



*Educational excellence in a
creative and caring environment*

Phone: 9427 4743

Hours: 9:25am – 3:25pm

Recess: 10:55am – 11:15am

Lunch: 1:00pm – 1:55pm

Welcome to Lane Cove West Public School

Lane Cove West Public School is a primary school with students from Kindergarten to Year 6. The school offers a wide range of programs and opportunities for its students. These include:

- a strong focus on teaching and learning with emphasis given to literacy and numeracy programs;
- an emphasis on performing arts which has a strong tradition in the school;
- a rich curriculum offering varied opportunities for students including sport, dance, music, drama, chess and public speaking;
- leadership opportunities for students;
- enrichment programs giving students opportunities to develop talents and interests in music, dance, drama, choir, band, problem solving, chess, computers and science.

Lane Cove West's mission is to provide educational excellence in a creative and caring environment, where each child can achieve his or her personal best.

At Lane Cove West we aim to prepare our students to be effective citizens who have respect for themselves, for each other and for the environment.

We look forward to getting to know you and your child as we work together to achieve these goals.

Regards

Judy Doherty
Principal

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ABSENCES

Regular attendance is very important. For short absences a note from a parent is sufficient. If your child arrives after the bell at 9.25am, you are required to accompany your child to the school office and complete a Late Note. This is then taken by your child to the class teacher. If it is necessary to collect your child from school before 3:25pm please call at the office for an Early Leavers Note. These notes are required to explain the partial absence during the day. For longer absences, please apply to the school in writing outlining the nature of the absence and probable duration. An 'Application for leave' form is available from the school office.

ASSEMBLIES

In the interim, while our new school hall is being constructed, we are conducting our whole school assemblies under the COLA (outside the Kindergarten block) every Friday morning commencing at 10.35am. Parents and community members are most welcome to attend these assemblies, during which awards are given to students who have shown excellence or improvement. All classes host these assemblies in turn, giving all students experience in public speaking and performance.

AWARDS

Positive behaviour and achievements are recognised through our award scheme. Class awards are given by the class teachers and after 10 Class Awards, the child receives a Blue Award. 5 Blue Awards earns a Gold Award and 5 Gold Awards earns a Banner of Excellence, 2 Banners of Excellence earns a School Medallion. Gold awards and Banner of Excellence awards are given out at assemblies. In addition to this, class teachers nominate two children from their class to receive a Blue award for recognition of an achievement during the week. All awards are published in the weekly school newsletter.

BAND PROGRAM

The Band program at Lane Cove West is expanding rapidly and has a Junior and Senior Band. A parent-run Band Committee ensures the band program is run efficiently and effectively in liaison with two professional band directors. The bands have a variety of performance venues during the year, including periodic performances at school assemblies. Senior Band also performs at our annual Fireworks Night, special evening concerts and other significant assemblies.

Both bands also compete in the Ryde East Band Competition, the Yamaha Festival and the NSW Schools Band Festival.

BANKING

Volunteer parents organise banking for children through the Commonwealth Bank and children may bring their money to school on Tuesday mornings from 9.00am – 9.20am. These parents then deposit the money for the children. During the construction of the hall, banking is being conducted outside the Administration Block.

BEFORE AND AFTER SCHOOL CARE AND VACATION CARE

The Lane Cove West OSHC Centre (Out of School Hours Care) operates every morning from 7.00 to 9.00am and every afternoon from 3.25 to 6.15pm. The centre is also open on Pupil Free Days. Positions for permanent places in 2010 are now available.

Qualified carers provide fun activities both inside and outside the centre. We provide afternoon tea and also have supervised Homework club as well as cooking and science clubs.

The Centre phone number is 9420 8830 and our email address is lcoshc@primaryoshcare.com.au.

Please contact Judy (Co-ordinator) or Fiona (Assistant Co-ordinator) for further information.

