



MANLY WEST PRIMARY SCHOOL

SCHOOL INFORMATION BOOK 2025

Respect

Responsibility

Aspire



Manly West Public School

SCHOOL MESSAGE

Welcome to Manly West Public School. This year is our Centenary year, and our students staff parents and wider community will be joining us with a variety of Centenary celebrations. We look forward to the partnership that we share with you in educating your child and supporting them throughout their primary years.

We are very proud of our excellent reputation and traditions. Apart from abundant challenges in the classroom, opportunities exist to foster talent in all areas including Creative and Performing Arts, Sport and Technology. Our school provides a caring and supportive teaching and learning environment with a diversity of educational programs and opportunities for all children. Literacy, Numeracy and Student Wellbeing are emphasised within the learning programs and the development of the whole child, intellectually, socially, emotionally, culturally and physically is paramount within the school. We also encourage our parents to take advantage of the many opportunities that are available at Manly West to support your child.

Manly West Vision 2022 – 2026

All students reach their potential to succeed academically and thrive as healthy active critical and creative thinkers and global life-long learners who connect and contribute to their school community and society.

Communication between school and home is vital, and this booklet is designed to assist. There are many varied methods of communication that are detailed in the booklet. Your child is important to us as an individual and you are always welcome to organize an appointment with teachers, executive and other support staff when required.

We look forward to a very exciting school community partnership.

Mrs Julie Organ
Principal

2025 IMPORTANT INFORMATION ABOUT THE SCHOOL

PRINCIPAL

Mrs Julie Organ

DEPUTY PRINCIPALS

Mrs Wendy Mwanga Mrs Jenni Milburn Mrs Mona Johnson

DEPUTY PRINCIPAL CURRICULUM & INSTRUCTION LEADERS (APCI)

Mrs Mona Johnson

ASSISTANT PRINCIPALS

Mrs Theresa Fuller

Mrs Catherine Jones

SCHOOL BUSINESS MANAGER

Mrs Sandra Coskinas

Rel: SCHOOL ADMINISTRATIVE MANAGER

Ms Joy Milner

SCHOOL ADMINISTRATION OFFICERS

Ms Keeley Clarke Ms Lesley Coulter

Mrs Kim Du Plessis Mrs Janelle Barber

TEACHER LIBRARIAN

Mrs Ellen Swick

GENERAL ASSISTANTS

Mr Martin Scott

SCHOOL COUNSELLOR

Miss Natalie Shamir Ms Louisa Sparks

ADDRESS

Griffiths Street, Balgowlah NSW 2093

email: manlywest-p.school@det.nsw.edu.au

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

PHONES

9948 2257 9948 1959

SCHOOL ORGANISATION

School Routine

Children should not arrive at school before 8.50am as there is no teacher supervision before this time. Any child arriving before 8.50am is required to sit on the Griffiths Street verandah until the play bell rings. The only exceptions to this rule are those students attending before-school activities e.g. dance, band or sports practice. These students must report directly on arrival to the person conducting the activity.

School Times

8:50am	Staff in Attendance
9:20am	Morning Bell – School Commences
11:20 – 11:40am	Recess
1:10 – 2:05pm	Lunch
3:20pm	Final Bell – Home time

Variations

- Scripture Lessons or Ethics Lessons – Held Thursdays (9:30am Years 5 & 6, 10:00am Years 3 & 4 and 10:40am K-2)
- Years 3 – 6 Assembly – Held fortnightly Thursday 2.10pm – 3.10pm
- K - 2 Assembly - Held Fridays 12:30 – 1.10pm

SCHOOL RULES POSITIVE BEHAVIOUR ENGAGING LEARNING PROGRAM

Manly West promotes the expectations of Respect, Responsibility and Aspire as part of our Positive Behaviour Engaging Learners (PBEL) program. Positive Behaviour Engaging Learners is seen as a fundamental process in the promotion of positive behaviours, teaching of appropriate social skills and management of problem behaviours. Children at Manly West Primary School are expected to follow a simple behaviour code which is displayed in each room. Our school wide expectations are:

Respect	Responsibility	Aspire
• Listen and speak in a polite and positive way • Share friends, space and equipment • Accept and celebrate difference • Allow others to learn • Care for the people, school, property and the environment	• Be a positive role model • Do what is right even when it is difficult • Be prepared and punctual • Be accountable for the choices you make	• Be proud of everyone's achievements • Be resilient and bounce back • Accept opportunities and challenges • Actively take part in your learning

There is a Student Welfare Policy available for further information.

