

LEONAY PUBLIC SCHOOL

Information Booklet



WELCOME TO LEONAY PUBLIC SCHOOL



It is with great pleasure that I welcome you to our school.

Leonay Public School is a vibrant, well resourced school set in beautiful grounds at the foot of the Blue Mountains. It has a proud history of providing a caring learning environment for all students. Excellent academic programs, highly trained and dedicated staff, and modern facilities offer our students the very best opportunity to excel. Our classrooms are well equipped and include up to date technology. Each classroom is equipped with an interactive whiteboard. Sets of laptops are available to all students. iPads are used regularly to assist our students with their learning.

Our school follows the Positive Behaviour for Learning ethos. The focus is on implementing systems that foster a positive learning environment. Our core expectations are - Be Safe, Be Respectful and Be a Learner. These expectations are recognised through merit certificates, and other awards. Our mascot, 'Leo the Lorikeet' is displayed around our school as a constant reminder of our core values, expectations and behaviours.

A wide range of specialist sporting and physical education activities are offered throughout the year. Students compete in netball, soccer, cricket, athletics, swimming and cross country. All classes are actively involved in dance and gymnastics programs. As well as sport, our students are involved in a wide range of performing arts events each year including choir and recorder groups. Our dance groups perform at the Blue Mountains/Penrith Valley Dance Festival and a number of our students compete in public speaking, oral reading and debating competitions.

Student leadership is an important part of our school. An active Student Representative Council comprising students from Kindergarten to Year 6 meet regularly to plan a number of student-based school activities. A K-6 Peer Support program provides an opportunity for our senior students to exercise their leadership skills. Each year our student body elect School and House Captains. These students play an important role in fostering our school's core values. Environmental Managers work in the school to promote sustainable practices.

Leonay Public School enjoys strong support from the surrounding community. Our P & C is actively involved in a range of school-based activities. The P & C organises a variety of fundraising and social events in order to encourage a strong sense of community. They represent the parent and community body providing input into different aspects of the school. Many parents and community members donate their time to assist us in the canteen.

Leonay Public School is a member of the Nepean Learning Community with other local primary schools and our feeder high school.

If you have any unanswered questions please do not hesitate to contact our office staff for assistance.

Welcome to our community and thank you for choosing Leonay Public School as your child's school.

Miss C Payne
Principal



SCHOOL DETAILS

- Address:** Leonay Public School
Buring Avenue
LEONAY 2750
- Telephone:** 4735 5851, 4735 5999
- Facsimile:** 4735 6373
- E-mail:** leonay-p.school@det.nsw.edu.au
- Web:** leonay-p.schools.nsw.gov.au
- Office hours:** 8.30 am - 3.15 pm
- Bell times:** Morning 9.00 am
Long play (recess) 11.00 am - 11.40 am
(including 10 minutes eating)
Eating time (lunch) 1.20 pm - 1.30 pm (in rooms)
Short play 1.30 pm - 1.50 pm
Afternoon 3.00 pm
- Newsletter:** Friday fortnightly – via the Compass app, website
- Scripture:** Thursday 9:10am to 9.45am
- Assembly:** Every second Friday in the school hall at 2pm – guests by invite only. Weeks 3, 5, 7 & 9
- Canteen:** Lunch orders –Thursdays & Fridays **(Order cut off time 9am)**
Snacks and over the counter purchases – Wednesday, Thursday and Friday during Long Play

HISTORY OF OUR SCHOOL



The name Leonay comes from "Leo" Buring and his wife, whose nickname was "Nay". They purchased a 400 acre property, built their home on the banks of the Nepean River, and called their estate 'Leonay'.

Until 1973 all of the students in the district had been attending Emu Plains Public School. Leonay Public School commenced the school year of 1974 in the grounds of Emu Plains Primary School with 180 students in six demountable classrooms. The current school site was finally completed and students moved in during the last week of the 1974 school year.

Mr. Owen Smith, our founder principal, designed our school badge and introduced the school motto "to do my best". School uniform and colours have been retained with only minor changes over the years.

