Parent Information Booklet

2015
School Contact Information

Acting Principal:  Mrs Caroline Desmond

Deputy Principal K-2  Mrs Katrin Cornell

Relieving Deputy Principal 3-6  Miss Danielle Machuca

Address:  218 Pacific Highway
           LINDFIELD  NSW  2070

Telephone:  9416 1903  (3 lines)

Fax:  9416 2317

Absentee Line:  9415 6180

Office Hours:  8.30 am - 3.15 pm

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Acting Principal e-mail:  caroline.desmond@det.nsw.edu.au

Deputy Principal K-2 e-mail:  katrin.cornell@det.nsw.edu.au

Relieving Deputy Principal 3-6

   e-mail:  danielle.machuca@det.nsw.edu.au

Website:  www.lindfield-p.schools.nsw.edu.au

Appointments:  Please contact the school office or write to the staff member concerned to arrange a mutually convenient time.

School Newsletter ‘Lindfield Lines’:  Published on both the school and P&C websites each Wednesday. Deadline for material to be included is Tuesday 9.00 am.

Linda Ratzer

Lindfield Activity Centre (LAC):  Ph:  9416 1936
## Where is it?

<table>
<thead>
<tr>
<th>Lost Property Boxes:</th>
<th>Years K-2: Between the 1H and 1V classes on Maple.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Years 3-6: Outside the music room.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lunch Order Boxes:</th>
<th>Years K-2: Plastic lunch order tub is put in front of the microphone on Maple playground.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Years 3-6: The door to the canteen in the Breezeway.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Administration Box</th>
<th>Locked wooden box on the ground floor of the Administration block outside the Deputy Principal’s office.</th>
</tr>
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</table>

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<thead>
<tr>
<th>ROAR Card Box:</th>
<th>Locked wooden box on the ground floor of the Administration block outside the Deputy Principal’s office.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>P&amp;C Pigeon Holes:</th>
<th>Ground floor of the Administration block outside the Deputy Principal’s office, mounted on the wall.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>P&amp;C Committees Locked Boxes:</th>
<th>Ground floor of the Administration block outside the Deputy Principal’s office.</th>
</tr>
</thead>
</table>


## NSW Public School Holidays 2015

<table>
<thead>
<tr>
<th>JANUARY</th>
<th>FEBRUARY</th>
</tr>
</thead>
<tbody>
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<td>T</td>
</tr>
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| Staff Development Day |
| Public Holiday |
| School Holiday |

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Term 1 for students: Wednesday, 28 January 2015 - Thursday, 2 April 2015

Term 2 for students: Tuesday, 21 April 2015 - Friday, 26 June 2015

Term 3 for students: Tuesday, 14 July 2015 - Friday, 18 September 2015

Term 4 for students: Tuesday, 6 October 2015 - Wednesday, 16 December 2015
# CONTENTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Competitions</td>
<td>1</td>
</tr>
<tr>
<td>Annual Presentation Day</td>
<td>1</td>
</tr>
<tr>
<td>Arrival and Departure from School</td>
<td>1</td>
</tr>
<tr>
<td>Arrival</td>
<td>1</td>
</tr>
<tr>
<td>Leaving School Grounds during School Hours</td>
<td>2</td>
</tr>
<tr>
<td>Departure</td>
<td>2</td>
</tr>
<tr>
<td>Assemblies</td>
<td>3</td>
</tr>
<tr>
<td>Lines - Morning Assemblies</td>
<td>3</td>
</tr>
<tr>
<td>Attendance</td>
<td>3</td>
</tr>
<tr>
<td>Family Holidays</td>
<td>3</td>
</tr>
<tr>
<td>Before and After School Care</td>
<td>4</td>
</tr>
<tr>
<td>Buddy Classes</td>
<td>4</td>
</tr>
<tr>
<td>Bus and Rail Travel</td>
<td>4</td>
</tr>
<tr>
<td>Bus Passes</td>
<td>4</td>
</tr>
<tr>
<td>Bus Services</td>
<td>5</td>
</tr>
<tr>
<td>Rail Passes</td>
<td>5</td>
</tr>
<tr>
<td>Canteen</td>
<td>5</td>
</tr>
<tr>
<td>Change of Address or Contact Details</td>
<td>6</td>
</tr>
<tr>
<td>Changes to Student Routines</td>
<td>6</td>
</tr>
<tr>
<td>Chess</td>
<td>6</td>
</tr>
<tr>
<td>Choir</td>
<td>6</td>
</tr>
<tr>
<td>Class Parent / Caregiver Representatives</td>
<td>7</td>
</tr>
<tr>
<td>Clothing Pool</td>
<td>7</td>
</tr>
<tr>
<td>Communication</td>
<td>7</td>
</tr>
<tr>
<td>Parent/Caregiver-Teacher</td>
<td>7</td>
</tr>
<tr>
<td>Debating and Public Speaking</td>
<td>8</td>
</tr>
<tr>
<td>Emergency Evacuation</td>
<td>8</td>
</tr>
</tbody>
</table>
# PLAYGROUNDS

- Personal Belongings ........................................... 22
- Lost Property ..................................................... 22

# PROPERTY

- Personal Belongings ........................................... 22
- Lost Property ..................................................... 22

# SCHOOL COUNSELLOR

- Personal Belongings ........................................... 22
- Lost Property ..................................................... 22

# STAFF DEVELOPMENT DAYS

- Personal Belongings ........................................... 22
- Lost Property ..................................................... 22

# SCHOOL HOURS

- Personal Belongings ........................................... 22
- Lost Property ..................................................... 22

# SCHOOL HOUSES

- Personal Belongings ........................................... 22
- Lost Property ..................................................... 22

# SCRIPTURE (SPECIAL RELIGIOUS EDUCATION) / ETHICS

- Personal Belongings ........................................... 22
- Lost Property ..................................................... 22

# SELECTIVE HIGH SCHOOLS TEST

- Personal Belongings ........................................... 22
- Lost Property ..................................................... 22

