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ETTA'S GUIDE TO





ETTALONG PUBLIC SCHOOL

K-6

**Keep In Touch
With Us**

02 4341 3655 

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

Karingi Street 
Ettalong Beach NSW 2257



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PRINCIPAL'S WELCOME

Welcome to Ettalong Public School!

At Ettalong Public School we set high standards and encourage students to achieve their personal best, by following our core values of Respect, Responsibility and Ready to Learn.

Our teaching staff are highly qualified and experienced and are supported by our dedicated office staff and Learning and Support Team who design and implement quality programs to enhance educational outcomes for our students. We are committed to delivering high quality teaching and learning opportunities to support our students to reach their full potential.

We have a strong partnership with our parent community and Ettalong Public School is strongly supported by an active Parent's and Citizen's Association who work tirelessly to support our school programs and raise additional funding for the school. Parents are encouraged to participate in as many aspects of school life as you have time for, including classroom and extra-curricular activities, helping in the canteen and assisting the P&C.

Ettalong Public School is a proud member of the Brisbane Water Learning Community, and we have a strong partnership with the Koorana Aboriginal Education Consultative Group (AECG).

We look forward to welcoming your child to Ettalong Public School and sharing this journey with you.

Jodie Campbell
Principal





HISTORY OF ETTALONG PUBLIC SCHOOL

Ettalong Public School was established in 1928. At this time there were about 160 permanent families living in Ettalong and local children travelled by public bus and boat to Woy Woy. As Woy Woy Public School was becoming crowded and in need of expansion, Ettalong parents petitioned the government to build a new school at Ettalong instead.

In 1925 just over two acres of land was purchased for the school for £950 and some further land was added in 1926 when a lane running through the school was formally closed and added to the school. After some delays, the first school building, which remains in use today, was ready for students by the middle of 1928.

The first students were enrolled in the school on Wednesday, 6th June 1928 and the school was officially opened on Saturday 30th June with a gala day involving races for the children and performances from the Gosford Band.

The school grew quickly and by 1933 there were 123 pupils enrolled in the school being taught by only two teachers! Temporary accommodation was provided by the Presbyterian church and an additional teacher was appointed at the end of 1933.

The school underwent a reconstruction program between 1974–1976 which added most of the classrooms present at the school today, along with the hall and library. The two-storey classrooms on the western side of the school were officially opened in 2011.



Ettalong Public School students in 1933



SCHOOL RULES, MISSION & GOALS

In keeping with Department of Education's core rules, all students in NSW government schools are expected to:

- Attend school every day (unless they are legally excused) and be in class on time, ready to learn.
- Maintain a neat appearance, including adhering to the requirements of the school's uniform policy.
- Behave safely, considerately and responsibly, including when travelling to and from school.
- Show respect at all times for teachers, other school staff and helpers, including following class rules, speaking courteously and cooperating with instructions and learning activities.
- Treat one another with dignity and respect.
- Care for property belonging to themselves, the school and others.

School Motto

Be True to Yourself

School Expectations

Respect, Responsibility, Ready to Learn

School Vision

Happy, safe and respectful children; learning to the best of their abilities to become responsible citizens.

School Mission

Ettalong Public School provides a safe, caring and friendly environment in which to prepare the student academically, physically, emotionally and socially to be worthy members of society.

School Goals

- To provide quality learning programs which emphasise the basics of literacy and numeracy.
- To maintain good, effective teaching, high standards of achievement and a positive attitude to learning.
 - To provide and maintain a happy, secure and safe school.
 - To maintain our commitment to equity.

