PARENT HANDBOOK

Dee Why
PUBLIC SCHOOL
FORWARD THINKING

DEE WHY
PUBLIC SCHOOL

A school of excellence, innovation, opportunity and harmony.

2014
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PRINCIPAL’S MESSAGE

The staff, children and parents of Dee Why Public School would like to welcome your child and your entire family to our wonderful school.

Dee Why is a very dynamic school that provides a rich learning environment in a caring and friendly atmosphere for all students. Our classrooms are exciting places in which to learn, with talented teachers and highly effective support staff.

We trust that this booklet will serve as a valuable reference during your years at this school. We have tried to include a brief explanation of many of the activities, policies, rules and routines which make up our school.

Your involvement and participation in your child’s education is most important, whether you can assist with class activities such as reading groups, help in the canteen, or join our P&C Association and become involved in the decision making process of the school.

As your child settles into school life, you’ll have the exciting opportunity of observing his or her educational, emotional and physical development in a new setting. And, before you know it, the year will be over and it will be time for Year 1!

If you have any concerns, questions or queries you are most welcome to contact me at school to discuss the matter.

Once again, welcome to Dee Why Public School and I wish you and your family a most happy and successful time with us.

Regards,

Mark Chaffer
Principal

A School of Excellence, Innovation, Opportunity and Harmony
ABSENCES
Regular attendance at school is very important. If children are kept at home for any reason they must bring a note to school when they return. For longer absences like overseas trips, a special note to fill in is available from the school office. Please let the school know well in advance of any long trip. If you need to pick up your child early, please report to the office and complete a “Sign Out” note.

ANNUAL SCHOOL REPORT (ASR)
Each year a report on the School’s activities, achievements and future plans is prepared by the School’s Evaluation Team for the DEC and the school community. The ASR is available on our school website: www.deewhy-p.schools.nsw.edu.au

ASSEMBLIES
Students assemble under the COVERED OUTDOOR LEARNING AREA (COLA) Monday to Friday 9am. Formal K-6 assemblies are held in the school hall every second Tuesday at 2.00pm. Once a term we have an Honour Assembly to acknowledge achievement and parents are invited to attend.

AWARDS
The Achievement Awards policy is a part of the Student Welfare Policy and is a reward system based on developing and rewarding positive behaviour and academic performance, citizenship, extra curricular service, sporting and cultural activities, either within the class or the whole school context.

AFTER SCHOOL SPORT
The school offers the opportunity for students from Y2-Y6 to join in our free after school sports program for two afternoons each week. The sessions are run by experienced sports personnel under the supervision of a teacher at the school. Application forms are available at the beginning of each term.

BEFORE & AFTER SCHOOL CARE
YMCA Before & After school care is available on site. Before School Care from 7am, After School Care to 6pm. Contact Russell Peake on 0418 474 120 or our school office for further details. Child Care Benefit is available.

BICYCLES
Each student from Years 4 to 6 is permitted to ride a bike to school with parental permission. A helmet MUST always be worn when riding a bike. A bike pass application is available from the Assistant Principal. Bikes are not to be ridden in the school grounds.

BUSES
Morning: Departs Pacific Pde near Sturdee Ave at 8:45am – Pacific Pde and Griffin Ave at 8:47am – Howard Ave at 8:51am arriving at Dee Why School at 8:54am.
Afternoon: Departs Regent St at 3:07pm – Pittwater Rd and Pacific Pde at 3:13pm - Pacific Pde and Griffin Ave at 3:15pm – Howard Ave at 3:18pm.
Bus Passes: Students in K-2 are entitled to a free bus pass if required. Students in years 3 -6 who live in excess of 1.6km (radially) from the school are also entitled to a free bus pass. Application forms are available from the school office.

CANTEEN
Our P&C Canteen is not operational at the moment.

CAPTAINS / SCHOOL LEADERS
A boy and girl Captain and Vice Captain are nominated by year 5 students and elected by the whole school. They serve and represent the student body, ably supported by all our Year 6 leaders. Our Captains have allocated duties and represent the school at official functions.

