

# *Manly West Public School*



## Kindergarten 2024



*Respect*

*Responsibility*

*Aspire*

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# Important Dates

## **2024 KINDERGARTEN DATES**

### **Dates for 2024**

#### **Kindergarten Orientation Dates**

We ask that children enrolled for Kindergarten 2024 attend two orientations:

**Monday 30th October 9:45am - 11am**

Kindergarten Orientation One

**Wednesday 8th November 9:45am - 11am**

Kindergarten Orientation Two

### **Dates for 2024**

In the first week of the school year, Kindergarten students attend the Transition Morning. They may also attend a scheduled Best Start appointment.

#### **Best Start (45 minutes)**

Wednesday 31<sup>st</sup> January - Tuesday 6th February 2024

In December 2023 a link will be emailed for parents to schedule an online booking.

### **Kindergarten's first official day at school**

#### **Transition Morning**

Tuesday 6th February 9:45am - 12pm

*We invite parents to join us for **Tea & Tissues** in the hall from 9:50am - 10:30am*

**Wednesday 7<sup>th</sup> February 9:45am - 3:20pm**

**From Thursday 8<sup>th</sup> February 9:20am - 3:20pm**

Kindergarten attends regular school hours

**Thursday 8th February 5:30pm - 6:30pm**

'Meet your Child's Teacher' Evening

# Welcome

We are delighted that your child is starting Kindergarten at Manly West Primary School. We hope that it will be the beginning of a happy and rewarding time.

The school is proud of its reputation for outstanding academic, cultural and sporting programs. We have a strong partnership with our parent community which allows us to deliver such a high quality education to our students.

Parents are encouraged to participate in many aspects of school life, including the classroom, extra-curricular activities and the P&C.

The school executive and classroom teachers are available to assist parents in regard to their child's academic, social and emotional wellbeing throughout the year. Other communication channels include class and school newsletters and a parent representative communication system. A term calendar also provides parents with information about upcoming excursions and events.

I look forward to sharing with you this exciting time in your child's life.

Yours sincerely,

*Mrs Julie Organ*

Principal Manly West Public School



# Getting Ready

At Manly West Public School, we hold an information evening at the end of October each year for parents and carers who have a child commencing Kindergarten the following year. This information evening is by registered webinar on Thursday, October 26th. This will give you the opportunity to meet the Principal, Deputy Principal and some of our Kindergarten teaching staff including the Assistant Principal overseeing Kindergarten. You will hear important information to help you prepare your child for the transition into school and hear all about the wonderful experiences children at Manly West can have.

The next important dates are the Kindergarten Orientation Mornings, when your child will come and experience a little of what life is like at 'big school'. On these mornings, your child will be involved in stories, songs, games and activities in a classroom with one of the current Kindergarten teachers.

## **Our Orientation dates for Kindergarten 2024 are:**

Monday 30<sup>th</sup> October 2023                      9:45 – 11:00 am

Wednesday 8<sup>th</sup> November 2023              9:45 – 11:00 am

Your child should attend both Orientation Mornings.

Please contact school if unable to attend.