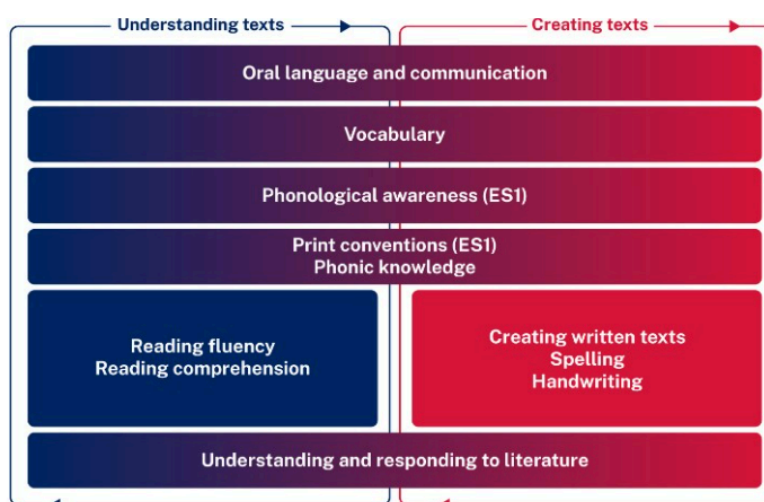


TEACHING AND LEARNING PROGRAMS

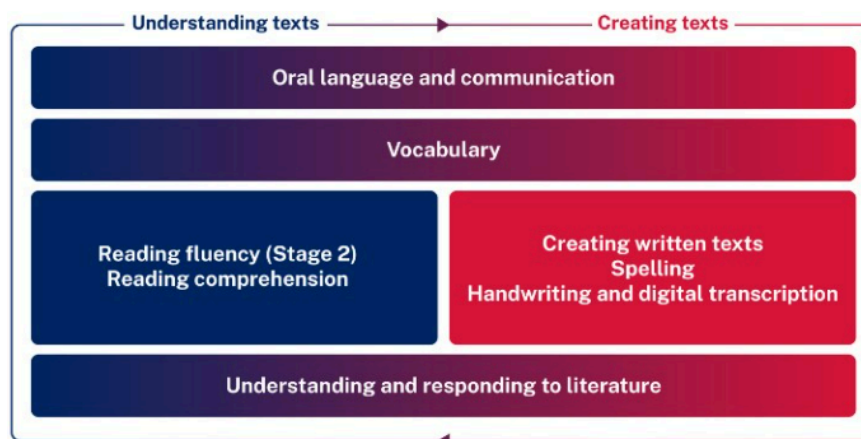
The primary curriculum is divided into seven Key Learning Areas (KLAs). Apart from ES1 (Early Stage 1), each stage sets outcomes that the average student should achieve in a two year period. Some students will achieve the outcomes more quickly, some more slowly.

Stages	Key Learning Areas (KLAs)	
Early Stage 1 (ES1) – Kindergarten	English	History
Stage 1 – Years 1 and 2	Mathematics	Geography
Stage 2 – Years 3 and 4	Science	Creative Arts
Stage 3 – Years 5 and 6	Personal Development, Health & Physical Education (PDHPE)	

English K-2



English 3-6



Mathematics – Students develop knowledge, skills and understandings of the areas of Measurement & Geometry, Number & Algebra, Number, Statistics, Probability & Working Mathematically.

Science – Students learn about the natural, physical and made environments.

History – History is a disciplined process of inquiry into the past that helps to explain how people, events and forces from the past have shaped our world.

Geography – Geography is the study of places and the relationships between people and their environments.

Creative Arts – Students will participate in Music, Drama, Dance and Visual Arts activities.

PDHPE – Students develop knowledge and understanding of skills, values and attitudes to lead healthy, active and fulfilling lives.



A-Z OF SCHOOL INFORMATION

ADMINISTRATION OFFICE

- The school's administration office is located in the administration block at the front of the school on Karingi Street.
- The office is open during school terms between 8:30am – 3:15pm

ARRIVALS AND DEPARTURES

School Arrival/Departure

- Students should not arrive at school prior to 8:30am as there are no teachers on duty before this time. If children arrive before 8:30am due to unavoidable circumstances, they are to sit on the silver seats under the big tree until the 8:30am bell. The school day ends at 2:55pm and there is no supervision for students after this time.

Late Arrivals

- Students arriving at school after the 8:55am bell must report to the office to obtain a 'late note' for their classroom teacher. Parents must advise the school why their child is late – without parent explanation the absence will be recorded as unexplained/unjustified.