# SPECIALIST TEACHERS

- Personal Belongings ........................................... 22
- Lost Property ..................................................... 22

# SPORT

- Personal Belongings ........................................... 22
- Lost Property ..................................................... 22

# Years 3-6 Weekly Sport ............................................ 25

# PSSA Sport (Primary Schools' Sports Association) ............. 25

# Recreational Sport .................................................. 25

# Sport at School .................................................... 26

# Carnivals ............................................................. 26

# Athletics Carnival ................................................... 26

# Cross-Country Carnival ............................................ 26

# Swimming Carnivals ................................................ 26

# District Carnivals – Team Selection .................................. 27

# STUDENT REPRESENTATIVE COUNCIL (SRC) ................... 27

# UNIFORM

- Girls' Uniform ....................................................... 28
- Boys' Uniform ....................................................... 29

# VISITORS ................................................................ 29

# VOLUNTEERING ....................................................... 30
Welcome to Lindfield Public School

Our community is proud of Lindfield Public School. We know that you will feel at home and be proud to call yourself a Lindfield Public School family. Our school is a special place. Lindfield Public School is successful because so many people - students, staff, parents/caregivers and community members work in partnership to make it so.

Lindfield Public School is a safe, happy and caring school where all students are encouraged to strive to reach their potential. Relevant and diverse programs, taught by our professional and dedicated staff, support our students’ learning. The school is proud of its culture and the highly positive reputation that it enjoys throughout the community.

We believe the school’s strengths lie in the following areas:

1. **Academic Excellence**
   Lindfield Public School has an outstanding tradition of academic excellence.

2. **Opportunity**
   At Lindfield, we provide unparalleled opportunities to create an inclusive, stimulating environment for your child.

3. **Staff Professionalism**
   Our professional and highly qualified team provides your child with the best possible start to their academic future.

4. **Community and Values**
   Our students thrive in a safe, inclusive and nurturing environment. They develop respect, understanding and responsibility through daily social interaction and specific learning experiences. Lindfield Public School values the high level of involvement and support from our parents and community.

5. **Technology**
   We believe that the use of technology is paramount in providing our students with the skills to be active and informed citizens. Our students’ learning is enhanced by utilising the latest technologies in all curriculum areas.

We encourage you to feel a part of our school community and to be involved in making our school even better. If, at any time, you have any questions, concerns or compliments, please contact me.

Caroline Desmond
**Acting Principal**
A - Z of Lindfield

ACADEMIC COMPETITIONS

Lindfield Public School enters Years 3-6 students in various competitions conducted by Educational Assessment Australia in conjunction with ICAS and UNSW. Based on their performance, students receive certificates at various levels. High Distinctions are awarded to students who score in the top 1% of all students. Distinctions are awarded to students scoring in the top 10%.

Our school also enters teams of students in the Mathematics Olympiad. These students are selected from Years 4, 5 and 6.

ANNUAL PRESENTATION DAY

Awards presented at Presentation Day provide special recognition for students who have demonstrated outstanding performance and achievement during the year or throughout their school career. The Presentation Day is held at the end of Term 4. Parents and caregivers are invited to attend this special event and award winners are notified by the school in advance.

ARRIVAL AND DEPARTURE FROM SCHOOL

Arrival

Students should arrive at school between 8.30 am and 8.55 am. Playgrounds are supervised from 8.30 am and the school cannot accept responsibility for students before this time. Before school care is available, from 7.30 am to 8.30 am, at the Lindfield Activity Centre. Students must be booked into this facility by contacting the Centre Director on 9416 1936. Students are not permitted to arrive at school before 8.30 am.

Students who arrive at school after 9.00 am must report to the front office, accompanied by a parent/caregiver if possible, and given a late arrival note. This note should be given to the class teacher. If a child comes to the front office for a late note unaccompanied by a parent/caregiver, the note is sent home with the child for parent signature. This note should be returned to the class teacher the following day. The Deputy Principal will inform parents/caregivers if their child is continually late for school.
Leaving School Grounds during School Hours
Students are not permitted to leave the school grounds during school hours unless they have parent/caregiver permission and are accompanied by an adult.

Parents/caregivers wishing to take their children out of school during school hours must send a note to the class teacher before the event. Parents are requested to go to the front office to be given early leavers form and take it to the classroom prior to collecting their child. This procedure ensures students’ safety and avoids unnecessary disturbances to class routines.

If an adult other than the parent/caregiver is to collect a student, the parents/caregivers must verify the identity of that person with the school before the student departs the school.

Where possible, parents/caregivers are requested to avoid making medical and dental appointments during school hours, to assist with continuity of the learning program.

Departure
The staff is conscious of the safety of our students when leaving school to go home. Years K-2 students who catch the bus meet a supervising teacher outside the staffroom. Years 3-6 students who catch the bus, line up next to the hall. Teachers supervise them until they board the bus.

Students who attend the Lindfield Activity Centre (LAC) are collected at a central point and are supervised by staff from the LAC.

Students who remain after school for rehearsals, tuition, training or swimming lessons are the responsibility of the person or group organising the activity - not the responsibility of the school unless it is an activity organised by the school. Children being picked up after school must be picked up promptly at 3.00 pm. Students must be supervised by the parent/caregiver after 3.00 pm.
ASSEMBLIES

Assemblies are an important part of the school's culture and are held fortnightly. They provide opportunities for students to showcase work and enable the school to acknowledge the achievements of our students. Parents/caregivers and visitors are welcome to attend assemblies.

Each class has a turn at presenting an item at assembly during the year. The dates of assemblies are included in the school calendar and reminders posted in the Lindfield Lines.

Lines - Morning Assemblies

Years 3-6 students line up each morning on Pool before the start of school (weather permitting) while Years K-2 students line up each morning on Maple. As students are provided with important information at this time, it is essential that they arrive at school in time for ‘lines’.