## **BEST START ASSESSMENT**

### **Wednesday 31<sup>st</sup> January – Tuesday 6<sup>th</sup> February 2024**

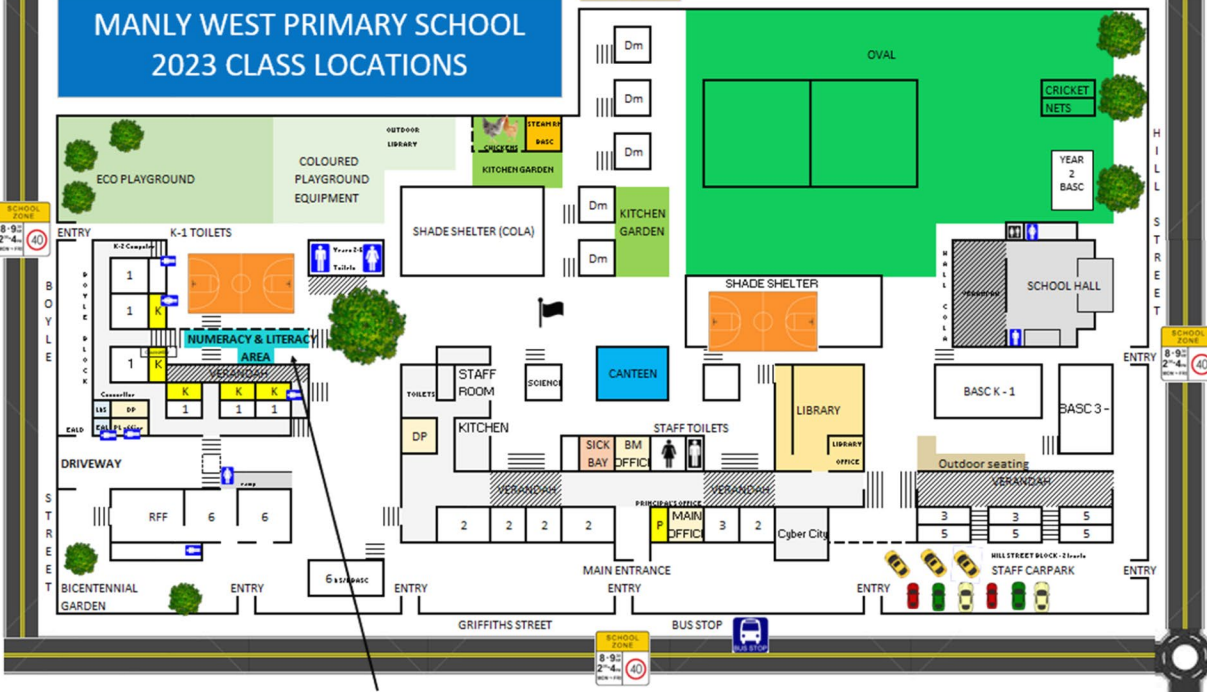
At Manly West we delay the start of school a few days to allow the Best Start individual assessments to take place. Every child in Kindergarten is allocated 45 minutes with their teacher. Interviews take place from **Wednesday 31<sup>st</sup> January – Tuesday 6<sup>th</sup> February 2024**.

During December, you will receive an email from the school with a link for you to make an online booking for your child's **Best Start date and time**. Please report to the Literacy and Numeracy Area at your booked time where you will be greeted by your child's teacher for Kindergarten.

The Best Start Assessment is an interview to assess your child's literacy and numeracy skills when they start school. It gives teachers valuable information that will benefit your child's learning. All Kindergarten students in public schools complete this assessment. The Best Start Interview is not a test. It is about your child's teacher getting to know your child so they can move them forward along the Literacy & Numeracy Progressions.



# MANLY WEST PRIMARY SCHOOL 2023 CLASS LOCATIONS



**Kinder Block**

**Literacy & Numeracy Area**

# First Week at School

## **Transition Morning**

Tuesday 6th February (9:45 am-12:00 pm)

This is a very exciting and emotional day for both you and your child. Positive experiences during the first days at school will help your child to develop a positive attitude to school in general.

**Please take your child to their class meeting location at 9:45am.** This will be marked by a table covered in the colour of your child's class. Prefects will be available to assist you in locating your child's class meeting point.

Bring morning tea.

At 12 noon students meet parents outside at their class meeting point.

## **Parent invite to 'Tea and Tissues' Tuesday 6th February (9:50am-10:30am)**

Parents please join the other Kindergarten parents for 'Tea and Tissues'. This is a great way to meet one another and will give you a chance to talk about this new, shared experience.

## **Name Tags**

Your child will receive a name badge, which will be colour coded for each Kindergarten class. Please encourage your child to wear it for the first few weeks. This helps all members of the school community to get to know the names of Kindergarten children quickly.

## **Settling in and Activities**

Staff will meet you at the designated location marked by a coloured tablecloth to represent the colour of your child's class. Teachers will guide each class to their classrooms. We ask that you leave swiftly at this point and please return to the same designated meeting point at 12:00 noon.

