

Principal

Ms Simone Champion

Assistant Principals

Mrs Jane Moore

Mrs Maxine South

Mrs Lisa Kirkman

Mrs Kylie McGavin

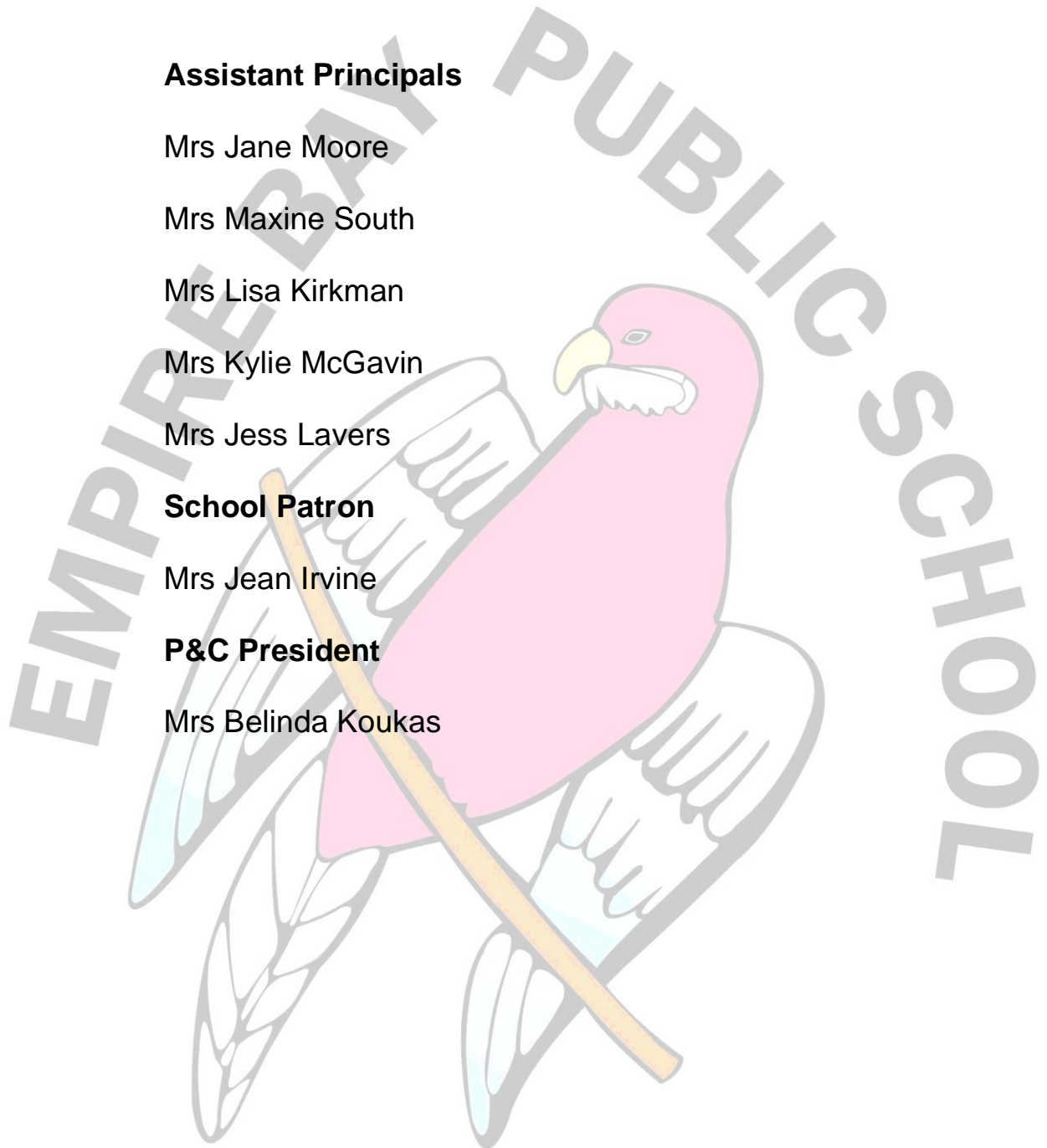
Mrs Jess Lavers

School Patron

Mrs Jean Irvine

P&C President

Mrs Belinda Koukas



Teaching Staff

Mrs Susan Archer	Mr Chris McCredie
Mrs Karen Atkin	Miss Lara Clark
Mrs Melissa Clark	Mrs Jane Davis
Mrs Karen Wood	Mr Shayne Hill
Mrs Vickie Jones	Mr John Rippon
Mrs Amanda Cooper	Miss Chrissie Williams
Mrs Dehann Richardson	Mr Ethan Lenson
Mrs Jenny Chippendale	Mrs Amanda Kelly
Mrs Natalie Pratt	Mrs Lisa Maddick
