their child. Unfortunately, some parents/carers deliberately break the road rules for their own convenience and these actions put our students at risk and make it impossible for the staff to educate our students effectively. Please support the staff and ensure the safety of our students by demonstrating the correct use of the road rules. Specifically, parents/carers are requested to ensure that their children know how to:

- cross the road properly and where to cross a road safely;
- use a pedestrian crossing;
- use traffic lights; and
- board and disembark from buses and cross the road after getting off the bus.

Under no circumstances, should you call to your child from across the street - the child is likely to run across the street without looking. Always take the time to cross the street yourself to collect your child.

Crossing the Pacific Highway

Students must use the traffic lights on the corner of the Pacific Highway and Grosvenor Road or the lights at Lindfield Station to cross the highway.

Parking in School Car Parks

To ensure the safety of our students and staff, parking or dropping off students in school grounds is strictly prohibited between 7:30am and 4:30pm. Cars without a parking permit in the school car park during these times may be fined by council.

Parking in Surrounding Streets

Illegal parking by parents/carers is a major risk factor for students especially at the pedestrian crossings. Parents/carers are asked to abide by the parking notices and road rules thereby effectively educating our students and helping to ensure their safety. Parents/carers must respect our neighbours and not park across driveways. Please read the parking signs carefully to avoid unwanted fines. 'Kiss and Drop' means no parking.

Pedestrian Crossing Supervisor

The Roads and Maritime Services (RMS) employ a crossing supervisor before and after school to assist with safety on the Grosvenor Road crossing. Parents/carers should support the crossing supervisor by following instructions and using the crossing according to the road rules. Comments regarding this service should be directed to the RMS.

Riding Bicycles to School

Students in Years 3-6 may ride their bicycles to and from school, with the permission of their parents/carers. Parents/carers should provide the Deputy Principal with a note verifying permission. Students must wear safety helmets, follow all road safety rules and walk their bicycle within the school grounds. Bicycle racks are located on the eastern side of the hall and students are strongly encouraged to lock the bicycle. Helmets must be stored in the students' bags during school hours.

PLAYGROUNDS

Lindfield Public School has several playground areas, which are closely supervised by staff. The students are able to use school equipment during lunch breaks and staff emphasise co-operative play. Games involving physical contact (eg tackling, pushing, kicking or throwing objects at others) are not permitted. For sun safety, students must wear their school hat outside. **We have a no hat – no play rule.** Students without hats sit in the shade. All rubbish must be placed in garbage bins.

The Library is available as a playground alternative during the second half of lunch. A Lego Verandah area is also available second half lunch for K-6 students.

The Friendship Room provides an area for targeted students to learn social skills including turn-taking and cooperation.



PROPERTY

Personal Belongings

Students are responsible for their own clothing and belongings. Staff will assist students to find lost or misplaced items but it is not the responsibility of staff to ensure that items are not lost or misplaced. Parents/carers should label each item of clothing and other belongings clearly. Parents/carers are requested to check belongings regularly and return items to school if they do not belong to their child.

Lost Property

Lost property is stored outside the music room and near Maple Playground. Items marked with a student's name are regularly returned to students. Students and parents/carers are encouraged to check both locations for missing property. At the end of each term unclaimed items are donated to charity.

SCHOOL COUNSELLOR

The school counsellor is a psychologist employed by the Department of Education who can assist students experiencing a range of personal, social, psychological and learning problems. The school counsellor is available each Monday and Wednesday or at other times in urgent situations and may be contacted through the office. Interviews are treated confidentially and students do not see the school counsellor without the permission of their parents/carers. The school counsellor is also available to assist parents/carers.

STAFF DEVELOPMENT DAYS

Staff Development Days enable staff to participate in professional learning activities aimed at improving teacher practice and completing mandatory compliance sessions. Topics relate to implementing Department of Education priorities as well as priorities outlined in the School Plan.

