



GYMEA BAY PUBLIC SCHOOL
Forever Flourishing

Information Booklet



Semper Floreat: *Forever Flourishing*

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Welcome...

On behalf of all staff of Gymea Bay Public School, I extend a very warm welcome to all families who commence (and continue) their journey in education with our school community this year. We value the supportive relationships that exist between students, staff and parents within our happy, caring and safe school, and will continue to work hard to enable these relationships to grow and progress into the future.

A child's development and progress within the school environment depends on many factors, of which our school is just one. We know the partnership between home and school is an important link in maximising progress - in not only gaining and applying knowledge and skills, but also when developing self-esteem and for the growth of values and attitudes.

We ask that you consider your child's education as a co-operative project of home, school and community, and we invite you to take an active part. You may not be able to attend on-site, but you may be able to take part in special celebrations, or even help with book covering or fundraising activities.

Schools of today have a greater diversity in the range of curriculum topics to be covered, and the expectations of the community have grown markedly. As a staff, Gymea Bay Public School is committed to meeting that challenge. Our educational programs are focused on the development of all the attitudes, skills and knowledge that children need to cope effectively with the demands of living in our complex, changing society.

Learning how to gain knowledge and how to adapt to new situations is of importance in the way we engage in the teaching and learning cycle. The development of ongoing improvement in literacy and numeracy skills for all students is our core business, and takes the highest priority.

We are committed to providing the best learning experiences for our students, and are increasingly providing and expanding the use of technology throughout the school as an additional tool for quality teaching and learning.

As a school, we see the development of the whole child; the development of positive values, caring and supportive social relationships, independence, confidence and self-esteem as the foundational layer upon which successful life-long learning is built. We provide many paths and opportunities for students to experience success and achievement, even extending beyond the curriculum. We also recognise the wide range of talents and abilities that our students possess and most importantly, we value the effort they put into learning.

At Gymea Bay Public School, we provide an environment that prepares students for the society in which they live, and will be part of in the future. Our public education system is the means by which we partner with families to create a tolerant, inclusive, just, equitable and enriched society. We are passionate about that role.

We thank you for choosing Gymea Bay Public School and entrusting its staff with your child's education. Our commitment is to assist each child to develop into a person of whom we, as both families and teachers, can be proud.

Hendrika Green

Principal

Section 1

General Information

GYMEA BAY PUBLIC SCHOOL STAFF 2018

PRINCIPAL	Hendrika Green		
DEPUTY PRINCIPALS	Robyn Beck Sue Stolk (Relieving)		
INSTRUCTIONAL LEADERS (Beginning Teachers)	Helen Reece and Melissa Bird		
ASSISTANT PRINCIPALS	Noelene Larkins Libby Jones (Relieving) Nicole Hicks (Relieving P/T) Georgia Harris/Kate Montague (Relieving) Lisa Britton (Vision)		
CLASS TEACHERS	Diana Brand Vanessa Gallen Georgia Harris Sue Hryce Vicki Kourtis Kate Montague Mark Simpson Liz Wever	Emma Burgess Emma Graham Melinda Henry Libby Jones Alex Laurence Diane Pasqualino Jessica Stockden	Rebecca Camilleri Penney Hamilton Nicole Hicks Sarah Kauffman Anne Miller Jade Salter Ann Turnbull
<u>SUPPORT TEACHERS</u>			
Teacher - Librarian	Sam Craddock		
RFF Teachers	Robyn Beck	Sue Stolk	
Music Program	Jackie Styles	Georgia Cherry	Rebecca Purcell
ESL Teacher			
Learning and Support Teachers (LaST)	Lisa Holmes		Judy Cohen
School Counsellor	Catherine Manning/Necia Manzau		

SCHOOL ADMINISTRATION AND SUPPORT STAFF (SASS)

School Administrative Manager (SAM)	Megan Pope	
School Administrative Officers (SAO)	Carolyn Bennett	Fiona Bruce
	Olivia Cutro	Karen Treacy
	Julianne Wadwell	
Student Learning and Support Officers (SLSO)	Elizabeth McCormick	Chris Stafford
General Assistant	Paul Palmer	

Section 2

School Information

Address	Gymea Bay Public School 205a Gymea Bay Road Gymea Bay NSW 2227
Phone	9524 6852 and 9524 4995
Fax	9540 2150
Email	gymeabay-p.school@det.nsw.edu.au
Website	www.gymeabayps.nsw.edu.au
Gymea Bay Care & Leisure Centre	9524 3444 (7:00–8:30am and 3:00–6:00pm)
Office Hours	8:30am–3:30pm
School Hours	9:00am–3:00pm

Children arriving at school prior to 8:30am MUST sit under the veranda at the front of the library.

There is no supervision in the playground before 8:30am or after 3:00pm.

Playing in the school grounds is not permitted after 3.00pm.

VISION STATEMENT

That every Gymea Bay Public School student is known, valued, cared for and challenged to reach their personal best by high calibre staff creating a culture of success, in a nurturing environment of community support.

SCHOOL STRATEGIC DIRECTIONS 2018-2020 (refer to School Plan 2018-2020 on the school website for further information)

STRATEGIC DIRECTION 1: Future Focused, Goal Oriented, Deep Learners

STRATEGIC DIRECTION 2: Future Focused, Growth Driven, Professional Collaborators

STRATEGIC DIRECTION 3: Future Focused, Transformational Leadership Embracing Community Support

SCHOOL MOTTO

Semper Floreat: Forever Flourishing

SCHOOL COLOURS

Green and White

SCHOOL PLEDGE

In our hands lies the future of this great land,
If we all work together,
Doing our best for the common good,
There is no limit to what we can achieve.

SCHOOL SONG

To the tune of 'TRUE COLOURS'

Verse 1

We are a great school,
We've cultural groups and a sport or two.
Opportunities,
A chance to succeed
In all we believe and say.
We value our school,
It belongs to you.

Chorus

If you want to do your best,
Let your light shine through.
Gymea Bay is the place for
you.
To achieve your goals
And show you care.
We're the school for you,
We will stand true.

Verse 2

We are a great school,
We all want to learn and
grow,
To enrich our lives.
In a world that's before us,
We just want to show the rest,
United together,
To become our best.



ADVANCE AUSTRALIA FAIR

Australians all let us rejoice,
For we are young and free.
We've golden soil and wealth for toil,
Our home is girt by sea.
Our land abounds in nature's gifts,
Of beauty rich and rare.
In history's page, let every stage,
Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.

Beneath our radiant Southern Cross,
We'll toil with hearts and hands.
To make this Commonwealth of ours,
Renowned of all the lands.
For those who've come across the seas,
We've boundless plains to share.
With courage let us all combine,
To Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.

Section 3

School Uniform

It is expected that all children attending Gynea Bay Public School wear their full school uniform with pride to school each day. This includes the wearing of a school hat and the appropriate footwear as outlined below. Our sun-protection policy is 'No hat, play under the COLA'.

