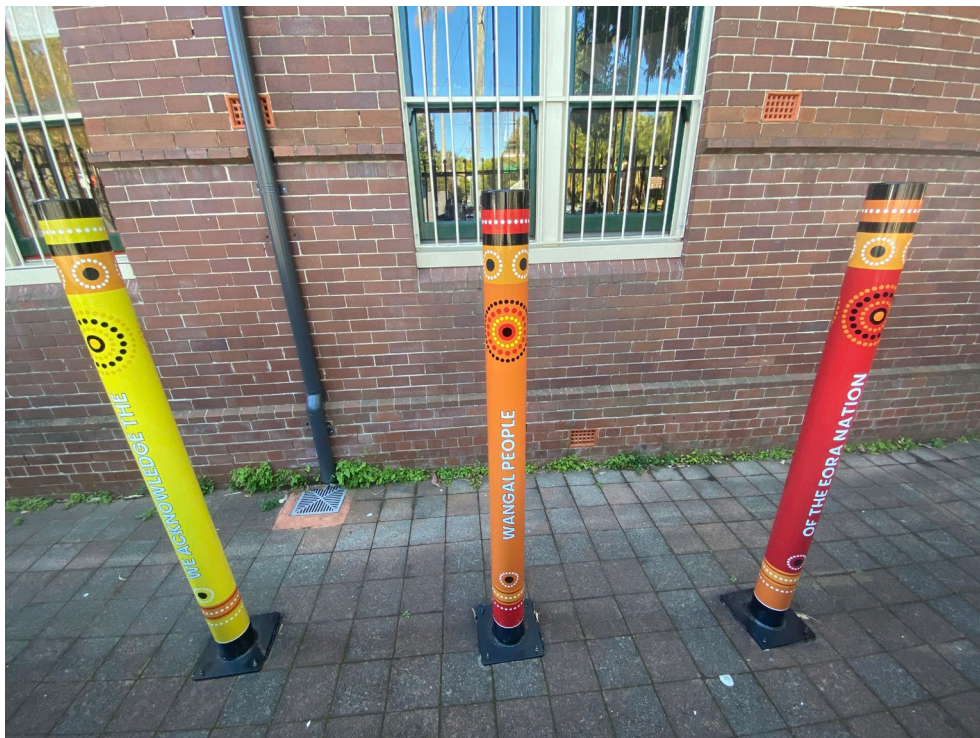




Welcome to

BIRCHGROVE PUBLIC SCHOOL



Education

Contents	Page	Contents	Page
Principals Welcome	3	Student Welfare	15
School Details	4	Integrated Playground	15
General Information	5	Kindergarten Buddies	15
School times	5	Peer Support K-6	16
Supervision	5	Hats	16
When it Rains	5	First Aid at School	16
Absences	6	School Medical Examinations	16
Late Arrival/Leaving Early	6	School Counsellor	16
School Development Days	6	Infectious Diseases	17-18
Excursions/Incursions/Performances	6	Home School Partnership	19
Collection of Money	7	Classroom Helpers	19
School Student Transport Scheme	7	Supporting your Child at School	19
School Uniforms	7	Interviews	19
Identification of Belongings	7	Reporting Procedures	20
Lost Property	7	P&C Association	20
Before & After School Care	8	Fund Raising	20
School Specific Information	8	School Newsletter	20
Assemblies	8	Birchgrove Preschool	21
End of Year Celebration Assemblies	8	Preschool Program	21
Learning and Support	9	Preschool Day	22
School Parliament	9	How Parents Can Help in the Preschool	22
Scripture	10	Punctuality	22
Birchgrove Music	10	Payment of Fees	22
Curriculum	11	Clothing	22
Learning Areas	11	Communication	22
Library	12	Children with Special Needs	22
Sport	13	Excursions	23
Information Technology	14	Birchgrove School Song	22
Relief from Face-to Face Teaching	14	Birchgrove Public School Boundary	23
		Website	23

Welcome to

Birchgrove Public School



Dear Parents and Carers,

At Birchgrove Public School we see the home and school working as partners in preparing our students to be lifelong learners and we hope this booklet assists you by providing relevant information for you and your child. It should be a handy reference during the years ahead.