Our sporting house names were chosen from local historical figures:

Forbes: after Sir Frances Forbes (Yellow)

Jamison: after Sir John Jamison (Blue)

Buring: after Leo Buring, winemaker and owner of the "Leonay" vineyard (Green)

Staff 2023

Principal:	Miss Christine Payne
Assistant Principals:	Mrs Nicole Longhurst (Stage 2 & 3) Mrs Belinda Garbutt-Young (Curriculum & Instruction)
Relieving Assistant Principals:	Mrs Danielle Demuth, Mrs Natalie Devine (Early Stage 1 & Stage 1)
Teaching Staff:	Mrs Danielle Demuth, Mrs Natalie Devine, Mrs Jessica Marashian, Miss Kelsee Bruce, Mrs Jodie Wallace, Mrs Belinda Garbutt-Young, Ms Kerri-Ann Mills, Mrs Jaclyn McKay, Mrs Nicole Longhurst, Mrs Leesa Manuel, Mr Evan Tsitos
Librarian:	Mrs Belinda Garbutt-Young
R.F.F:	Mrs Emily Renny (M-W) Mrs Beth Adams (W-Th)
Learning Support:	Mrs Stephanie Bellino Mrs Fiona Connelly
School Counsellor:	Mrs Pauline Dorrell (Th)
Administrative Staff:	Relieving School Administration Managers (SAM's): Mrs Brigitte Trouve (M-Th), Mrs Tina Gordon (F) School Admin Officers: Mrs Tina Gordon (W-Th), Mrs Kate Nicholls (F), Miss Emma Davis (M-Th).
School Learning Support Officers:	Mr Sebastian Jamnicky Mr Anthony Boot
General Assistant:	Mr Rod Sutton (M & W)
Cleaning Staff:	Mrs Fawziah Ghulam (M - F)

ACHIEVEMENTS & EVENTS AT OUR SCHOOL

- Focus on writing, reading and mathematics across K - 6
- Participation in Choir & Dance Groups
- Debating & Public Speaking Competitions
- Wide use of technology to support student learning including iPads and robotics
- Sporting Clinics throughout the year
- NAIDOC Celebrations across the school
- Overnight camps to Mowbray Park, YMCA Yarramundi, Canberra and Narrabeen Academy of Sport
- Musica Viva Performances
- Discos
- Book Fairs & Book Character Parades
- Dance Performances at the Joan Sutherland Performing Arts Centre
- Peer Support Program K-6
- Mothers' & Fathers' Day Stalls
- Sporting representation at Zone, Regional, State and National level
- Courses for parents on maths, reading, assessment procedures as required

GENERAL INFORMATION

WEBSITE - leonay-p.schools.nsw.gov.au EMAIL – leonay-p.school@det.nsw.edu.au

Our school has an up to date, active website with information about the happenings around the school, photos, student work samples, calendar events, and P & C functions.

Newsletters, current permission notes and online payments can be accessed on the Compass app as well as the website.

NEWSLETTERS/FACEBOOK

A newsletter is sent home fortnightly on Fridays by the Compass App and is also available on the School Website. The Newsletter contains reports on happenings throughout the school and advises forthcoming events. We welcome news from parents about the special achievements of their children and news from community organisations. The Leonay Public School Facebook page promotes positive learning experiences by the students. It also contains messages and reminders.

PARENT/TEACHER GOAL SETTING CONFERENCES

Parent/teacher goal setting conferences are held in Terms 1 and 3 each year. This is an opportunity for you to meet with your child's class teacher, discuss your child's progress and reflect on current goals and/ or make future goals for the coming semester. Parents are also invited to make an appointment through the office at any time if they have a concern (no matter how small) so that a mutually suitable time can be organised with the class teacher.

REPORTS

A regular program of assessment of individual pupil progress and reports are provided to parents at the end of Terms 2 and 4 based upon the information gained through the process of continuous evaluation. These will be generated in the Compass app. The Department of Education and Communities also provides parents with results of nationwide NAPLAN (National Assessment Plan in Literacy and Numeracy) which is administered in Years 3 and 5 for Literacy, Numeracy, Writing and Spelling.

SCHOOL COUNSELLOR

The school is visited by the School Counsellor every Thursday. The Counsellor is also responsible for developing programs which will cater for specific needs in consultation with class teachers and the Principal. The Counsellor is available for interviews with parents after prior discussion with the class teacher and the Principal.

