

# 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 and numerous desktop computers. iPads are used regularly to assist our students with their learning.

Our school is a Positive Behaviour for Learning school. 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 expectations and behaviours.

A wide range of specialist sporting and physical education activities are offered throughout the year. Students compete in netball, soccer, rugby league, 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, recorder and ukulele 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. Our senior students each year are involved in a leadership training course. 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.

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 / social events in order to encourage a strong sense of community. They represent the parent / community body providing input into different aspects of the school. Many parents and community members donate their time to assist us in the classroom.

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.

Mr Mark Gill  
Principal



## SCHOOL DETAILS

**Address:** Leonay Primary School  
Buring Avenue  
LEONAY 2750

**Telephone:** 4735 5851, 4735 5999

**Facsimile:** 4735 6373

**E-mail:** [leonay-p.school@det.nsw.edu.au](mailto:leonay-p.school@det.nsw.edu.au)

**Web:** [www.leonay-p.schools.nsw.edu.au](http://www.leonay-p.schools.nsw.edu.au)

**Office hours:** 8.30 am - 3.15 pm

**Bell times:** Morning 9.00 am  
Recess 11.00 am - 11.20 am  
Lunch 1.00 pm - 1.50 pm  
Afternoon 3.00 pm

**Newsletter:** Friday fortnightly – via email, Skoolbag app, website

**Scripture:** 9.30 am - 10.00 am - Thursday morning

**Assembly:** Every second Friday in the school hall 9.00 am - 9.45 am

**Canteen:** Fridays (subject to change)

## 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 ready 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.

During the early 80's student numbers rose to over 550 and there was a need to erect demountable buildings.

Our sporting house names were chosen from local historical figures:

Forbes: after Sir Frances Forbes.

Jamison: after Sir John Jamison.

Buring: after Leo Buring, winemaker and owner of the "Leonay" vineyard.

## Staff

<b>Principal:</b>	Mr Mark Gill Miss Christine Payne (Rel. Principal 2019)
<b>Assistant Principals:</b>	Mr Adrian Davies, Mrs Nicole Longhurst, Ms Rosemarie Rothwell
<b>Teaching Staff:</b>	Mrs Michele Baldock, Mrs Fiona Connelly, Mrs Laura Davies, Mrs Natalie Devine, Mrs Jaclyn MacKay, Ms Kerri-Ann Mills, Mrs Sandra Osborn, Mrs Emily Renny Mr Evan Tsitos, Mrs Jodie Wallace
<b>Librarian:</b>	Mrs Belinda Garbutt-Young
<b>R.F.F/ Music:</b>	Mrs Jenny Munday
<b>R.F.F</b>	Mrs Sue Marks
<b>Learning Support:</b>	Mrs Stephanie Bellino, Mrs Tracie Campbell, Mrs Jenny Fisk
<b>School Counsellor:</b>	Mr Ian Birrell
<b>Administrative Staff:</b>	Administration Manager: Mrs Donna Green (M-Th) School Admin Officers: Mrs Brigitte Trouve (M-Th), Mrs Tina Gordon (Wed-Fri), Mrs Donna White (F)
<b>School Learning Support Officer:</b>	Mrs Donna Stibbard
<b>General Assistants:</b>	Mr Rod Sutton (Mondays and Wednesdays)
<b>Cleaning Staff:</b>	Mrs Fawziah Ghulam (Mon - Fri)

## **ACHIEVEMENTS & EVENTS AT OUR SCHOOL**

- Consistently above average NAPLAN (National Assessment Program – Literacy and Numeracy) results
- Participation in Choir & Dance Groups
- Debating & Public Speaking Competitions
- Wide use of technology to support student learning
- Sporting Clinics throughout the year
- Bicycle Safety Education Program
- Ukulele
- Overnight camps to Canberra, Taronga Zoo and Yarramundi Sport Recreation Camp and Narrabeen Sports Academy
- 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
- Writing competition (winners' work published)
- Sporting representation at District, Regional & State level
- Courses for parents on maths, reading, assessment procedures

## GENERAL INFORMATION

**WEBSITE** - [www.leonay-p.schools.nsw.edu.au](http://www.leonay-p.schools.nsw.edu.au)      **EMAIL** – [leonay-p.school@det.nsw.edu.au](mailto: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 website.

### NEWSLETTERS

A newsletter is sent home fortnightly on Fridays by email and Skoolbag app. It contains reports on happenings throughout the school and advises of forthcoming events. We welcome news from parents about the special achievements of their children and news from community organisations.

### PARENT/TEACHER INTERVIEWS AND EVENINGS

At the beginning of each year we have an Information Evening so that parents can meet their child's teacher. At these occasions teachers will indicate the curriculum they expect to cover through the year, expectations of children, class routines, homework, role of parents and discuss any general issues that arise. Interviews are held at the end of Term 1 to discuss the progress of your child on an individual basis. Parents are encouraged to take these opportunities to discuss their child's progress. 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.