Five staff development days are held annually. They are on the first day of Terms 1, 2 and 3 and a further two on the last two school days of Term 4.



SCHOOL HOURS

School hours for students are 9:00 am – 2:58 pm as follows:

Monday to Thursday

8:30 am	Maple and Pool playgrounds supervised
9:00 am	Morning assemblies
9:05 am	Lessons commence
11:00 am	Recess
11:30 am	Lessons recommence
1:10 pm	Lunch
2:00 pm	Lessons recommence
2:58 pm	Years K-6 dismissed

Friday

8:30 am	Maple and Pool playgrounds supervised
9:00 am	Morning assemblies
9:05 am	Lessons commence
11:00 am	Lunch
11:50 am	Lessons recommence
1:30 pm	Recess
2:00 pm	Lessons recommence
2:58 pm	Years K-6 dismissed

Parents/carers should collect their child promptly when school finishes and students who walk home should leave the school grounds quickly. Students who catch the bus home must wait quietly until the bus arrives and board the bus in an orderly manner. Students are not permitted to play in the playground after school.



SCHOOL HOUSES

The house system is very important at Lindfield. The house system actively contributes to school spirit through whole school activities such as sport and carnivals. Our school houses are:

Currawong	Green
Kookaburra	Blue
Lorikeet	Yellow
Rosella	Red

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

SCRIPTURE (SPECIAL RELIGIOUS EDUCATION) / SPECIAL EDUCATION IN ETHICS (SEE)

Special Religious Education (SRE) involves authorised representatives of approved religious persuasions providing instruction to students within school time. Parents/carers nominate their child's religious denomination on enrolment and they may withdraw them or change Scripture classes by notifying the Deputy Principal in writing.

Catholic, Protestant, Buddhist and Jewish religions provide SRE classes each Tuesday for half an hour between 10:30 am to 11:00 am. Parents/carers may nominate not to send their child to Scripture. These students attend Non-Scripture and are supervised by staff. Years 1-6 students also have the option of attending Special Education in Ethics (SEE) classes as an alternative to Non-Scripture.

SELECTIVE HIGH SCHOOLS TEST

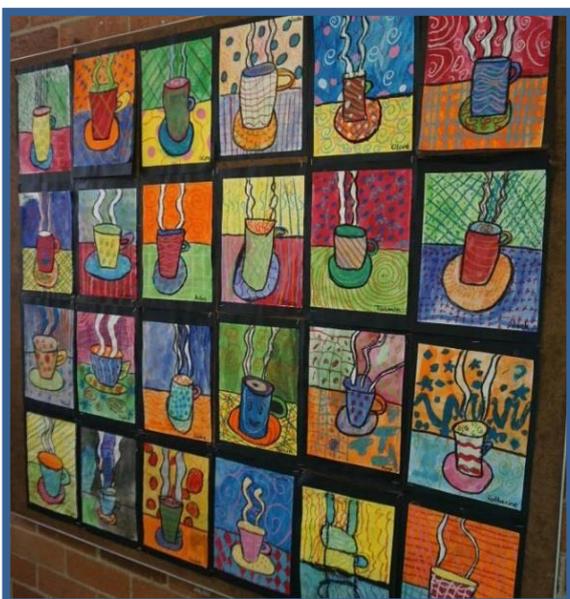
Students, towards the end of Year 5, have the opportunity to apply for placement in a Selective High School. Students must compete academically with all other candidates for entry to each selective or agricultural high school. Academic merit is determined mainly by the combination of the results of the Selective High Schools' Test in Reading, Writing, Mathematics and General Ability together with the primary school assessments of students' performance in English and Mathematics. Additional information may also be provided by parents/carers or principals to support the application and will be considered at the discretion of the selection committee.

Students must be Australian citizens or holders of a visa granting permanent residence in Australia. For entry to Year 7 in any given year, the selection process will follow this timeline:

October/November	Online applications open
March	Students complete the test
July	Parents/carers are informed of outcome

More information on Selective High Schools can be obtained from:

<https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7>



SPECIALIST TEACHERS

Students in Years K-6 have the opportunity to go to weekly classes with specialist teachers in Music, Sport and Technology. Students also have the opportunity to visit the Library each week.