STUDENT REPRESENTATIVE COUNCIL

A representative body of students from K - 6 meets with a teacher representative regularly to discuss ideas and issues within the school. The aim of the council is to give students experience in running such an organisation and to provide them with a forum to express their views and the views of their classmates. Student representatives work towards improving the school and fundraising for organisations in the community.

EXCURSIONS, CONSENTS AND PAYMENTS

Consent for excursions/events are to be provided through the Compass App for students to be able to participate in school excursions/events. Online payments can also be accessed through the Compass Payment Link on the school website or through the link provided in the Compass App. If payment is made through the office by cash/cheque the payment should be placed in an envelope and sealed with the child's name, class and event name written on the front, and returned to the school office. School uniform must be worn on all school excursions unless otherwise stated.

Please be vigilant of the stipulated closing date of all events and ensure your child's consent/payment is made on the Compass App by the due time. If payment and consent is provided in person to the school office ensure it is made no later than 10am on the day to enable them to participate in the activity. No consent or payments will be accepted after the closing date and time. If for some reason you are unable to meet the required closing date, please contact the school prior to the day to discuss the issue. The school is more than happy to accommodate late payment provided contact is made prior to due date. All student permissions for excursions and events are to be completed on the Compass app.

APPROACHING THE SCHOOL

From time to time parents/caregivers or other members of the school community may need to approach the school in order to: discuss the progress or welfare of their child; express concern about actions of another student; enquire about school policy or practice; or express concern about actions of staff. It is therefore necessary to have procedures that will help solve problems as soon as possible so that a safe and harmonious school environment is maintained. The best results usually flow from working together. The following table highlights a series of issues and the appropriate course of action by parents / carers.

ISSUE	APPROPRIATE ACTION
The academic progress of own child	*Directly contact the child's teacher either by contacting the school by phone or sending an email or alternatively sending the teacher a note. No contact is to be made during the teacher's teaching time.
The welfare of own child	*To convey information about changes of address, telephone number, emergency contact, health issues, contact office. *For minor issues directly contact your child's teacher via email or phone call to the office. *For moderate issues, contact office and make arrangements to speak with Assistant Principals. *For serious concerns, contact office and make arrangements to speak with the Principal.
Actions of other students	*Contact the class teacher for a classroom issue. *Contact the stage supervisor or principal for a playground issue. All initial contact via school email or phone call.
School policy or practice	*Contact office, state the nature of the concern and make an appointment to see the appropriate staff member or Principal.
Actions of a staff member	*Contact the office and make an appointment to speak with the Principal.

ATTENDANCE

Punctuality is important. Students who are late are required to go to the office before proceeding to class so that lateness is recorded and monitored. Most communications regarding a child's absence from school, change of routine or other minor matters can be communicated to the class teacher by written note or via the Compass App. If there is a problem, concern or unexpected change of plans, ring the office and let us know. Please ensure that students are aware of routines for being picked up from school before the commencement of the school day. *When students are absent from school for an extended period of time, parents/carers are responsible for keeping up to date with school matters and ensuring permission notes are returned by the closing date.*

ABSENCES

Notes are required to explain any absence and must be given to the class teacher upon the child's return to school. Parents wishing to collect children early from school should send a note to the class teacher and report to the office before picking up their child. This enables the school to be aware of visitors on the premises, and the whereabouts of students, which helps to ensure the safety and protection of children. It would be much appreciated that this procedure is respected and observed by all parents.

Absences can be recorded on the Compass app. It is preferred that parents log-in and record their child's absence.

STUDENT HOLIDAYS DURING SCHOOL TERM

If you are planning a holiday during school term, you must request an Application for Travel from the office prior. Any leave taken without the Principal's approval will be marked as not approved by the school and will be marked as "Unjustified". These forms must be completed prior and not retrospectively. This is a Departmental requirement. There are exceptions for funerals or bereavement where a student may have to travel during school term. Additional documentation is required for travel interstate and overseas.

HEALTH CARE PROCEDURES

The Department's Health Care Policy can be accessed at <https://education.nsw.gov.au/policy-library/policies/student-health-in-nsw-public-schools-a-summary-and-consolidation-of-policy?refid=285776>

The school's health care procedures can also be accessed via the school's website in the Policy section.