Children settle quickly once their parents have gone, even if there are initial tears. Even though it can be difficult for you, it really is better if you leave quickly. A staff member will assist you if your child is particularly clingy or distressed. She or he has had plenty of experience with tearful farewells and is well-equipped to deal with the situation compassionately and sensitively. As hard as it is for you, try not to come back later to check on your child. If your child spots you, they can become distressed all over again.

The teacher will take the children for toilet breaks.



**Wednesday 7th February 2024 (9:45am – 3:20pm)**

**Kindergarten students will begin at 9:45am and finish school at 3:20pm. If you arrive before this time please wait in the playground.**

**9:45am** Please take your child to their class meeting point marked by a coloured tablecloth in the colour of your child's class. Follow the same routine as for the Transition Morning.

**Students have the following breaks:**

Fruit Break

Morning Tea

Lunch

**3:20pm** Please wait at the designated meeting point. There will be staff and signage to support. Your child's teacher will bring the children to this area and dismiss them one by one when they see you. It's often a good idea to establish with your child a place where you'll be waiting each day. It can be very reassuring for the children to be able to spot a parent/carer as soon as they come outside.

**From Thursday 8th February**

9:20am – 3:20pm Kindergarten will start school at 9:20am on the regular school bell. Students will assemble in their class lines as shown to them the previous day.

**9:20am – 3:20pm**

On arrival in the mornings, children can place their bags in lines from the coloured dots and then go and play. Prior to the 8.50am bell, no teacher is on duty and the children must sit on the verandah in front of the Griffiths Street block between the Staff Room and the Front Office. Please remind them to keep their hats on.

8:50am Children may play on the asphalt area in the playground before school where teachers are on duty.

9:19am Music will play which indicates time to finish playing followed by the school bell. Children line up with their bags at the coloured dots. Please say goodbye to your child before they come to lines and stand behind the students at the back of the lines to make it easier for the children to listen to and follow the teacher's instructions.

Teachers will organise their classes and take them into class for a 9:20am start.



## **What Will my child be doing all day?**

Kindergarten is arguably the most important year in your child's school career. It is the year in which the child learns attitudes and skills which are a vital foundation for later years. They will learn to share, cooperate, develop self-discipline and work in a group. They will also learn skills in listening, following instructions and completing tasks. Importantly, it is also the beginning of their concept of themselves in relation to the school.

Kindergarten children are introduced to the Key Learning Areas that comprise the Primary School Curriculum through activity-based, integrated themes of work.

These six Key Learning Areas are:

- English
- Mathematics
- Science and Technology
- Human Society and Its Environment (History and Geography)
- Creative and Practical Arts
- Personal Development, Health and Physical Education



Through highly structured activities that involve much discussing, listening, cooperating, experimenting and practising, the children have an opportunity to develop skills in a supportive, nurturing atmosphere. Many of the activities are centred on play and involve a 'hands-on' approach, but all have a clear educational purpose.

This is how young children work best to develop into creative, divergent thinkers, who are willing to take risks and to become responsible for their own learning. Kindergarten classrooms are dynamic, noisy, busy, exciting places to be. It is important to remember that there is a large difference in ages among Kindergarten children, with some being more than 12 months older than the youngest.

This is a substantial gap at this age and children will naturally display a wide range of developmental levels in Kindergarten. You should be aware of these differences and allow your child to develop at her/his own rate without making comparisons. Please see your child's teacher if you have any concerns.

Although each class teacher will structure the day slightly differently, the general day's timetable follows. You will find out about the specifics for your child's class at the Parent Information Evening held on Thursday 8<sup>th</sup> February.

**8:50am-9:20am** Supervision in the playground (asphalt areas)  
When the music plays, at 9.19am, children should line up with their bags at the coloured dots.

**9:20am-11:20am** **Class time**  
Attendance roll is taken.  
The calendar is discussed; day, date, weather and day's routine.  
News time (you will be sent a roster which will detail the regular day of the week your child will be able to share her/his news).  
The rest of the morning will be spent doing Literacy and Numeracy activities.  
The children might also have lessons with specialist teachers at this time e.g. Library, Fundamental Movement Skills, Music or Dance.