### WRITTEN REPORTS

A regular program of assessment of individual pupil progress and reports are sent to parents at the end of Terms 2 and 4 based upon the information gained through the process of continuous evaluation. 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.

### EXCURSIONS, PERMISSION NOTES AND MONEY

Permission notes must be signed by a parent/guardian and returned to the school for students to participate in school excursions. Money should be placed in an envelope and sealed with the child's name, class and excursion name written on the front, and returned to the school office. School uniform must be worn on all school excursions unless otherwise stated.

***Our excursion permission notes have a closing date on them. Please be vigilant of this date and ensure your child's permission note/payment is returned to the school office by that date for them to participate in the activity. No permission notes or payments will be accepted after the closing date. 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. Our notes can be downloaded from the school's website. Notes are also emailed to those families currently on our email list to keep them informed and to enable printing at home, if required. We also recommend downloading the Skoolbag app to keep up to date. All notes are attached to this as well.***

## **SCHOOL COUNSELLOR**

The school is visited by the District 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 Year 1 - 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.

## **APPROACHING THE SCHOOL**

From time to time parents /carers 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 other 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.

<b>ISSUE</b>	<b>APPROPRIATE ACTION</b>
The academic progress of own child	* Directly contact the child's teacher either by note, by phone or in person to arrange a suitable time to discuss issues. 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' teacher *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
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. If your child is late for school, you must accompany them to the office. 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. 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.*

Students intending being absent for an extended period of time (except for sickness) must apply for a leave certificate. An application can be lodged through the school office.

## **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; 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**

The Department of Education does not require any staff member to administer medication. However, staff can volunteer to provide assistance to students where possible and 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.

***The administration of any medication is dependent upon the staff member, who has agreed to assist, being available. In some circumstances, the medication may not be able to be administered.***

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.

### **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 protection of children. It would be much appreciated that this procedure is respected and observed by all parents.

If your child is absent for three days or more, please contact the school.

## **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.

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, for 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.

## **CUSTODY**

The school must be advised in writing of any special custody arrangements concerning the children at school. If a parent is denied access to a child through normal legal channels, this information should be relayed to the Principal and will be treated in confidence by the school executive. Copies of legal documents must be handed to the school, which are kept in a secure file. Should custody arrangements change at any time, it is essential that the school be advised in writing. Legal documentation will need to accompany the written advice.

## **THE PARENTS & CITIZENS' ASSOCIATION**

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

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, debate and the exchange of suggestions and ideas.

## **RELIGIOUS INSTRUCTION**

Religious instruction occurs on Thursday morning for half an hour, 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 and Communities' 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 that is agreed to by the P & C.

## **TRAFFIC & CAR PARKS**

Parents and caregivers are not to drive into the school car park 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.

## **LOST PROPERTY**

All items and clothing should be clearly labelled with the child's name. Please encourage your child to be responsible for their belongings. Unclaimed clothing items are forwarded to the P & C. The P & C then have these items for sale at minimal cost.

## **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.

## **MOBILE PHONES**

At Leonay we discourage students from bringing mobile phones 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 to school they must have a signed letter from their parent/carer giving them permission to have it at school. Students must hand their phone to their teacher upon arriving at school and collect it at 3pm. Under no circumstances are phones to be left in bags or held by students throughout the day. The phone must be turned off at all times whilst on school ground. 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 are locked away during the day; phones brought to school are at the owner's risk. The school does not accept the responsibility for the security of phones.

## **SCHOOL LIBRARY**

The Leonay School Library provides books and resources for the use of all students, parents and staff. The library is also available for research, audiovisual screening, meetings or reading for enjoyment every day under the supervision of the class teacher.

The library is the 'heart of the school' and has always received very generous support from parents in both time and allocation of P & C funds. We aim to make the best use of our valuable books and resources and encourage all children to be happily involved and stimulated.

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**

Our school canteen is open for lunch orders and snacks on Fridays. Price lists are sent home at regular intervals. It is staffed by volunteer parents and is the responsibility of the P & C.

### **Lunch Ordering Procedure**

- children bring their lunch order written on a paper bag and money which is placed in the class lunchbag and taken to the canteen between 8.30am and 9am.
- Lunches are delivered to the room at 1pm and distributed by the teacher.

### **Snacks at Recess Time**

- May be ordered at the same time as lunch orders or purchased from the canteen.

## 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, joggers 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 \$40.***

## SCHOOL POLICIES

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

- Department Policies
- Health Care Procedures
- Enrolment
- Student Welfare
- Approaching the School
- Anti-Bullying
- Mobile Phone
- Student Leadership
- BYOD

## 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 all 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.*