BOOK CLUB

Ashtons Scholastic Book Club catalogues are sent home regularly to families who may wish to order from a selection of reasonably priced books for their children. When our school places these orders, we receive points which are used to purchase books for our Library.

BUDDY SYSTEM

This is a system where kindergarten students are given a Year 5 or 6 buddy at the beginning of the school year. These older students help the younger students in the playground and support them when they are not sure about school procedures. The buddy classes also get together for reading, writing, and art and sports activities. This is a process which assists the younger students and gives the older student a sense of responsibility and care for the younger students.

BUSES

Students from Kindergarten to Year 2 are eligible for a free bus pass. Students in Year 3 to 6 must live outside a 1.6km radius of the school in order to be eligible for a free pass. The bus service runs from the school gate to Lane Cove Shops every morning and afternoon. A teacher is assigned bus duty each afternoon to ensure student safety.

CANTEEN

Currently the school has no on-site canteen due to the construction of the school hall. The P&C Canteen Committee has arranged an interim solution through a local bakery in conjunction with FlexiSchools who will offer an online lunch ordering service. To view the procedure and menu, please go to www.flexischools.com.au and type Lane Cove West Public School in the 'Find Your School' box. This service will be available on Monday, Wednesday and Friday each week. The bakery will adhere to our 'No Nut' policy as the school has several anaphylactic children and we wish to ensure their health and safety.

CAPTAINS/YEAR 6 LEADERS

Students and teachers elect two School Captains and two Deputy School Captains at the conclusion of the year, for the next school year. All Year 6 students are considered to be school leaders. Leadership is a strong focus in the school and is developed in all children as Lane Cove West school citizens.

CHESS

The P&C operates a Chess Club which meets in Terms 2 and 3 every Wednesday afternoon for one hour. This club is open to children from Year 1 to Year 6 and is supervised by volunteer teachers and parents.

CHOIRS

Students may participate in the K-2 choir, Year 3/4 choir and Year 5/6 choir. These choirs are trained by experienced choir teachers and perform at the Sydney Opera House, Proms Concert at the Sydney Town Hall, Celebration Concert, Schools Spectacular, school assemblies and at special events.

CLASS PARENTS

Each class has its own parent representative/s who provide support and publicity for specific events. These parents can also organise social events and welcome new parents to the class, help on class excursions and liaise with the P&C.

A list of parent contact phone numbers is distributed to each parent, with their permission of course, on the understanding that the phone numbers will not be used for business purposes.

CLASSROOM ASSISTANCE

During the year many parents provide valuable assistance to teachers by helping in the classroom. They supervise activities, listen to students read and help with writing, practical maths activities, research, sport and computers. Parents are encouraged to share their own strengths and skills in partnership with the school. Parents are required to sign the class register on arrival.

COLLECTION OF MONEY

Each term you will be issued with a Costs & Excursions note specific to your child's class. On this note you will be able to pay the term fees for the computer levy and any other costs being incurred for the term.

If excursions are scheduled, relevant permission slips will also be attached to this note. We are always endeavouring to minimise the number of notes being sent home to parents.

Notes and payments for the office should be placed in the class tartan bag which is delivered to your child's class and cleared by the office each day.

COMPUTER EDUCATION

Lane Cove West is well equipped with computers in each classroom and in the Information Computer Technology Centre adjacent to the Library.

Children have access to the Internet in the ICT Centre.

Computers are used as a tool in teaching and learning with the aim to facilitate children's learning through the use of computer technology. Interactive whiteboards are being progressively installed in classrooms to allow all students to utilise this teaching tool.

COUNSELLOR

The school counsellor provides students, teachers and parents with educational and personal advice. Appointments to see the counsellor are necessary and can be made through the office or the Learning Support Team.