**10:20am** (approx.) **Fruit Break**

**11:20am-11:40am** **Morning Tea**  
This is the time for your child to go to the toilet, have a snack and a drink and a little play. At first, the children tend to take a very long time to eat their snack as they get used to the procedure of unwrapping things for themselves and sitting with their food on their lap, or on the bench or ground beside them. Very soon though, they will be much faster at this part of morning tea and there will be more time for play.

**11.40am-1.10pm** **Class time**

**1:10pm-2:05pm** **Lunch Time**

The children sit down to eat for the first fifteen minutes and then play. They are encouraged to eat all of their lunch, take home what they can't eat and to put their rubbish in the bin. Please pack food containers and wrappers that are easy to open. At play time, the children can play in various areas of the playground, including the Eco Playground and the coloured equipment on rostered days. There are also days where children may go to the Library (after the half-time bell rings).



Year Five Playground Monitors provide equipment and support for Kindergarten students.

### **Waste Free Wednesday**

*Please note there are no bins in the playground on Wednesday. Parents are asked to pack a waste free lunch. Any rubbish returns home in lunch containers.*

**2:05pm-3.20pm** **Class time**

**3:20pm** **End of school**



## **Before and After School Care (BASC)**

Please note, students who are attending Before School Care will remain in the care of BASC staff until the morning bell. Students attending After School Care will be collected from the Kindergarten classrooms at 3:15pm.

## **Expectation Cards**

Expectation cards are issued in class each week to students reflecting our school expectations.

**Respect Responsibility Aspire**

Once a child has collected 4 Expectation Cards they deliver them to the Deputy Principal who will present an Expectation Certificate at the Friday assembly.

### **4 Expectation Cards = Expectation Certificate**

You can use any 4 Respect, Responsibility or Aspire Expectation Cards to make up the 4 you need to achieve an Expectation Certificate.



# Additional Activities

## **Buddies**

During Term 1 the Kindergarten children will meet their Year 6 buddy. Together, they do a variety of supervised activities such as craft, games and reading books together once a week during class time. The Buddies Program is part of the leadership training for Year 6 and provides a valuable support for Kindergarten children.

## **Release from face to face Teacher time (RFF):**

Although the children stay with the one class teacher for most of the time, there are occasions during the week when they are taught by another teacher for lessons such as Library, Music or Sport. During this time the class teacher has 'Relief from face-to-face teaching' (RFF) time when they can meet with other staff, plan lessons, make resources and perform a number of other tasks.

## **Library:**

The children go to the library once a week where our trained teacher-librarian introduces them to the wonders of this very special place. Individual borrowing will not begin until later in the term, parents will be notified of the date. The children will need a (labelled) Library bag when borrowing begins. You can, of course, bring these into school at any time and they'll be stored in the classroom.



## **Special Religious Instruction (SRE):**

Kindergarten students participate in a 30 minute lesson on Thursday morning.

Parents can choose for their child to attend:

- **Bahai**
- **Catholic or**
- **Protestant**

Parents who do not wish their child to attend SRE, can nominate Non-Scripture. Ethics is an option for students who attend Non-Scripture, however this is dependent on available volunteers. At this stage, Ethics classes will be available for students in Years 2-6 in 2024.

If you are interested in teaching **Ethics**, please contact:

Lisa Palmer on 0435 001 062.

## **Assemblies:**

Kindergarten Assemblies are held on Fridays before lunch. This is a time for the children to listen to general Manly West news, sing together, show examples of work and watch others perform. Students may also receive merit cards as encouragement and acknowledgement of effort and behaviour during the week. All children will receive a merit card or two during the year at assembly. The teachers keep very careful records of this.