ATTENDANCE

Students are required to attend school on each day instruction is provided. It is the responsibility of parents/caregivers to ensure regular attendance. Attendance is essential to ensure progress. An absence hotline is used to report student absences prior to 9.00 am. The telephone number is 9415 6180. The school is required to maintain daily records of attendance, including partial attendance and late arrival. Parents/caregivers must send a note to the class teacher explaining any absence or partial absence within seven days of the absence.

The Principal or Deputy Principal must be informed if the student is to be absent for an extended period. The Deputy Principal is responsible for monitoring student attendance and will inform parents/caregivers promptly of any case of truancy or of any unexplained absences.

Family Holidays

Only in extraordinary circumstances should holidays be arranged during school terms. As directed by the Department of Education and Communities: “As part of the implementation of the National Standards, holidays taken by students outside of school vacation periods will now be included as absences. A Certificate of Exemption can no longer be granted for this purpose”.

_______________________________________________________
**BEFORE AND AFTER SCHOOL CARE**

The Lindfield Activity Centre (LAC), located on the ground floor of Block F, provides before school care every school day from 7.30 am - 8.30 am and after school care from 2.58 pm – 6.00 pm.

The LAC provides an excellent service and bookings are essential. An elected management committee manages the LAC and families may enrol their children on a permanent or casual basis. The LAC Director can be contacted on 9416 1936. Students should be placed on the waiting list as soon as possible.

**BUDDY CLASSES**

At Lindfield, we have a whole school buddy class system. Senior classes are paired with junior classes in the school. Classes meet twice a term to participate in lessons based on topics that link with the NSW PD/H/PE syllabus. Class teachers collaboratively program the lessons.

The purpose of the buddy classes is to help continue to develop a sense of community at the school, to encourage new friendships and for students to support one another socially and with their learning. It also supports our current Anti-Bullying and Welfare policies. It is anticipated that Buddy Classes will create role models for younger children and give older children the opportunity to develop a range of qualities including leadership, responsibility and increased social skills.

**BUS AND RAIL TRAVEL**

**Bus Passes**

All students in Years K-2 are eligible for a free bus pass, regardless of the distance they live from the school. Students in Years 3-6 must live more than 1.6 kilometres ‘as the crow flies’ from the school to be eligible for a free bus pass. Application forms for free bus travel on both public and private buses are available from the school office. Free passes are distributed to students through the school. Bus travel is governed by the transport authority’s code of behaviour. Unsafe or poor behaviour on the bus may result in the confiscation of the pass.
Lost bus passes may be replaced for a fee of $10.00. Forms for replacement bus passes are available from the school front office and it is the parents’/caregivers’ responsibility to forward the form with payment to the bus company.

If your child is not eligible for a free pass, parents/caregivers may purchase a bus pass from Shorelink. Parents/caregivers can also buy a bus pass for a portion of the year. Forms are available from the school front office and payment must be forwarded with the form to Shorelink by the parent/caregiver. Shorelink will send the pass to your home.

**Bus Services**

Shorelink provides services to Chatswood, Killara and West Lindfield. Parents/caregivers of new students should familiarise their child with procedures or arrange for the child to travel with an older child.

The school has procedures to ensure, as best we can, that all children are on time to catch the correct bus. All students catching ‘Bus 1’ (to Killara) are dismissed just prior to the 2.58 pm bell to line up in designated areas. A teacher will walk these children to the bus. Students catching Buses ‘2’ or ‘3’ line up at the side gate behind the school hall and are then walked to meet their bus by a teacher.

**Rail Passes**

Free rail passes are available to students who travel to school by train. Travel on trains is governed by a code of behaviour and unsafe and poor behaviour may result in the removal of the pass. Application forms are available from the school front office.

**Canteen**

The canteen provides healthy and nutritious morning teas and lunches for our students five days per week. The canteen sub-committee of the P&C manages the canteen and a supervisor is employed to manage day-to-day operations. Our canteen could not operate without the generous support of volunteers. Three to four parents/caregivers are needed each day to ensure our canteen functions properly.
Lunches are ordered by placing a lunch bag, with payment, in the canteen box in the Maple or Pool playgrounds before school. Lunches are delivered to classrooms by class monitors before lunch. **Kindergarten children are not allowed to order their lunch until approximately Week 5 of Term 1.**

Students in Years K-2 are not allowed to bring money to school or purchase items over the counter. Years K-2 students are allowed to order ‘frozens’, which can be collected after they have eaten their lunch. These ‘frozen’ orders must be placed in the K-2 canteen box in the morning. Students in Years 3-6 can purchase items over the counter at recess and at lunch time (after they have eaten their lunch). A canteen price list is sent home each term and can also be downloaded from the school website.

**CHANGE OF ADDRESS OR CONTACT DETAILS**

Parents/caregivers are responsible for informing the school office of any change of address, telephone number, e-mail, emergency contact or the child's medical status.

**Up-to-date details are crucial in case of an emergency.**

**CHANGES TO STUDENT ROUTINES**

Teachers should be advised in writing of any change to a student's routine (eg a change in after-school arrangements). This information must be given to the teacher before the change of routine so as to ensure the safety of the student. Messages telephoned to the school office will only be passed on in emergency situations.

**CHESS**

Chess is available to students as a recreational activity and as a competitive activity (on Friday afternoons) within the school. Recreational chess can be played in the library during lunchtime. The school competition occurs in Term 3.

**CHOIR**

The school has a Years 3-6 choir and a Years K-2 choir. The choirs rehearse during lunchtimes. The Years 3-6 choir performs at the Festival of Children’s Music, at the Opera House, school assemblies and local venues. The Years K-2 choir perform at school events.
CLASS PARENT / CAREGIVER REPRESENTATIVES

Class parents/caregivers are representatives who volunteer to assist their child's class teacher with class activities. Class parents are a vital source of assistance to the class teacher. Assistance can take many forms including:

- organising volunteers;
- assistance at morning teas;
- preparing / distributing rosters for literacy and maths groups; and
- acting as an informal contact for new parents/caregivers.