Parents have the prime responsibility for the health of their children. School staff have a duty of care to keep students safe whilst they are at school. The school encourages parents to provide information about their child's health on enrolment and during their school years. Where a student's health support needs are more complex, a written individual health care plan is required. Individual health care plans must be developed for severe asthma, type 1 diabetes, epilepsy and anaphylaxis, students who are diagnosed as being at risk of an emergency reaction and students who require the administration of health care procedures.

Students who become unwell at school are best transferred to the care of a parent or caregiver. Care provided at school is aimed at making the child comfortable until such time as a parent or caregiver is able to collect them. ***It is imperative that all contact numbers are updated to the school as soon as any changes are made.***

ADMINISTERING PRESCRIBED MEDICATION AT SCHOOL

Any staff member who administers medication must complete appropriate training. Ideally, children who are not well should not be attending school. In order to effectively support students, the school requires parents/caregivers to:

- ensure their child is not sent to school if they are unwell;
- ask the medical practitioner whether the medication is available in a form which minimizes or eliminates the need to provide the medication during the school day;
- complete a written request form (obtained from office);
- provide prescribed medication and 'consumables' for administration by the school in a timely way, clean and as agreed by the Principal.

Please be aware that the completion of the form and the approval letter from the Principal will take some time. This may mean that you will have to administer the medication yourself in the first instance. Please give office staff plenty of notice as these requests cannot be granted immediately.

Students must not carry medications unless there is a written agreement between the school and the student's parents, that it is part of the student's health care plan.

Non-Prescribed Medications

NSW Health advises that "non-prescribed medications" – i.e. over-the-counter products like Panadol and cough medications, may also be potentially harmful to students and thereby require the same authority by a doctor before the school is able to administer such medications. If you do not have a letter from the doctor the school will not be able to administer this type of medication.

MONEY & VALUABLES

Children should not bring large amounts of money to school. Money for excursions and other activities should be brought in a sealed envelope marked with the child's name, class and teacher. The only jewellery that is acceptable includes watches and ear studs. Valuable fragile toys or personal belongings are best left at home.

REFUNDS

Each year teachers plan a number of excursions, guest performers and various activities which enhance the educational programs being offered in classrooms. These activities usually have a cost associated with them. Occasionally children are disappointed when they are unable to participate in the activity because they are sick on the day, or late to catch the bus etc. In such cases parents often request a refund of the fees that have been paid.

In making a decision regarding a refund one issue has to be considered: Has the school already spent money for the student to participate in the activity?

If the school has already had to pay for the activity then a refund cannot be given. For example, in the case of a live show, the seats had to be booked and pre-paid. In this case this money could not be refunded. For overnight camps a refund will be determined by the provider as numbers are submitted at least 14 days prior to the actual camp.

When buses are used to transport children the total cost of the bus is divided by the total number of children expected to attend. It is therefore not possible to give refunds on bus travel. However, some guest speakers charge on the basis of the children present on the day. Therefore, the school did not have to outlay any money and a refund would be possible.

THE PARENTS & CITIZENS' ASSOCIATION

The P & C Association meets in the Library on the third Tuesday of every month. The Annual General Meeting for the election of office bearers, members of committees etc, is held in March.

An active P & C is vital. It is not only concerned with fundraising and the allocation of those funds to assist the education of the children of the school, but it also contributes to the social, cultural and educational needs of the school community. The P & C promotes parent, teacher and school co-operation and understanding. It is a forum for parent-school discussion and the exchange of suggestions and ideas.

RELIGIOUS INSTRUCTION

Religious instruction occurs on Thursday for 35 minutes, and is conducted by lay teachers and clergy. Parents who do not wish their child to participate will need to notify the school in writing.

CLASS PHOTOGRAPHS

During the year we arrange for school photographs to be taken, usually in Term 1. Parents are not obliged to purchase photographs.

VOLUNTARY SCHOOL CONTRIBUTIONS

In order to enrich the opportunities available to the children in our school, the Department of Education regulations provide that a principal may establish funds for such purposes as libraries, sporting facilities, and incidental materials. Each year we evaluate our needs and ask parents to contribute an amount of money towards the purchase of school resources.