# What my child will need to bring to school

- **Fruit Break** - A small container with cut up fruit or vegetables.
- **Morning Tea/Recess and Lunch**- It is a good idea to pack a small amount of food in a separate small container for morning tea. Children often feel a little overwhelmed when confronted with a whole lunch box of food from which they have to choose some morning tea. Teachers suggest parents mark the food containers with the numbers 1 for Fruit Break, 2 for Recess and 3 for Lunch.
- **Plastic Drink Bottle**
- **School Hat**
- **Raincoat**
- **Spare underwear**
- **Sunscreen**
- **Library Bag** – These can be purchased from the uniform shop, or use a simple cloth drawstring bag approximately 40cm x 30cm.
- **Paint Shirt** (old t-shirt or button-up shirt would be fine, or purchase an art smock from the uniform shop).

**Label all belongings clearly**, including the lids of drink bottles and lunch boxes and check them regularly as they do tend to wear off.

A list of stationery and textbook items will be sent home in December and we ask that parents and carers purchase these items before the start of the school year. We would appreciate if you could bring these items on the day of your child's Best Start Interview. Please do not label stationery items except for the headphones and textbook.

## **UNIFORM**

Summer: Terms 1 and 4

Winter: Terms 2 and 3

There is a two week grace period between change over of uniforms



## **GIRLS**

- Summer:** Yellow and white checked dress with royal blue tie  
Blue Polo shirt with navy blue culottes  
Short white ankle socks and black school shoes  
School hat
- Winter:** Blue checked tunic sky blue long-sleeved blouse with royal blue tie  
Short white ankle socks or navy long socks or navy tights  
Black school shoes  
Royal blue zipped jacket or sloppy joe or polar fleece  
Checked school trousers (optional)  
School hat

## **BOYS**

- Summer:** Short sleeved sky blue polo shirt  
Grey shorts  
School hat  
Short grey ankle socks and black school shoes
- Winter:** Long or short sleeved sky blue polo shirt  
Grey shorts or long grey trousers  
Short grey ankle socks and black school shoes  
Royal blue zipped jacket or sloppy joe or half- zipped polo  
fleece  
School hat

## **SPORTS UNIFORM K-6:**

To be worn on Sports and Dance days. Your child's teacher will let you know the days that your child needs to wear their sports uniform.

### **GIRLS AND BOYS:**

Gold school polo shirt  
Unisex blue with yellow microfibre shorts or sports skorts  
Short white ankle socks with joggers  
Cold weather - Royal blue zipped jacket or sloppy joe or half-zipped polar fleece  
and track pants  
School hat

Ankle socks must be worn above the ankle bone (anklets or sockettes are not school uniform).

Unless otherwise informed, full correct uniform must be worn on excursions.

There are two options for purchasing uniform items:

- In person at the uniform shop, or
- Through the Manly West Online Uniform Shop website

Online orders are processed daily and delivered to your child's classroom.

<https://manly-west-public-school-uniform-shop.myshopify.com/>



# Manly West Summer Uniform

Girls Kindergarten Starter Pack Suggestion Option A

Cardigan/ Zip Jacket

School Hat

Library Bag

Gold Sports Short Sleeve Sports Polo

White Socks

Yellow Checker Dress x 2

White Socks

Microfibre Sports Shorts

Art Smock (Optional)

Black School Shoes

Backpack

Black or White Sports Shoes




# Manly West Summer Uniform

Girls Kindergarten Starter Pack Suggestion Option B

Cardigan/ Zip Jacket

School Hat

Library Bag

Gold Sports Short Sleeve Sports Polo

White Socks

Yellow Checker Dress

Blue Short Sleeve Polo

White Socks

Navy Culottes

Microfibre Sports Shorts

Art Smock (Optional)

Black School Shoes

Backpack

Black or White Sports Shoes





# Manly West Summer Uniform

Boys Kindergarten Starter Pack Suggestion

Sloppy Joe

School Hat

Blue Short Sleeve Polo x 2

Library Bag

Gold Sports Short Sleeve Sports Polo

Grey Socks

White Socks

Microfibre Sports Shorts

Art Smock (Optional)

Black School Shoes

Backpack

Black or White Sports Shoes



Uniform Barcode





# General Information

## **Rain:**

If it is raining in the morning, a bell will ring indicating that the children go straight to their rooms where they will be supervised by their class teacher. Students take shelter under the Kitchen Garden COLA in the event of light rain. If it rains at morning tea or at lunchtime the children eat inside the classroom or on the verandah and then play inside under supervision.