In the first few weeks of the school year, each class will talk about and agree on classroom expectations to enhance a safe and secure environment. These expectations will be displayed in the room as a reminder.

SCHOOL UNIFORM

At a meeting of the Manly West Public School Parents & Citizens Association, the body resolved that the school uniform as specified below be worn during school hours.

SUMMER: Terms 1 and 4**

WINTER: Terms 2 and 3**

**Change over is weather dependent

GIRLS' SUMMER UNIFORM Yellow / white checked dress with royal blue tie or navy blue culottes and blue polo shirt. White ankle socks and black leather shoes. School jumper with school crest. Royal blue school hat with crest.

GIRLS' WINTER UNIFORM Blue check tunic. Sky-blue long-sleeved blouse with royal blue tie or checked school trousers. navy blue culottes and blue polo shirt. White ankle socks or navy long socks/navy tights, black leather shoes. School jumper with school crest and school hat.

BOYS' SUMMER UNIFORM Short sleeved sky-blue polo shirt with school crest. Grey shorts. Short grey ankle socks. Black leather shoes. School jumper with school crest. Royal blue school hat with crest.

BOYS' WINTER UNIFORM Long or short sleeved sky-blue polo shirt with school crest. Grey shorts / long grey trousers. Short grey ankle socks. Black leather shoes. School jumper with school crest. Royal blue school hat with crest.

GIRLS & BOYS SPORTS UNIFORM: Unisex Gold school polo shirt with school crest. Unisex micro fibre shorts. Short white ankle socks, black or white joggers. During winter (or on cold days), School jumper and micro fibre track pants.

All school uniform items are available through the School Uniform Shop.

At the Uniform Shop, secondhand uniforms can be bought at reasonable prices plus other items such as school hats, badges and bags. The Uniform Shop has credit card facilities. Uniforms may also be ordered through the school office. You may also order online via Flexischools. www.flexischools.com.au

Uniform Shop Hours: To assist parents to purchase a school uniform, the Uniform Shop is open regularly. Dates and times are published in the Newsletter and on the school website <https://manlywest-p.schools.nsw.gov.au/about-our-school/uniform.html> and P & C website <https://www.manlywestpandc.org.au/uniform>

Please use the Flexischools website to place orders and the orders will be delivered to your child's class. www.flexischools.com.au

Kindy summer starter packs are available and can be ordered through flexischools and can be collected on Orientation mornings from a collection table in front of the school hall.

ARRIVING LATE & LEAVING EARLY

If a child arrives late to school they need to report with a parent to the office. The arrival time and reason for lateness will be recorded on our software system. If they don't have a note of explanation from a parent, they will be given a 'late slip' to show their class teacher which they will take home for signing by a parent.

There are occasions when parents require children to leave early before 3.20pm for a particular reason. For reasons of safety, children are not allowed to leave the school grounds during school hours unless a note of request from the parent/guardian, stating reason and specified time of leaving is written to the class teacher. The child must be collected from the school by the parent or authorised adult and 'signed out' at the office.

ABSENCE FROM SCHOOL

Please notify the school of your child's absence. This can be done via the School Bytes Parent Portal, email or telephone.

If your child is absent from school for one or two days, a note of explanation needs to be sent to school with them on return. The note should be given to the class teacher. On the third day of absence a courtesy phone call to the office is appreciated.

EMERGENCY INFORMATION

This information is completed by parents and retained by the school to enable staff to contact parents or somebody nominated by them in the case of illness or accident to the child.

Any changes of address, place of employment or alternative contact should be notified immediately to ensure prompt contact when required and to save any student distress.

SUN PROTECTION

It is school policy that children are protected from the dangers of exposure to the sun during the day. Children are to wear hats of a type approved by the Cancer Council which provide adequate protection at all times when outdoors. The school uniform hat meets this requirement and will be encouraged. Children with no hats will be required to play in the shade. Children are also encouraged to wear S.P.F.30+ sunscreen when outdoors.