Miss Libby Murdoch	Mrs Katrina West
Mrs Kate Hickey	Mrs Melinda Travers
Miss Eliza Hansen	Miss Bronte Lambert-Minto
Miss Beth Atkin	Miss Madeline Bicket

School Counsellor

Mrs Liane Porter

School Learning Support Officer

Mrs Anita Phillips
Mrs Karen Wylie
Mrs Simone Mears
Mr Dan Callaway

School Administration Manager

Mrs Kathryn Rudd

School Administration Officers

Mrs Shirley Hillmann
Mrs Megan Miller
Mrs Joanne Lane

General Assistants

Mr Dan Callaway / Mr Jason Kirkman

Cleaning Staff

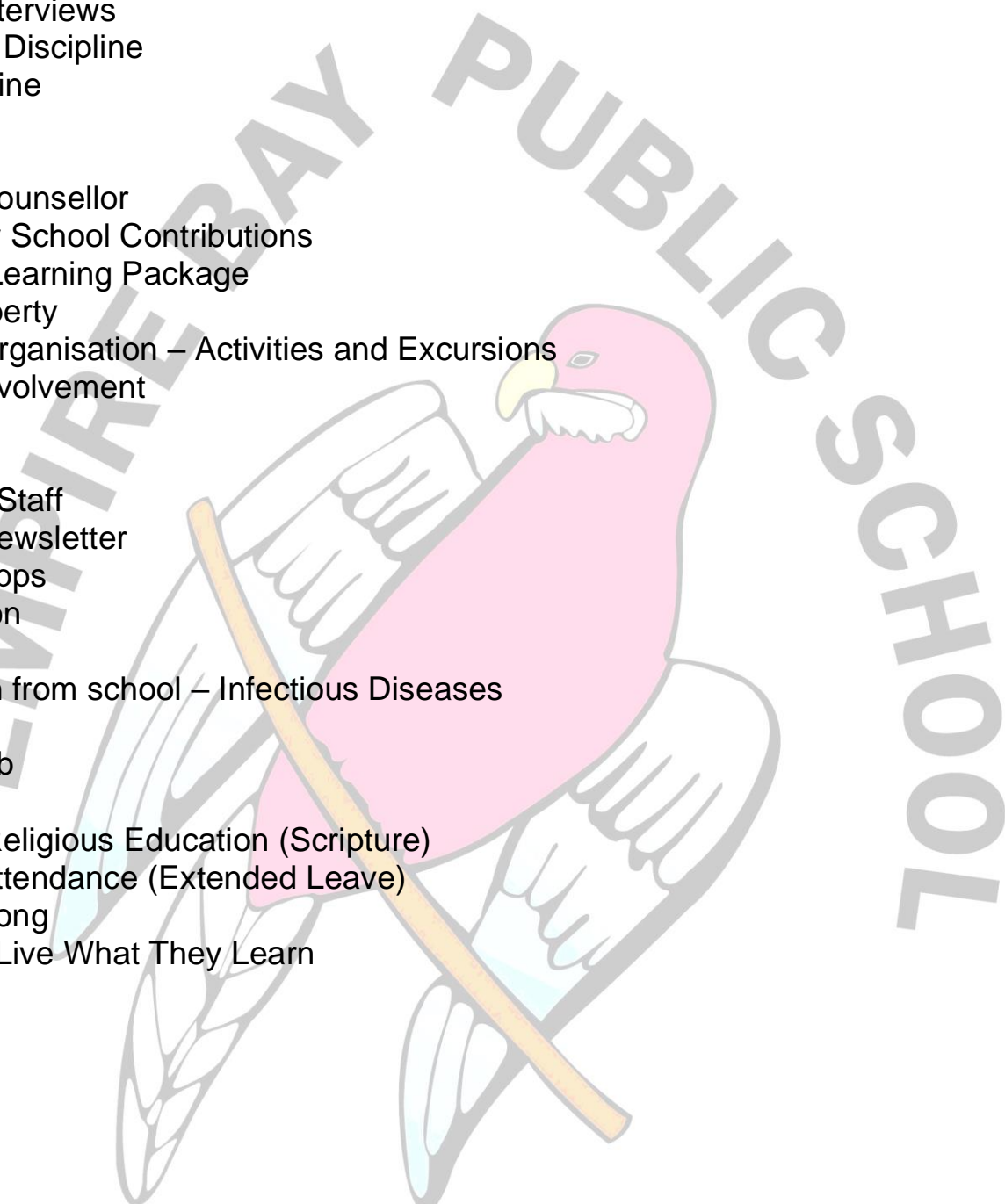
Mrs Jan Crocker	Mr Gary Gregory
-----------------	-----------------