## **Supervision:**

During school hours, children are supervised at all times, both in the classroom and in the playground. Therefore, if your child falls over, becomes upset, can't open their morning tea or some other problem occurs, they or a friend will always be able to find a teacher. However, it may not always be your child's class teacher.

Whilst the Kindergarten teachers do tend to stay in the playground with the children for all of morning tea and most of lunch time in the first couple of weeks, they will eventually encourage the children to become independent of them. You can help develop this independence by talking with your child about what to do in the playground if they can't find their own teacher (reminding them that teachers need to eat lunch too)! Teachers on playground duty wear a fluoro vest or a gold sash to assist identification when on playground duty.

## **Toilets:**

For the first two weeks of school, the children are escorted to the toilets by the teacher at the beginning of fruit break, morning tea and lunch. The K and Year 1 boys' toilets and the K and Year 1 girls' toilets are located underneath the Boyle Street Block, just off the multipurpose court. They are always reminded to flush the toilet and wash their hands. Of course they can visit the bathroom whenever they need during the rest of morning tea and lunch time. If they need to go during class time, they will be escorted by a friend to the closest toilet. From time to time, 'accidents' happen – all the excitement of school means that some children just forget to go to the toilet in time. Please provide a spare pair of underwear in your child's school bag each day.

We also have spare underpants, socks and entire uniforms, kept in the office area – just in case!

### **Injuries**

If your child falls over and sustains an injury, they are cared for in our sick bay by our office staff who are fully trained in first aid procedures. If they are ill or more seriously injured, the school will contact you or your authorised emergency contact person.



### **Emergency Contact Information Form:**

We have the information you provided on your enrolment form. Please contact school office for changes of details including emergency contacts.

### **Belongings:**

Please ensure all belongings (including drink bottles, lunchbox lids, all clothing, hats etc) are clearly labelled with your child's name and class. We encourage the children to take responsibility for their own belongings. We also request that parents label the outside of school bags with individualised keyrings or ribbons etc to help your child identify their own bag. A tag secured to the outside with their name on it would be great, or you could write directly on the bag with a water-proof marker.

### **Hats:**

We have a "No hat, play in the shade!" policy at Manly West.

Children must wear the wide-brimmed school hat in the playground; even in the mornings before school. These are available through the Manly West Online Uniform Shop.

<https://manly-west-public-school-uniform-shop.myshopify.com/>

### **Canteen:**



As the children are learning many new routines at the beginning of the year, we do not encourage lunch orders or for children to buy from the canteen at morning tea until mid Term 1. We ask that older brothers or sisters do not buy items from the canteen for them. Kindergarten are introduced to the canteen through a special morning tea.

## **Lunch orders:**

**Spriggy schools** is the fast and secure way to order and pay for your Canteen Lunch orders online. (Counter payment prior to 9am with cash is also accepted) [www.spriggyschools.com.au](http://www.spriggyschools.com.au)



## **How it works....**

### **Step 1: Register**

Go to [Spriggyschools.com.au](http://Spriggyschools.com.au) from your computer or download Spriggy schools from your mobile device App store.  
Login or register for an account and add your students to get started.

### **Step 2: Order and Pay**

Order from the extensive lunch menu. Top-up your account as you go using VISA or Mastercard.

### **Step 3: Review or edit**

Confirm your order. Ensure you receive an email confirmation.  
If you have any questions click on the web chat button in the website or App.

## **Allergies:**

As there are a number of children at Manly West with life-threatening allergies to nut products we do not sell peanut butter sandwiches at the canteen. Could we also request that you consider this when making your child's lunch. Even touching the hand of someone who has eaten a peanut butter sandwich can pose a threat (dip and spread, peanut butter crackers, Nutella etc. too). We would appreciate your cooperation in this matter. We have a no sharing of food policy at Manly West.