TRAFFIC & CAR PARKS

Parents and caregivers are not to drive into the school staff car park, the entrance behind the hall or driveways to drop off or pick up children. Traffic signs around the school should be observed for the optimum safety of all our children. A drop off and pickup zone operates on Fairways Ave. When using this facility, parents and caregivers must remain in the vehicle at all times and only stop for a maximum of 2 minutes.

LOST PROPERTY

All items and clothing should be clearly labelled with your child's name. Please encourage your child to be responsible for their belongings. Lost property is located in the canteen area and any unclaimed clothing items are forwarded to the P & C each term.

MOBILE PHONES/SMART WATCHES

At Leonay we discourage students from bringing mobile phones/smart watches to school. We do on the other hand understand that for safety reasons parents/carers may like to have their child walk to and from school with a mobile phone. If a student brings a mobile phone/smart watch to school they must have a signed and completed Student Mobile Phone Authority prior to this happening. Students must hand their phone/smart watch to their teacher upon arriving at school and collect it at 3pm. Under no circumstances are phones/smart watches to be left in bags or held by students throughout the day. The phone/smart watch must be turned off at all times whilst on school grounds. Any correspondence from parents/carers to students during the day must occur through the school office. Whilst every effort is made by office staff to ensure phones/smart watches are locked away during the day; phones/smart watches brought to school are at the owner's risk. The school does not accept the responsibility for the security of phones/smart watches.

SCHOOL LIBRARY

The Leonay School Library provides books and resources for the use of all students, parents and staff. Books are borrowed for one week and we appreciate parents'/caregivers' co-operation in ensuring that books are cared for and returned promptly.

SCHOOL CANTEEN & LUNCH ORDERS

Currently our school canteen is open for lunch orders and over the counter snacks on Thursday and Friday and over the counter snacks **only** on Wednesday. Price lists are sent home at regular intervals. It is staffed by volunteer parents and is the responsibility of the P & C. Ordering lunch is best completed using the Spriggy App.

Lunch Ordering Procedure

- Children bring their lunch order written on a paper bag or lunch wallet containing money which is brought up to the school office or through the Spriggy's App.
- All orders must be submitted before 9am on the day required.

Snacks at Long Play (Recess)

- May be purchased from the canteen between 11.10am and 11.40am.

SCHOOL UNIFORM CODE

The Leonay School Community supports the wearing of school uniform. It helps students develop understanding about the importance of neatness, presentation and self-discipline. All clothing, school bags and equipment should be clearly labelled with your child's name and class otherwise it is extremely difficult to determine ownership.

- **Clothing** - When clothing is clearly labelled it will always find its way back to the owner
- **Shoes** - Black school shoes, plain grey or white socks, coloured joggers only on sports day
- **School Bag** - If you would prefer a bag with the school logo, it may be purchased from the School office.
- **Paint Shirt** - A long sleeved men's shirt with elastic at the wrists is ideal – not dad's best shirt!
- **Library** - Our books feel "comfortable" if they are taken home and returned in a cloth library bag.

Uniform Purchasing

*All uniforms can be purchased from Lowes located in Westfield Penrith
School Hats can be purchased from the office for \$15, Library Bags for \$10
as well as School Bags for \$45.*

SCHOOL POLICIES

The following school policies can be accessed on the school's website:-

Departmental Policies

- Policy library
- School Community Charter
- School Attendance Policy
- Student wellbeing – compulsory school attendance

School policies

- Bring Your Own Device
- Enrolment Policy
- Excursion Policy
- Health Care Policy & Procedures
- Mobile Phone Policy
- Sport Policy
- Student Leadership Policy
- Student Welfare Discipline & Anti-Bullying Policy
- Approaching the School Policy
- Anti-Bullying Plan
- Homework Policy

OUR SCHOOL SONG



*Here in this school we help each other day by day,
Doing our best, as we march on our way,
And the teachers and children are striving altogether,
To make Leonay School the best school of all.*

*Here in Leonay the parents help us all they can,
Giving their time and support in every way,
We play netball and soccer and lots of other different sports,
And we enjoy them as part of our day.*

*Chorus:
Our school Leonay
Our school Leonay
Belongs to Australia, is part of the world
And we all join together to make our school a better one
Happy and friendly as onward we go.*