Canteen Supervisor

Mrs Michelle McNamara Mrs Michelle Makepeace

Table of Contents

The School Profile
School Times
Before and After School Care
Late Arrivals and Early Departures
School Dismissal
Parent Interviews
Welfare / Discipline
Bus Routine
Parking
Uniform
School Counsellor
Voluntary School Contributions
Student Learning Package
Lost Property
School Organisation – Activities and Excursions
Parent Involvement
P&C
Canteen
Ancillary Staff
School Newsletter
School Apps
Medication
Health
Exclusion from school – Infectious Diseases
Library
Book Club
Charities
Special Religious Education (Scripture)
School Attendance (Extended Leave)
School Song
Children Live What They Learn



THE SCHOOL PROFILE

Empire Bay Public School is located on the Central Coast of NSW and has an enrolment of approximately 470 students. Empire Bay PS draws its students from the suburbs of Empire Bay, St Huberts Island, Daleys Point and Bensville. The school was established in 1881 and rebuilt in 1993. In 2010, 4 new brick classrooms and a special amenities room were built to accommodate the increased enrolments.

The core values of the school are respect, responsibility and building positive relationships and this is reflected in the school's vision statement: *EBPS will develop a future-focused community of life-long, engaged learners where students feel valued and have a strong sense of belonging, supported by caring and dedicated staff.* The school achieves its mission of providing exemplary academic, cultural and sporting programs delivered by dedicated professionals and acknowledges all students who achieve positive educational outcomes by awarding Personal Best Certificates at the Annual Presentation Day. The school also utilises the Positive Behaviour for Learning discipline system and has a highly effective Learning Support Team in place to ensure all students reach their full potential. Positive student behaviour is continually acknowledged and rewarded. Student well-being focus includes Seasons for Growth, Friends and building resilience programs. A unique feature of the school is the Annual School Performing Arts Musical which is a highlight of the school year, showcasing the talents of all students and the staff members who produce this memorable event.

SCHOOL TIMES

BEFORE SCHOOL

Supervision begins at 8.30am each morning. At 8.30am the students will be allowed to remain in the concrete area or go to the oval where approved ball games are permitted.

8:57	School day begins	with a song
9.00	School begins	1 st Bell

LUNCH

11.00 - 11.10	Students are seated and eat outside their classrooms with Teacher supervision
11.10 - 11.40	Play time

RECESS

1.40 - 2.10	Play time
3.00	School finishes.

BEFORE AND AFTER SCHOOL CARE

If your child needs to attend school outside the times that teachers are required to provide supervision, Baycare a 'Before and After School Care' facility is available. This service operates in the school hall from 6.30 am to 8.30 am and 3.00 pm to 6.00 pm each day. Baycare also offers a vacation program during all school holiday periods. For further information please phone Baycare on 4363 1359 or mobile 0400 833 429.

LATE ARRIVALS AND EARLY DEPARTURES

If your child arrives late at school (i.e. after all children have moved from the playground area to their classroom) then he/she must report to the office and collect a note to give to their teacher stating the reason for the lateness.