I feel confident that your child will become a happy member of the student body.

The staff and I look forward to working with you to develop your child to his/her full potential.

If you would like more information, please do not hesitate to contact the school.

Best Wishes,

Tracy Gray

Principal

SCHOOL DETAILS

School Name:	Birchgrove Public School	
Address:	Birchgrove Rd Balmain, NSW 2041	
Phone:	9810 2469	
Fax:	9555 8653	
Email:	birchgrove-p.school@det.nsw.edu.au	
Website:	http://www.birchgrove-p.schools.nsw.edu.au	
Principal:	Ms Tracy Gray	
Assistant Principals:	Mr Robert Cormack (Stage 3) Mrs Joanna Copping (Stage 2) Mrs Helen Karnaros (Stage 1) Mrs Rebecca Boyle (Preschool & Early Stage 1)	
Administrative Staff:	Mrs Melanie Wales (SAM) Miss Katie Elliott (SAO) Miss Alicia Crossley (SAO)	
School Counsellor:	Ms Christine Burke	
School Hours:	Morning bell:	9:00am
	Recess:	11:00 – 11:20am
	Eating time (in classrooms):	12:40 – 12:55pm
	Lunch (play):	12:55 – 1:40pm
	School dismissal:	3:00pm
Office Hours:	8:30am – 3:15pm	
School Colours:	Black and Gold	

GENERAL INFORMATION

School Times

Kindergarten	9:00am	to	2:30pm (1 st 3 weeks Term 1)
	9:00am	to	3:00pm (Terms 2, 3 and 4)
Years 1 to 6	9:00am	to	3:00pm
Recess	11:00am	to	11:20am
Eating time (Supervised in Classrooms)	12:40pm	to	12:55pm
Lunch (Play)	12:55pm	to	1:40pm

Supervision

Students are supervised by teaching staff between the hours of 8:30am and 3:00pm. On arrival at school all students are required to go straight to the playground.

Students attending before-school care are taken to the playground at 8:30am.

When the bell rings at 9:00am students are to make their way quickly and quietly to class. Kindergarten students are to line up in the 'green area' and wait for their teachers.

Parents and carers are reminded to be prompt in collecting students at the end of school, as the teachers are required for other duties at this time.

Kindergarten children attending after-school care will initially be collected from their classrooms by after-care staff.

If it is raining after school, parents are asked to collect children from their classrooms.

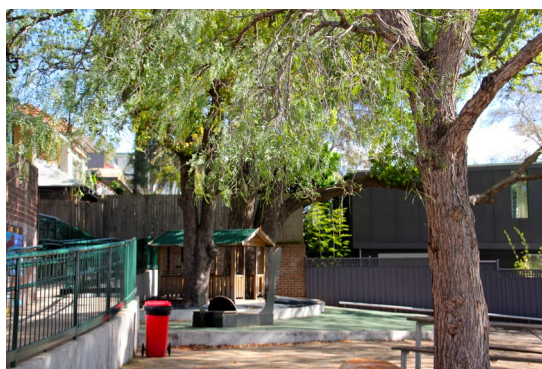
If you are unavoidably detained and cannot collect your child, please contact the school office so alternate arrangements can be made, as the staff are no longer on duty to supervise them. If your usual pick-up practice alters, please inform your class teacher in writing in the morning.

When it rains

If it is raining before school, children are supervised in the covered canteen area from 8:30am to 8:45am. They then go to their classrooms and are supervised by their classroom teacher until 9:00am when lessons commence.

Children arriving after 8:45am should go straight to their classrooms.

If it is raining after school, Kindergarten parents are asked to collect their children from their classrooms.



Absences

The Department of Education and Communities requires teachers to receive and file notes to cover all absences whether whole day or part day absences.

All notes must be signed and dated. They must state the date of absence and the reason for the absence. A Home-School Liaison Officer examines rolls regularly. A note must cover every absence.

For all extended periods of absence please contact the School Principal.