SPORT

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

Years 3-6 Weekly Sport

Sport for Years 3-6 is played on Friday mornings from 9:00am to 11:00am. A number of options are available including PSSA, recreational sports and school sports.

PSSA Sport (Primary Schools' Sports Association)

The PSSA organises primary school sport at the zone, area, state and national levels.

The school participates in PSSA Zone carnivals and competitions. Many of our students progress to area and state competitions. Parents/carers pay a participation fee and bus travel costs. Lindfield Public School participates in summer and winter PSSA competitions.

Recreational Sport

Recreational sport is designed to provide students with opportunities to develop leisure skills. The recreational sport program runs from Terms 2-4. Some of the activities provided are: rock climbing, tennis, sport skills, basketball, table tennis and zumba. Students nominate to participate and the activities are conducted if there is sufficient interest. Parents/carers pay for admission, coaching and bus travel costs.



School Sport

Students who are not in other sport activities participate in a wide variety of games and leisure sport activities designed to develop skills, teamwork and sportsmanship.

Swimming

Students in Years 1-6 participate in school swimming lessons as part of their Physical Education (PE) program in Terms 1 and 4. Lessons are conducted by qualified coaches. The P&C runs the 'Seahorses' Swimming Club and offers 'Learn to Swim' classes and squad training outside school hours for a fee.

Carnivals

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

Athletics Carnival

All students in the school participate in the athletics carnival. The carnival is organised in two sections: Years K-2 and Years 3-6. The focus of the Years K-2 carnival is participation. Events have a novelty flavour. Year 2 students who are turning eight that year are invited to participate in the Years 3-6 carnival.

The carnival for students in Years 3-6 has a dual purpose of participation and the competitive element of selection for the school athletics team. All students are encouraged to participate. The Years 3-6 carnival includes track and field events. Practice and elimination for field events are held at school in the weeks leading up to the carnival. Events include track and field events: 100m, 200m, 800m, 4x100m relays, high jump, long jump, shot put and discus.



Cross-Country Carnival

Students in Years 3-6 and Year 2 students who turn 8 in the year, may participate in this carnival in their age division. The distances run are 2000m (8-10 years old) and 3000m (11 and 12 years old). The carnival is competitive and held to select a school team for the zone cross-country carnival. It is also a house competition event and support for the student's house is an important aspect of the carnival.

Swimming Carnivals

School swimming carnivals are held in our school pool. The carnivals for students in Years 3-6 are held in Term 1 and the carnivals for Years 1 and 2 are held in Term 4.



Heats for the Years 3-6 carnivals are held over two days with Years 3 and 4 on one day and Years 5 and 6 on the other day. Competent swimmers in Year 2, who are turning or have already turned 8 years of age, are invited to participate in the Year 3 events.

Students compete in grades with heat times being recorded for each age group. A finals' night, conducted on an age basis, is held in the following week. Students are placed in finals based on the heat times.

The Years 3-6 carnivals are competitive and held to select a school team for the zone swimming carnival. Full participation is strongly encouraged. Students are responsible for entering events with the assistance of House Captains and House Vice Captains. Individual names are not called for heats.

The carnivals for Years 1 and 2 have a different focus. These events are part of the swimming program and we actively encourage full participation from all students at their level.

Zone Carnivals – Team Selection

Teams are selected on performance at the school carnivals and according to the rules of each sport set by the NSW Primary Schools Sports Association. Age divisions vary according to sport and event. Some sports use age such as 8 years, 9 years, while other sports conduct competition in divisions such as Junior (8-10 years combined), 11 years, 12 and 13 years and Open (8-13 years).