CARNIVALS - SPORT
The school holds three sports carnivals each year for students aged from 8 years old onwards. Swimming Carnival: usually at the start of Term 1
Cross Country Carnival: usually at the end of Term 1
Athletics Carnival: usually mid Term 2.
From these carnivals students are chosen to represent the school at district carnivals where they may also be chosen for Regional, State or National competition.
CARNIVALE
Every second year Dee Why Public School celebrates its rich multicultural heritage with Carnivale, a festival of music, dance and food. All students from K-6 play a significant part in bringing Carnivale alive.
The school also encourages parent assistance in planning, preparing, producing and enjoying Carnivale.

CHOIRS
The senior choir, the junior choir and the Yr 2 choir play an important role in the life of the school. As well as performing at assemblies, school and local functions the senior choir performs at the Primary Choral Concert at the Opera House and the Schools Spectacular at the Entertainment Centre, while the junior choir performs at the Primary Proms.

COLLECTION OF MONEY
Money forwarded to the school for excursions, visiting shows, purchases and donations should be sent to school in a sealed envelope to your child’s teacher. The child’s name, class, amount and purpose of the payment should be written on the outside.

COMPETITIONS
Students at Dee Why Public School are given the opportunity to enter various competitions throughout the school year.
These include:
- ICAS University of NSW Maths, English, Science and Computer competitions for years 3 to 6.
- Australian Mathematics Competition
- Visual Art Competitions.
- Public Speaking/Debating
- Interschool/district sport competitions
- Auditions for choir performances outside school
- Premier’s Spelling Challenge Premier’s Reading Challenge
- Premier’s Sporting Challenge

COUNSELLOR
The school counsellor visits on Monday. The counsellor provides students, staff and parents with educational and personal advice. It is always best to make an appointment by contacting the school office.

CREATIVE ARTS
The creative arts program provides opportunities for students to gain increasing understanding, appreciation and accomplishment in the visual arts, music, drama and dance. The school conducts biennial Carnivale and Drama productions.

CROSSING THE ROAD
The volume of traffic on Holborn Avenue and Regent Street is not large enough for a crossing supervisor (“Lollipop Person”) to be appointed by the R.T.A.
All students are to cross Holborn Avenue only at the children’s crossing.
Fisher Road must only be crossed at the traffic lights.
Parents are requested to supervise their own children crossing Regent Street in the morning and afternoon.

CULTURAL VISITS
Each year a number of cultural visits are organised to enhance student learning. Such visits can either be excursions, camping programs, or performers visiting the school.

CURRICULA and POLICIES (See KLAs)
The Board of Studies provides all school curricula. It is the role of the school to follow the Board of Studies mandatory syllabi and policies which form the basis of educational programs.
At Dee Why school, the staff, in consultation with parents, develop, revise and evaluate:-
- School policies which reflect the expectations and culture of the school;
- Current curricula which meet the needs of the students and reflect the expectations of the school community.
DANCE
All students Years 1 to 6 are offered the opportunity to participate in the Gifted and Talented Dance classes. In alternate years the children compete in external dance competitions and perform at whole school and community functions. The ideals of commitment and responsibility are developed through this extension group. A professional dance team also visit the school, training children from K-6 in dance skills.

DENTAL CLINIC
A Dental Clinic operated by Northern Area Health Service is located in the grounds of Dee Why School. All preschool and school aged children who are permanent residents can access free dental treatment.

DISCOS
The school holds regular student discos each term as a fund raiser. There are separate discos for K-2 and for Y3-Y6 students. Student discos usually operate on a Friday evening towards the end of term. Supervision is provided by the teachers who generously volunteer their time.

EARLY INTERVENTION PROGRAM
The Early Intervention Support class provides an individualised learning program for preschool children from 3 years of age who have an identified disability. Support may be provided in class sessions or in the child’s preschool.

ENGLISH AS AN ADDITIONAL LANGUAGE OR DIALECT - EALD
Dee Why School offers an excellent program which supports students for whom English is their second language. Two professional and skilled ESL teachers deliver excellent programs which accelerate the acquisition of the English language.

ENROLMENT PROCEDURES
Children who turn 5 before August 1 can be enrolled in Kindergarten at the beginning of that year. Each year a comprehensive Orientation Program is offered to assist students and parents settle in to school routines. The school also provides a Orientation Program for children ready to start Kindergarten in the following year.