Early Departures

- Students who need to leave the school for any reason prior to the 2:55pm bell must provide an explanation and parents must report to the school office to collect their child. Parents are asked to arrange appointments (doctors, dentists, etc) and activities outside of school hours wherever possible.

ASSEMBLIES

- Stage assemblies are held during the week for students and staff and provide the opportunity for children to receive recognition for their efforts and achievements, and foster school spirit.
- Whole school assemblies are held on Friday mornings at 10:30am and all families are welcome to attend.

ATTENDANCE

- Regular attendance at school plays a crucial role in learning and consolidating knowledge. It is also important that your child is on time. This teaches children good habits of punctuality and organisation and enables them to hear the day's schedule.
- If your child is absent from school due to being sick, please update their absence on Sentral, or by calling or emailing the school. You will also receive an SMS via Sentral to which you can reply about your child's absence.
- All absences must be explained within seven days of the first date of absence or they will be recorded as unjustified on the student's record
- Extended leave – If you are travelling during the term for more than five days, a leave form must be collected from the office and approved before your travel.

AWARDS

There are several award systems operating in our school. These recognise such things as class work, behaviour, good deeds, attendance and participation in school activities and events.

- **3R Award** – awarded weekly at assembly to students who show respect, responsibility and are ready to learn. When students receive two of these awards they are rewarded with a Principal's Award and a pizza lunch with the Principal.
- **Classroom Positives** – reward positive behaviour in the classroom – yellow slips collected weekly and drawn at assembly.
- **Playground Positives** – reward positive behaviour in the playground – blue slips collected weekly and drawn at assembly.
- **Attendance Heros** – Hero stands for Here Everyday Ready To Learn – purple slips collected weekly and drawn at assembly.

BEFORE & AFTER SCHOOL CARE

- The school has a before and after school care facility on site operated by The Y. Children are supervised and cared for by experienced and trained staff who provide a range of activities and afternoon tea.
- Care is available from 6:30am–8:30am and 2:55–6:00pm.
- Contact details are Ph: 0427 602454, Email: osch.ettalong@ymcansw.org.au, Web: www.ymcansw.org.au

BEHAVIOUR

- We have high expectations of student behaviour, aligned to our school rules; Respect, Responsibility and Ready to Learn. Positive Behaviour for Learning based on these three rules, is explicitly taught to students to help them deal with conflict, build resilience and develop their collaboration skills.
- Signs are displayed around the school and in classrooms to remind all members of our school community of these expectations and what they mean.
- Positive behaviour is rewarded by classroom and playground positives, 3R awards and house points.
- If negative behaviour presents in the classroom or playground, communication will be made by the class teacher or executive staff.

BIKES/SCOOTERS

- Students K– 2 should NOT ride to school without a parent/career.
- Children riding bikes or scooters to school must wear a helmet.
- It is essential that all bikes are chained to the bike rack and scooters safely stored under the library stairs.
- The school is not responsible for bikes/scooters that are brought to school, especially those that are not chained up.
- Bikes/scooters must be walked within the school grounds and it is NSW law that an approved bike helmet is worn.
- All students wishing to ride a bicycle or scooter to school should have a Rider's Permit, available at the front office.

BREAKFAST CLUB

- Each Monday to Friday morning Breakfast Club is held in the school hall from 8:15 – 8:45am.
- A nutritious breakfast is offered to students from donations received by the school. The Club is coordinated and run by students and staff.

BUDDY SYSTEM

- Year 5 students buddy up with kindergarten students when they commence school.
- Buddies spend time with their new kindy buddies in the classroom and playground and assist them in any way they can to ensure they have a happy, stress-free start to school.

BUSES

- Free travel to school is available to all K-2 students and Years 3-6 students who live beyond a 1.6km radius from school.
- All students who catch buses to school are required to have an Opal Card. Information about Opal Cards is available from <https://transportnsw.info/tickets-opal/ticket-eligibility-concessions/school-student-travel> or phone 131 500.
- Respectful, considerate behaviour as outlined below, is expected from children at all times while travelling to and from school.
 - Behave safely at all times and obey driver instructions
 - Respect bus property
 - Keep fully within the bus
 - Speak quietly and stay in one seat
 - Look after your own belongings and those of others
 - Come directly to school and go directly home after getting off the bus
 - Be courteous and considerate of the driver and other passengers

CANTEEN

- The canteen – “The Lunch Box” is run by the P&C – open 5 days a week.
- Orders can be placed via the My School Connect App by 9:15am each morning or in person at the canteen before school.
- The canteen is open from 8:30am before school, at recess and lunch when students can purchase drinks and snacks.