ENROLMENT PROCEDURES

'Application for Enrolment' forms may be downloaded from the school website or obtained from the school office. In the case of Kindergarten children, these forms are accepted up to one year before the child is due to start school. Children are eligible to start Kindergarten if they turn 5 before July 31 of that year. The school will enrol on arrival any child on transfer from another school if the child resides within the school's boundaries. Children from outside the boundaries may be enrolled (under mitigating circumstances) *if there is room in that particular grade* and must complete an out of area application form along with their enrolment form.

Parents must present proof of address documentation (e.g. original copies of council rates notice, residential lease, electricity accounts, statutory declaration etc) a birth certificate or other documentary evidence of the child's name and date of birth when they lodge the Application for Enrolment Form.

In the case of children recently arrived from overseas countries, Immigration Entry Permit Stamps which are affixed to passport and travel documents must be sighted before children can be enrolled. An application to the Temporary Residents Program may be required.

Transfers from Other Schools

Parents who wish to transfer their children to Manly West Primary School should obtain a 'Transfer Certificate' from the old school and present this to Manly West. Eligibility requirements still apply.

Vaccinations - See Immunisation Requirements

FACILITIES

The following is a list of the facilities available at Manly West School.

BASC: Sub-committee of the P&C Association. Fun activities are organised for K-6 children. Before School Care opens 7:00am and After School Care closes at 6:30pm. Session fees apply. **Phone 9948 8113.**

Bands: The school has 4 bands, a Training (beginners) Band, Intermediate Band, Concert Band and Performance Band. The bands are administered by a P&C committee and students can join from Year 3. The bands perform at school functions and in public during the year. Instruments are available for hire from the school.

Book Club: Manly West belongs to Scholastic Book Clubs where children may buy books at reduced prices on a monthly basis. A percentage of the profits is retained by the school.

Canteen: The P&C operates a school canteen which is open every day and provides lunches, drinks and mid-morning snacks. Orders are to be placed with the canteen before 9.15am or online through Flexischools www.flexischools.com.au. Volunteer parents are needed to run the canteen with the assistance of a full time manager.

Chess: Children have the opportunity to learn chess by a qualified instructor and compete in regional chess competitions. A fee for this is paid each term.

Choir: Students can audition for choirs to perform in school concerts and other endorsed events... combined Primary Schools Choir

Computer Lab: The school has two computer labs. Students in K –Year 4 visit the computer lab weekly with their class teacher. 3-6 classrooms have access to laptops. All buildings are linked to the school network.

Excursions: Excursions are undertaken throughout the year in relation to various curriculum areas, e.g. Narrabeen Rock Platform. Some excursions are an annual event at our school, e.g. School Athletics Carnival at The Academy of Sport, Narrabeen (Years 3-6).

Gross Motor: Years K-1 children participate in weekly Gross Motor PDHPE lessons. Keen competitors in Year 2 who are turning 8 during the year can participate in the Cross Country, Swimming and Athletics carnivals.

Dance: A weekly dance program for children in Years K-6 is organised for a semester for each class. A fee for this is paid at the beginning of the year. Student work is showcased at the School Production (even years) or an end of semester Dance Expo (odd years). Junior and Senior Girls and Senior Boys Dance Group lessons are held at lunchtime. They perform at school concerts and the Sydney North Dance Festival.

Drama: Drama lessons are incorporated in teaching and learning. Drama groups (Junior and Senior) rehearse during lunch breaks and if successful on audition, perform at festivals at Chatswood Concourse.

Hall: Our school operates on a roster system to accommodate the many and varied activities, e.g. assemblies, dance, drama and official functions. The hall is available for community hire.

Library: Children have access to a well-equipped library with a qualified Librarian in charge five days a week. Students have a set library lesson each week during which they are taught the library skills necessary to use a library efficiently, are encouraged to read for enjoyment and to do research work. Students may borrow during their library lesson or during the second half of lunch from 1.35 - 2.05 pm. We request the **MW waterproof library bag rather than a cloth bag**. They are available through the Uniform Shop.