CURRICULA AND POLICIES

The N.S.W. Board of Studies provides all school curriculum documents. These mandatory syllabus documents and policies have implications for schools whose role it is to translate them into school curriculum programs. Subjects are organised into six Key Learning Areas (KLAs):

English

Reading
Writing (including Handwriting and Spelling)
Talking and Listening

Mathematics

Number
Measurement
Space and Geometry
Patterns and Algebra
Data

Working Mathematically

Science and Technology

Human Society and Its Environment
(including Languages other than English)

Creative Arts

Music
Visual Arts
Craft
Drama

Personal Development, Health and Physical Education

Woven into each Key Learning Area are curriculum perspectives, which include Multicultural Education, Australian and Aboriginal Studies, Gifted and Talented Education, Media Studies, Environmental Studies, Peace Studies, Student Welfare and Non Sexist education.

All curriculum documents can be accessed on the Internet –

www.boardofstudies.nsw.edu.au

CUSTODY

If parents are divorced or separated, confidential information is respected by the school. Parents are asked to only provide essential and appropriate information such as copies of court orders. Separate interviews and copies of your child's reports etc. can be arranged upon request.

DANCE GROUPS

A specialist dance teacher is employed to teach dance to students and to train selected students to perform in Dance Festivals and at school functions.

DEBATING

Students in Years 5 & 6 are encouraged to participate in debating. Debating teams participate in friendly debates with other schools in the Northern Sydney Region.

EMERGENCY CARDS

We hold on file an emergency record card for each student. It is of great importance that we are able to contact parents in school hours in the event of an emergency. Any change in telephone numbers or other relevant information should be notified immediately to the school office.

ENROLMENT PROCEDURES

Kindergarten

Children who are five years old prior to August 1st may be enrolled at the beginning of that school year. Documentary evidence of date of birth and immunisation is required. Each year a Kindergarten information evening is held, followed by a comprehensive Kindergarten Orientation Program (KOP), giving children and parents the opportunity to make strong links with the school prior to children starting school.

ENVIRONMENTAL PROGRAMS

All students are encouraged to participate in our environmental programs emphasising "reduce, reuse, and recycle". Lunch scraps are composted to use with the worm farm and on the vegetable garden which produces vegetables for use in the canteen. Paper is recycled in all classrooms and collected for recycling. Water tanks have been installed to harvest rainwater from large roof surfaces and the water is used to flush all toilets and water gardens.

ESL (English as a Second Language)

An ESL teacher is employed to assist students from language backgrounds other than English. Students are assisted in the classroom, following the class teacher's program and may also be withdrawn from class to assist them with English language.

EXCURSIONS and CULTURAL VISITS

Excursions and cultural visits are a part of the school's educational programs and are closely linked with the current classroom program. Overnight excursions or camps occur in Years 3 to 6. All students are expected to participate in excursions, as they are part of the normal school program. Excursion costs are closely monitored and no child is excluded on financial grounds. Written parental permission is required for any activity that involves cost and/or is outside the school grounds.

FINANCIAL CONTRIBUTIONS

A voluntary school contribution is set in consultation with the P&C and School Council for classroom resources, library and computers, software and a voluntary P&C levy. Fees are requested at the beginning of Term one. Consideration and assistance is provided for any family experiencing financial hardship, following confidential information being conveyed to the Principal.

GIFTED AND TALENTED PROGRAMS

A specialist teacher is employed 3 days per week to teach creative arts, including dance, drama and music to all students.

Other programs in physical education, sport, tennis, band, choir, chess, public speaking and music are also provided for those with talents in these areas. A science club also operates periodically during lunch time.

During the year many opportunities are also offered for students to compete in various competitions and contests at School, District and State levels e.g. Operation Art, Writing Competitions, University Maths, English, Computer, Writing, Spelling and Science Competitions.

The school also participates in a range of cultural festivals, which also give children opportunities to foster their talents and to perform.

Enrichment days, on a theme such as Science or Performing Arts, are held each term. Students are also selected to attend Regional GATS workshops.