Various systems supported by the Student Representative Council (SRC) reward students who consistently display pride in their school by wearing the correct uniform. For your convenience, most uniform items are available at the school's Uniform Shop coordinated and managed by parent volunteers. Uniforms can also be purchased from Claudine Clothing Co, 23 President Avenue, Carlingbah which is open Monday to Saturday. A written note of explanation should be provided if there is ever a need for your child to be out of uniform.

School bucket hat should be worn with all uniforms.

All hair accessories should be white or green.

Jewellery except watches, stud or sleeper earrings is not encouraged.

Girls Summer Uniform

- Summer green and white dress, or
- Bottle green culottes with white blouse (short sleeves) with crest
- *White socks and black leather school shoes*

Boys Summer Uniform

- Boys green polo shirt (short sleeves) with crest
- Grey shorts
- *Grey socks and black leather school shoes*

Girls Winter Uniform

- *Bottle green tunic (V-neck), or*
- Bottle green long pants
- White long sleeve blouse with crest
- V-neck jumper, zipper jacket or tracksuit jacket with crest
- *Green tights or white socks and black leather school shoes*

Boys Winter Uniform

- Grey long pants
- Green polo shirt with long sleeves
- V-neck jumper, zipper jacket or tracksuit jacket with crest
- *Grey socks and black leather school shoes*

Girls Sports Uniform

- White polo with crest and bottle green skort or shorts
- Green and white school tracksuit
- *White school sport socks and white joggers*

Boys Sports Uniform

- White polo with crest and bottle green sport shorts
- Green and white school tracksuit
- *White school sports socks and white joggers*

Items in italics are not sold at the Gymea Bay School Uniform Shop.

Section 4

A-Z of School Organisation

ABSENCES

Children absent from school are to present a note on their return, indicating the reason for their absence. If a lengthy absence is anticipated, a note indicating the anticipated length of absence is appreciated. Advice of leave beyond 5 school days must be made by the fifth day.

Absences for travel (family holidays) over 5 school days must be approved by the principal. Application for Extended Leave-Travel forms can be found on our website. Completed forms need to be returned with a copy of relevant travel documentation (e-ticket or itinerary) for approval.

If children arrive late to school, parents must sign-in children at the school office. If children leave early from school, they must be signed-out by parents at the school office.

Regular attendance is a legal requirement. Children should be at school unless they are sick. Recurrent absences will come to the attention of the Home School Liaison Officer (HSLO) for investigation and intervention.

ACCIDENTS/ILLNESS

First Aid for minor injuries is provided by our First Aid Officers. When there is concern that an injury may be more serious, parents will be contacted. In some instances, an ambulance may be called to ensure that students receive timely medical attention.

Parents are advised that the Department of Education (DoE) does not provide insurance cover for injury to students or damage to students' possessions while at school. Parents may like to consider taking out private insurance.

Students who present to their teachers as unwell are sent to Sick Bay for observation and comfort. If they continue to be unwell, parents will be notified. Children who are unwell should be kept at home to prevent the spread of illness. In all instances, the staff take great care to ensure the safety and welfare of all students.

ANIMALS

Animals are not permitted on school grounds.

ARRIVAL AT SCHOOL

The school is open from 8:30am with lessons commencing at 9:00am until 3:00pm. As the playground is not supervised before 8:30am, children should not arrive before this time except for organised school activities e.g. excursions, band tutorials etc. Children arriving before 8:30am on odd occasions must sit under the veranda at the front of the school library. If your children will need to consistently arrive early to school, you are advised to contact our GBOOSH to arrange for your children's supervision.

ASSEMBLIES

K-6 assembly: 9:00am Monday under the COLA in the 3-6 play area

K-2 assembly: 2:10pm Monday in the school hall

3-6 assembly: 2:10pm Friday in the school hall

At the weekly assemblies, the children listen to talks given by staff and/or visitors, sing, discuss school matters, display work, present items etc. Awards for various achievements are presented at these assemblies. Parents are invited to attend K-2 Assembly.

BANKING

Student banking is available each Wednesday morning and passbooks should be handed to class teachers. New accounts may be opened by completing the appropriate bank envelope and returning it to school on the nominated day. Banking is conducted through the Commonwealth Bank. Volunteer parents process the bank books each week.

BELL TIMES

Monday Morning Assembly	9:00am (Cola)
Tuesday – Friday Morning	9:00am (Classroom)
Lunch	11:00am–11:50am
Recess	1:50pm–2:10pm
Home Time	3:00pm

Morning assembly is at 9:00am (Monday - under the Primary COLA)

All students are expected to arrive at school between 8:30am and 9:00am.

Please note: Kindergarten children are dismissed at 2:50pm in Term 1.

BOOK CLUB

Several times throughout the year, the children are offered the chance to purchase books from Scholastic Book Club. There is no obligation to buy the books advertised. Order forms are sent home with the children and books purchased arrive within a month. Volunteer parents coordinate orders, payment (no cash) and distribution of books. The school values this service and gains points that can be redeemed for books for the classrooms and/or library.

BOOKWORK

It is our endeavour to have neat bookwork throughout the school. Parents are asked to assist when children are completing written work at home by encouraging neatness and correct posture, pencil grip and style.

BUS TRAVEL

Gymea Bay Public School is serviced by a school bus service. It is expected that children behave safely and considerately when travelling by public transport. Parents need to ensure that their children have the appropriate skills and maturity to travel safely without adult supervision.

School Opal Cards are available to eligible students.

Apply online at transportnsw.info/school-students

CALENDAR

A school calendar of major events is printed in the weekly school newsletter 'Bay Views' and parents are asked to refer to this calendar for special activities before phoning the school.

CANTEEN

The school canteen is currently operated by Mel's Tasty Bites. Please refer to the school website for menu and ordering information.

CHARITIES

Through their Student Representative Council (SRC) the children at Gymea Bay Public School support a number of charities each year. Assistance is often given to special occasions as they occur. The students also sponsor a child through World Vision and animals through Adopt a Zoo Animal.

CLASS ORGANISATION

Classes are organised to best meet the needs of all students according to the staffing levels of the school. Many factors are considered when forming classes. These include the academic, social

and behavioural needs of students, both individually and collectively, the balance of genders, the previous placement of students and the numbers of students in each grade.

We aim to create balanced, workable classes in which children can be grouped for work appropriate to their ability and stages of development. In accordance with departmental syllabus documents organised into staged outcomes, each grade equates to the following stages:

- Early Stage 1 - Kindergarten
- Stage 1 - Years 1 and 2
- Stage 2 - Years 3 and 4
- Stage 3 - Years 5 and 6

CLASS SUPPORT

Interested parents and grandparents who have time available, are welcome to assist the classroom teachers with reading, craft, music, literature, sport and other curriculum areas. Children appreciate the extra support within the school. Regular invitations for classroom help are issued in the weekly school newsletter 'Bay Views'. A Working with Children Check must be completed to work in the classrooms.