Lost Property: Lost property is now kept near the K-2 toilets. Children and parents are encouraged to search there for missing items. At the end of each term, unlabelled items are laundered and placed for sale in the Uniform Shop. Non-uniform items are placed in charity bins.

Music: Manly West offers one session of classroom music each week to all classes K-6. Children participate in singing, creating music and playing tuned percussion. Opportunity exists for students in Yrs 3-6 to join one of the school bands.

Newsletter: The newsletter provides parents and students with important information about what is happening at the school. Each Wednesday it is distributed by email to all families and is available on the Manly West School website.

Scripture: Scripture classes are held each week on a Thursday morning and volunteers from the following religious groups offer their services: Anglican / Uniting and Catholic. Ethics is currently available to students in Years 2 – 6 and is dependent on available volunteers from our community.

Sport: All children participate in a class based fitness program. Primary sport is held weekly and encompasses a wide range of sporting activities with the opportunity of regular inter-school participation through the Manly District Primary School Sports Association (PSSA). Outstanding competitors have the opportunity to compete at District, Regional and State levels.

Semester accounts: Parents are emailed a Statement of Account at the beginning of each semester for costs of activities such as excursions, performances, sport, etc occurring during the term. All payments are made via the School Bytes Parent Portal.

HEALTH AND SAFETY

Anaphylaxis/Asthma: It is the responsibility of the parent to notify the school that their child is at risk of an anaphylactic reaction or asthma attack. This notification should occur either at the time of enrolment, or as soon as possible after diagnosis.

Parents need to provide an individual health care plan devised by their child's medical practitioner. The individual health care plan must incorporate an emergency response plan and a plan for the avoidance of known allergens, based on advice from the student's parent and medical practitioner.

Bikes: Only students who are ten or older are permitted to ride bikes to school independently and store their bike on school grounds. Bike riders must wear a helmet. Bikes, scooters and skateboards are not to be used in the playground and are to be stored in the designated bike rack area. It is student responsibility to securely lock their bicycle/scooter/skateboard with a chain and padlock supplied by the owner. These students need to complete a Bicycle/Scooter/Skateboard rider's agreement and return it to the Deputy Principal.

Road Safety: Children crossing the roads must use the zebra crossings.

Safety: Because of the location of this school, we ask you to observe the following rules in the interest of safety of the children:

- please do not park your car at the school bus stops or across gateways;
- do not bring your car into the school grounds during school hours.
- observe "No Stopping" signs;
- do not leave vehicles unattended in "Kiss and Drop" zones;
- do not call your child from across the road.

Family Law Rulings: In cases where court orders exist regarding a child and one or other of the parents, the document will need to be sighted by the Principal and a copy taken for the school records.

Immunisation: The Public Health Act 1992 now requires parents to supply documentation of the immunisation status of their children starting in schools, pre schools and child care

centres. This does not mean compulsory immunisation and parents will always have the right of choice.

Included is the Recommended Immunisation Schedule produced by the Health Department. To protect them, unimmunized children will need to be excluded from attendance at school in the event of a vaccine preventable infectious disease outbreak.

NHMRC Recommended Immunisation Schedule

Age	Immunisation
5 years or prior to school entry	Injection of Combined Diphtheria and Tetanus (CDT) Booster dose of Sabin oral vaccine.
10 -16 years (females only)	Booster injection of Rubella vaccine.
15 years or prior to leaving school	Booster injection of Adult Diphtheria and Tetanus (ADT) Booster dose of Sabin oral vaccine

Infectious Diseases - Common childhood diseases include:

Measles 7 - 18 days	For at least 4 days after appearance of rash.
German Measles (Rubella) 14 - 21 days	Until fully recovered and for at least 6 days after rash appears.
Mumps 14 - 21 days	Until the child has fully recovered and for 9 days after the appearance of the swelling.
Scarlet Fever	Exclusion from school 7 days after symptoms subside.
Chicken Pox 13 - 17 days	For at least 5 days after the first spots appear, or when blisters have all crusted.
In all the above, contacts are not excluded from school.	
Head Lice (Pediculosis)	See Information on page 10.
Conjunctivitis	Exclusion from school until discharge ceases from eyes.