HOMEWORK POLICY

Homework at Lane Cove West is considered important to develop regular work habits. It is relevant to classroom work and provides valuable practice and reinforcement of basic skills. Approximate times needed per day are as follows:

Yrs K-2	15 minutes
Yrs 3-4	30 minutes
Yrs 5-6	45 minutes

Homework is usually given on Monday – Thursday. All homework is marked and followed up by the teacher.

Homework is a home-school partnership in the teaching/learning process, with the child being responsible for his/her own work while parents provide a supportive, encouraging role.

INFECTIOUS DISEASES

Parents are reminded that students with infectious diseases should not return to school until the required number of days has elapsed.

Common infectious diseases of childhood:

Disease	Period of exclusion
Chicken Pox	7 days after the first spots appear
German Measles	7 days from appearance of rash
Viral Hepatitis	Re-admit on receipt of a medical certificate of recovery.
Scabies	Until all evidence of the disease has disappeared or a medical certificate is produced stating that treatment has been successful
Ringworm	Until all evidence has disappeared or a medical certificate is produced stating that lesions are inactive
Acute Conjunctivitis	Until discharge from eyes has ceased
Impetigo (septic sores)	Exclude if on exposed surfaces such as scalp, face, hands and legs.

Pediculosis (lice in hair)	Until hair is completely cleared; neither nits nor lice being present. Brochures detailing the treatment of head lice are available from the school, and appropriate preparations are available from your chemist.
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LEARNING ASSISTANCE PROGRAM

A Support Teacher Learning Assistance (STLA) is employed one day per week at Lane Cove West to assist children with learning difficulties. The P&C funds this teacher.

The school counsellor is involved with the administration of diagnostic testing. Programs are implemented in consultation with class teachers. Parents of children on special programs are involved in the decision making, as well as supervising work sent home for consolidation.

LIBRARY

Our library is the focal point of the school and plays an important role. With many items including books, audiovisual items and excellent reference section, the library provides material to satisfy educational needs and recreational interests.

All students from Kindergarten to Year 6 have access to the library for borrowing, research and to view audiovisual programs. Children borrow directly from the library and a large selection of books is also distributed by the library to the classroom, to provide additional reading materials and to supplement classroom themes.

The library is computerised and borrowing is done with a computer card and scanner. Students are trained as library monitors to assist the Teacher/Librarian. The Library is open at lunch times for quiet reading and research.

Parent help is always welcome to assist with shelving, tidying and covering of books. Please contact the school office if you can help.

LIFE EDUCATION PROGRAM

The Life Education Van visits the school each year to provide lessons on personal development and strategies to cope with peer pressure. These lessons are designed for each age group and follow a developmental program. A parent program is also available to show you what your child is learning.

LOST PROPERTY

Lost unnamed items of personal property are placed in the lost property basket in the office foyer. Parents are requested to please label all belongings. Clothing items which have been named are automatically returned to the child. Unclaimed clothing is sent to the children's charity, Stewart House.

MEDICATION AT SCHOOL

Medication can only be administered with the written permission of the parent. Parents must complete a 'Medical Advice to School' form for the long term administration of medication or a 'Short Term Medical Authority' form for medication to be administered for a limited period of time. These forms are available from the office.

Please administer any medication your child requires before or after school if possible, however if it is essential for your child to have medication during the school day, it must be clearly labelled with:

- * Name of child and his/her class
- * Name of medication
- * Dosage

Medication should be delivered to the school office and the relevant medication authority form completed.

Never leave medication in your child's bag.

Ventolin or similar asthma puffers are the only medication which the children are allowed to carry with them. Ventolin puffers are also kept in the school's sick bay.

NATIONAL ASSESSMENTS

National Assessments in years 3, 5, 7 and 9 are conducted in May each year and will test student achievement in Literacy and Numeracy across the nation. They are called the NAPLAN tests (**National Assessment Program in Literacy and Numeracy**). Results are sent to all parents in Term 3.