COMMUNICATIONS

- Sentral Parent Portal is our primary source of communication. On this platform, you can update absences, access your child's report, provide permission, and pay for excursions, book parent-teacher interviews and more. If you do not have access to Sentral, please visit our helpful office staff to assist you in creating an account.
- The Homenote is a weekly newsletter that is distributed via the Sentral Parent Portal. This newsletter provides important information, upcoming events and updates on student learning.
- Our Facebook and Instagram accounts provide important updates, weekly event schedules, student work and photos.
- Contacting staff, including your child's teacher, can be arranged by making an appointment through our office.

EMERGENCIES

- It is vital that the school has current address and personal and work phone numbers as it is sometimes necessary to contact parents and carers in the event of accident or illness.
- Contact details of two relatives or friends who will accept responsibility should you be unavailable, is also required.

ENROLMENT

- All students that live within the school boundary as outlined by the Department of Education are guaranteed a placement at Ettalong Public School – if you need to check whether your residence is located within the school's catchment area, contact the school or use the school finder tool on the Department of Education website.
- Students wishing to attend Ettalong Public School who do not live within the school catchment area must submit an out of zone application which may be considered based on a range of factors, including:
 - Proximity and access to the school
 - Siblings already enrolled at the school
 - Medical reasons
 - Safety and supervision of the student before and after school
 - Compassionate circumstances
 - Enrolment numbers in specific grades
 - Special needs of child
 - Other extenuating circumstances
- All students wishing to enrol at Ettalong Public School are encouraged to enrol online by following the prompts under the Enrolment tab on our website's home page.
- Students may enrol in Kindergarten at the beginning of the school year if they turn five on or before July 31 in that year. Students must have commenced school by the time they turn six.

- Parents enrolling students in Kindergarten are encouraged to complete an online enrolment form as soon as possible in the year prior to commencement of school.
- Documentation requiring proof of age is required for enrolment including birth certificate or passport as well as current address on a recent electricity bill, rates notice, driver's licence or rental agreement. Online enrolments will need to provide originals of these documents to the school office to be sighted prior to finalising the enrolment.
- Parents are also required to provide documented evidence of their child's immunisation status on enrolment at school. Parents have the right to not have their children immunised but in the event of an outbreak of a vaccine preventable disease, non-immunised students will be required to remain at home for the duration of the outbreak.

EXCURSIONS

- Excursions are held to align with concepts being taught in the classroom. Each grade will be given the opportunity to attend an excursion(s) throughout the year. Information will be provided via the Sentral Parent Portal and school calendar throughout the year.
- Permission and payment can be made via the Sentral Parent Portal.

EXTRA CURRICULAR

- Students are given many opportunities each year to participate in a variety of extra-curricular activities. These activities are subject to change each year but may include: sporting teams, dance groups, choir, musical instruments, environmental groups, debating, public speaking, STEM, chess and many more.

HOMEWORK

- Homework is set to consolidate and extend learning that has happened in school and may come in the form of nightly reading, spelling, mathematics, projects, speeches, or homework matrixes. We ask that you support this and encourage your child to complete homework tasks.
- When good homework patterns are encouraged from a child's early years, it can help students learn how to plan and organise time and establish good habits of study, concentration and self-discipline which will serve them well in their future lives.
- Homework provides parents with insights into what is being taught in the classroom and the progress of their children.

INTERVIEWS

- Parent-teacher interviews will be held during Term 1, with bookings made through the Sentral Parent Portal. Please see the school calendar or the Sentral Parent Portal for information about the scheduled date and times.
- If you are unable to attend school premises on the afternoon of parent-teacher interviews, you may reserve a time suitable for you and call or email the office to request the meeting be held over the phone instead.