ENVIRONMENTAL EDUCATION
Environmental Education at Dee Why School focuses on students developing a personal understanding of their own environment as well as a world citizenship responsibility for the global ecology. The school has a particular focus on continually enhancing the environmental appearance of our grounds. A very active gardening club operates weekly and all students are invited to participate.

EXCURSIONS
Excursions and cultural visits are a part of the school’s educational program and are linked to classroom programs. Overnight excursions occur in Year 5 and 6. All students are expected to participate in excursions as they are a part of the normal school program. Excursion costs are closely monitored and no child is excluded from an excursion on financial grounds. Written parental permission is necessary before a student can participate in an excursion.

GIFTED AND TALENTED PROGRAM
Dee Why Public School believes that each student should experience the maximum range of opportunities whilst in primary school. Extension opportunities are provided in all class programs for Gifted and Talented students. Open ended classroom activities are designed to challenge gifted students. Students who show particular potential are offered the opportunity to attend Cromer Campus Extension Studies Centre for one semester in Year 5 or Year 6. Other opportunities include the Talented Maths Camp and Public Speaking Camp for Year 5 and Year 6 students.

Eligible students who are not Australian Citizens are most welcome at Dee Why School and procedures are in place to help families complete all necessary documents.
HALL
Dee Why Public School has a large assembly hall that is used for all main assemblies, sports, dance, discos and cultural events.

HIGH SCHOOL
High school enrolment forms are normally available for year 6 students during term 2. Applications for selective high schools are available late term 4 with the test taking place in term 1. Information to parents is provided in the newsletter prior to these dates.

HOMEWORK
Homework at Dee Why School is considered important in the development of regular work habits. It is relevant to classroom work and provides valuable practice and reinforcement of basic skills. Homework is normally given Monday to Thursday and is marked and followed up by the class teacher. Parents are encouraged to take an active interest in their child’s homework and take time each night to look over the work with their child.

HOUSES
The school has 4 houses and all students are allocated to a house on entry to the school. The houses are:
Bass: Blue  Flinders: Green
Cook: Red  Phillip: Yellow
One boy and one girl Captain is elected for each house from among the senior students each year. Houses gain points from sports carnivals and a House Points Cup is awarded each year at the Presentation Assembly.

IMMUNISATION
The Public Health Act 1992 requires parents of all children enrolling in the Kindergarten class of all primary schools to provide the school with an Immunisation Certificate.
This is not compulsory and parents will always have the right of choice. If you choose not to immunise your child you must still provide the school with an Immunisation Certificate stating that the child is not immunised. In the event of a vaccine preventable disease in a school, unimmunised children will be required to remain at home for the duration of the outbreak as directed by the local Public Health Unit. An Immunisation Certificate can only be issued by health professionals after sighting documented evidence of immunisation status, eg. Blue Book.

- Doctor – General Practitioner
- Local Council – immunisation clinic
- Medical Officer of Health of the local Public Health Unit.

Remember!
All children enrolling in Kindergarten require an Immunisation Certificate regardless of whether or not they are fully immunised. Immunisation is not compulsory. Children starting school from 2005 should have a second MMR (measles, mumps, rubella) as part of the revised immunisation schedule.

INFECTIOUS DISEASES
Parents are reminded that students with infectious diseases should not return to school until the required number of days has elapsed or there is a medical certificate that clears the child. A table of common infectious diseases of childhood is listed below. It is in the interest of a healthy school that all parents follow the directives of NSW Health for exclusion as stated.

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<th>Period of Exclusion</th>
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<td>Chicken Pox</td>
<td>5 days from start of the rash, or when all blisters have crusted.</td>
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<td>German Measles</td>
<td>4 days from appearance of the rash.</td>
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<td>Viral Hepatitis</td>
<td>On receipt of a medical certificate child re-admitted to school.</td>
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<tr>
<td>Conjunctivitis</td>
<td>Until discharge from eyes has ceased.</td>
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Impetigo - Septic Sores
Exclude from school until treatment starts. Sores should be covered with a watertight dressing.

Pediculosis - Head Lice
As long as effective treatment is underway children can attend school. Brochures detailing treatment are available from the school.

Measles
At least 4 days after appearance of rash.

Mumps
Until child has fully recovered and for 9 days after the appearance of swelling.

Ringworm
Until all evidence of the disease has disappeared or a medical certificate is produced stating that treatment has been successful.