NEWSLETTER

Every Wednesday we load our newsletter "Chatters" onto our website www.lanecove-w-p.schools.nsw.edu.au. You have the option of accessing the newsletter via the website or having the newsletter sent to you each week via email. Receiving the newsletter via email is not only quick and easy but it serves as a reminder each week to read this important communication document. If you do not have access to the internet, arrangements can be made for a hard copy to be sent home with the eldest child from your family.

The newsletter will give you news about upcoming events and what is happening around the school. The newsletter also acknowledges various student and group achievements.

PARENT/TEACHER INFORMATION EVENINGS

Early in Term 1 parents are invited to their child's classroom to meet the teacher and gather information relating to routine, organisation and expectations. This is a valuable forum that paves the way for teachers and parents to work together in partnership for the benefit of each child.

PARKING

Parking is restricted in our school grounds during school hours for safety reasons. Parents are asked to refrain from driving into the grounds when dropping off or collecting their child, except in emergencies (e.g. to collect a sick child from sick bay). Parents with students in wheelchairs are encouraged to use the disabled parking space in the staff car park to allow ease of access to the school.

Parents are also requested to observe traffic and parking regulations in Cullen Street and Avalon Avenue.

There is a drop-off area located in Cullen Street. Parents are asked not to park in this area. The safety of all students is paramount.

P&C ASSOCIATION

The P&C Association is the major forum for discussions between teaching staff of the school and all interested parents.

They meet each term on a Monday night at 7.00pm in the school Library. Elections of officers of the P&C take place at the Annual General Meeting in December, where all members of the school community can cast a vote. A membership fee of \$1.00 per person per year makes you a voting member of the P&C. The P&C has various specialised sub-entities responsible for the running of the Canteen, Band, Fundraising, Uniform Shop, Grounds/Environment and Chess. All these sub-entities work for the good of the school and the benefit of the students of Lane Cove West.

For further information visit the P&C website <http://www.lcwps.com.au>.

PHOTOGRAPHS

Class groups, individual photographs, sporting and special groups are taken annually, by professional photographers. These photos may be purchased by parents.

PLAYGROUND SUPERVISION

The playground is supervised from 8:55am. Parents are requested to use the OSHC Centre (Out of School Hours Care located in the school grounds if their child needs to be at school earlier than 8:55am. Similarly, parents are requested to use the OSHC if they are unable to collect their child or make other arrangements after 3:25pm at the conclusion of the school day.

Teachers also supervise the playground at recess and lunch. Children are expected to remain in the designated playground areas that are under supervision.

PUBLIC SPEAKING

Students from all grades participate in the Lane Cove West Public School Public Speaking Competition, with stage winners recorded on the trophy on display in the school foyer. Selected students also participate in the Multicultural Perspectives Public Speaking Competition.

REPORTING TO PARENTS

Parent/Teacher Interviews are held mid-year. They allow parents to hold a private discussion with their child's teacher. Specific interview days or evenings are set aside for this purpose. Should you wish to discuss any matter affecting your child at any other time an appointment can be arranged by contacting the classroom teacher or the office. Lane Cove West encourages open and ongoing communication with a commitment to fostering a strong partnership with parents.

A written report of individual student progress is provided in Term 2 and Term 4.

SCHOOL COUNCIL

The Lane Cove West School Council comprises 7 members including the Principal as Executive Member, the P&C President, 1 appointed community member, 2 parent and 2 teacher representatives elected every two years. The Council meets when required and deals with whole-school decisions.

SCHOOL DEVELOPMENT DAYS

The first day of Terms 1, 2 and 3 are School Development Days, which are pupil free days in which staff are involved in planning, training and professional development. OSHC is open on these days if you are unable to make other arrangements. The final two days of Term 4 are also pupil free.

SECURITY

Unauthorised people are not permitted in the school grounds. All parents and community members are asked to protect our school by reporting suspicious unauthorised activities to the Lane Cove Police or School Security on 1300 88 00 21.

