

ENFIELD PUBLIC SCHOOL

Information Handbook



Beaumaris Street, Enfield

Phone: 9747 3514 9744 8048



www.enfield-p.schools.nsw.edu.au



enfield-p.school@det.nsw.edu.au



Enfield Public school



At Enfield Public School, we acknowledge the Wangal people of the Eora nation as the traditional custodians of the land we stand on. We acknowledge the Elders, both past and present, and respect their knowledge, beliefs and cultural heritage. We extend this respect to other Aboriginal people living in or visiting Enfield today.

We learn from the Wangal people's ongoing relationship with the land and the water, including the Cooks River, which flows near our school. We recognise that the river people's spirit guides us all in our journeys on this sacred land.

We promise to do 'Our Best Always' to care for and keep this land that we work, play and learn on clean, knowing that is was, is, and always will be Aboriginal land.



WELCOME

Enfield Public School Handbook

Welcome to the Enfield Public School community.
We are pleased to be partnering with you, in your child's education.

This handbook will give you some basic information about our school. It outlines some important routines and procedures, informs you of our extra-curricula activities, and directs you to find other relevant information. The headings are listed alphabetically so that you can find information quickly. This booklet can't convey the welcoming feel and community spirit our school possesses – but I hope it will be of help to you. If you have any queries, please contact the school office on 97473514.

James Wratten
Principal



Enfield Public School Handbook

○ ASSEMBLIES

K-6 Assembly each fortnight on Friday at 9:15am
K-6 Blast Assembly end of each term

All Parents/carers are welcome to attend assemblies which are presented by our School Captains and School Leaders. Each class has the opportunity to present an item and host the assembly at least once each year. Please be aware that school routines are subject to change at short notice and if you are intending to come to an assembly it would be wise to check the School App or online calendar to ensure that it will be held.

○ ATTENDANCE

NSW law stipulates that attendance at school is compulsory for children between the ages of 6 and 17 years. We hope our students are eager to attend every day.

Absences

Should your child be absent from school for any reason, please send a note or email through the School App to school to your child's teacher when they return. Tell us the date and reason for the absence. Notes must be legally provided to the school within 7 days of the child's absence.

Late to School

Please bring your child to the school office. Staff will print a 'late note', which your child will take and hand to their class teacher. The school gates are closed from 9:15am so students arriving late will have to enter the school through the Beaumaris St gate closest to the school office. Parents/carers will be contacted if a child is regularly late to ascertain if there is a problem with which we can help. Lateness to school is also monitored by the Home School Liaison Officer who regularly examines the school rolls and follows up any unexplained or frequent absences.

Late Pick-up

Children who are not picked up by 3.15pm are required to move to the foyer and wait near the Principal's office. Children can be picked up from the Beaumaris St Office gate. If you know you will be late, please contact the school as often a courtesy call can avoid distressed students. If a child has not been picked up, we attempt to call the parents/carers. It is important to ensure that your personal details are always kept up-to-date on our records.

○ AWARDS

Students have many opportunities to receive rewards and recognition throughout the year. Our reward system focuses on and reinforces our "BLAST" school rules.

Our "BLAST" rules are:

Be Safe, Learn for Life and Show Respect Together

Awards are given out at fortnightly and end of term assemblies. Special awards are also given out for class achievement and sport at our end of year Presentation Assembly.



○ BELL TIMES

Monday, Tuesday, Wednesday, Friday		Thursday Only
Before school warning bell	8:55am	8:50am
School starts	9:00am	8:55am
Recess	11:00am	10:55am
End of recess	11:25am	11:15am
PSSA Sport Bell (Friday Only)	11:45am	
Eating time	12:55pm	1:15pm
First half lunch	1:05pm	1:20pm
Second half lunch	1:25pm	1:40pm
End of lunch	1:45pm	2:00pm
End of school day	3:00pm	3:00pm

○ **CANTEEN**

The school canteen opens every day. Lunch orders can be ordered from the canteen before school. The canteen menu changes during the year and new menus will be posted in the school newsletter or through the school app.

○ **CONTRIBUTIONS**

Enfield Public School greatly values voluntary financial contributions from our families. These funds are used to purchase equipment and resources which benefit all students.