LIBRARY & BOOK BANK

- Students attend one library lesson each week and students are encouraged to borrow books from the library during their lesson time. To borrow books, students must have a clean library bag.
- The library is also open some lunch times throughout the week to allow students to borrow, play games or read.
- Each term all students in years 3–6 are able to choose a book courtesy of Dymocks Children's Charities. The book remains in the class library for a term to be shared with others and can then be taken home at the end of the term.

LOST PROPERTY

- The school is not responsible for lost items. Students should be encouraged to take responsibility for their own belongings.
- To assist students and parents, lost property containers have been placed in the office and students and parents are asked to check these regularly.
- Please ensure that all uniforms, especially jumpers, hats, lunch boxes and drink bottles are clearly labelled with your child's name.

MEDICAL CONDITIONS/ MEDICATIONS

If your child has a medical condition, please speak to the office to determine what paperwork and support will be required. Please note:

- If your child has a medical condition including **asthma, allergic reactions or anaphylaxis requiring medication, type 1 diabetes, epilepsy, heart and respiratory complaints, hearing or sight difficulties or is at risk of an emergency or requiring the administration of specific health care procedures**, an **individual health care plan** must be completed annually. This plan is issued from school and is prepared in consultation between parents/carers and school staff with advice and information from medical practitioners.
- For students with **complex health needs** an appropriate **medical plan** provided by your child's health care professionals will also be required.
- **Allergic reactions** – students must also provide an **ACSIA Action Plan for Allergic Reactions** – red form for anaphylactic reaction or green for allergic reaction. If the plan requires an epi pen or other medication, please complete the **Request to Administer Medication** form available at the office and supply the medication with pharmacy label.
- **Asthma** – students must also provide an **Asthma Plan** from their doctor and if your child requires Ventolin (or other reliever medication) at school, please complete the **Request to Administer Medication** form available at the office and supply the medication with pharmacy label.

- If your child requires the ongoing administration of prescribed medication, an individual health care plan must be completed, along with a Request to Administer Medication form and a letter from the student's medical practitioner detailing dosage requirements. Controlled medications such as Ritalin, must be supplied in a pharmacy supplied Webster/Blister pack.
- If your child needs to take any other medication at school for short periods of time, either prescribed or over the counter, parents must take the medication to the office, along with written instructions from the doctor regarding administration and complete a Request to Administer Medication form.
- Students must not carry medications on them at school, either prescribed or over the counter.
- All new medication should be taken at home for 24 hours under observation in case of side effects. Any reactions must be reported to the school.
- All medication must be brought to school by parents/carers in the original packaging with attached pharmacy label clearly detailing student's name, medication and dosage and accompanied by a letter from the doctor.

MOBILE PHONES & ELECTRONIC DEVICES

- Mobile phones and electronic devices (such as tablets and smart watches) are NOT permitted in school.
- If for some reason you require your child to carry an electronic device, this must be 'off and away' in the student's bag during school time.

NAPLAN

- NAPLAN is scheduled for students in Year 3 and Year 5 each year. Students will participate in assessments on writing, reading, conventions of language and numeracy during this period.
- If your child is absent for an assessment, we will do our best to ensure they are able to take the test upon their return to school, if it is within the designated timeframe.

P & C ASSOCIATION

- The P&C Association is a vital component of the Ettalong Public School community. It meets every term and all parents are welcome to attend and are encouraged to become members.
- As well as running the school canteen and uniform shop, the P&C also organises many fundraising events throughout the year and additional parent support is always needed and welcomed.
- You can contact the P&C via their dedicated email below or the school office can pass on a message for you. Email: epsandc@gmail.com

PARKING

- The school car park is for staff use only – please ensure children are not dropped off in this area and please do not park across the school driveway. Children should not use the car park to enter or exit the school at any time.
- Please be aware of the bus zones and the 40kph speed limit around the school at drop-off and pickup times and please do not park across resident's driveways or in bus zones.
- To avoid traffic incidents, please collect children from the school side of the street or escort students across the road.
- A Kiss and Drop zone is located in Uligandi Street.