Absences that extend longer than 10 days are at the Principal's discretion. Absences that extend for a longer period of time are referred to the Director General of Education for approval.

Late Arrival to School and Leaving During School Hours

Students who are late to school should proceed to the Front Office with their Parent/Carer to obtain a late slip, which is then given to their teacher. We encourage on time arrivals so children do not miss out on daily initial instructions.

If a student has to leave the school early for any reason, it is necessary to obtain a release slip from the office. The student can then be collected from the class teacher who is given the release slip.

A note should be sent to the class teacher explaining the reasons for late arrival or early departure, beforehand if possible.

These procedures ensure the safety of your child and provide a record of their absence.

For safety reasons students are not released to unauthorised persons.

School Development Days

Five days a year are given to staff and school development. These days are designated for the discussion of curriculum, school organisation and professional development. Students do not attend on these days. Staff Development Days are usually held on the first two days of Term 1, the first day of terms 2 and 3 and the last day of each school year (Term 4).

Excursions/Incursions/Performances

Excursions, incursions and performances play an integral role in the education program. Excursions in particular also have social value. Students in all years participate in a variety of day excursions, incursions and special performances throughout the year. Students from Years 3 to 6 participate in a yearly camp as well. Years 3 and 4 students attend an overnight stay while Years 5 and 6 students attend multiple nights.

Collection of Money:

All fees and excursions should be paid online via the school website with a credit card. If you have to pay in cash or cheque the finance office will accept it in a sealed envelope with the details clearly written on the outside e.g. Child's name, what it is for and amount. We cannot accept responsibility for lost money. The safest option is to pay online so you have an immediate receipt at time of payment. All fees and excursion costs need to be paid in a timely fashion by any due dates given. Any questions regarding fees/payments please contact Melanie Wales either by phone – 9810 2469 or email – melanie.wales@det.nsw.edu.au

School Student Transport Scheme

All students in Years K to 6 are eligible for free travel with restriction. Students in Years 3 to 6 are eligible only if residing more than 1.6kms from school. Applications for passes should be made at the School Office. For further information about the scheme please visit: <http://www.transport.nsw.gov.au/content/schools>

School Uniforms

Birchgrove Public School has a uniform code, which requests all students attend school in gold and black, the school colours. School uniforms are available for purchase from the Uniform Shop website.

www.picklesschoolwear.com/school/birchgrove-public-school

Identification of Belongings

It is required that all items of personal clothing be clearly labelled. This is essential as it is difficult to trace lost belongings which do not have identification on them.

Lost Property

If your child loses an article of clothing, please check the lost property area at the school. Unclaimed articles are placed in lost property bins located adjacent to the canteen. Each year we have a large amount of unclaimed clothing. This is periodically sent to charity or rewashed for the School Clothing Pool.

All other lost property (personal items) can often be found at the school office.



Before and After School Care

Birchgrove Before and After School Care operates between 7.00am and 9.00am in the mornings and 3.00pm and 6.15pm in the afternoons. Holiday Care is also available. For more information contact Camp Australia on:

0405 413 528 or <https://www.campaustralia.com.au/parents/portal.aspx>



SCHOOL SPECIFIC INFORMATION

Assemblies

Assemblies, held in our school hall, are considered a very important part of the school program.

We aim to:

- develop a school spirit
- develop a feeling of belonging
- provide opportunities for group and individual performances
- acknowledge student achievements

End of Year Celebration Assemblies

Towards the end of Term 4, Birchgrove Public School has a tradition of celebrating the past year of learning and each and every student in years 1 to 6 reflect on their particular strengths, talents or skills, acknowledging what personal achievements they are proud of. Students perform a small item for the enjoyment of parents, families and friends.

Kindergarten students receive a Graduation Certificate at their recognition assembly.

Learning and Support

Birchgrove Public School personalises learning for the individual needs of students. Teaching and learning can be adjusted in various ways, based on every student's unique needs, to enable students with disability and additional learning and support needs to enjoy the same opportunities and choices in their education as their peers, within a mainstream classroom. This also includes students who may be High Potential or Gifted learners. Adjustments are made in close consultation with students and their families and are regularly reviewed to assess their effectiveness. Personalised Learning and Support Plan are reviewed regularly to ensure changes are made as required.