Scabies
Return to school when appropriate treatment has commenced, supported when requested, by a medical certificate.

Whooping Cough
Exclude for 14 days from onset of illness or until 5 days of a 14 day course of antibiotics have been completed.

**English**
Reading, Writing, Listening and Talking, Spelling, Handwriting

**Mathematics**
Number, Space & Geometry, Data, Measurement, Patterns & Algebra, Working Mathematically

**Science and Technology**
Human Society and Its Environment
Including Media Studies, Aboriginal Education, Environmental Education, Multicultural Studies

**Creative Arts**
Music, Visual Arts, Drama, Dance

**Physical Education, Health and Personal Development**
Including Student Welfare, Gender Equity, Child Protection

**INTEGRATION**
Dee Why School actively secures funding to support children with learning disabilities in the regular classroom setting. Students from Fisher Rd SSP also often visit our school and operate an outreach class on site during the school year. The integration of students with special needs is yet another example of the inclusive programs offered at Dee Why School.

**KEY LEARNING AREAS**
The Board of Studies provides all school curricula from kindergarten to year 12. There are six Key Learning Areas (KLAs) for primary schools. These are:

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**LEARNING AND SUPPORT TEACHER**
The Learning and Support Teacher (L&ST) works in our school four days per week. The teacher is available to work both in the classroom with the class teacher or with children individually or in a small group setting. The L&ST works with children with identified learning difficulties to develop their full potential.

**LIBRARY**
Dee Why School has a well resourced, fully air-conditioned Library including twenty five computer workstations with internet access and a connected classroom. The Library is seen as the ‘Hub of the school’ as it is the main resource to support teaching and learning.
LIFE EDUCATION PROGRAM
The Life Education Centre's Manly Warringah van visits regularly providing a development program for K-6 students. Involvement in this program is a key component of the school's Student Welfare program.

LINKAGES
Year 5 and 6 students are involved in a Linkages program which is designed to assist students make the transition from primary to secondary education. Close ties exist with Manly Selective Campus, Cromer Campus, Balgowlah Boys and Mackellar Girls.

LONG DAY CARE
Warringah Council operates a 59 place Long Day Care Centre on the other side of Fisher Rd. For all details phone the Council on 9942 2461 or 9942 2665.

LOST PROPERTY
All students' belongings should be clearly named. Articles not named are stored in the LOST PROPERTY cupboard in the office area. Lost lunch boxes are stored in the “Lost and Lonely Lunchbox” area in D Block.

LUNCH
Students have lunch from 1.00pm. They are expected to sit and eat lunch for about 15/20 minutes before being able to play.
K – 2 students eat lunch on the silver seats near D Block.
3 – 6 students each lunch on the silver seats near the Holborn Avenue fence.
In wet weather lunch is eaten in the classrooms.

MEDICATION AT SCHOOL
If your child needs to take medication during school hours it is vital that the medication is sent to school in a sealed container marked with the child’s name, class, medication, dosage and the time taken. An indemnity form must be completed for all students requiring daily medication. Medication is administered by the School Office Manager (SAM) who is also responsible for First Aid and holds a current First Aid Certificate.

NATIONAL ASSESSMENT PROGRAM
NAPLAN
All students in Years 3, 5, 7 and 9 across Australia will sit the tests in May. The tests will cover the areas of Spelling, Grammar and Punctuation, Writing, Reading and Numeracy.

NEWSLETTER
Our Dee Why Newsletter goes home with every student each Wednesday. This is a vital way of communicating with our families. All parents are encouraged to read the Newsletter and then discuss it with their children.

PARENT HELPERS
Dee Why Public School welcomes any support that parents might be able to give, whether it be helping with reading groups, coaching a sport team or working in the canteen or library. All parents are most welcome as a vital part of the school team.

PARENT / TEACHER MEETINGS
Parent / Teacher meetings and interviews are scheduled throughout the year for general information and reporting purposes. However, parents are always welcome to arrange a meeting with teachers at a mutually agreed time. Just phone the school and make a time with your child’s teacher.

P&C ASSOCIATION
The P&C Association meets the third Monday of the month at 9.10am in the library. All parents are encouraged to become members and actively support the school.