PAYMENTS

- All payments are online via the Sentral app. Visit your App Store to download the Sentral Parent Portal App. Then contact our office to receive your access key.
- Please be advised that the school cannot accept any payments for the school canteen and uniform shop as these are both operated by the P&C.

REPORTS

- Reports are distributed twice a year (Terms 2 and 4), via the Sentral Parent Portal.
- Paper copies may be requested via the office.

SCHOOL BELL TIMES

- **Morning Session: 8:55am – 11:00am**
- **Recess: 11:00am – 11:30am**
- **Middle Session: 11:30am – 12:50pm**
- **Lunch: 12:50pm – 1:35pm**
- **Afternoon Session: 1:35pm – 2:55pm**
- **Scripture (Tuesday only) Stages 2/3 10:30am – 11:00 and Stages ES1/1 11:30am–12:00pm**



SCHOOL CARNIVALS

- Students are invited to participate in three carnivals throughout the year.
- Swimming Carnival – a competitors only carnival for students 8 years and older, held early Term 1.
- Cross Country Carnival – held for students in Years 2–6 in late Term 1 or early Term 2.
- Athletics Carnival – a whole school carnival with a variety of events for all ages, held in Term 2. Please note some athletic events are held prior to the carnival to ensure all students have ample opportunity to participate.

SCHOOL DEVELOPMENT DAYS

The first two days of Term 1, the first day of Term 2 and 3 and the last two days of Term 4 are set aside by the Department of Education for staff to work together on planning aspects of the school's program. Students do not attend school on these days.

SCRIPTURE/ETHICS

- Scripture and Ethics classes are held on Tuesdays between 10:30–11:00am for Stages 2 and 3 and between 11:30–12:00pm for Early Stage 1 and Stage 1.
- The current classes offered are Catholic, Combined (Protestant) and Ethics.
- Students may also elect to attend Non-Scripture where they will be supervised by teaching staff.

SICK BAY

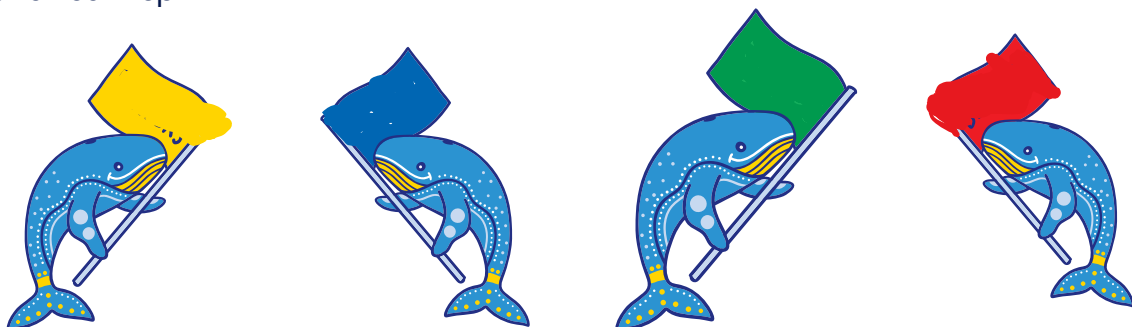
- Sick Bay is supervised by a staff member with a current First Aid Certificate. Students who are injured or ill are sent to the office. Parents/carers are notified if the injury/illness is serious, otherwise the student is treated and sent back to class.
- It is vital that contact between the school and parents/carers is continuously available. Please inform the office of any change of address and/or contact numbers.

SPORT

- Students will participate in Sport and Physical Education lessons each week. Students will be notified of their sport day(s) early in the year.
- Students are encouraged to wear appropriate, supportive shoes to participate in these lessons.
- Additional opportunities to participate in various sports, games and sporting events will be offered to students in Years 3–6 throughout the year.

SPORTING HOUSES

- Students are allocated a sporting house on enrolment. The school is in the process of changing our house names but the colours will remain the same: Red, Gold, Blue and Green.
- Students can earn house points for their Sporting House throughout the year by participating in a variety of events and activities, showing good sportsmanship and team spirit.