○ **CURRICULUM**

The NSW primary school curriculum is divided into six Key Learning Areas (KLAs) all of which are mandatory. The National Education Standards Authority (NESA) writes the syllabus for each KLA. Each of the syllabi, foundation statements and support material can be found on their website.

Further information about curriculum can also be found on the school's website.

<https://educationstandards.nsw.edu.au/wps/portal/nesa/parents/parent-guide>

○ **DROPPING OFF AND PICKING UP CHILDREN**

Parents/carers are not only role models for their own children but for many other students at the school. Children learn what they live. The staff keep your child's physical safety and well-being as their highest priority so we ask you to do the same. Please practise safe and courteous driving, parking and pedestrian practices when dropping off or picking up your children. Parents/carers and students are not allowed to use the staff car park to enter or exit the school. Do not allow time constraints or other commitments to become an excuse to endanger the safety of your own or other children. We ask that you observe all road rules especially around our school by observing the 40kph zone in school hours, using the pedestrian crossing at all times and not parking across driveways or in 'No Stopping' areas.

Local police and council officers regularly patrol the streets surrounding the school – particularly at drop off and pick up times.

○ **EMERGENCIES**

Although very rare, the school may need to be able to contact parents/carers immediately in the event of an emergency. At the time of enrolment, all parents/carers are requested to complete details on name, address, telephone numbers, mobile telephone numbers and names of other 'emergency contacts'. Please update your details with the school if changes occur.

○ EXCURSIONS

Throughout the year, students will have the opportunity to participate in excursions or performances chosen to complement their learning experiences. As these excursions are integral to their learning activities, it is expected that all students will attend. It is important that permission notes are signed and returned, and online payments made. Due to financial commitment to the company organising the excursion or performance, money is not normally refunded if a child is sick or absent for any reason.

○ HOME READING

Reading at home each night is highly recommended. All K-2 students will have access to decodable books to practise their reading skills. These books may be online or paper copies. It is vital to your child's reading development that you both read to them every night and encourage them to read the decodable books to you.

○ HOMEWORK

Most students are expected to complete some homework. Homework varies for different classes and also depends upon the teacher and work being covered at the time. Homework is often revision of what is covered in class. As well as regular weekly homework, your child may have assessments such as assignments or projects with due dates.

○ LIBRARY

The Library is situated on the first floor. Students go to the library once a week on either a Tuesday, Wednesday or Thursday. Students may borrow and return books during this period. Students must have a library bag to borrow a library book. These bags are available from the uniform shop.

○ MEDICAL FORMS

The Department's procedures stipulate that teaching staff must carry medical information on each student whenever students leave the school grounds for school excursions, sport or school camps. At Enfield Public School we ask you to fill out a form at the beginning of each year. Each excursion permission note will remind you to inform the school's office if your child's medical details have altered. Please note that DoE procedures do not allow students to leave the school on any type of excursion if the parents/carers have not supplied the school with a current medical form.

○ **MOBLIE PHONES**

As part of NSW DoE policy, if a student must bring a mobile to school - it must be kept at our school office during the day.

○ **OOSH @ EPS**

We have an onsite before and after school care program, run by Croydon Tennis Centre.

OOSH@EPS operates between 7.00 - 8.30 am, and 3 - 6pm

Fees apply.

For further information on how to register for OOSH go to info@epsoosh.com.au

Or call 9747 4259 0422559799



○ **P&C**

The P&C is made up of parents/carers who have an interest in ensuring that our students are receiving the best education possible. If you are interested in joining the P&C please enquire at the office. Meetings are held on the fourth Wednesday of each month at 7.30pm onsite and online. New parents/carers are always welcome. Further information can be found on the Parent's page on the school website.

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

○ **PARENT GUIDE TO POLICIES AND PROCEDURES**

School policies and procedures can be found on the Department of Education's A-Z parents/carers guide website:

<https://education.nsw.gov.au/schooling/parents-and-carers>

○ **PAYMENTS**

The preferred payment method is by PAYING ONLINE through the parent portal on Sentral. Please contact the office if you need assistance with this.

○ **PERMISSION NOTES**

Parents/carers often feel that they sign endless permission notes. These forms are required for legal reasons and are kept on record at the school for a number of years after students transfer to high school. These forms are a prerequisite for many activities and students will not be permitted to take part if permission has not been given by parents/carers. To streamline proceedings, "Multiple Permission" notes are issued at the start of each school year - these relate to permission to publish your child's name or work and to walk to Henley Park (a nearby local park utilised by the school). Also, a number of our permission notes will now be able to be completed online.