PARKING / PICK UP / DROP OFF
The safety of all children is of major concern to the school. Parents are encouraged to use Holborn Ave as the pick up and drop off zone at the beginning and end of each school day. The school Bus zone in Regent St is a “NO STANDING” zone between 8.30am to 9.30am and 2.30pm to 3.30pm each school day. Council Rangers patrol the zone on a regular basis and will “FINE” cars parked illegally. A children’s crossing operates in Holborn Ave. It is in the interest of all students that the roads around our school are safe as possible.
PERMISSION NOTES
At the beginning of each year and on enrolment parents are asked to complete a set of permission notes and information forms (‘School Confidential’). Please take particular care to carefully complete and return all of these forms. Also, permission notes are necessary for most excursions and extra-curricula events. Without a signed permission note, your child may be disappointed at not being able to participate.

PHOTOGRAPHS
Class groups, individual and family photographs are taken annually by professional photographers, usually near the end of term 1. The school chooses photographers known for quality, care and value for money.

PLAYGROUND
Dee Why School has a large playground area which caters for outdoor recreational and teaching needs of students and teachers. The playground has a combination of hard surface and grass areas with the assembly area covered by a COLA – (covered outdoor learning area). In 2007 we installed a colourful rubber surface on a large part of the playground for the benefit of all students.

PLAYGROUND DUTY
Dee Why teachers are concerned and dedicated in maintaining excellent playground behaviour. Students are encouraged to ‘do the right thing’, whether it be keeping school grounds clean, wearing their school hat whilst playing or showing respect to other students and teachers. The emphasis is always on positive behaviour, necessitating very little disciplinary action. In the morning the supervising teacher enters on duty at 8:30am.

PUBLIC SPEAKING/DEBATING
Speaking and Listening is an integral section of the English program at Dee Why Public and students are given opportunities to practise the skills of public speaking and debating within classes, assemblies and meetings.

Annual opportunities are provided for attendance at Public Speaking workshops and the school competes in the Multicultural Perspectives Public Speaking Competition and a debating competition with our local school.

READING RECOVERY
Reading Recovery is an early intervention program which offers selected Year 1 student individual, intensive literacy instruction for 30 minutes every day for a period of 12-20 weeks. Within this period the aim is to accelerate the student’s progress to the average of their class. This is a highly regarded program that produces excellent results for students.

SCHOOLS AS COMMUNITY CENTRES
Dee Why is proud to host the local Schools As Community Centres (SaCC) program. This program provides a range of support services for families with young children from birth to 8 years of age. The focus is on ensuring a smooth transition to the first year of school for all children. For further details on our SaCC program, please call the office.

SCHOOL DEVELOPMENT DAYS
Schools across NSW hold five School Development Days (SDD) each school year. These days are used by staff for training and professional development activities. The SDD usually occur on day one of Term 1, Term 2 and Term 3. Parents are asked to kindly keep their children at home on these days. There are 2 SDDs at the end of Term 4.

SCHOOL PLEDGES
At whole school assemblies on Monday morning the school captains lead the school in reciting the following pledge as the national flag is raised:
In our hands
Lies the future of this great land
If we all work together
Doing our best for the common good
There is no limit to what we can achieve.

At K-6 assemblies the captains lead the students in this pledge:
I pledge my loyalty to my school, Australia and its people
Whose democratic beliefs I share
Whose right and liberties I respect
And whose laws I will uphold and obey.
SCHOOL PURPOSE
Our purpose is to provide ‘quality education for all’. There is particular focus on developing the values of excellence, innovation, opportunity and harmony. The school is well placed to meet the needs of its students through dynamic teaching and learning programs which ensure quality teaching. The school provides program to enrich the life experiences of its students with valuable opportunities in a range of academic, cultural and sporting fields.

SCHOOL TIMES
8:30am Playground supervision provided by teacher on duty
9:00am Bell – students assemble for class
11.00am Beginning of recess
11.20am End of recess
1.00pm Beginning of lunch
1:25pm Half time lunch bell
1:55pm End of lunch
3:00pm Final bell

SCHOOL TOURS
Parents and prospective parents are most welcome to arrange a tour of our school. Please phone the office to make a time when the Principal or a member of staff can proudly share what Dee Why School can offer.

SECURITY
Dee Why School is extremely valuable to our community. Unauthorised people are not permitted in the school grounds. All parents and community members are asked to help protect our school. If parents and community members suspect that school property is being misused please phone School Security Unit on 1300 880 021 or Dee Why Police on 9971 3399.