COMMUNICATION BETWEEN HOME AND SCHOOL

Communicating to parents is a key feature of the school.

This includes:

- weekly school newsletter 'Bay Views' published online on Wednesdays on the school's website and emailed to parents who have subscribed for this service;
- 'Parent Information Evenings' at the beginning of the school year;
- parent/teacher interviews in term 1;
- interviews at any time upon request; and
- written reports on student progress issued twice a year: towards the end of Semester 1 (mid year) and Semester 2 (full year).
- Facebook.

Parents are informed of school activities by notes and the school newsletter 'Bay Views', copies of which are uploaded onto our school website at www.gymeabayps.nsw.edu.au

School Newsletter 'Bay Views': 'Bay Views' is emailed each Wednesday. All parents are encouraged to subscribe to receive 'Bay Views' and other school information in this manner. Please subscribe via the school's website. It is important that you read this newsletter each week so that you will know what is happening at your child's school. Apart from permission notes, all other school information is included in 'Bay Views'. A few hard copies are available for collection by your child or yourself from the school office if you do not have internet access at home or work.

Notes: These notes give full details of specific activities relating to your child's educational program, organised excursions or extra-curricular activities. **You may receive these notes by email. Please subscribe on the homepage of the school's website for the current years your children are in.**

Money: All envelopes containing money should be marked with the **name** of the student, **activity** and **class clearly visible on the front**. Money envelopes should be deposited into the money letterbox at the school office **before school each day**.

Please ensure your child has a special place in his/her bag for notes and money and takes responsibility for these at home and school.

CUSTODY

Where parenting agreements are in place relating to the care and custody of students, copies of court orders should be supplied to the principal. In the absence of court orders, the Department of Education (DoE) recognises the right of both parents to participate in their children's education. Restriction on parental access can only be enforced if it is supported by court orders. Parents

should keep the principal well informed of any issues relating to the custody and welfare of their children.

DISMISSAL OF CHILDREN

All children will be dismissed in an orderly fashion at the end of each day from their classrooms. Children are to leave the school grounds immediately. **Play of any kind after school is not permitted.**

Parents are reminded not to double/illegally park their motor vehicles outside the school. For safety reasons, parents and visitors are not permitted to drive into or park on school grounds. Parents and students are to enter and leave school grounds through the pedestrian gates only and not through the car parks.

Note A meeting place (with a sign) has been set up at the rear of the library. Supervising teachers in the afternoon will move students from the footpath to the meeting place for safety reasons. It is requested that parents do not ask their child to wait on the footpath for extended periods after school.

DROP OFF AND PICK UP ZONE

A designated area for dropping off and picking up students before and after school is situated at the front of the school in Gynea Bay Road between the hours of 8.00am and 9.30am and again between 2:30pm and 4:00pm. Cars may stop for no more than two minutes to allow children to get out of, or into the car. Parents may not leave their cars during this time.

EARLY LEAVING FROM SCHOOL

In exceptional circumstances, it may be necessary for students to be collected from school before 3:00pm. **Parents or carers must obtain an Early Leaving Note from the school office before proceeding to collect a child from the playground or classroom.** This is for your children's safety. No parent can collect a child other than their own without written permission from the child's parent.

Children should not be taken out of school for appointments that can be scheduled for other times. Regular attendance is a legal requirement.

EMERGENCY CONTACTS

Parents are asked to provide telephone numbers for themselves and an authorised emergency contact. We must be able to contact you in the event of an illness or accident. Please ensure office records are updated if you have a change of home, business or mobile phone numbers.

ENROLMENTS

All children living in the school's zoned intake area who turn five years of age by 31 July are eligible for enrolment in the first week of school. Parents seeking enrolment are asked to make an application for enrolment. This application needs to be lodged before the end of June (term 2) in the year prior to starting school.

Applications from families not living in the zoned intake area will be considered where vacancies exist in accordance with the school's Enrolment Policy.

The **Transition to School** program for children entering kindergarten commences early in term 4.

EALD (English as an additional Language/Dialect)

Children who come from a non-English speaking background (NESB) have access to a specialist teacher to assist them in learning English. This assistance may be in the classroom in a small group situation, in a team-teaching situation or on a withdrawal basis.

EXCURSIONS

Excursions are a valuable, educational experience for your child. At this school, all excursions are planned to support the teaching program. It is important that each child has the benefit of such experiences. However, participation is contingent upon students' behaviour and safety. Written consent is required for participation in activities beyond the school. Notes will be issued prior to the excursion. Financial support may be available for families experiencing difficulty in affording these essential experiences.

NB. Payment for excursions is due by the date on the permission note. Payments cannot be accepted by the office or class teachers on the day of the excursion. Full school uniform is to be worn on excursions unless stated otherwise.

EXPENSIVE ITEMS

Children are discouraged from bringing expensive toys, watches, mobile phones and other valuable items to school. No responsibility can be taken for theft or damage to these items. Please label any item, e.g. small cars, models that your child may bring for news sessions. These items must be left in bags during class time.

FUNDRAISING

Fundraising for our school is an important part of our school experience and an absolute necessity. It is a great way to be involved in exciting events held within the school and a chance to meet other parents in your school community. Most importantly, the P&C raises precious and much-needed funds to resource classrooms supporting and enhancing student learning and to upgrade school facilities. If you are interested in joining the fundraising team, please contact the fundraising coordinator through the school office or by email to gymeabaypandc@gmail.com. All parents are welcome and encouraged to become involved and support the efforts of the fundraising team and the P&C Association.

HAIR CARE

Parents are advised to check their children's hair regularly as pediculosis (head lice) can cause problems within a school. Parents are advised to contact the school if their child has pediculosis. Treatments for head lice are available from chemists. It is strongly recommended that children with hair of shoulder length, or longer, wear it tied back to reduce the risk of contacting the hair of an infected child.

HEALTH CARE PLANS

If your child has any health concerns, including asthma or food allergies, please inform the school so that an individualised 'Health Care Plan' can be developed.

HEALTHY FOOD

It is vital that your child begins each day with a nutritious breakfast. At school, in accordance with Department of Education (DoE) policy, our school has a 'Healthy Food' canteen and children are also encouraged to bring healthy food to school for recess and lunch. At 10.00am each morning all classes have *Crunch 'n' Sip*. Children are encouraged to bring a small container of water and a small container of pieces of fruit. Fruit and veggies are also encouraged at the recess break. Healthy alternatives for lunch are advertised throughout the year in the weekly school newsletter 'Bay Views'. **Lollies and sweet drinks are not encouraged and chewing gum of any kind is not permitted.**

HOMEWORK

Homework should not be arduous or time consuming and while parental support is beneficial, parents should never do the homework for their children. Homework should be purposeful and aimed at consolidation or extension of skills and concepts being taught. A policy will be issued to each parent in term 1 regarding the specific recommendations for that class. Where completion of homework becomes an issue for a student, parents should discuss this with the class teacher so that the reasons can be investigated. Please refer to the school website for our Homework Policy.