○ ROUTINES

Every school has their own way of doing things which depend on the school's location, geography, size and demographics. Getting to know the school's rules and routines for lining up, sport, lunch, library, computers, PE, uniform, wearing hats, out-of-bounds areas, canteen, awards, equipment rosters, etc can take a long time – don't worry, we are patient. We do ask you to remember however, that we are caring for and educating over 200 precious clients and our rules and routines are geared to do this in the most efficient manner.

○ SICKNESS

Students who are ill should be kept home from school. This allows them to be more comfortable, recover quicker and helps to prevent spreading the illness to other students and staff members.

Medication

Forms are available from the office for children requiring medication during school hours. DoE policy states that only medicine prescribed by a doctor may be administered by school staff.

○ SICK BAY

If your child becomes sick or is injured while at school, he/she will be taken to the sick bay (near the school office). If the illness or injury is not minor you will be immediately contacted and informed. It may be necessary for you to collect your child and seek medical advice. Please ensure that your contact information is kept up-to-date and that you have a responsible "emergency contact person" who can help you out in these situations.

○ SPORT

K-2 students take part in a regular fitness program to enhance their gross motor and fundamental movement skills. Year 3-6 students have weekly sport with some of these students selected to represent the school in a local inter-school Gala competition.

The school hosts three major carnivals during the year – the Swimming Carnival, the Cross Country Carnival and the Athletics Carnival. Students who are turning 8 years and above compete at these carnivals and have the chance to represent the school at Zone, Regional, State and National level.

We also utilise SISA Sports – a sports specialist program that provides comprehensive sporting activities for all students, teaching gymnastics, dance, athletics as well as fundamental movement skills each fortnight.

○ SCHOOL APP

Please ensure you have the EPS School App downloaded on your device(s) as the majority of information from the school will come via the app.

Downloading the app is easy – just search for Enfield Public School on your App store.



○ SCHOOL COUNSELLOR

The school counsellor attends the school on a Thursday every week. The school counsellor works with students, parents/carers and teachers. The work includes counselling students, identifying students' learning needs and carrying out assessments if required. This is a confidential service. Both parents/carers and teachers may make referrals to the school counsellor.

○ SCHOOL RULES

At Enfield P.S. we refer to our school rules as BLAST. Each letter stands for one of our rules and children are rewarded daily for following this code of behaviour. Our 3 rules are:

1. Be Safe
2. Learn For Life and
3. Show Respect Together



○ STUDENT ISSUES

Parents/carers and carers are advised that they must not directly approach other students in order to resolve differences. If your child has a dispute or issue with another student and you feel that adult intervention is necessary, you should consult your child's teacher first.

○ TEACHERS

During school time, teachers are extremely busy. They teach lessons, take playground duties, attend staff, stage and committee meetings, engage in professional learning, as well as prepare and mark work. Although our teachers are very approachable and willing to communicate with parents/carers, they are not allowed to conduct interviews while teaching students. If you wish to speak with a teacher it is important that you make an appointment.

○ UNIFORM

The P&C support the wearing of the school uniform. The Uniform Shop is generally open fortnightly on a Friday morning. Online orders are processed and given to the students to take home.

Online ordering is available by following the link on our Website:

<https://enfield-public-uniform-shop.square.site/>

Second hand items are also available at the office.

Please ensure all of your child's clothing is clearly labelled.

The lost property box is located just inside entrance closest to the COLA.

Enfield is a Sun Safe school and endorses the NO HAT, PLAY IN THE SHADE policy.

○ VALUABLE ITEMS

It is strongly advised that students do not bring valuable or treasured items to school. This includes jewellery, games and favourite toys. Loss or damage can easily occur to these items and the school does not have the resources or personnel to investigate or compensate for any loss.

○ WEBSITE

More information about our school, making online payments, enrolment, news, past newsletter and a calendar can be found at our website:

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



Enfield Public School

Our Best Always

Enfield Public School | Enfield Public School | Enfield Public School

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CONTACT US

If you require further information,
please contact the school

 9747 3514

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