Similarly, if you wish to take your child from school before the normal dismissal time, you are asked to call the office, stating the time and reason for early departure, and we will arrange for your child to come down to the office/gate .

We will arrange for the details to be entered into our files. This information is kept as they form part of the attendance records we are legally obliged to keep. These procedures are an added safety feature for the protection of your child and we request that you strictly adhere to them.

SCHOOL DISMISSAL

At the end of school each day students travel home in a way organised by their parents. However, these arrangements are occasionally changed as a result of:

- a) another parent's offer to drive them home, e.g. wet weather
- b) non-arrival of a parent
- c) a child deciding on the spur of the moment to change their routine and, for example, deciding to walk home rather than catch the bus.

These happenings pose great difficulties for the school staff in trying to ensure the safety of our students and cause stress for the parents whose child does not arrive home. To prevent these problems please ensure that the following rules are carried out:

Never offer another child a lift home unless it is with the absolute permission of the parent (even if it is raining). If you are, by prior arrangement, to collect another child, please inform the office or a teacher on bus duty before you leave the school.

If you cannot get to the school to collect your child as arranged, (e.g. car breakdown) please ring and inform the office as soon as possible.

The school phone number is (02) 4369 1796.

Please inform your child that if they are not collected as usual, they should never leave the school grounds but should go directly to the office and tell staff of the problem.

If your child does not arrive home don't panic. Ring the school for assistance (the bus may have broken down etc) and then we can try and help solve the problem. **If in doubt always phone the school for assistance.**

PARENT INTERVIEWS

Teachers are happy to discuss any aspect of your child's performance with you. Teachers may be able to chat quickly with you informally but if there are significant concerns please arrange an interview with the teacher at a time that is mutually convenient. This can be arranged through the office, parent portal or email. Teachers are unable to leave classes to take phone calls or to speak with parents as they have a duty of care for the students under their supervision. In Terms 1 & 3 parent teacher interviews will be conducted, information will be sent home nearer to the date.

WELLBEING / DISCIPLINE

This school works hard to develop the self esteem of every student by encouraging and recognising excellence in all areas including educational, sporting and social aspects. The *Positive Behaviour for Learning* program aims to formally recognise the positive behaviours of students while always encouraging them to take responsibility for the choices they make and to accept the consequences given for the inappropriate behaviours they choose. The three school rules are:

- Be Safe
- Be Responsible
- Be Respectful.

Inappropriate behaviour is managed using a range of strategies and parents are kept informed of and involved in the management of their own child's consequences. We do not discuss consequences of other students from other families.

Must my child attend all activities and carnivals e.g. Year 3-6 swimming carnival, Athletics Carnival and Cross Country including sport?

Yes. Sport and other physical activities help the healthy physical and mental development of children. Sports and sports carnivals are normal school activities and students must attend.

BUS ROUTINE

Children in Kindergarten, Year 1 & Year 2 are eligible for free bus travel. Children in Years 3 – 6 who reside outside a 1.6 km radius (as the crow flies) of the school are also eligible for free bus travel. Opal cards must be applied for on the appropriate form. For more information and to apply for a School Opal card call 13 67 25 (13 OPAL) or online at www.opal.com.au/en/about-opal/opal-for-school-students/. Rules governing the issue of such passes should be carefully noted. If your child should lose a bus pass, contact Transport NSW (131500). Replacement opal cards are not issued by the school and a replacement cost is involved.

Four buses are used to convey children home. Those children who live in the area between the school and Bensville travel on the two *Bensville* buses and those living between the school and the Rip Bridge travel on the *Empire Bay* bus. A fourth bus goes to Killcare.

BUS TRAVEL IS AN ARRANGEMENT BETWEEN YOU, YOUR CHILD AND TRANSPORT NSW.

Part of the responsibility for the behaviour and safety on the buses rests with the parents. All buses set down and pick up children in Empire Bay Drive outside the school.

Teaching staff ensure the safety of the children from the classroom to the bus. If your child is to travel by bus, it would be appreciated if you would teach your child the bus stop at which he/she alights and discuss the safe way to travel on the buses.