IDENTIFICATION OF CLOTHING

Parents are urged to **ensure all clothing is clearly marked with the child's name**. Lost property is stored for one term only in the labelled tubs outside the school hall. Please encourage your child to check there regularly for lost items.

INFECTIOUS DISEASES

Common Infectious Diseases of Childhood - Periods of Exclusion as recommended by Health Commission of NSW 1982:

Chicken Pox	Exclude for 7 days after spots first appear.
Conjunctivitis (Trachoma)	Exclude until discharge from eyes has ceased and treatment is in place.
German Measles	Exclude for 5 days from appearance of rash.
Head Lice (Pediculosis)	Re-admit when treatment with anti-lice lotion has been undertaken. Hair should be free from 'nits'.
Hepatitis & Scabies	Re-admit on doctor's certificate only.
Impetigo	Exclude until sores have healed. The child may be allowed to return provided treatment is being applied and sores on exposed surfaces are properly covered with dressings.
Measles	Exclude for 5 days from appearance of rash. All non-immunised children must be excluded from school for the duration of the outbreak.
Mumps	Exclude for 10 days from onset of swelling
Ringworm	Re-admit when appropriate treatment has commenced, and supported by a medical (Scabies) certificate.
Whooping Cough	Exclude till fully recovered. Medical certificate required.

NSW Health recommends that children entering school should be immunised. This is particularly important because your child will be coming into contact with many other children and infection can spread easily. Please see your doctor about the recommended schedule of immunisations for your child. Children who have not been fully immunised will be excluded from school in the event of a notifiable illness (e.g. measles) being reported at the school.

INTERVIEWS

Parents are invited to an interview to discuss their child's progress at the end of term 1. Interviews can be organised at other times throughout the year by phoning the school office to arrange a mutually convenient time.

JEWELLERY

Jewellery, apart from watches and stud or small sleeper earrings, is not permitted at school.

LATE ARRIVAL AT SCHOOL

Any students arriving at school after morning lines have left the assembly area must report first to the school office for the issuing of a Late Arrival Note. Late Arrivals Notes are kept on file and registered in the electronic school filing system. It is an expectation of the school that students will arrive by 9:00am each morning. Late arrivals create bad habits for students and interrupt their learning and the learning of their classmates.

LEARNING and SUPPORT TEACHER (LaST)

Students who are having difficulty with their school work may have access to additional support from specialist teachers. These teachers may work with the classroom teacher in a team teaching situation and/or withdraw children in small groups or on an individual basis. The school receives an allocation of seven days per fortnight for this position and the school funds additional days from its global funding from the Department of Education (DoE).

LIBRARY

Gymea Bay Public School has excellent library facilities, including a comprehensive reference section for your child's research. The library is open for borrowing at lunch time. Books can also be borrowed during class library lesson. All children are encouraged to borrow and use the books from the library. A library bag is required for each child and these can be purchased from the Uniform Shop. Books that are lost or damaged must be replaced or paid for.

MEDICATION

Our school has a medication policy based upon the guidelines set out by the Department of Education (DoE) If your child needs to take prescribed medication on an ongoing basis; you need to complete the Request for Administering Prescribed Medication form so that the needs of your child can be met. The appropriate information and forms are available from the school office. Students requiring regular ongoing prescribed medication will need to bring the medication to the office each Monday morning in a container with separate daily compartments clearly marked with their name. These containers can be purchased from chemists. Students will be required to come to the office at the time agreed upon by the school and parents.

Medication eg. antibiotics, can be taken before school, after school and in the evening and is not regarded as regular ongoing medication. Please speak to the school office for further clarification. Apart from asthma medication, children are not permitted to keep medication with them or in their bag. It must be stored in the office. Class teachers are not permitted to administer medication.

MOBILE PHONES

As a matter of safety and supervision at school, students are not permitted to have or to use a mobile phone during school hours. In the rare instances where parents may feel that their child needs a mobile phone as a safety precaution, parents must advise the school of this in writing. All mobile phones need to be switched off on entry to school and kept in school bags until after home time in the afternoons.

OFFICE HOURS

Our school office is open from 8:30am to 3:30pm each day. Office staff is able to help with enquiries in most areas of school organisation. They are your first point of call in making appointments with the principal, teachers and the school counsellor, and in matters relating to finance and medication.

GYMEA BAY CARE & LEISURE CENTRE (GBOOSH)

The Gymea Bay Care and Leisure Centre is located on the school grounds and provides a service for families needing care for their children before 8:30am when school supervision commences and after 3:00pm when students are dismissed from classes. Parents wishing to make enquiries should ring the Centre on 9524 3444 during office hours between: 7:00am-9:00am and 3:00pm-6:00pm. Website: www.gymeabayoosh.com.au Email: info@gymeabayoosh.com.au

PARENTS' AND CITIZENS' ASSOCIATION (P&C)

Meetings are held on Tuesday evenings of week 3 and week 8 of each term in the school staffroom commencing at 7:30pm. All parents are most welcome to attend. These meetings are the forum for parent involvement in school governance and fundraising events. All children enrolled at Gymea Bay Public School benefit from the hard work and enthusiasm of this dedicated group of parents.

PARENT PARTICIPATION

The Parents' and Citizens' (P&C) Association comprises a group of extremely supportive and active members. Several committees operate at the school as sub-committees of the Parents' and Citizens' (P&C) Association including the uniform shop. Parents participate in decision making through various school committees. Parental involvement in class and school activities is highly encouraged and supported.

PARKING

There is **no parent parking on school grounds** apart from parents using the disabled parking spot. Parents or other adults bringing or collecting students must use street parking in accordance with regulations. Please ensure any adults involved in bringing your child to and from school are aware of this.

PEDESTRIAN ACCESS

For safety, all adults and children must enter and leave the school through pedestrian gates only. **Please do not enter or leave the grounds through the car park entrances at the front and back of the school. All school gates will be locked after 9:30am and the only access into the school is from the gate located on Gymea Bay Road leading to the library. All pedestrians are to sign in at the office upon arrival.**

PERSONAL BELONGINGS

Children's clothing and personal classroom equipment (e.g. rulers, pencils, etc.) should all be labelled. Items of value and large sums of money should not be brought to school.

PHOTOS

Each year professional photographers visit the school to take class, individual and family photographs. Parents are notified before the class photos are taken and are under no obligation to purchase.

REPORTS

Student progress reports are issued in Terms 2 and 4.