The first point of contact is the school's learning and support team. Learning and support teams include key personnel involved in supporting students with disability and additional and learning and support needs.

School Parliament

The School Parliament is made up of the whole of Year 6 and representatives from each class from Year 2 to 5. Each year elections are held and eight (8) Year 6 students are elected to lead ministries. All the other Year 6 students become part of each ministry. The students work with the staff and other students to improve the school.

Throughout the year the Parliament organises a variety of activities for the younger students, including different types of fun competitions, games, talent quests, discos, and sporting activities during lunchtime. They are actively involved in the environment, social functions, charities, technology, welfare, education, sport and school magazine committees.

Birchgrove Public School Parliament are actively involved in a number of fundraising events during the year. They also sponsor two (2) foster children with World Vision, Shashi, a boy from India, and Aisha, a girl from Burundi.



Scripture

Scripture is known as **Special Religious Education (SRE)** and is provided in public schools, during school time, by authorised representatives of approved religious groups for instruction in that faith. SRE is voluntary and schools organise SRE according to parent preference. At Birchgrove Public School these classes take place on Friday morning for a duration of 30 minutes. Your child will attend SRE lessons that correspond with the religion indicated on their enrolment form or by indication (in writing) at the beginning of the school year. At any time you have the right to change your SRE nomination or to withdraw your child from SRE lessons. A note to the school will effect this change.

The groups currently providing instruction at Birchgrove Public School are: Protestant Catholic SRE classes can be accommodated if the local Diocese can find volunteers to run the lessons. Special Education in Ethics (SEE) is provided in public schools, during school time, by an authorised provider. At Birchgrove Public School this program is provided by Primary Ethics. SEE lessons are facilitated by trained volunteers following a curriculum provide by Primary Ethics. See classes take place on Friday mornings for a duration of 30 minutes.

Students not attending SRE or SEE will attend a non-scripture class and will be supervised by classroom teachers. Normal class lessons are not held during scripture time.

The school has no control over the content of lessons taught during SRE and SEE. Respective organisations are responsible for providing Scripture and Ethics curriculum and teachers. All volunteers working on site have a current Working with Children Check.

Birchgrove Music

Birchgrove Public School has an extensive range of extra-curricular music activities for students to participate in. These activities include:

- Concert band
- Training band
- Recorder ensembles
- Strings ensembles
- Rock Band
- Keyboards
- Early Childhood Music (Kodaly)
- Choir (lunchtimes)
- Dance Ensemble



Rehearsal times and schedules are reviewed annually and expressions of interest to participate in these groups are sought at the annual Recruitment Night.

Tuition fees apply to these music groups (excluding choir).

CURRICULUM

Birchgrove Public School caters for the needs of all children in our community and we are proud of the academic, creative, cultural, social and supportive achievements of our students.

We have a very talented and experienced staff, dedicated to developing each child's potential.

Learning Areas

Our school strictly adheres to the guidelines given by the NSW Department of Education and Communities. Every effort is taken to present programs in an interesting and motivational manner.

The Department of Education and Communities and the Board of Studies requires us to teach subjects which are grouped within six (6) Learning Areas:

- **English** (Speaking and Listening, Writing and Representing, Reading and Viewing)
- **Mathematics** (Number and Algebra, Measurement and Geometry, Statistics and Probability)
- **History**
- **Geography**
- **Science and Technology**
- **Creative and Practical Arts** (Music, Art/Craft, Drama and Dance)
- **Personal Development, Health and Physical Education** (including Child Protection, Drug Education, Games and Sport, Dance, Gymnastics, Active Lifestyle, Growth and Development, Interpersonal Relationships, Personal Health Choices, Safe Living, Road Safety and Peer Support)

For further information regarding any of the areas above, you can access the following web sites:

NSW Department of Education

[NSW Department of Education](http://www.nsw.gov.au/education)

New South Wales Education Standards Authority (NESA)

[NESA Website](http://www.nesa.nsw.gov.au).