Inappropriate behaviour will not be tolerated on the buses. The bus driver will confiscate the passes of children who behave inappropriately and a letter will be sent by the bus company to the parent and the school.

The return of the Opal cards is at the discretion of the bus company and parents will need to ensure that their child has an alternate method of transport to school during the period while the pass is confiscated.

If you feel that your child is unable to cope confidently with travelling by bus, you may prefer to bring your child to school each day.

PARKING

Attention is drawn to the traffic signs outside the school. **'NO STANDING'** Kiss and Drop signs have been erected on the Empire Bay approach (just before the lights) and between the front gates and the hall car park entrance. These signs allow cars to stop for the purpose of setting down and picking up persons and goods but drivers must not leave their vehicles. Our aim is to ensure that parents have a convenient and safe place to set down and collect children. To make this system work the school would urge you to comply with the signs. If drivers use these areas properly it is hoped that they will greatly improve traffic flow and at the same time make the road a safer place for our children. Pool style fencing has been installed opposite the school gate to encourage parents and students to cross at the lights. The bus bay is **not** a pickup / drop off area.

Children learn by example. Please be a positive role model and use the lights when crossing.

Children should only ever cross Empire Bay Drive at the lights.

UNIFORM The school runs the Uniform Shop and prices are kept as low as possible.

BOYS – SUMMER JUNIOR & SENIOR

Royal blue shorts – knee length or shorter – no longer; no specific logos or brand names

Light blue polo shirt with royal blue trim and screen printed school logo

White socks (socks must be seen above shoes, no logos)

Black shoes (these may be black joggers). Joggers other than black must only be worn on sports days.

Royal blue v-neck jumper / zip hoodie with screen printed school logo

Year 5 Boys may wear a white Senior Polo Shirt

Year 6 boys may wear Year 6 signature shirt or a white Senior Polo Shirt

BOYS – WINTER

As per summer or royal blue track suit or long pants with light blue polo shirt with royal blue trim and screen printed logo or in the case of Year 5 white senior polo shirts & Year 6 boys may wear Year 6 signature shirt or a white Senior Polo Shirt

GIRLS – SUMMER JUNIOR SCHOOL (Years K-4)

A line check dress (blue, white, red and yellow with red ribbon at collar)

OR (as per boys uniform) Shorts/Skorts and light blue school polo shirt and screened printed logo. NO white shirts are to be worn with skorts or shorts

White socks (socks must be seen above shoes, no logos)

Black shoes (these may be black joggers). Joggers other than black must only be worn on sports days.

Royal blue v-neck jumper / zip hoodie.

GIRLS – WINTER JUNIOR SCHOOL (Years K-4)

Red Pinafore with blue and white lines

White shirt - White or pale blue skivvies may be worn

White socks (socks must be seen above shoes, no logos) or navy blue tights

Black shoes (these may be black joggers). Joggers other than black must only be worn on sports day

Royal blue v-neck jumper/ zip hoodie with screen printed school logo **or** (as per boys uniform) royal blue track suit or long pants or bootleg pants with light blue polo shirt with royal blue trim and screen printed logo.

White or pale blue skivvies may be worn

SENIOR GIRLS – SUMMER & WINTER (YEAR 5 & 6)

Red Skirt with blue and white lines

White shirt (Year 6 girls may wear Year 6 signature shirt) years 5 & 6 are to wear senior white polo shirts.

White socks (socks must be seen above shoes, no logos)

Black shoes (these may be black joggers). Joggers other than black must only be worn on sports day

Royal blue jumper/zip hoodie.

OR (as per boys uniform) royal blue shorts /skorts/long gabardine pants/bootleg pants

Light blue polo with royal blue trim and screen printed logo

HATS – School policy is 'no hat no play'.

Cricket style hats that give full sun protection to the face, neck and ears.

Sunsmart policy recommends cricket style hats.

SPORTS UNIFORM

BOYS

Royal blue shorts

Red polo shirt with royal blue trim

White socks (socks must be seen above shoes)

Appropriate joggers / sandshoes

GIRLS

Royal blue skorts or

Royal blue sport shorts

Red polo shirt with royal blue trim

White socks (socks must be seen above shoes)

Appropriate joggers / sandshoes

Jewellery (deemed inappropriate by the school) is not to be worn to school.