A meeting of class representatives is held at the beginning of each year to clarify the role and discuss issues such as confidentiality and school routines. Further meetings are held at the beginning of each term.

CLOTHING POOL

The Clothing Pool is operated by a sub-committee of the P&C. The Clothing Pool committee supplies all Lindfield Public School uniforms, as well as backpacks with the school crest, and other school accessories.

The Clothing Pool is located in Block B and is open each Wednesday and Thursday between 8.30 am and 9.30 am during school terms. Additional opening times are advertised at the beginning of the year and when students change to winter or summer uniform. The Clothing Pool also operates a home ordering system.

Information about the home ordering system is advertised in the Lindfield Lines.

COMMUNICATION

Parent/Caregiver-Teacher

Effective communication between teachers and parents/caregivers is vital to ensure the best learning environment for each student. If, at any time, you would like to discuss an issue regarding your child's progress, please contact the school to arrange an interview with your child's teacher. If in doubt, always make the appointment.
The school communicates with parents/caregivers through a variety of processes. These may include:

- ‘Meet the Teacher’ meetings at the beginning of the year;
- Lindfield Lines, which is published on-line weekly (essential reading);
- Grade or stage newsletters which are distributed at the start of each term;
- individual interviews at the request of a teacher or parents/caregivers;
- mid-year parent/caregiver-teacher interviews, where student participation is encouraged for students in Years 3-6;
- mid-year and yearly written reports;
- P&C meetings; and
- informal contacts throughout the year.

**DEBATING AND PUBLIC SPEAKING**

Debating and Public Speaking are a part of many class programs, especially in the senior years. The school extends these programs by participating in the Premier’s Debating Challenge and public speaking competitions in our local area.

**EMERGENCY EVACUATION**

The school has an emergency evacuation procedure to deal with a variety of situations. The students and staff practise this procedure at regular intervals during the year. All visitors (including parents/caregivers) must comply with emergency procedures and instructions from staff in the event of a practice evacuation and any emergency.

**ENGLISH AS AN ADDITIONAL LANGUAGE OR DIALECT (EAL/D)**

The school has a specialist teacher who supports the English language development of students, whose first language is not English, four days per week.

Students eligible for EAL/D support range from students newly arrived in Australia, who are beginning to learn English, to Australian-born students from a language background other than English (NESB). These students may require further development of their English language skills and on-going English language support. This teacher works in classrooms with class teachers and withdraws small groups of students who require intensive assistance.
ENROLMENT

Children are eligible to enrol at Lindfield Public School if they:

- are of school age (ie turn five years of age by 31 July in the year they start Kindergarten); and
- reside within the Lindfield Public School boundaries as defined by the Department of Education and Communities.

Children who fulfil both of these conditions are automatically accepted.

Children who are of school age but live outside the school's boundaries are able to apply for a 'non-local' enrolment.

The Lindfield Public School Enrolment policy determines the criteria for this category. The criteria, in order of priority, are:

- the school has vacant places in the grade requested;
- staff and accommodation are available;
- the child has a family placement claim because a sibling currently attends the school; and
- the child is a son or daughter of a member of staff.

If the child is unable to be placed through the above criteria, a special application can be made to the Principal detailing the reasons for placement. The Principal and Deputy Principal will consider this request.

The ability of the school to confirm acceptance of a 'non-local' application is dependent on many factors, including the number of vacancies and local enrolment trends. The school endeavours to inform parents/caregivers as soon as possible but parents/caregivers must understand that this may not be possible until the commencement of the new school year.

A ‘local enrolment’ map can be found on the school website.
**Excursions**

Excursions are an essential part of a student's learning program as they provide students with first-hand learning experiences that enhance and support classroom studies. All school excursions involving water activities or an overnight stay must be attended by a teacher who has training in resuscitation techniques. On all other excursions, one staff member must have completed a two-hour course in emergency care. Currently all Lindfield staff have both qualifications.

Permission notes are issued for each excursion providing details of the excursion. If water activities are involved, the permission notes will require that parents/caregivers provide information about whether the student is allowed to participate in swimming activities, the status of the student's swimming abilities and special requirements for students (eg whether they need a floatation device). Parents/caregivers should ensure the school is aware of any pre-existing medical conditions before the excursion.

The school sends home an account covering excursion fees twice a year (Term 1 and Term 3).

**Family Court**

The school provides information to both parents/caregivers unless a contrary order, from the Family Court or the police, is provided to the school. Permission to participate in school excursions and activities is sought from the parent/caregiver with whom the student resides. Changes to existing arrangements can only be made following the presentation of a new order from the Family Court or police.

**Fees**

The school requests parents/caregivers to support our learning programs through voluntary financial contributions made to the school. The main contribution is requested at the beginning of the year. The contribution includes levies for craft, technology, employment of a specialist PE teacher and stationery.
HEALTH ISSUES

Information regarding communicable diseases can be found at http://www.health.gov.au/.

Immunisation

Parents/caregivers enrolling Kindergarten students must present the school with an ‘Immunisation History Statement’. Under the Public Health (Amendment) Act 1992, children without a certificate might be sent home during an outbreak of a vaccine-preventable disease. However, no child will be prevented from enrolling.

Injured and Sick Students

**Children who are sick should not be sent to school.** Sending a sick child to school endangers the health of other students and staff and impairs the child's ability to learn effectively. Common sense dictates that children should remain at home until they have recuperated.

Students who are sick or injured at school are taken to the sick bay for attention from one of our administration staff, trained in first aid. Minor injuries will be treated by the administration staff and parents/caregivers notified.

If further medical treatment is required or the student is sick, parents/caregivers or the emergency contact (if parents/caregivers are unable to be contacted) are notified and the student is supervised by the administration staff until the parents/caregivers or emergency contact arrive to collect the student.

In emergency situations, an ambulance will be called so appropriate medical attention can be administered and, if necessary, the student will be transported to hospital under the supervision of a teacher. Parents/caregivers will be contacted immediately and provided with full details. The school is a member of the NSW Ambulance Fund.