Additionally, an Annual School Report (ASR) is produced each year, and is available on the school's website. The ASR is an evaluation of school programs and also highlights student and school achievements, as well as outlining the school's priority areas and targets for the coming year. ASRs are produced by all public schools as part of the Department of Education (DoE) accountability procedures.

SCHOOL COUNSELLOR

A school counsellor is attached to our school, and is available to provide support and information to teachers, parents and students. School counsellors are qualified psychologists with teacher training. They can assist with a wide range of academic, social, behavioural and emotional issues which may impact on a student's performance at school. Referrals can be made by teachers or parents.

Parents wishing to speak with our school counsellor should contact her via the school office.

Parental permission is required before a child can be assessed by the counsellor.

SCHOOL FUNCTIONS

The attendance of parents is always appreciated at school functions, such as Education Week, music festivals, band recitals, sporting carnivals, concerts, etc.

SCRIPTURE

Special Religious Education (SRE) is provided by visiting clergy and voluntary scripture teachers for half an hour each Thursday. The lessons they give have the approval of the Department of Education (DoE) and the Council of Churches. All children are encouraged to attend these lessons as an important part of their moral development and social training. Scripture classes available are Protestant, Catholic and Greek Orthodox. Two combined services are held during the year at Easter and Christmas. Parents will be notified of dates and times and are most welcome to attend.

SPECIAL PERSONAL DEVELOPMENT PROGRAMS

In accordance with departmental guidelines and syllabus requirements, students in all grades are involved in safety and welfare programs including Road Safety, Drug Education, Child Protection, Anti-Bullying and Peer Support. Lessons are prepared according to students' stages of development.

SPORT

Sport for all children takes place each week and children are expected to wear the specified sports uniform.

In K-6, students participate in the fundamental movement program aimed at developing coordination, fitness and the skills for games and sport.

In Years 4-6, a range of sporting programs is provided. These include team and representative sports conducted as part of the Primary Schools Sports Association (PSSA). Positions for these teams are always highly sought, with many more students trying out than there are available places. Selection is at the discretion of coaching staff. The school participates in inter-school PSSA competitions in soccer, rugby league, softball, netball, basketball and cricket. Students are also involved in various gala days and knockouts.

Annual school carnivals are held throughout the year in swimming, cross country and athletics.

SPORT HOUSES

Students are placed in Sport Houses on entry to school and family members are always placed in the same 'House'. Sport Houses and colours are:

Kiara:	Yellow
Thirri:	Red
Tywan:	Green
Wonga:	Blue

STUDENT ASSISTANCE/WELFARE

The school receives some money each year from the Department of Education (DoE), specifically to assist families in need with meeting the cost of compulsory educational items at school. Subsidies can be offered to assist parents with the cost of uniforms, excursions and workbooks. Funds are distributed on receipt of a written request to the principal, indicating the area for which the subsidy is sought. All requests and allocations are handled confidentially and with discretion.

STUDENT REPRESENTATIVE COUNCIL (SRC)

Our Student Representative Council (SRC) comprises captains, vice-captains, prefects and class representatives from Years 1-6. The SRC assists with the organisation of many activities and student fundraising. It is an important leadership group that contributes to decision-making and improving facilities for students.

TECHNOLOGY

We are fortunate to have two computer rooms and other computers in classrooms. These specialist facilities provide networked computers with wireless connection for students. Additionally, each

classroom has several computers for use in class time. Our school library also has computers with internet access for student research. The school incorporates the use of a range of technology devices including interactive whiteboards, data projectors, printers and digital cameras into student lessons. Students in K-2 classes have access to a bank of iPads.

We have a 'Bring Your Own Device' (BYOD) strategy where students are permitted to bring their own tablets for use from Years 3-6.

TOYS

Individually owned toys are not recommended for the school playground. Only small, inexpensive, non-electronic toys may be brought to school to play with during the lunch break. No responsibility will be taken by the school for lost, damaged or missing toys.

UNIFORM

All students are expected to wear full school uniform, including a school hat (refer section 3).

The school policy is 'No hat, play under the COLA'.

UNIFORM SHOP

The uniform shop coordinated and managed by parent volunteers is open every Friday morning from 8:30am–9:30am and can be found at the end of the administration building. All profits go to the P&C. If you would like to help, please leave your name and contact number with the ladies in the office and someone will be in contact with you. Alternatively, you can come into the shop on a Friday and leave your details. Volunteers usually help out once each term, on a Friday.

Pre-loved items

We love pre-loved uniforms! If you are kind enough to bring in pre-loved items, it would be helpful to us if the clothing is washed and clean. We are unable to sell clothing that is not in reasonable condition, and items like this are put in the clothing disposal. Pre-loved items are sold for a small fee, and the money goes to the P&C.

Exchange and refund

If you purchase an item and find it is unsuitable, please return it within the following week with the tags still on and with your receipt. We are happy to exchange for the correct size. We can also refund if necessary.

Credit

The Uniform Shop accepts credit cards. If you do not have the correct money or cheque with you, the shop is unable to give you credit. There are hundreds of children at the school, and it is impossible to chase up outstanding money should you forget to bring it in. Please do not ask the shop volunteers for credit.

VISITING PERFORMERS

At times during the year the children are entertained and educated by a variety of recommended visiting performers. Such performances may include drama, music, mime, puppetry and other displays related to curriculum programs.

VISITORS TO THE SCHOOL

All visitors to the school must report first to the office before entering any other area of the school. This is a security measure. Authorised visitors will be issued with a Visitor's Badge, indicating to staff and students that person's right to be on school grounds. Parents are asked to ensure that other people involved in their child's care (e.g. grandparents) are aware of this requirement.

Visitors must not enter or use the student toilet blocks. Toilet facilities are available at the hall and the end of the staffroom.

VOLUNTARY ANNUAL FAMILY CONTRIBUTION

Families are asked to contribute once a year to provide funds for additional classroom resources to enhance our students' learning. Voluntary school contributions are kept at the state average and in 2018 were \$48.00 per child.

WEBSITE

Our school website can be found at www.gymeabayps.nsw.edu.au It contains information about the school and its programs, policies and procedures. Copies of notes and the school newsletter 'Bay Views' can be downloaded from the website.

Section 5

Curriculum

At Gymea Bay Public School, teachers implement the Department of Education curriculum policies and syllabus documents and endeavour to adapt them to our school's specific needs. We assess these state-wide policies and aim to relate them to the needs of the individual student through suitable school-based programs.