SICK BAY
Sick Bay with First Aid requirements are located adjacent to the Main Office. If children are sick or injured they are made comfortable and/or given minor first aid treatment. The child is then directly supervised until well enough to return to class or a parent/caregiver is contacted to collect the child.

SPECIAL RELIGIOUS EDUCATION – SRE
SRE takes place weekly on a Thursday morning. Ministers and community members from different faiths provide instruction in class groups. A non-denominational/ ecumenical scripture assembly is held twice a year.

SPORT
Sport at Dee Why School is seen as a part of each individual child’s development. Students are given the opportunity to develop their skills and participate in individual and team sports at School, District and State levels. The school participates in inter school PSSA competitions and is recognised for its sporting skills and sportsmanship.

STAGE TEAMS
Staff are supported in teams for collaborative planning of programs and collegial problem solving. The teams are arranged in a structure that reflects Board of Studies Curriculum:

- Early Stage 1 for Kindergarten
- Stage 1 for Years 1 and 2
- Stage 2 for Years 3 and 4
- Stage 3 for Years 5 and 6

Organisation occurs within the teams for such things as excursions, special activities and resource management. A team structure is a reflection of a contemporary approach and strong commitment to enhance learning outcomes for children.

STUDENT REPORTS
The school provides two written student reports each year. These reports go home at the end of semester 1 and the end of semester 2. The semester 1 report is accompanied by a parent teacher interview and we encourage all parents to participate.

STUDENT REPRESENTATIVE COUNCIL
Elected class members form a Student Representative Council (SRC) which meets regularly to raise issues and discuss matters put forward by other students. The councillors also canvass student opinion on proposed changes in policy or routine and help evaluate changes which occur. The SRC runs assemblies in which it reports to staff and students, thus participating in the decision making process of the school. The SRC regularly organises fund raising
activities for charities. These responsibilities provide training in leadership skills, communication and representation and give students a sense of “shared ownership” of the school. The role of the SRC is valued by all staff at Dee Why School.

STUDENT WELFARE
Dee Why School’s Student Welfare program supports the worth of every child in a variety of activities. There are opportunities for students to develop leadership skills, to participate in the Student Representative Council and all students are involved in the Peer Support Program and Resilience Program. The development of healthy and safe living skills are provided for within the HSIE program and supplemented by programs such as Child Protection, Life Education, CARES bicycle safety and Learn to Swim.

SUPPORT CLASS – IM
Dee Why School has a Support Class IM which caters for children with an identified mild intellectual disability. Teaching is not only concerned with academic development but also with personal and social development. Each child in the class has an Individual Education Program (IEP) that is formulated by both the teacher and the child’s parents. The children are also integrated into mainstream classes for various teaching situations.

SWIMMING
Swimming is emphasised at Dee Why Public School with students from Y2 – 6 taking part each year in the intensive ‘Learn to Swim’ program of 10 sessions. In Term 1 students from Y3 – 6 have the opportunity to take swimming as a sport and work to achieving an award from the Royal Life Saving Society (RLSSA).

TECHNOLOGY
The school has a fully equipped air-conditioned computer room with an interactive whiteboard. All classrooms have computers, internet access and interactive whiteboards. There is also a computer lab in the library and a Connected Learning Classroom. The use of technology is embedded in the school’s teaching and learning programs. All students have a DEC email account. An active technology committee ensures strategic planning oversees the school’s webpage and the purchasing of appropriate resources.

UNIFORM
Dee Why Public School takes great pride in the appearance of the students. All children are expected to wear their uniform at all times. School hats are a compulsory part of the uniform with a playground rule – No Hat, No Play! Black shoes are also an important part of the uniform, however sports shoes may be worn on sports days.

UNIFORM SHOP
The Uniform Shop is operated by the P&C. It currently is open on Tuesday at 2.30pm. At other times, an order form is available from the school office and it will be filled as soon as possible.

UNIVERSITY COMPETITIONS ICAS
Many students at Dee Why School are keen competitors in the ICAS University of NSW Primary Schools Maths, English and Science competitions for Years 3 to 6. The tests are usually held mid year and information regarding the tests is published in the Weekly Newsletter.