The school maintains a register of injuries and trends are closely monitored to determine if school organisational patterns or playground conditions need to be reorganised to minimise risk.
Medications at School
Parents/caregivers of students with conditions that require regular medication must ensure that the school is aware of the student's condition.

The school must be informed if medications are brought to school. All medications are to be handed in at the school office, except asthma 'puffers'. No medications are to be kept in school bags or uniform pockets.

Parents/caregivers should timetable medication dosages out of school hours if possible. However, if it is necessary for prescribed medication to be taken during school hours, parents/caregivers must send a signed letter giving permission for administration staff to supervise the administration of the medication. The letter must include specific instructions.

If your child has a diagnosed medical condition (anaphylaxis or asthma), a doctor’s action plan must be provided to the school.

HOMEWORK
The school community strongly supports homework. Homework provides students with an opportunity to consolidate their classroom learning experiences and to develop essential home study skills.

Homework is provided for every grade in the school in accordance with the school's homework policy.

While homework is set on most occasions, there will be times when it is not set. This does not mean that there is no homework; reading, practising skills, learning spelling and completing unfinished work are activities that are always available.
LEARNING SUPPORT TEAM

The role of the Learning Support Team is to provide for the learning needs and welfare of all students at Lindfield Public School. The Learning Support Team meets weekly to discuss teacher and parent referrals and follow up on students referred during the year.

Their role is to discuss the referrals with a view to implementing one or more of the following strategies:

- assistance with developing Individual Learning Plans (ILPs) for students;
- help implement programs to support students’ needs;
- organise for students to receive extra support from specialist staff within the school;
- seek external help to support student and family;
- refer to the School Counsellor; and
- apply for funding to support the student through the use of a teacher’s aide.

LIBRARY

The library program fosters the enjoyment of reading and literature and the development of competence in research skills.

Students in Years K-6 participate in a weekly library lesson. The timetable for Years 3-6 is flexible, with all Years 3-6 classes having a regular book exchange time in addition to a negotiated research time.

Students in Years K-2 may borrow two books at a time, students in Years 3 and 4 may borrow three books at a time, while students in Years 5 and 6 may borrow four books at a time.

Students are able to use the library during the second half of lunch each day. Chess competitions are held throughout the year in the library.
**LINDFIELD LINES**

'Lindfield Lines' is the weekly newsletter of Lindfield Public School and its community.

The 'Lines', as it is known, is published every Wednesday during school terms on both the school and P&C websites and an e-mail is sent to all parents/caregivers with a link to view the ‘Lines’.

Each edition of the 'Lines' contains information about school, P&C and community activities.

Items for ‘Lindfield Lines’ must be submitted by 9.00 am on the Tuesday preceding publication.

**MERIT AWARD SYSTEM**

Students exhibiting positive behaviours as described within the Positive Behaviour for Engaging Learners (PBEL) program will be rewarded in a variety of ways. The award system has five levels:

- ROAR Cards
- Bronze Award
- Silver Award
- Gold Award
- Lindfield Blue Award

The process by which a Lindfield Blue is awarded is as follows:

- 6 ROAR Cards = 1 Bronze Award
- 3 Bronze Awards = 1 Silver Award
- 3 Silver Awards = 1 Gold Award
- 3 Gold Awards = 1 Lindfield Blue Award

Bronze Awards will be presented in class by the class teacher. Silver and Gold Awards are presented at the Years K-2 or Years 3-6 assemblies.

Merit Awards are handed out at assemblies. These awards do not count towards a Lindfield Blue award.
Lindfield Blue
The Lindfield Blue is the highest award a student can achieve at Lindfield Public School. Lindfield Blues are presented once a term and parents/caregivers of students receiving a Lindfield Blue are invited to a special afternoon tea with the Principal to celebrate the special occasion. The three Gold Awards must be placed in the award box by Friday of Week 8 to be awarded in that term.

MONEY COLLECTION
The school is required to follow stringent guidelines in the collection of money. Please assist the staff by sending money on the days requested and placing it in the Administration Box (located in the school office – see map Page C).

If you have any queries regarding payments, please direct these to Ms Lee Stewart (School Administrative Manager) in her office or by phone.

MUSIC
Band
Lindfield Public School is fortunate to have four excellent bands:

- the Concert Band;
- the Intermediate Band;
- the Junior Band; and
- the Stage Band.

Students in Years 3-6 are eligible to be involved in the band program. Participation involves an individual tutorial and two band rehearsals each week. Tutorials and rehearsals are held before or after school.

String Ensemble
The string ensemble rehearses on Monday afternoons. All students from Years K-6 are welcome. String tuition is available on site after school hours.

The Music Committee, a sub-committee of the P&C, manages the band program. This committee employs professional band directors and tutors to teach the students.
NATIONAL ASSESSMENT PROGRAM FOR LITERACY AND NUMERACY (NAPLAN)

A national testing program for students in Years 3 and 5 was introduced in 2008 and tests students ability in literacy and numeracy. The NAPLAN testing program is held in May each year. Information about NAPLAN is available at [http://www.nap.edu.au/naplan/naplan.html](http://www.nap.edu.au/naplan/naplan.html).

OPPORTUNITY CLASSES (OC)

DEC provides opportunity classes (OC) for academically gifted and talented students in Years 5 and 6. Students must compete academically with all other candidates for entry to an OC Class. Academic merit is determined mainly by the combination of the results of the state-wide OC Placement Test in English, Mathematics and general ability, together with the school assessments of student performance in English and Mathematics. Additional information may also be provided by parents/caregivers or the Principal to support the application and will be considered at the discretion of the selection committee.

Students entering Year 5 OC will usually be aged between 9 and 11 years on 31 January of the year they enter Year 5 and are usually in Year 4 when they apply for placement. Students must be Australian citizens or holders of a visa granting permanent residence in Australia. Parents/caregivers must be living in NSW at the beginning of the school year in which the student enters Year 5.