Impetigo (school sores) 4 - 10 days

Consult your family doctor. If sores are treated and properly dressed, children are permitted to attend school. If sores are not covered and are on exposed body parts such as scalp, hands or legs, the child should be excluded from school until sores heal.

Whooping Cough 7 - 14 days

Keep the child at home for 14 days from the onset of the whoop, unless antibiotic treatment administered. Once begun, the child needs only be kept from school for 5 days from the start of the 14 day treatment.

Infectious Hepatitis (Viral Hepatitis A)

Until the child has recovered and from one week from first signs of jaundice. (Average 28 days)

Ringworm 10 - 14 days

Until appropriate treatment is begun.

Scabies Several days, sometimes even weeks.

Until appropriate treatment is begun.

IMPORTANT

Please notify the school if your child contracts any of the above diseases.

In the case of Measles, Whooping Cough, Hepatitis A and severe gastric disorders, notification is a Health Department requirement.

Head Lice

This presents the most common and difficult condition that we find at school. Some parents mistakenly still believe that head lice are associated with dirty hair. This is not so. Because they are highly infectious, schools are ideal places for them to spread. Children found with the condition not treated must by regulation be sent home until treatment has begun. When a case is discovered in a class, a note is sent home with all children in that class. For advice about appropriate treatments, please consult your chemist. All family members as well as bed linen, combs etc., must also be treated.

Please check your child's hair REGULARLY.

Sick Children

If in doubt, please don't send your child to school. Should your child become ill during the school day, a School Administration Officer will telephone you to arrange for him/her to be collected. **For this and emergency purposes, it is important for you to notify us of any changes in telephone numbers, address, etc., to enable us to keep our information cards up to date.** (See EMERGENCY Information).

In the case of sudden illness or injury at school, we will endeavour to contact parents. In serious cases where neither parent can be contacted, the child will be taken by ambulance to hospital or, if more appropriate, to the doctor nominated on your child's Emergency Information Form. Parents will be notified.

MEDICATION

Children who require occasional medication prescribed by a medical practitioner to be taken during school hours should bring the medication to school in a single, pre-measured dose in a clearly named, suitable container (these are available from pharmacies). Medication needs to be accompanied with a written request from the parent that it be administered, with clear instructions as to the timing. In the case of tablets or capsules, only a sufficient amount for the required dose should be included. On arrival at school in the morning, the parent will give these to administration staff in the print room, who will retain them until the time for administering. Please note that if children are ill enough to have antibiotics prescribed for them, they should generally be kept at home until they have fully recuperated. Children have to be well enough to participate fully in the class program. There is also a potential risk of infection to other children.

Children who require ongoing medication for asthma, such as inhalers, will retain them for use as required by themselves.

Children who require ongoing regular medication during school hours will operate under individual arrangements following consultation between the parent and the Principal at the time of enrolment or as soon as medication has been prescribed.

Children will not be administered non-prescribed medications such as analgesics at school. In all except minor cases, when an ill child comes to Sick Bay, parents are contacted to arrange for collection of the ill child.

N.B. Due to children with allergies, we request **a nut free school** environment.

SUPERVISION

Teachers enter on duty at 8:50 am and it is requested that students should not arrive before this time. Children who arrive at school before this time are required to sit in a designated part of the playground until a bell rings at 8:50 am, when they may go and play.

Children are directly supervised from 8:50 am, with a rostered teacher on duty to attend to any playground matters.

Lateness causes inconvenience to others and your child is expected to be at school by 9:15 am for the start of lessons at 9:20 am.

Children are not permitted to enter the building prior to commencement of school, nor are they allowed to leave the grounds without permission.

Students are expected to leave the school grounds promptly after dismissal.

Students who use afternoon school buses are supervised until departure.

ROUTINES

Assembly

K-2 Assembly is held on Fridays at 12:30pm in the school hall and is run by Year Two students and supervised by teachers.

Primary Assembly is held fortnightly on Thursdays at 2:10pm in the school hall and is run by the prefects and supervised by teachers.