Library

Our Teacher Librarian work four (4) days a week, Tuesday to Friday. All classes (K to 6) have weekly library lessons, ranging from literature appreciation to information skills. There is also time allocated for classes to use the library for their own research purposes.

All students are encouraged to borrow weekly from the library. We appreciate your support in helping your child to remember to change their books regularly. Students need a library bag in which to put their books when borrowing. This is to ensure the books remain in good condition. Bags can be purchased from the uniform shop or supplied from home.





Sport

All students are involved in sporting activities throughout the week. Students in K to 2 participate in a program to develop fitness, fundamental movement and sport skills. They play modified games to use these skills.

Students in Years 3 and 4 participate in school sport. These activities build skills learnt during the students' years in K to 2.

Students in Years 5 and 6 participate in regular PSSA sporting events. The students compete in a range of sports against other schools.

Currently all students K to 6 participate in a PE program that is run by a teacher who teaches a particular sport/skill each term. As trained teachers conduct the PE program, there is a cost attached for parents to pay.

All students K-6 also participate in the school Athletics and Cross Country Carnivals. Students who are 8 years old and above participate in the school Swimming carnival. Students who are 8 years old and above may be chosen to further represent the school in District, Regional and State carnivals.

Each Student will be placed in a Sport House.

The houses are:	Evatt – Red	Robinson – Green
	Fraser – Yellow	Jackson – Blue

Technology program

When technology is embedded in the daily program, it provides an opportunity for students to develop their 21st Century Learning skills including collaboration, creative, critical and computational thinking and confidence. Technology has been a focus Birchgrove Public School and we are fortunate to have well-resourced suite of mobile technology accessible by all classes including chromebooks, iPads and robotics catering for all students from Preschool through to Year 6.

Our classrooms are equipped with interactive whiteboards or panels. The school's wireless network has recently been upgraded and has the capacity for larger numbers of students to be working online at any given time. We are grateful to our Parents and Citizens committee who have provided fundraising support to supplement the purchase of best practice equipment for teaching and learning.



Relief from Face-to-Face Teaching

All classroom teachers are entitled to two (2) hours Relief from Face-to-Face (RFF) teaching per week, either as a block or in smaller sessions. At these times another member of staff will continue teaching the class from a program of learning activities.

STUDENT WELFARE

Integrated Playground

Students, Kindergarten to Year 6, are expected to play co-operatively in all playground areas. The aim of the integrated playground is to provide a safe, secure and happy environment for all students. At all times, appropriate behaviours are encouraged. Kindergarten children will have the support of a Year 6 'buddy' to help them settle into the playground environment at the beginning of the year.



There are two (2) exceptions to the integrated playground. Students in K to 2 are allowed to play on the fixed play equipment in the Preschool playground, while the students in Years 3 to 6 have access to play equipment in the lower playground.

No bikes, scooters, skateboards or roller blades are to be brought into the school playground. There are 'parking bays' for bikes and scooters near the canteen.



Kindergarten Buddy Program

Birchgrove Public School has a Kindergarten/Year 6 Buddy program in operation. Each year, new Kindergarten students meet their buddy on arrival at school. This buddy helps support our new students in adjusting to school, particularly in the playground.

Peer Support K to 6

Year 5 & 6 students conduct a Peer Support program for students K to 4 for 40 minutes a week during one term each year. This program develops leadership skills in senior students as well as developing a sense of identity and belonging for younger students. The development of positive self-esteem and a sense of responsibility are important outcomes of the program. It also indicates to younger students that they can go to a Year 5 or 6 student if they have any problems. Senior students are expected to exercise a pastoral care role with younger students, especially in the years K to 2.

Hats

Birchgrove Public School has a policy of “No hat – play in the shade”. Please ensure your child brings a school hat to school each day.

Children without a hat will be directed to shaded areas by members of staff during recess and lunch times.

First Aid at School

Students who become ill during school hours are sent to the office by the class teacher or teacher on duty. If necessary, a parent is contacted and arrangements are made for the student to go home. No student is sent home without the knowledge and approval of the Principal or Assistant Principal.