The selection process usually follows this timeline:

- **May** Application forms issued and returned to school;
- **July** Student completes state-wide test; an
- **October** Parents/caregivers are informed of the outcome.

PARENTS AND CITIZENS’ ASSOCIATION (P&C)

Lindfield Public School enjoys a strong and active Parents and Citizens Association (P&C). The P&C successfully supports and enriches the quality education of our students through:

- the provision of significant funding for additional teaching resources
- purchasing of teaching aids
- additions and improvements to the school facilities
- additions and improvements to the school sporting facilities
- participation in school decision making processes
- promoting social gatherings; and
- supporting the needs of parents and carers

These activities are only possible with the continued support of parents and community members. The P&C asks for an annual subscription from each family to enable the association to continue its outstanding work.

P&C meetings are usually held on the first Thursday of each month during Term time. The meetings start at 7.30 pm.

Sub-committees support the P&C management committee in its work. The sub-committees provide funds for the P&C to complete major and minor projects, which are developed in the sub-committees.

website:  www.lpspandc.org.au    Accounts:  accounts@lpspandc.org.au

P & C President:  president@lpspandc.org.au

<table>
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**POSITIVE BEHAVIOUR FOR ENGAGING LEARNING (PBEL)**

At Lindfield Public School, our students thrive in a safe, inclusive and nurturing environment.

Our student welfare policy includes the latest in research-based approaches to student behaviour management. This approach is called Positive Behaviour for Engaging Learning (PBEL).

PBEL provides students and staff at Lindfield Public School with a positive and proactive system for defining, teaching and supporting appropriate student behaviours.

PBEL replaces “rules” with “expectations”. These expectations are applied across all school environments.

Lindfield Public School’s expectations are based on the easy to remember acronym ROAR which stands for Respect, Organised, Aspire and Responsible. Through explicit instruction, students gain a comprehensive knowledge and understanding of the behaviours expected from them. This provides a framework for student decision making and subsequent actions.

Students who meet the expectations will be rewarded regularly and acknowledged through revised school merit systems.

Students whose behaviour does not meet the expectations will be encouraged to reflect on how their behaviour could be improved to match the school community’s standards.

PBEL will ensure a consistent, fair and holistic approach to behaviour management that encourages positive behaviour in all areas of school life. An example of how expectations can be reflected in student behaviour can be found in the chart on the next page.
RESPONSIBLE
- Take ownership of your actions.
- Be in the right place, at the right time, doing the right thing.
- Care for your school environment.

RESPECT
- Keep your hands and feet to yourself.
- Listen actively and cooperate with others.
- Care for others and yourself.

ORGANISED
- Be prepared and punctual.
- Care for school and personal property.
- Wear your uniform correctly.

ASPIRE
- Try to achieve your personal best.
- Embrace opportunities and challenge yourself.
- Be resilient and bounce back.
PEDESTRIAN AND ROAD SAFETY

Parents/caregivers should constantly reinforce and model road safety with their child. Unfortunately, some parents/caregivers deliberately break the road rules for their own convenience and these actions put our students at risk and make it impossible for the staff to educate our students effectively. Please support the staff and ensure the safety of our students by demonstrating the correct use of the road rules. Specifically, parents/caregivers are requested to ensure that their children know how to:

- cross the road properly and where to cross a road safely;
- use a pedestrian crossing;
- use traffic lights; and
- enter and exit buses and cross the road after getting off the bus.

Under no circumstances, call to your child from across the street - the child is likely to run across the street without looking. Always take the time to cross the street yourself to collect your child.

Crossing the Pacific Highway

Students must use the traffic lights on the corner of the Pacific Highway and Grosvenor Road or the lights at Lindfield Station to cross the highway.

Parking in School Car Parks

To ensure the safety of our students and staff, parking or dropping off students in school grounds is prohibited between 7.30 am and 4.30 pm. Cars without a parking permit in the school car park during these times may be fined by council.

Parking in Surrounding Streets

Illegal parking by parents/caregivers is a major risk factor for students especially at the pedestrian crossings. Parents/caregivers are asked to abide by the parking notices and road rules thereby effectively educating our students and helping to ensure their safety.

Please read the parking signs carefully to avoid unwanted fines.
**Pedestrian Crossing Supervisor**

The Roads and Maritime Services (RMS) employs a crossing supervisor before and after school to assist with safety on the Grosvenor Road crossing. Parents/caregivers should support the crossing supervisor by following instructions and using the crossing according to the road rules. Comments regarding this service should be directed to the RMS at Castle Hill.

**Riding Bicycles to School**

Students in Years 3-6 may ride their bicycles to and from school, with the permission of their parents/caregivers. Parents/caregivers should provide the Deputy Principal with a note verifying permission. Students must wear safety helmets, follow all road safety rules and walk their bicycle within the school grounds. Bicycle racks are located on the eastern side of the hall and students are strongly encouraged to lock the bicycle. Helmets must be stored in the students' bags during school hours.

**PLAYGROUNDS**

Lindfield Public School has seven playground areas, which are closely supervised by staff. The students are able to use school equipment during lunch breaks and staff emphasise co-operative play. Games involving physical contact (e.g., tackling, pushing, kicking or throwing objects at others) are not permitted. For sun safety, students must wear their school hat outside. **We have a no hat – no play rule.** All rubbish must be placed in garbage bins.

The Maple and Camphor Laurel playgrounds are designated for students in Years K-2. Adventure area is specifically allocated for Kindergarten. The Palm playground is designated for students in Years K-2. The other playground, Ginkgo, is mainly a Years 3-6 playground. Pool and Multipurpose areas are utilised by Years 3-6. We also have a K-2 and a 3-6 Lego Room accessible at second half of lunch.

The library is available as a playground alternative during the second half of lunch.
PROPERTY

Personal Belongings
Students are responsible for their own clothing and belongings. Staff will assist students to find lost or misplaced items but it is not the responsibility of staff to ensure that items are not lost or misplaced. Parents/caregivers should label each item of clothing and other belongings clearly. Parents/caregivers are requested to check belongings regularly and return items to school if they do not belong to their child.