Class programs are based on the following six Key Learning Areas (KLAs):

- English
- Mathematics
- Human Society and Its Environment (HSIE)
 - o History
 - o Geography
- Science and Technology
- Personal Development, Health and Physical Education (PDHPE)
- Creative Arts

NSW SYLLABUSES BASED ON THE NEW AUSTRALIAN CURRICULUM

Further information about the new NSW syllabuses based on the Australian curriculum can be found on the Board of Studies website at

www.boardofstudies.nsw.edu.au

HUMAN SOCIETY AND ITS ENVIRONMENT (HSIE)

The HSIE key learning area (KLA) includes the History K–10 Syllabus and the Geography K–10 Syllabus. The History K–10 Syllabus provides opportunities to learn about Change and Continuity. Students investigate their connections with the past through personal, family and local community history. They examine significant events and people that shaped Australian colonies and the nation. Cultures is represented in both the History K–10 Syllabus and the Geography K–10 Syllabus. Students learn about the diverse cultures of Australia, including Aboriginal and Torres Strait Islander cultures. Students learn about the importance of intercultural understanding through examining the perspectives, beliefs and values of people, past and present. Environments is predominantly represented in Geography K–6, where students explore the natural and human features of a range of places, across local and global scales. Students learn about how and why places and environments change and how they can be cared for and managed in a sustainable way. Learning opportunities for Social Systems and Structures are provided through the content of the History and Geography syllabuses and through learning across the curriculum content. Students will learn about the roles, rights and responsibilities people have within society and the development of Australian democracy. In History K–6, students examine the contribution of individuals and groups to Australian society in areas such as the economy, education and the arts. Students explore how key figures and events influenced Australia's system of law and government and they examine local, state and federal government structures and responsibilities. In Geography K–6, students investigate the diversity of places, including economic, demographic and social differences across countries. They explore business activities and trade connections across local and global scales and the effects of technologies and economic activities on people's lives. Students examine how local and state governments organise and manage places.

PHYSICAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION (PDHPE)

This Key Learning Area is based on a broad notion of health. It encompasses all aspects of an individual's wellbeing, inclusive of social, mental, physical and spiritual health. The subject is concerned with developing in students the knowledge and understanding, skills, values and attitudes that will enable them to adopt and lead healthy and fulfilling lives. It also provides for

teaching and learning related to the major health priorities of student physical activity and fitness, nutrition, child protection education, road safety education and drug education.

CREATIVE ARTS

In this Key Learning Area, the child's creative skills and talents are developed while individual expression is encouraged and promoted. The strands of this KLA are:

- Visual Arts - making and appreciating
- Music - performing, organising sound and listening
- Drama - making, performing and appreciating
- Dance - performing, composing and appreciating.

Your child also has the opportunity to participate in a range of extra-curricular activities at the school and in the wider community. Please note that many of these activities incur a charge to the school which is expected to be paid by parents.

EXTRA-CURRICULAR ACTIVITIES

- dance troupes;
- Wakakirri;
- school choirs;
- instrumental bands;
- violin ensemble;
- public speaking;
- Student Representative Council (SRC);
- environment group;
- gymnastics programs;
- inter-school sports competitions – Primary Schools Sports Association (PSSA);
- sports representation at district and state levels;
- swimming, cross country and athletics carnivals;
- various sport knockouts and gala days;
- class, grade and stage incursions and excursions;
- overnight excursions for years 5 and 6; and
- Performing Arts Night (PAN).

SUPPORT PROGRAMS

If class teachers have concerns about individual students in their classes, these students are referred to the Learning Support Team (LST). The LST consisting of a coordinator (deputy principal), school counsellor, learning and support teacher (LaST), principal, grade coordinators and referring class teachers meets on a weekly basis to provide support for students with specific learning needs. At the LST, decisions are made about the appropriate intervention and support for referred students. Students may be referred to the school counsellor for assessment and/or behaviour management strategies and/or counselling or to the LaSTs for specific literacy assessments. Referrals are recommended to specialist agencies including speech therapy, occupational therapy, paediatricians and child psychologists. Support programs are also developed in classes with the support of the LaSTs to cater for students with specific learning needs.

LEARNING ENGLISH AS A SECOND LANGUAGE

The school has an English and Language Dialects staff member who caters for the needs of children from non-English speaking backgrounds (NESB). The EALD teacher works at the school two days each week, working with small groups in the classroom, and may also withdraw children for extra assistance in English.

GIFTED PROGRAMS

The variety of programs offered at Gymea Bay Public School serve as a sound basis for gifted students.

Teachers implement a variety of strategies at the classroom and whole school level to guarantee quality education for gifted students. These include:

- extension work in English and mathematics;
- programming units of work based on the Theory of Multiple Intelligences;
- providing access to the latest computer technology; and
- participation in a range of extra-curricular activities.

RELEASE FROM FACE TO FACE TEACHING (RFF) PROGRAM

All class teachers have two hours per week free from teaching. This is called RFF and during this time class teachers prepare assessments and/or teaching and learning programs as well as marking class work. They may also meet with other staff or parents to discuss student progress. During this time, your child will be taught by one or more of the RFF teachers.

FORMATION OF CLASSES AND STUDENT PROGRESS

Classes are formed so that each child has an equal opportunity to develop skills and talents to the best of his/her ability. Student progress is assessed continuously throughout the year and regular weekly tests, activities and assignments and daily classroom performance are taken into account when reports are compiled.

A Parent Information Night/Meet the Teacher is held during the first few weeks of school. At this meeting, the classroom teacher provides information regarding class routines, special programs, curriculum, homework organisation, school policies and teacher expectations for that year.

Student progress is reported to parents through parent/teacher interviews, and written student reports sent home at the end of each semester. Interviews are also available on request. Parents wishing to discuss student progress should telephone the school on 9524 6852 or 9524 4995 to make an appointment with the class teacher.

Section 6

Student Wellbeing

Gymea Bay Public School endeavours to promote, for all students and staff, a healthy, safe, ordered, supportive, secure and caring environment that is conducive to teaching and learning. We aim to help students to become self-directed, lifelong learners who can create a positive future for themselves and for the wider community. Schools need to be safe and happy places for students and their teachers. At Gymea Bay Public School we believe our school is a place where each student can learn and grow with confidence. Student Welfare encompasses everything that the school community does to meet the personal and social needs of the students and to enhance their wellbeing. It involves recognising, valuing and developing each student as a total and unique person in the context of society. Student welfare is enhanced when all members of the school community participate in the learning programs and life of the school. As a White Ribbon school Gymea Bay Public School implements and encourages programs such as Breaking the Silence and Gymea Guardians to encourage respectful relationships within the school community. Our school community has also developed a statement of core values that underpin the wellbeing of all students. These core values to support the code of behaviour are:



CARE AND SUPERVISION OF STUDENTS

Bell Times

8:30am	Formal supervision for students in the playground
9:00am	Lessons commence
11:00 – 11:10am	Lunch – eating time
11:10 – 11:30am	First half of lunchtime
11:30 – 11:50pm	Second half of lunchtime
1:50 – 2:10pm	Recess
3:00pm	Home time

Out of Bounds Areas for unsupervised play include:

- outside the fence line;
- near the administration building;
- behind the staffroom;
- all classrooms and verandas, library, AV rooms, toilets and hall if unsupervised;
- the front and back car parks and adjacent areas;
- the driveway behind the admin block;
- the front area of the school and front driveway;
- the area at the side of the senior boys' toilets.