No medicines or tablets are administered to children without parent consent and are given under strict supervision by the School Assistant. Parents need to fill out an indemnity form, which is available at the school office. Students should not have tablets or medicine in their possession while at school (excepting asthma puffers).

In the event of a serious accident or illness at school, the following procedure will be followed. The school will:

- Phone the parent or guardian and the ambulance, if necessary.
- In all cases, take the necessary steps to ensure the well-being of the student.
- An accident report is written about the incident and given to the principal.

Please ensure emergency contact numbers are always up to date!

School Medical Examinations

During the year Class Teachers or Parents may request a hearing, sight, speech, fine motor or gross motor examination. These examinations can be organised by parents contacting Croydon Health Centre. The staff comprises of a Child Psychiatrist, Child Psychologist, Pediatrician, Social Workers, Nurses and a Speech Therapist. Appointments can be made by phoning: 9515 9560 (waiting periods apply).

School Counsellor

We have the services of a School Counsellor at Birchgrove. The counsellor is available to assist in assessing students in the areas of performance, behaviour and learning. Parents are contacted whenever it is thought necessary for a student to consult the counsellor.

The counsellor does not interview a student without first contacting the parents. Where a parent feels it is appropriate for his/her child to be referred to the counsellor, he/she should inform the Principal of the concern.

Infectious Diseases

Below are some of the common diseases and times for exclusion from school, as required by the Department of Health.

Disease	Usual Time Between Infection & Illness	Absence from school
Chicken Pox	13-17 days	For 5 days after spots disappear.
Conjunctivitis	14-72 hours	Keep child at home until stopped.
Diarrhoea (Gastroenteritis)	Variable Up to 72 hours	Keep child at home until diarrhoea has stopped.
German Measles (Rubella)	14-21 days (average 18 days)	Until child has fully recovered, and for at least 7 days after the rash appears.
Glandular Fever (Infectious Mononucleosis)	4-6 weeks	It is not necessary to keep your child at home, but some children with glandular fever are too sick to attend school or Preschool.
Infectious Hepatitis (Viral Hepatitis Type A)	15-20 days (average 28 days)	Until the child has recovered and for one week from the first sign of jaundice.
Hepatitis B	6 weeks to 6 Months (average 2-3 months)	It is not necessary to keep your child home, but some children with Hepatitis B are too sick to attend school.
HIV (Human Immunodeficiency Virus)	Seroconversion (when a person becomes HIV antibody positive) is usually 1-3 months after infection. The time from seroconversion to illness (AIDS) is highly variable and may be more than 10 years, though most infected students have symptoms much earlier than this.	It is not necessary to keep your child home (unless he or she has a secondary infectious disease, such as TB).
Impetigo (“Scabies Sores”)	1-3 days	The family doctor should be consulted. If the sores are treated and properly covered by a clean dressing, children are allowed to attend school. If they are not covered and are exposed, children should be kept home until the sores have healed.

Disease	Usual Time Between Infection & Illness	Absence from school
Influenza	1-5 days	From 5 days after the appearance of the first symptoms.
Measles	7-14 days (average 10 days)	5 Days from appearance of rash.
Meningitis	2-4 days	Child should be seen by a doctor IMMEDIATELY.
Mumps	12-22 days (average 18 days)	Until the child has fully recovered, and for one week after the appearance of the swelling.
Pediculosis/Head Lice (Nits)	Eggs of lice usually hatch in a week and reach sexual maturity in approximately 2 weeks.	Treatment can be carried out as soon as the eggs are discovered. Buy a solution from your pharmacist to treat. Everyone living in the same house should be treated at the same time as the infected person. Notify the school.
Ringworm	10-14 days	Keep your child at home until you have seen a pharmacist and begun treatment.
Scabies	Several days, sometimes even weeks	Keep your child at home until you have seen a pharmacist and begun appropriate treatment.
TB (Tuberculosis)	Variable – up to 2 years	Child should be seen by a doctor.
Whooping Cough	6-20 days	Child should be kept home for 5 days from the start of treatment.