Lost Property
Lost property is stored in clearly marked blue wooden boxes outside the music room and outside 1H and 1S classrooms. Items marked with a student’s name are regularly returned to students at morning assemblies. Students and parents/caregivers are encouraged to check both locations for missing property. Unclaimed items are donated to charity.

SCHOOL COUNSELLOR

The school counsellor is a psychologist employed by the DEC who can assist students experiencing a range of personal, social, psychological and learning problems. The school counsellor is available each Thursday and Friday or at other times in urgent situations and may be contacted through the office. Interviews are treated confidentially and students do not see the school counsellor without the permission of their parents/caregivers. The school counsellor is also available to assist parents/caregivers.

STAFF DEVELOPMENT DAYS

School Development days enable staff and interested parents/caregivers to participate in professional learning activities aimed at the development of the school. Topics relate to implementing DEC priorities as well as priorities outlined in the School Plan.

Three school development days are held annually, on the first day of Terms 1, 2 and 3. There are a further two Staff Development days on the last two school days of Term 4. Dates for these days can be found on Page E.
SCHOOL HOURS

School hours for students are 8.55 am – 2.58 pm as follows:

**Monday to Thursday**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Time</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>8.30 am</td>
<td>Maple and Pool playgrounds supervised</td>
<td>8.30 am</td>
<td>Maple and Pool playgrounds supervised</td>
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<tr>
<td>8.55 am</td>
<td>Morning assemblies</td>
<td>8.55 am</td>
<td>Morning assemblies</td>
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<tr>
<td>9.00 am</td>
<td>Lessons commence</td>
<td>9.00 am</td>
<td>Lessons commence</td>
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<tr>
<td>11.00 am</td>
<td>Recess</td>
<td>11.00 am</td>
<td>Lunch</td>
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<tr>
<td>11.30 am</td>
<td>Lessons recommence</td>
<td>11.50 am</td>
<td>Lessons recommence</td>
</tr>
<tr>
<td>1.10 pm</td>
<td>Lunch</td>
<td>1.30 pm</td>
<td>Recess</td>
</tr>
<tr>
<td>2.00 pm</td>
<td>Lessons recommence</td>
<td>2.00 pm</td>
<td>Lessons recommence</td>
</tr>
<tr>
<td>2.58 pm</td>
<td>Years K-6 dismissed</td>
<td>2.58 pm</td>
<td>Years K-6 dismissed</td>
</tr>
</tbody>
</table>

Parents/caregivers should collect their child promptly when school finishes and students who walk home should leave the school grounds quickly. Students who catch the bus home must wait quietly until the bus arrives and board the bus in an orderly manner.

SCHOOL HOUSES

The house system is very important at Lindfield. The house system actively contributes to school spirit through whole school activities such as sport and carnivals. Our school houses are:

Currawong        Green
Kookaburra       Blue
Lorikeet         Yellow
Rosella          Red

Students are placed into houses from Kindergarten and are placed in houses on a family basis. Students without an older sibling in the school, or a previous family claim, are allocated to houses on the basis of equality of number and gender between the houses.
SCRIPTURE (SPECIAL RELIGIOUS EDUCATION) / ETHICS

Scripture involves authorised representatives of approved religious persuasions providing instruction to students within school time. Parents/caregivers nominate their child's religious denomination on enrolment and they may withdraw them or change Scripture classes by notifying the Deputy Principal.

Catholic, Protestant, Jewish and Bahá'í churches provide Scripture classes each Tuesday for half an hour between 10.30 am to 11.00 am. Parents/caregivers may nominate not to send their child to Scripture. These students attend Non-Scripture and are supervised by staff. Years1-6 students have the option of attending Ethics classes as an alternative to Non-Scripture.

SELECTIVE HIGH SCHOOLS TEST

Students, at the end of Year 5, have the opportunity to apply for placement in a Selective High School. Students must compete academically with all other candidates for entry to each selective or agricultural high school. Academic merit is determined mainly by the combination of the results of the Selective High Schools’ Test in Reading, Writing, Mathematics and General Ability together with the primary school assessments of students' performance in English language and Mathematics. Additional information may also be provided by parents/caregivers or principals to support the application and will be considered at the discretion of the selection committee.

Students must be Australian citizens or holders of a visa granting permanent residence in Australia. A family placement claim may be made if a brother, sister or parent/caregiver/guardian currently attends or previously attended the school. For entry to Year 7 in any given year, the selection process will follow this timeline:

- October/November: Applications forms issued and returned to school
- March: Students complete the test
- July: Parents/caregivers are informed of outcome

More information on Selective High Schools can be obtained from:
Specialist Teachers

Students in Years K-6 have the opportunity to go to weekly classes with specialist teachers in Music, Sport and Technology. Students also have the opportunity to visit the Library each week.

Sport

Sport is a valued part of the school program as it contributes to the development of the whole student through providing opportunities to gain confidence and to develop a variety of skills for participation in lifelong recreation. Students in Years 1-6 participate in swimming activities in Terms 1 and 4.

Years 3-6 Weekly Sport

Sport for Years 3-6 is played on Friday mornings from 9.00 am to 11.00 am. A number of options are available including PSSA, recreational sports and school sports.

PSSA Sport (Primary Schools’ Sports Association)

The PSSA organises primary school sport at the district, area, state and national levels.

The school participates in PSSA district carnivals and competitions and State Knockout competitions. Many of our students progress to area and state competitions. Students in Years 3-6 are eligible to represent the school in district and State Knockout events. Parents/caregivers pay a participation fee and bus travel costs.

Recreational Sport

Recreational sport is designed to provide students with opportunities to develop leisure skills. Activities include tennis, dance, bowling and rock climbing. Students nominate to participate and the activities are conducted if there is sufficient interest. Parents/caregivers pay for admission, coaching and bus travel costs.
Sport at School
Students who are not in other sport activities participate in a wide variety of games and leisure sport activities designed to develop skills, rules and sportsmanship.