Before School

- Students arriving at school before 8:30 am must sit under the library veranda with their school bags except for special activities organised throughout year.
- Students attending OOSHC are to proceed with bags to the class bag areas at 8:30 am.
- At 8:30 am, students put their bags away in class bag areas.
- Students arriving after 8:30 am are to leave bags in class bag areas and proceed to the playground. NB. The two classes in the admin block leave bags on seats along eastern side of library.
- At 9:00am, students line up for assembly (Mon) and for classes (Tues, Wed, Thurs, Fri).

Lunch

- From 11:00am – 11:10am, students are supervised by class teachers on the silver seats and other designated areas.
- At 11:10 am, students are dismissed to the playground after lunch area is clean.
- At the end of lunch, students line up in class lines as designated.

Recess

- All students are to move to the silver seats or other designated areas at the start of recess.
- Students will be released to play by the duty teachers when finished eating after the eating bell and when the area is clean.
- At the end of recess, students are to line up in class lines as designated.

Canteen Use

- Students are permitted to use the canteen at recess and lunch.
- Class monitors collect lunches at 11:00am.
- Students are not permitted to go to the canteen before 11:10am.

Library

- The library is open from 11:30am Monday–Thursday.
- Students are to line up outside the library and wait for permission to enter.
- Only 30 students will be permitted in the library each lunch time.

Playground Equipment

This equipment is for use by enrolled, supervised students only.

After School

- All students are to leave the school in an orderly way, via the three pedestrian entrances in Gymea Bay Rd, Coonong Rd and June Place.
- Students are not permitted to leave the school via the car parks.
- Bikes, scooters and skateboards are not to be ridden inside the school grounds or across the crossings.
- Students attending Out of School Hours Care are to proceed in an orderly way, to the OOSHC building after dismissal from class.
- Parent pick-up areas are the COLAs and the June Place quadrangle.

Crossing Roads

- All students are to wait on the footpath at the crossings and wait for the signal to cross.
- The RTA supervisors will supervise safe crossing by all students.
- Bikes, scooters and skateboards are not to be ridden across the crossings.

NO STUDENTS ARE TO BE IN ANY ROOMS OR VERANDAHS UNSUPERVISED

ACKNOWLEDGING AND REWARDING STUDENT ACHIEVEMENT

Gymea Bay Public School aims at creating a positive environment where students are acknowledged and rewarded for their behaviour, work habits and achievements. Varied forms of positive reinforcement are used for acceptable behaviour across the whole school in accordance with the Behaviour Code for Students and School Values.

The school uses the following formal practices to recognise and reinforce acceptable student behaviour.

- **Class Award Systems** – Class teachers employ a variety of strategies in classes to reward student and team effort and achievement.
- **Class Values Awards** (approx. 10) are presented in all classes each week for effort, performance, citizenship and displaying the school's values.
- **Weekly Assemblies** – Students in all classes receive awards based on the school's award system.
- **Annual Presentation Afternoons and Evening** - Recognition of student achievements in all areas of school life. Trophies, book prizes, certificates and medallions are issued to students K-6.

GYMEA BAY PUBLIC SCHOOL CODE OF BEHAVIOUR AND EXPECTATIONS

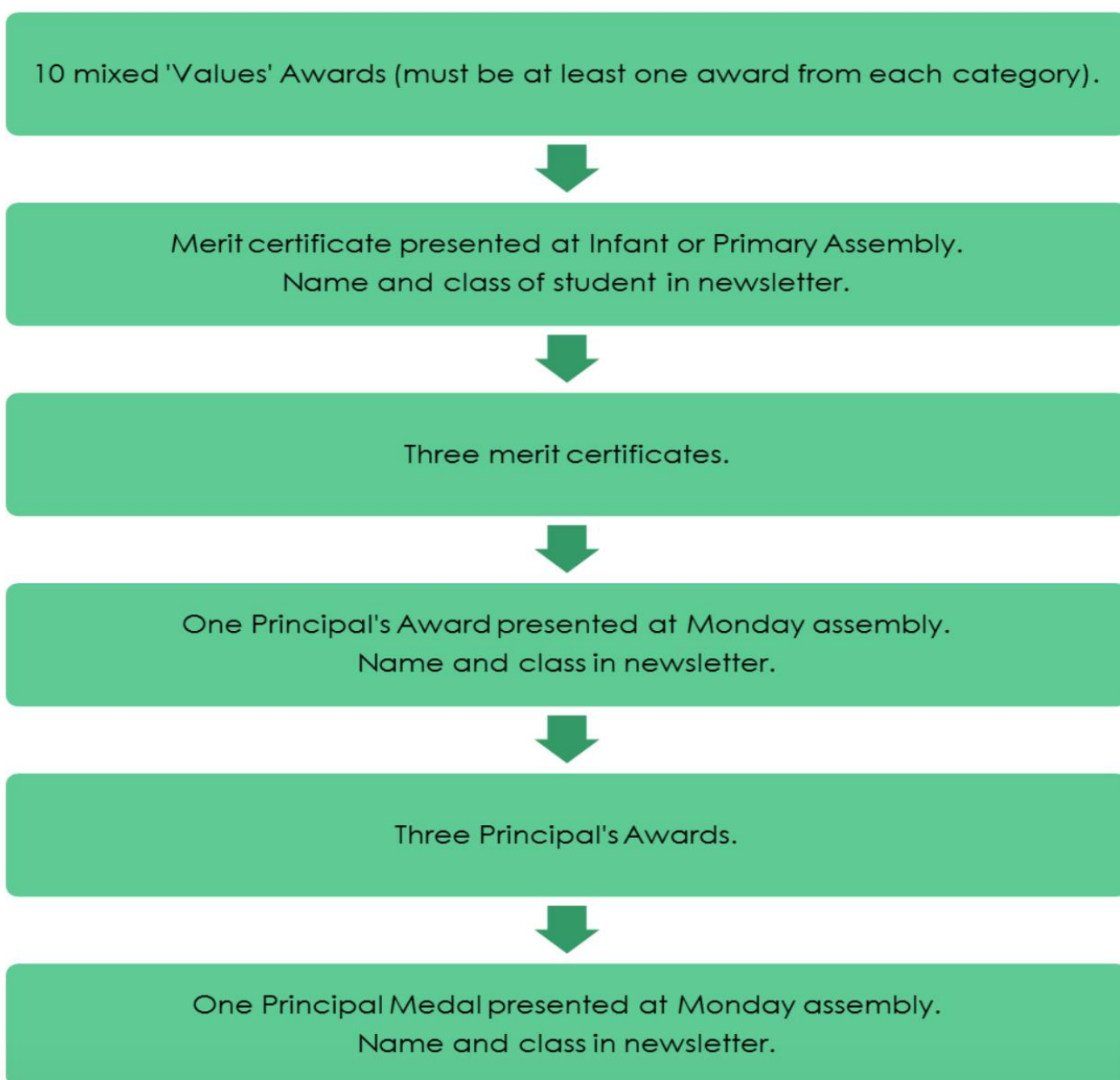
Gymea Bay Public School is guided by values to support and encourage positive behaviour. These values are *Care for Yourself*, *Respect Others* and *Be Responsible*.