HOME SCHOOL PARTNERSHIP

Classroom Helpers

Classroom helpers are an integral part of this unique school. They may be parents, grandparents or community members who are able to help in ways such as:

- in school organisation
- in classrooms, assisting with academic programs
- in our sports programs
- covering books
- Home Reading and Tutor programs
- excursions

Staff provide training for helpers, either 'en masse' as they explain expectations in specific areas, or individually as they cater to individual programs. If you have any expertise you wish to share, please contact your child's teacher, class parent or the Principal.

This may be affected due to Covid regulations – please check with the school for any updates.

Supporting your Child at School

Once your child starts school your help at home is still very important. Try to put some special time aside to:

- look into your child's school bag every day for samples of schoolwork and notes
- have a special place for your child to display his/her work
- show you are interested in what your child is doing at school
- acknowledge your child's effort and progress
- read with your child every day

Communication is of utmost importance and the staff at Birchgrove are very willing to discuss matters with you. A Parent Information evening is held during Term 1 for each class.

Often something, seemingly trivial, can upset a young child and we can only offer help if we are made aware of the situation.

Interviews

Parents are always welcome to arrange interviews with staff members. It is necessary that an appointment be made so that time can be reserved to make the interview beneficial.

Parents are invited to attend Parent/Teacher interviews towards the end of term 1. This provides a valuable opportunity for both teachers and parents to share information and look at the students' work.



Reporting Procedures

At the end of Term 1 formal parent-teacher interviews are held and a written report is sent home at the end of Term 2 (Semester One). At the end of each year (Semester Two), another written report is sent home. Appointments for interviews, to discuss reports, may be made if considered necessary.

Parents & Citizens Association

The Parents & Citizens Association (P&C) meets in the Staff Room at 7pm on the third Wednesday of each month. All parents are invited to come along to discuss issues of general interest and concern. Parents participate in the Association's work to further the aims and practices of Birchgrove Public School. The Principal and Assistant Principals attend regularly, answer questions and explain school policy.

Fund Raising

Parents, staff and children join together to create fun and exciting fund raising events during the year. Some successful examples of this include The Big Night Out (major fundraiser) and the annual Mother's Day Fete.

Skoolbag app & Website

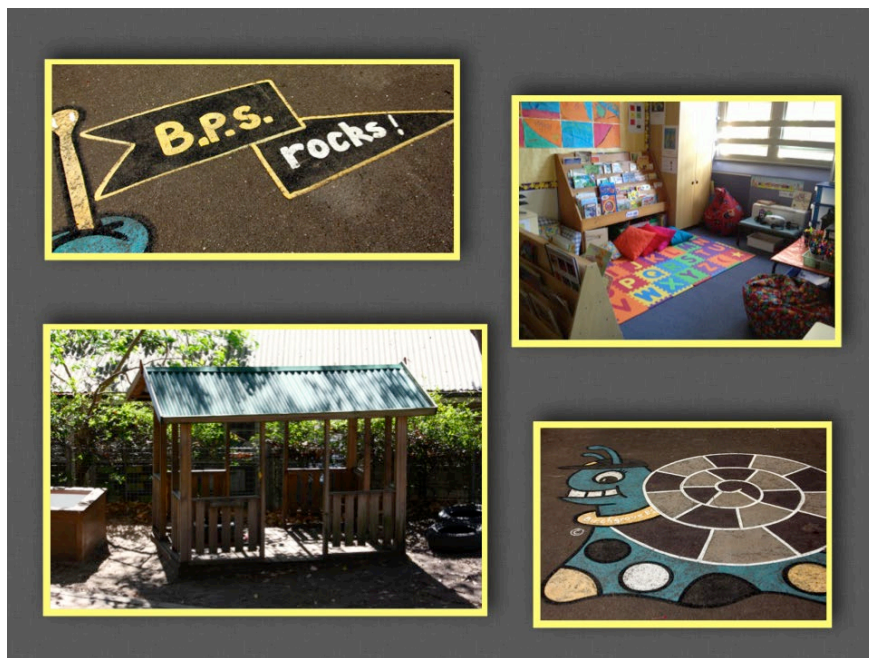
All communications and important information from the school to families go home via Skoolbag and the website. Parents are asked to download the application

School Newsletter

Each fortnight, a newsletter is produced informing the school community of coming events for the school and general information on current events.