STUDENT REPRESENTATIVE COUNCIL (SRC)

The SRC is the voice of the student body. Students from each class in Years 2-6 elect two representatives as Class Captains, usually one boy and one girl, each semester. These students form the Years 2-6 SRC. The School Captains and Prefects are members also and they run the SRC. The SRC meets every second week to consider issues brought to the meeting from individual class meetings. The school executive considers all suggestions brought forward from the SRC.



TECHNOLOGY

The school has two computer labs and banks of iPads for lessons in all classrooms. Technology is integrated into all Key Learning Areas. Stage 3 students participate in a BYOD (Bring Your Own Device) iPad program to allow students to use technology in the classrooms to support learning. Robotics and Coding are also offered to students.



UNIFORM

The school community expects that all students will wear school uniform. The community adopted a policy of compulsory school uniform in 1989. The staff monitors uniform and parents/carers are informed if their child does not wear the school uniform.

Girls' Uniform

The school uniform for girls is:

- Summer:** Blue check dress
White short socks
Black school shoes cut under the ankle
School hat
- Winter:** V-necked check tunic
Long sleeve blue blouse
School tie
Long grey socks or tights
Royal blue school sweatshirt or jacket
Black school shoes cut under the ankle
School hat
- Sport:** House polo shirt
Royal blue skorts or shorts
Plain royal blue tracksuit or yoga style pants
*(may be matched with school sweatshirt)
Royal blue and white sports jacket
White plain socks
Sports shoes
School hat
***Tracksuits are worn on sports days only**

NB: In 2019, girls will be given the option of wearing shorts / pants.

Extras: Royal blue or white hair ribbons, ties, clips
(House colours may be worn on Fridays)
Raincoat or umbrellas for Years 3-6;
K-2 students are discouraged from using umbrellas for safety reasons.
Raincoats are preferred.

Earrings: Studs or sleepers only

Swimming: Swimming caps are available and are compulsory for swimming sessions.



Boys' Uniform

The school uniform for boys is:

Summer: **Short** sleeved blue shirt
Grey shorts
Short grey socks
Black school shoes cut under the ankle
School hat

Winter: **Long** sleeved blue shirt
Long trousers
School tie
Short grey socks
Royal blue school sweatshirt or jacket
Black school shoes cut under the ankle
School hat

Sport: House polo shirt
Blue shorts
Plain royal blue tracksuit pants
*(may be matched with school sweatshirt)
Royal blue and white sports jacket
White plain socks
Sports shoes
School hat
***Tracksuits are worn on sports days only**

Extras: Raincoat or umbrellas for Years 3-6;
K-2 students are discouraged from using umbrellas for safety reasons.
Raincoats are preferred.

Swimming: Swimming caps are available and are compulsory for swimming sessions.

VISITORS

Visitors, including parent helpers, must register at the school office on arrival and sign the visitors' book. They will be issued with a visitors' badge. This is important for security reasons. All visitors must comply with Evacuation procedures if required.

VOLUNTEERING

The school very much welcomes parents/carers to become actively involved in the life of the school. Some ways that parents/carers currently help us directly in school programs include reading, excursions, music, swimming as class parent representatives.

Before volunteering, all adults must complete a 'Declaration for volunteers and non child related contractors' – Appendix 5 and have sighted (at the front office) 100 points of identification (eg driver's licence, passport, medicare card, credit cards, etc).

Further information can be found at:

https://education.nsw.gov.au/policy-library/associated-documents/WWCC-Appendix-5-Declaration-for-volunteers-and-non-child-related-contractors_FINAL.pdf



The School Song

We are the students of Lindfield
Our school spirit lifts us high
Proud of our achievements
When we wear blue and white

This school is our community
Our teachers always care
We're all working together
Friendship and laughter are here

Our school's a great place for learning
Our knowledge gives us strength
In our many endeavours
We always strive for our best

We are the students of Lindfield
Learning and growing every day
As we head to the future
We'll remember Lindfield years.



We welcome you to
Lindfield Public School