PERSONAL VALUES AWARD:	WHAT DOES THIS VALUE LOOK LIKE?
CARE FOR YOURSELF (PERSONAL)	
<u>Doing your best</u> <i>Striving for the highest personal achievement</i>	<ul style="list-style-type: none">▪ Participate▪ Hand work in on time▪ Do things for yourself▪ Don't blame others▪ Challenge yourself▪ Strive for excellence

<u>Responsibility</u> <i>Being dependable, doing the right thing and not expecting others to do things for you</i>	<ul style="list-style-type: none"> ▪ Come to school prepared for learning ▪ Demonstrate self-discipline ▪ Follow school rules ▪ Put things away in the right place ▪ Be in the right place at the right time ▪ Look after property and the environment
<u>Trustworthiness</u> <i>Deserving the trust of others, being truthful and honest</i>	<ul style="list-style-type: none"> ▪ Tell the truth ▪ Own up if you are in the wrong ▪ Hand in lost property or lost money ▪ Do the right thing
RESPECT OTHERS (Social)	
<u>Kindness</u> <i>Showing understanding and kindness to others</i>	<ul style="list-style-type: none"> ▪ Be kind ▪ Be a good friend ▪ Stand up for others ▪ Forgive others ▪ Look after each other ▪ Think how the other person feels
<u>Cooperation</u> <i>Working helpfully with other people in a team or at play</i>	<ul style="list-style-type: none"> ▪ Do what teachers ask you to do ▪ Join in ▪ Work well in the team or group ▪ Accept group rules for learning and playing ▪ Be considerate of the needs of others
<u>Respect</u> <i>Honouring rules, regulations and the rights of others</i>	<ul style="list-style-type: none"> ▪ Display good manners ▪ Treat others how you wish to be treated ▪ Consider others in the class, group or team ▪ Look after other people's belongings and the school
BE RESPONSIBLE (Community)	
<u>Integrity</u> <i>Standing up for what you believe in and standing up for others</i>	<ul style="list-style-type: none"> ▪ Be truthful in what you say and do ▪ Stand up for the person who is doing the right thing ▪ Report the truth regardless of the consequence ▪ Do your own work
<u>Inclusion</u> <i>Treating everyone fairly</i>	<ul style="list-style-type: none"> ▪ Treat people the same ▪ Accept other people and their backgrounds ▪ Listen to others and value their opinions ▪ Include others in games ▪ Display good sportsmanship

<u>Understanding</u> <i>Seeing things how others see them</i>	<ul style="list-style-type: none"> ▪ Look at both sides of an argument ▪ Display concern for the feelings of others ▪ Treat people with courtesy ▪ Be kind to people who are not your friends ▪ Be fair in decision making ▪ Accept group decisions
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SCHOOL AWARD SYSTEM



PLEASE REFER TO THE SCHOOL'S WEBSITE FOR THE COMPLETE STUDENT WELLBEING AND DISCIPLINE POLICY.

Section 7

PARENT CODE OF CONDUCT

ALL SCHOOLS ARE PROTECTED BY THE INCLOSED LANDS PROTECTION ACT OF 1901

Revised 31 July 2012

Parents/carers are:

- welcome to enter the school grounds through the pedestrian entrances to bring their children to and collect their children from school. Students (and accompanying adults) arriving prior to the 8:30am bell must wait under the verandas at the western end of the library. Parents arriving at 2:50pm must wait **away from classrooms** in the vicinity of the COLAs or the open area near the June Place entrance.
- requested to take children home immediately after the 3:00pm bell and reminded that **there is no play of any kind permitted after school.**
- not permitted in classrooms or on verandas unless a prior appointment has been arranged with school staff.
- not permitted in the staffroom except for organised activities and programs.
- requested between the hours of 9:30am and 3:00pm to sign in at the school office (entry via gate on Gynea Bay Road near car park) and to collect a Visitor's Lanyard for easy identification on the school grounds. This includes all parent helpers.
- not permitted under any circumstances to enter student toilets. In an emergency, a unisex staff toilet is available for parent use in the administration building. **For organised events, all students will use the K-2 toilets and the 3-6 toilets will be available for adult use.**
- able to greet students but are not permitted to speak with students for any reason unless the students are relatives or close friends of the family.
- not permitted to take photos or videos of students at school or at school events apart from their own children.
- expected to control their preschool children, keep them quiet at assemblies and keep them off the play equipment and out of the gardens.
- **expected to provide easy access for classes leaving the assembly areas**
- not permitted to talk with school staff at or after assemblies causing students to wait unsupervised and to miss out on valuable learning time.
- **expected to switch off electronic devices or put on silent or discreet modes at official functions and at meetings.**
- not permitted to make calls on their electronic devices in the administration block.

If visitors receive calls on their electronic devices in the administration building, they are to move outside the building to the bottom of the steps to take calls.

This Code of Conduct was developed by the executive staff in 2012 and endorsed by the P&C Association on Tuesday 25 June 2013.

(To be reviewed as part of the school's review cycle.)

Section 8

Term Dates 2018-2019

Term 4 2018	Monday 15 October to Friday 21 December Last day of school for all students is Wednesday 19 December
Term 1 2019	Tuesday 29 January to Friday 12 April Students in Years 1-6 begin on Wednesday 30 January Best Start: Kindergarten Assessments (by appointment) Wednesday 30 January, Thursday 31 January, Friday 1 February Students in Kindergarten begin Monday 4 February 2019
Term 2 2019	Monday 29 April to Friday 5 July Students in K-6 begin on Tuesday 30 April
Term 3 2019	Monday 22 July to Friday 27 September Students in K-6 begin on Tuesday 23 July
Term 4 2019	Monday 14 October to Friday 20 December Students in K-6 begin on Monday 14 October Last day of school for all students is Wednesday 18 December

NB. The first day in Terms 1, 2 and 3, and the last two days in term 4 are 'Pupil-Free Days'.
For all DoE information log on to the DoE website: <http://www.dec.nsw.gov.au>

**Education at Gymea Bay Public School is a partnership in learning,
where parents and teachers work together.**

**With your support, your child's experience at school will be a happy one
where he/she will develop a high level of confidence and self-esteem,
as well as learning to enjoy and love learning.**

This Information Booklet can also be found on the school's website at
www.gymeabayps.nsw.edu.au in 'Documents'.