The newsletter is posted on the school's website and emailed to parents via the Skoolbag app.





BIRCHGROVE PRESCHOOL

Birchgrove Preschool is part of Birchgrove Public School and is located in the lower part of the playground. One of the original Department of Education and Communities preschools, the preschool has been operating since the late 1940's.

Enrolment – 2022

To comply with national standards Birchgrove will, in 2022, offer a 3 Day / 2 Day alternate semesters program.

Example: Term 1 & 2 Monday, Tuesday, Wednesday or Thursday, Friday

Term 3 & 4, Monday, Tuesday or Wednesday, Thursday, Friday

If your choice is three (3) days in Terms 1 & 2, then you will only be offered two (2) days in Terms 3 & 4.

The Preschool program is developed for the year before school and it is usual that children attend for one year only. For Preschool enrolment information, please obtain a copy of the Preschool Enrolment Policy from the school office or download a copy from the school website.

Preschool Program

Our program is devised to assist your child in all aspects of growth. We aim to help your child develop socially, emotionally, physically and intellectually. We see each child as an individual person.

We share the responsibility with parents in guiding a child's progress in:

- physical and health skills
- building relationships with adults, which give your child security and confidence
- increasing within the child an understanding of the world and himself/herself in relation to the world
- developing the ability to be creative and to think imaginatively, to reason accurately and to solve problems
- developing a sense of personal achievement at appropriate levels.

Preschool Day

The Preschool Day commences at 9:00am and concludes at 3:00pm. The children are to be brought into the classroom each morning and signed in by their parent or adult carer, where their teacher and teacher's aide will greet them.

Similarly, they are to be collected by an adult and signed out in the afternoon. For safety reasons, children are not to be in the playground before or after school.

Parents and carers are welcome in the classroom each day for a brief time whilst their child is settling. We ask parents and carers to supervise their toddlers when they are in the classrooms.

If a child is going to be absent, parents/carers are requested to contact the teacher in the morning. It is important to keep the school informed of any change to home addresses, hours of work and contact telephone numbers so that immediate contact can be made if necessary.

In the interest of all children, toys should be left at home as they can become broken or lost, which causes great distress. The exception is a cuddly, which can be brought along for rest time.



How Parents Can Help in the Preschool

Punctuality: It is greatly appreciated if all children could be delivered to the Preschool at 9:00am and collected before 3:00pm. If there is any difficulty or alternative arrangements occurring, please phone the school to advise, as the children who are left often feel extremely anxious when their parent/carers has not arrived on time.

Payment of Fees: It is requested that fees be paid weekly or at the beginning of each term. A schedule of fees will be distributed at the commencement of each year.

Clothing: Children need manageable and comfortable shoes and clothing that is clearly labeled. High-fashion outfits, thongs, slip-on shoes and super-hero dress-ups are inappropriate for preschool.

Communication: It is extremely important that communication between home and school is ongoing and effective. We ask you to ensure that the information sheet is returned promptly and that any changes in your child's life are mentioned to the teacher.

Children with Special Needs: If your child has any special needs, please let the teachers know so that we can adopt appropriate procedures to support your child.

Excursions: When excursions are arranged for the children, parents are encouraged to assist on the day. Please see the teachers who will let you know the details.

If you require more information please do not hesitate to speak to the office staff, the Principal or one of the Assistant Principals.

SCHOOL SONG

1.

There is a school beside the shore
And it will live for evermore,
Birchgrove, Birchgrove black and gold
Birchgrove black and gold,
'Twas built in eighteen eighty-five
And our school motto is to strive,
And we'll remember all our lives.
To strive Birchgrove, to strive.

BIRCHGROVE PUBLIC SCHOOL – In Area Streets

To find out if you reside within the Birchgrove Public School boundary, please refer to the website below. Information is updated regularly.

<http://www.schools.nsw.edu.au/schoolfind/locator/>