Awards are handed out and classes are encouraged to present aspects of their class work for interest and entertainment.

Wet Weather: Before school, children go to their classrooms after the 8:50am bell. They are supervised in their classrooms for recess and lunch.

Buses & Bus Passes

The school bus stop is in Griffiths Street. Children are expected to wait against the school fence near the bus stop in Griffiths Street without obstructing the footpath until the supervising teacher instructs the students to board the bus.

All children in Kindergarten, Year 1 and Year 2 are entitled to a free bus pass. Primary students are eligible for a free bus pass if they live outside the 1.6km boundary.

ACADEMIC STUDENT ASSESSMENT

Assessment

Throughout the year, teachers use various methods of ongoing formal and informal assessment to monitor a child's progress.

Ongoing assessment in Years K - 6 includes formal and informal assessments:

- mid year and end of year grade testing and assessment;
- Opportunity Class Test - Year 4;
- NAPLAN Tests - Years 3 and 5;
- Selective High School Tests - Year 6.

Informal assessment in K-6 includes general class assessments, homework, assignments, tests, checklists, anecdotal records and teacher observation.

Homework

The concept of homework for all students at all ages is supported by the Department of School Education. In the early years of school, this will tend to be done by providing informal, optional experiences. In Kindergarten, some structured activities are set by the teacher designed to complement school work (e.g. reading books and learning sight words). In Years 1 – 6, teachers set more formal homework programs appropriate to student needs, in line with our school homework policy.

If you are unsure of what is required, please contact your child's teacher.

Parent/Teacher Interviews and Reporting

Term 1:	Class information meeting for parents; Parent/Teacher interviews.
Term 2:	Formal written report.
Term 4:	Formal written report.

Though these general reporting procedures operate, parents may request an interview at any time. To ensure class teachers are available, please make an appointment by phone or email before coming to see any member of staff. Interviews must be confined to non-teaching times. Any enquiries should be directed through the school office.

PROVISIONS FOR LEARNING SUPPORT

Learning Assistance Support Teacher

The LAST Teacher's role is to assist classroom teachers in providing for students with learning difficulties. A co-operative approach to this is achieved through the Learning Support Team. Support might take the form of small-group withdrawal from class, special programs involving parent tutors, in-service support and consultation with teachers and the provision of special resources. Parents are involved when special interventions are being implemented for students, and parent training programs occur.

Children with more Specialised Needs

The Department's policy is that students with special needs should attend their local school where this is judged to be their most appropriate setting, and a variety of support services are provided to schools to assist. These include special itinerant teachers of the Hearing Impaired, Visually Impaired and the Behaviour Disordered. In addition, children with specific disabilities can be enrolled under a special enrolment which provides resources to support the child in a regular classroom setting.

School Counsellor

The School Counsellor assists teachers, parents and children with problems or difficulties of both educational and personal natures. Appointments to see the counsellor may be made through the office.

English as an Additional Language Dialect

A teacher with specialised training for students whose language background is one other than English assists with the integration of non-English speaking children into school by working with the students, teachers and parents.

SCHOOL EXCURSIONS & OVERNIGHT VISITS

From time to time during the year, activities which take students outside the school grounds will be planned and an online excursion note with details of the outing will be emailed home to parents. NO CHILD will be permitted to participate in these activities unless the 'Permission Slip' section of the excursion note completed prior to the date of the outing, is completed and signed by the parent/guardian. Teachers also organise excursions involving overnight accommodation for children in Years 5-6.

Permission to Publish: Multi-Purpose Permission Walking, Permission to Publish Form is emailed home each year in Term 1. Parents must complete the online permission form for each child.

STUDENT REPRESENTATIVE COUNCIL

The School Captains and Prefects in Year 6 participate in the Student Representative Council (SRC). Students in grades 2-6 *represent grades and attend SRC meetings. Charities and local and community issues such as the environment are raised at these meetings.....* Various fundraising activities are also organised as the children pursue the interests and needs of others.

Experience in the SRC develops independent, reliable, self-motivated, confident children with interest in their own and the wider community. Also, the skills of public speaking are learned.

CHILD PROTECTION PROGRAM

The Department of Education and Training Curriculum, Child Protection is taught at Manly West School under the PDHPE syllabus.