All visitors are asked to report to the school office, sign our visitors' book and to obtain a special visitor's badge to identify them to school staff.

SICK BAY

Students who become ill or are injured at school are taken to the sick bay where their condition is assessed by trained staff. The parent or carer may then be called to collect the child from school, or if the condition is minor the student is given a short rest and treatment to the injury, if appropriate.

SPECIAL RELIGIOUS EDUCATION (SRE) SCRIPTURE

We are very grateful for the time our volunteer SRE teachers give to Lane Cove West Public School.

We hold Protestant, Catholic, Jewish and Baha'i classes each Tuesday morning for 40 minutes between 9:30am and 10:50am. If parents do not wish their child to attend SRE, they are requested to confirm this in writing or on the enrolment form. If any child does not attend SRE they are supervised and provided with alternative activities in the Library.

SPECIAL EVENTS

The school highlights special events each year involving our students.

These include:

Anzac Day, Book Week, Education Week, Grandparents Day, Sports Days, Swimming Carnival and Swim School, Cross Country and Athletics Carnivals, Kindergarten Teddy Bears' Picnic, Year 6 Graduation, K-6 Disco, Performing Arts Festivals, Drama Festival, Choral Festival, Presentation Day Assembly, Harmony Day and Annual Fireworks Night.

These activities are celebrated by involving students, parents and the community. Advance notice is given in our newsletter and on the term calendar.

SPORT and P.E.

Sport and Physical Education play an important part in the PD/H/PE Syllabus.

Children at Lane Cove West take part in the Premier's Sporting Challenge under the guidance of our specialist

P.E. teacher. This program caters for all levels of ability and interest.

Inter-school sport is organised through participation in PSSA (Primary School Sports Association). Our PSSA teams compete against other schools in Soccer, AFL and Netball. Students participate in clinics for athletics, AFL, soccer, netball, rugby, cricket, tennis and swimming.

Whole school annual carnivals are held for swimming and athletics and cross-country for children 8 years and older.

Every child and teacher belongs to one of the three sports houses which are named after local historical figures.

Children in the same family are placed in the same house:

Blackman	Green
Charlish	Yellow
Penrose	Red

STUDENT WELFARE

Student welfare is everyone's concern. It pervades the whole curriculum and all school activities.

A comprehensive policy is maintained and reviewed continually, and relates to such programs as:

Child Protection
Ceremonies and Awards
School Rules
Supervision of students
Emergency evacuations
Discipline and safety
Sun Safe Policy
Anti-bullying program
Learning Support Program

SWIMMING SCHEME

The school offers a Swimming Scheme for all students from K-6 each year. Students attend a local pool daily for two weeks and are taught by professional swimming instructors. A surf safety course is also offered to Primary students to teach surf safety skills.

TERM CALENDAR

A term calendar of school events is sent home with each family at the beginning of each school term. This gives parents time to plan to attend school functions and to budget for excursions and camps.

NOTES

TRAINEE TEACHERS

Several tertiary institutions (e.g. Macquarie University, Sydney University and University of Technology, Sydney) arrange for some of their trainee teachers to be placed with our experienced teachers. We are pleased to have the opportunity to provide these students with practical teaching experience.

UNIFORM

Lane Cove West Public School takes pride in the appearance of its students. Children are expected to wear their uniform at all times. The school uniform is available from the uniform shop which opens every Tuesday morning from 9.00am – 9.45am. The shop is located up the stairs at the OOSH end of the Kindy block. If you are unable to get to the uniform shop on Tuesday morning, you may complete a uniform shop order form which is held at the school office. By completing this form and attaching payment, the uniform shop volunteers will fill your order and either send the items home with your child or leave them at the office for collection.

There is also the option of ordering uniforms online via the P&C website, www.lcwps.com.au. Our sun safe policy makes sure that all students wear a hat at all times when playing outside. School hats are available from the uniform shop. We have a NO Hat – Play in the Shade policy and are proud to be an official *SunSafe School*.