## **Talking to the teacher:**

Your child's class teacher is the first contact if you have a query or a concern. Little issues can often be resolved very quickly before they have a chance to develop into big ones if you have a chat with the teacher. However, it is often very difficult to give your questions the attention they deserve when surrounded by children and other parents in the lines in the morning or at the afternoon collection point. Therefore, it is best to make an appointment for a mutually convenient time. Ring the office to organise this, send in a note or email the school. [manlywest-p.school@det.nsw.edu.au](mailto:manlywest-p.school@det.nsw.edu.au)

### **Absences:**

Regular attendance at school makes settling and learning easier and helps your child to build and maintain friendships. Your child should attend school every day unless they are sick or injured. Parents or carers are required to notify the school of the date and reason for any absence in writing.

Please email the school: [manlywest-p.school@det.nsw.edu.au](mailto:manlywest-p.school@det.nsw.edu.au)

Absent notifications are a legal requirement for record keeping purposes.

In line with NSW departmental guidelines, should you wish to take your child out of school for an extended period (over 5 school days), an extended leave form can be found on our school website. This form needs to be completed and emailed back to the office as permission from the Principal is required.

If, for any reason, your child is late arriving at school or you need to take them out for an appointment with a doctor or a dentist etc. you need to go to the office and sign them in or out. The office staff will give you a permission slip which must be given to the class teacher for inclusion in the class roll.

### **Friendships:**

Friendships made in kindergarten are usually fairly fluid. It takes time for children to really feel settled in the playground, to make friends and to know how to fill up their play time. The kindergarten teachers are working on this constantly with the children, talking about strategies to make friends. You can use the class contact list, once it's available, to arrange play dates.

By encouraging out of school play times, children can build upon friendships that will help them at school.



### **After School Activities:**

The children tend to be very tired at day's end. Try not to organise too many after school activities, especially in Term One; let them go home and play and reflect on the day.

### **Parent Partnerships in the Classroom/School:**

There is a myriad of ways in which you can contribute to the school. Many parents like the opportunity of helping in the classroom. Your child's teacher may make a request for help with individual reading or Literacy Groups, Numeracy Groups, art activities, computer lessons, excursions and all sorts of other things. This is a great way of seeing your child in action in the classroom and how they interact with others, whilst providing invaluable assistance for the teacher. You may also like to help by creating resources at home. Keep your eyes peeled for notes or emails requesting this help – they'll be sent home from time to time.

### **Volunteers:**

You may like to volunteer to be a 'Class Parent'. This role can be shared by a number of parents. It is one of liaison and communication with other parents about things such as the School Carnival, out-of-school hours play dates and parent get-togethers. A class contact list is established at the Kindergarten Parent Information Evening for your child's class at the beginning of the year.

Other ways to help in the school include joining the P and C, [www.manlywestpandc.org.au](http://www.manlywestpandc.org.au) working in the Kitchen Garden or the canteen.

### **Newsletters:**

Each Wednesday, you will receive a Manly West Newsletter via email. Please ensure the school knows your current e-mail address. The newsletter is also available on the school website. Please ensure that you read this each week. It has important information about up-coming events, excursions, meetings, parent committee news as well as reports on student cultural and sporting achievements.

It provides a vital school-home link.

<http://www.manlywest-p.schools.nsw.edu.au>

### **Homework:**

No official homework is given in Kindergarten, other than Take Home Reading, sight word practice and preparation for weekly news.

### **School Fees:**

Manly West has Two Semester accounts. Semester One covers Terms 1 & 2 and Semester Two covers Terms 3 & 4. You will be emailed your Statement of Account which is payable through an online payment link.

## Regular School Bell Times

9:20am	Classes begin
10:20am	Fruit break
11:20am-11:40am	Recess
11:40am-1:10pm	Class Time
1:10pm-2:05pm	Lunch
2:05pm-3:20pm	Class Time
3:20pm	End of school



### Manly West Public School

Griffiths St Balgowlah

Phone: (02) 9948 2257

Email: [manlywest-p.school@det.nsw.edu.au](mailto:manlywest-p.school@det.nsw.edu.au)

<http://www.manlywest-p.schools.nsw.edu.au/>