The aim of child protection education is to assist students to develop skills in:

- ***recognising and responding to unsafe situations***
- ***seeking assistance effectively***
- ***establishing and maintaining non-coercive relationships and strengthening attitudes and values related to equality, respect and responsibility.***

The program has been very sensitively developed and sequenced so as to present learning situations, understandings, concepts that are appropriate to the age and development of children in Kindergarten to Year 6.

In accordance with departmental guidelines, all students attend Child Protection lessons, unless parents notify that they would not like their child to participate in this program. Prior to its implementation each year you will receive more information.

Communication & Parental Involvement

PARENT INVOLVEMENT

Parental involvement and participation at Manly West Primary School is warmly invited and actively encouraged. Parents are invited to attend various functions during the year as part of the school's calendar, and parents are welcome in the school at any time.

Opportunities are available for parents to assist in a variety of class and group programs in areas including reading, computers, library and craft. In some classes, particularly K - 2, assistance is needed in writing as well. Parents or close relatives who volunteer at the school are required to complete the Appendix 5 – Declaration for volunteers and non child related contractors form. This form can be found on the school website:

[Working with Children Check 2023.pdf \(nsw.gov.au\)](https://www.nsw.gov.au/working-with-children-check-2023)

Each class has a class parent whose role includes liaison with new families to the school.

Individual teachers will require volunteers in specific areas as they plan their term programs. Parents are encouraged to share any problems they, or their children may have, with the class teacher or executive members of staff.

Kindergarten children are assured of a happy adjustment to school through a secure, safe and happy environment. Parents are encouraged to allow children on arrival each day, to come into the playground by themselves and be responsible for their belongings. Being prompt to collect children at the end of the day can allay children's fears.

Frequent contact Regular communication between parents and members of staff is of the utmost importance.

Parents are encouraged to become involved in the Parent & Citizens Association meetings and in parent / teacher committees which operate to assist in the management of the school. The current committees are: Finance, Fund-Raising/Social, Environment, School Promotion, School Uniform, Canteen, School Band, Before and After School Care (BASC), Curriculum Committees in areas such as Technology, Gifted & Talented Education, and Library.

INTERVIEWS

Parents wishing to discuss student progress or other concerns with class teachers, Assistant Principals, Deputy Principals or the Principal should, where possible, phone the school for an appointment. Parent/Caregiver Interviews are held by class teachers in Term 1 each year.

Please see brochure for Approaching for Successful Schooling [Parent and Caregiver Charter](#)

PARENT INFORMATION EVENINGS

A Parent Information Evening is held for each grade during Term 1 and parents are encouraged to attend. Attendance at these meetings will give you an insight into the teacher's projected plans for the grade for the current year.

PARENTS & CITIZENS' ASSOCIATION

We have an excellent and well-equipped school at Manly West and as support by the combined efforts of teachers and parents. Much of the fundraising and allocation of funds is done through the P&C Association and we encourage all parents to participate. It's a great way to make new friends and help shape the school.

The P&C General Meetings are held once a term and each attendee has the right to vote on the direction the P&C take.

Also at the beginning of Semester 1 each year, the P&C sends home a request for payment of Volunteer Donation. This payment means the P&C can help the school to buy much needed resources in all areas within the school.

COMMUNICATION

Education is a joint partnership between teachers and parents. To this end, we ensure that frequent contact takes place at all levels. Our avenues for communication include:

- **Parent / Teacher Evenings** held early in the year to familiarise parents with classroom procedures, teacher expectations and planned special activities.
- **Kindergarten Information Morning** (held in May) for parents interested in attending our school.
- **Kindergarten Information Evening** (end Oct) held in the week prior to Kindergarten Orientation for parents of enrolled Kindergarten students for the following year.
- **Kindergarten Orientation Days** (beg Nov) held each year to assist transition to school.
- **Manly West Matters** is our weekly newsletter and is packed with news and helpful information regarding the daily running of our school.
- **P&C Meeting Minutes** are posted on the (school) P & C website.
- **The Annual School Report** which is distributed to parents and is also available on the school website.
- **Parent/Caregiver Interviews** held in Term 1.
- **Mid-Year and Annual Reports** on student progress.
- **Parent Workshops.**
- **P&C Meetings.**
- **Working Bees** to enhance and improve school environment.
- **Social Functions.**

USE OF FACILITIES OUTSIDE SCHOOL HOURS

The school hall, library and the Toone Room are used by a number of outside groups who hold classes in speech and chess, languages, music tuition. Many of our students take advantage of these activities on offer.