Sleeper studs and minor earrings are acceptable.

Jewellery confiscated will be returned at the end of the day for the first offence but for subsequent offences jewellery will only be returned to the parents.

UNIFORM SHOP

Online ordering is available at www.flexischools.com.au, this is the preferred way to order school uniforms. Orders are filled once a week (by a volunteer) if stock is available.

A uniform pool of good pre-loved clothing is also available on request at the office. Please contact the school office for more information about this service.

SCHOOL COUNSELLOR

The School Counsellor works with the teachers, children and parents when concerns arise. If at any time you become concerned about your child, speak with the school regarding the specific problem. If your child is to be seen by the School Counsellor parent permission will always be sought in advance and quality feedback will be provided. The School Counsellor plays a vital role in our welfare system.

SCHOOL CONTRIBUTIONS

Each year the school asks that parents make a contribution to the school to assist us to purchase extra resources to enrich your child's education. The contributions are reviewed yearly.

This school does not accumulate these contributions but spends them on resources that impact directly upon the students' education. As a result of these contributions the school supplies all the exercise books required for the year and seeks to spend the remainder of the funds in a very transparent way. It is the school's practice to outline to the community at the end of the year just how these funds have been spent.

Your support of these programs is greatly appreciated. The amount requested is reasonable and any request to increase the contribution rate is discussed at the P&C prior to implementation.

Payment is requested by Term 1 Week 5 (March) to allow parents time to manage their finances after managing the costs incurred to start the school year. for prompt. At your request, arrangements can readily be made to pay in instalments.

STUDENT LEARNING PACKAGE

The school has introduced a Student Learning Package - to help cover the cost of e-learning software and sustainability projects throughout the school. This levy replaces text books. The cost is dependant on learning stage level and is per child per year.

LOST PROPERTY

Items of lost clothing, lunch boxes, drink bottles etc are placed on a shelf unit adjoining the library. If your child has lost items please ask them to check in this area, around their classroom, the hall and oval areas. They are very likely to be there.

To ensure that you do not lose valuable items of clothing etc, **please be sure to put your child's name on every item they own.** This will help us to return any lost belongings.

SCHOOL ORGANISATION- ACTIVITIES & EXCURSIONS

This school aims to provide a quality education for all students. This includes a variety of activities and lessons at school supported by a range of experiences provided in other environments. These excursions will be carefully planned to support the school's goals and to enhance student learning. Activities will provide a balanced approach to students' educational, sporting and social needs.

These will include:

Athletics Carnival, Years 3-6 Swimming Carnival, Education Week, National Literacy and Numeracy Week, Book Week, Easter Hat Parade, Special Swimming Scheme, Overnight Excursions and the Life Education Program. Parents will always be advised of planned excursions.

EXCURSIONS – WET WEATHER CANCELLATIONS

If there is no message the excursion will be on.

Updates to events will be posted on Sentral (parent portal) and the school Facebook page.

PARENT INVOLVEMENT

This is a community – centred school and parents are encouraged and welcome to assist with many aspects of the school program. Parents currently assist teachers at school in Literacy and Numeracy groups, craft and sport activities and this assistance contributes greatly to our ability to meet the needs of the students.

Parents are also welcome to attend and assist on excursions wherever this is possible and appropriate. Opportunities for parent participation on overnight excursions will be advised on each occasion but there are important departmental requirements involving child protection issues which must be addressed if parents are to assist with these excursions.

EMPIRE BAY P&C ASSOCIATION

Monthly meetings are held in the Community Room or via Zoom . Information confirming the time of the meeting will be via Sentral Parent Portal, the Facebook page and the School Sign.

New parents are always welcome. The P&C is very active in supporting the endeavours of the school and improving and expanding facilities for our students.

A very active and friendly sub-committee of the P&C runs many of the fundraising activity days.

CANTEEN

The School Canteen is operated by the P&C who employs paid canteen supervisors Michelle McNamara and Michelle Makepeace. The Canteen is in operation on each school day until after lunch.