TECHNOLOGY

- Ettalong Public School offers students a variety of technology and STEM Engineering resources to support learning, expand educational opportunities and help prepare them for future careers.

UNIFORMS

- The Ettalong Public School community strongly supports the wearing of the school uniform. School uniforms instil a sense of belonging, make the school visible in the local community and ensure a safer playground environment. Parents are asked to ensure that their children wear the correct school uniform each day.
- **HATS** – our school policy is “no hat, under the COLA”. All students are encouraged to purchase a school hat in keeping with our school uniform policy. Children not wearing a hat must play in the COLA areas during breaks.
- Year 6 ‘Final Year’ school shirts and/or jackets are ordered during Term 4 of the year prior to year 6 entry. These shirts/jackets can be worn by throughout the student’s final year at Ettalong Public School.
- Please ensure that all uniform items are clearly labelled with your child’s name.
- Uniforms can be purchased through the Ettalong Public School Uniform shop which is run by the P&C Association.

The uniform shop is online – please register at myschoolconnect.com.au

If you experience any issues registering or with payment, please contact My School Connect on 1300 030 915. If you have any queries regarding uniforms, please contact the P&C at zippiaseps@gmail.com

Summer

Navy and white checkered dress or navy blue skorts worn with a gold polo shirt, with black shoes
Navy school hat

Winter

Navy tracksuit with gold skivvy or shirt. Navy tights with school dress

Summer

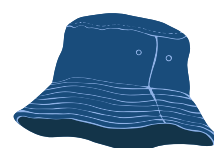
Gold polo shirt with navy shorts
Short navy socks with black shoes
Navy school hat

Winter

Navy tracksuit with gold skivvy or shirt

Sport Uniform - Summer and Winter

Unisex navy sport shorts or skort with gold EPS logo worn with a gold polo shirt, white socks and black joggers
Navy school hat



VOLUNTEERS

- During your child's years at school there will be many opportunities for you to become involved and we welcome and appreciate the input of volunteers across our school.
- Our programs are carefully structured to ensure that your involvement will be productive and your presence will provide another adult contact for each child.
- Volunteers are welcomed as classroom helpers listening to students read and assisting with group work, assisting with excursions or volunteering in the school canteen.
- The benefits of helping in your child's classroom are many, but most importantly it helps bridge the gap between home and school. Assisting in the classroom will also help you to understand the learning processes and activities in which your child is involved. Classroom volunteers do not require any particular expertise as activities will be explained and we know you will enjoy the experience.
- If you do assist at school in any way, you will be required to complete a Working with Children Check for volunteers, provide government issued photo identification at the office and undertake a work, health and safety local induction.
- If at any time you are required to transport students to or from school, you will also need to provide a copy of: current driver's licence, current vehicle registration and current comprehensive vehicle insurance.
- Please note: when helping during the school day you will be required to sign on and off the Visitors Register at the office and receive a visitor's badge before coming on school premises. This is for your own protection (should you have an accident, or the school be evacuated or locked down during your visit) and for the safety of all students in the school.





IMPORTANT APPS AND LINKS

SENTRAL PARENT PORTAL

- For communication from Ettalong Public School visit your App Store to download the Sentral Parent Portal App. Then contact our office to receive your access key.

MY SCHOOL CONNECT

- For the P&C run canteen, uniform shop and fund raising events etc, visit your App Store to download the My School Connect App.
- Alternatively access the platform via <https://myschoolconnect.com.au/ettalongps>

EPS WEBSITE

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

EPS FACEBOOK

- <https://www.facebook.com/EttalongPublicSchool/>

EPS INSTAGRAM PAGE

- <https://www.instagram.com/explore/locations/456057809/ettalong-public-school/>





ETTALONG SCHOOL SONG

Ettalong School has a song to sing
With our heads held high and a will to win
Ever ready each day at work or play
Learning along life's way
At a school that's worthwhile, if you only
wear a smile
give a helping hand and try to understand
you're a member of the team
here at Ettalong Primary School