NEW ENROLMENTS - *Preparing Children for School*

The following suggestions will help prepare you and your child for a smooth transition from pre-school to kindergarten.

LANGUAGE is very important.

Children must be able to communicate clearly with others.

Talking is the child's highway to reading and writing which in turn is the highway to most school learning. Reading and writing are learned on the basis of the child's oral language.

Parents can help stimulate and extend language by:

Listening to what children have to say.

Talking in a genuine two-way flow of conversation. Interesting topics may be the weather, days of the week, rough things, smooth things, big, little, thick, thin, numbers, signs, shops, beaches, parks, cars etc

Reading stories, poetry, nursery rhymes, jingles, labels, signs and interesting advertisements and then chatting about them.

Telling and Questioning children about everyday experiences and objects around the home and on outings. Allow your child to help you at home. Encourage him/her to feel textures, smell cooking ingredients etc.

Singing with your children.

Playing Games Together using a beanbag, a large ball, skipping, jumping, balancing activities, hitting a target. Playing "I Spy" using colours, numbers, sounds, shapes and rhythm clues.

Observing and Exploring the neighbourhood together. **Take** a train or a bus ride, a ferry trip.

Discussing and Comparing houses, letterboxes, people, gardens, pets, traffic, parks, bush and shops. Talk about addresses and house numbers.

Naming Places where important family members live.

Visiting the city, beaches, country, Central Railway Station, Manly Wharf, the Opera House and museums. Sydney has many interesting places.

REMEMBER, significant talking accompanies these activities. Children may wish to draw or create a model of what they have seen made from plasticine or recycled materials.

MAKING CHILDREN MATHEMATICALLY AWARE – Some practical ideas to help:

Playing Games – Board games: Snakes & Ladders, Ludo, Card games: Uno, Snap, Old Maid, other games like Dominoes. Games like these develop a sense of sequence and fair play.

Money – Going shopping is an aid to recognising coins and their relative value.

Time – Create awareness through 'bath time', 'play time' and 'bed time'. Look at the calendar and mark birthdays and special events.

Shape and Size – Draw attention to variations in height, width and length. Encourage them to play with blocks.

Volume – Draw attention to capacity on packets and containers e.g. milk cartons, orange juice containers.

Temperature – Point out difference between hot and cold drinks and hot and cold days.

Counting – Use concrete materials such as buttons, blocks and books. Numbers always form patterns. Look at clothes size, car number plates, invitations, house numbers, scales and telephones.

Cutting and Pasting – Let children become familiar with scissors. Use old magazines for cutting out, perhaps direct the cutting by suggesting your child cut out pictures of red or green things. Let your child paste pictures into a scrapbook and 'read' it together. Ensure your child has a good, small pair of scissors. Special left handed scissors are available.

SUPPORTING CHILDREN WITH EVERYDAY NEEDS:

Clothing – Help children to dress and cope with jumpers, raincoats, buttons, zippers and buckles. Please teach children to remove shoes and socks correctly and tie shoe laces. Teach your child to recognise their own possessions by clearly labeling each item with their name.

Toilet – Ensure children can attend to toilet needs. Explain that many children are in the toilet block at the same time. Sometimes lack of privacy can alarm small children and may upset good health habits. For little boys, a trip with Dad to public places is often a help.

Good Health is vital to school progress. Ensure children are well rested and following a balanced diet. Sweet treats are best kept for sharing at home.

FOUNDATION WRITING STYLE

Taught in Kindergarten, Year 1 and Year 2

a b c d e f g h i j k l m
n o p q r s t u v w x y z

A B C D E F G H I
J K L M N O P Q R
S T U V W X Y Z

1 2 3 4 5 6 7 8 9 0