Carnivals
School carnivals are held in age divisions. The age a student turns that year indicates their age division. For example, if a student turns 10 on 31 December, the student participates in the 10-years age division.

Athletics Carnival
All students in the school participate in the athletics carnival. The carnival is organised in two sections: Years K–2 and Years 3-6. The focus of the Years K-2 carnival is participation. Events have a novelty flavour. Year 2 students who are turning eight that year are invited to participate in the Years 3-6 carnival.

The carnival for students in Years 3-6 has a dual purpose of participation and the competitive element of selection for the school athletics team. All students are encouraged to participate and novelty events are organised for all students. The Years 3-6 carnival includes track and field events. Practise and elimination for field events are held at school in the weeks leading up to the carnival. Events include track and field events: 100m, 200m, 800m, 4x100m relays, high jump, long jump, shot putt and discus.

Cross-Country Carnival
Students in Years 3-6 and Year 2 students, who turn 8 in the year, participate in this carnival in their age division. The distances run are 1000m (7 years old), 2000m (8-10 years old) and 3000m (11 and 12 years old). The carnival is competitive and held to select a school team for the district cross-country carnival. It is also a house event and support for the student's house is an important aspect of the carnival.

Swimming Carnivals
School swimming carnivals are held in our pool. The carnivals for students in Years 3-6 are held in Term 1 and the carnivals for Years 1 and 2 are held in Term 4.
Heats for the Years 3-6 carnivals are held over two days with Years 3 and 4 on one day and Years 5 and 6 on the other day. Competent swimmers in Year 2, who are turning or have already turned 8 years of age, are invited to participate in the Year 3 events.

Students compete in grades with heat times being recorded for each age group. A finals' night, conducted on an age basis, is held in the following week. Students are placed in finals based on the heat times.

The Years 3-6 carnivals are competitive and held to select a school team for the district swimming carnival. Equal importance is given to events for students who are not competent swimmers and full participation is strongly encouraged. Students are responsible for entering events with the assistance of House Captains and House Vice Captains. Individual names are not called for heats.

The carnivals for Years 1 and 2 have a different focus. These events are part of the swimming program and we actively encourage full participation from all students at their level.

**District Carnivals – Team Selection**

Teams are selected on performance at the school carnivals and according to the rules of each sport set by the NSW Primary Schools Sports Association. Age divisions vary according to sport and event. Some sports use age such as 8 years, 9 years, while other sports conduct competition in divisions such as Junior (8-10 years combined), 11 years, 12 and 13 years and Open (8-13 years).

**STUDENT REPRESENTATIVE COUNCIL (SRC)**

The SRC is the voice of the student body. Students from each class in Years 2-6 elect two representatives each semester. The School Captains and Prefects are members and they run the SRC. The SRC meets every second week to consider issues brought to the meeting from individual class meetings. The school executive considers all suggestions brought forward from the SRC. The SRC sponsors a child in China, supports other charities as well as funding small projects within the school.
UNIFORM

The school community expects that all students will wear school uniform. The community adopted a policy of compulsory school uniform in 1989. The staff monitors uniform and parents/caregivers are informed if their child does not wear the school uniform.

Girls' Uniform

The school uniform for girls is:

- **Summer:** Blue check dress
  - White short socks
  - Black school shoes cut under the ankle
  - School hat

- **Winter:** V-necked check tunic
  - Long sleeve blue blouse
  - School tie
  - Long grey socks or tights
  - Royal blue school sweatshirt or jacket
  - Black school shoes cut under the ankle
  - School hat

- **Sport:** House t-shirt
  - Royal blue skorts or shorts
  - Plain royal blue tracksuit
  - *(may be matched with school sweatshirt)*
  - White plain socks
  - White sports shoes or sandshoes
  - School hat
  - *Tracksuits are worn on sports days only*

- ** Extras:** Royal blue or white hair ribbons, ties, clips
  - Raincoat

- **Swimming:** Swimming caps are available and are compulsory for swimming
Boys’ Uniform
The school uniform for boys is:

Summer:  Short sleeved blue shirt
          Grey shorts
          Short grey socks
          Black school shoes cut under the ankle
          School hat

Winter:  Long sleeved blue shirt
          Long trousers
          School tie
          Short grey socks
          Royal blue school sweatshirt or jacket
          Black school shoes cut under the ankle
          School hat

Sport:   House t-shirt
          Blue shorts
          Plain royal blue tracksuit pants
          *(may be matched with school sweatshirt)*
          White plain socks
          White sports shoes or sandshoes
          School hat
          *Tracksuits are worn on sports days only*

Extras:  Raincoat

Swimming: Swimming caps are available and are compulsory for swimming

VISITORS
Visitors, including parent helpers, must register at the school office on arrival and sign the visitors’ book. They will be issued with a visitors’ badge. This is important for security reasons and it also ensures that the school can entertain our guests properly.
VOLUNTEERING

The school very much welcomes parents/caregivers to become actively involved in the life of the school. Some ways that parents currently help us directly in school programs include reading, excursions, music, swimming and class parent representatives.

All people, before volunteering, must complete a “Working with Children Check – Declaration for volunteers and contractors” and have sighted (at the front office) 100 points of identification (eg driver’s licence, passport, medicare card, credit cards, etc.

Further information can be found at: https://detwww.det.nsw.edu.au/policies/student_serv/child_protection/work_child/Appendix1-WWCC-Requirements.pdf
The School Song

We are the students of Lindfield
Our school spirit lifts us high
Proud of our achievements
When we wear blue and white

This school is our community
Our teachers always care
We’re all working together
Friendship and laughter are here

Our school’s a great place for learning
Our knowledge gives us strength
In our many endeavours
We always strive for our best

We are the students of Lindfield
Learning and growing every day
As we head to the future
We’ll remember Lindfield years.
We look forward
to welcoming you
to
Lindfield Public School