The Canteen aims to provide our students and families with nutritious food that is value for money and its successful operation depends greatly upon the volunteers to assist with the day to day operation.

If you are able to assist in the canteen, please phone either Michelle on 4369 1796 or at <https://signup.zone/ebps-canteen-roster> to discuss shifts or any other concerns. Your assistance will be greatly appreciated.

Orders for recess and lunch must be placed via Flexischools by 8.30am. Price lists are available from the canteen, office and on the school website.

Lunches are delivered to the classroom. Children are permitted to make purchases at the canteen after they have eaten.

CANTEEN POLICY

A current copy of the Canteen Policy is on display in the canteen. In accordance with the P&C constitution the canteen has the following aims;

1. To provide a balanced and nutritious food service to the children of the school at a reasonable cost.
2. To ensure that safe and hygienic food handling, storage and preparation practices are observed.
3. To support the school in its health education policies.
4. To provide a service to the school community.
5. To provide a financial contribution towards resources for all students in the school.

ANCILLARY STAFF

School enquiries should be directed to the above staff who work in the administration building and they will direct you to the appropriate staff member.

You will be notified in writing of any special functions and changes to school routine.

COMMUNICATION

A school newsletter is issued on Thursday, week 5 and week 10 of each term. We encourage parents to access the newsletter online, on our website www.empirebay-p.schools.nsw.edu.au or the school Facebook page. If you do not have access to the internet please let the office staff know and a hard copy will be sent home with your eldest child.

SENTRAL /PARENT PORTAL APP

This app/portal is where parents can submit leave/absence notifications, view newsletters, reports and notifications from the school and teacher. Parents are also able to view a live calendar of the school events.

Download via: www.sentral.com.au

FACEBOOK

We have an official Facebook page - Empire Bay Public School.



SCHOOL BYTES

Our school offers a flexible and simplified way parents/carers can make payments. To Register for the School Bytes Parent Portal visit:

<http://portal.schoolbytes.education>

FLEXISCHOOLS

This app is for ordering school uniforms and ordering food/lunches from the school canteen.

www.flexischools.com.au

MEDICATION

The Department of Education and Training has very clear guidelines for the administration of medication at school. Any request for the school to administer medication requires parents to complete a “Personal Health Care Plan” form which provides accurate information for the school to follow. This is required annually for students on long term medication.

Any alteration to medication administration requires the completion of a new “Personal Health Care Plan”.

For students taking medication on a short term basis it is requested that parents complete this form at the time of handing medication to office.

Medication should be clearly labelled with the child’s name and instructions for administration and should be provided to the school in a webster pack prepared by a pharmacist.

Children must not keep medication in their bags during the day.

If you have concerns, always contact the office for advice. It is vital that students accept responsibility for taking their medication and develop a routine of going to the office at the appropriate time. Staff will support students in establishing their routines. Medication will be administered at school in the first aid room in the main office area by the office staff.

On sporting days and excursions held off school premises, permission notes will include a section headed ‘Medication’. In this section the school will outline arrangements for the administration of medication for the students.

Year 3 – 6 students who are trained in the appropriate use of *Ventolin* puffers are permitted to carry them on their person.

HEALTH

Immunisation is a wonderful safeguard to health and it is suggested that your child is adequately protected.

It is important that the name and the phone number of your doctor and emergency contact person are kept up to date on school records. Please notify us of any changes immediately.

It is possible that at some time during your child’s school career, he/she will contract one or more of the following common diseases of childhood. Please keep the following pages as a handy reference.

N.B. All Kindergarten applications for enrolment will now need an accompanying Immunisation Certificate. Any children not fully immunised will be excluded from school during outbreaks of diseases for which they are not immunised.

EXCLUSION FROM SCHOOL – INFECTIOUS DISEASES

Below are some of the more common diseases and those where exclusion has changed.

Disease	Usual time of absence from school	
Pediculosis	Eggs of lice usually hatch in a week and reach sexual maturity in approximately 2 weeks.	Parents are encouraged to treat their child's hair before the child returns to school, this may be done the night before or in the morning and the child returned to school that day.
Chicken Pox	14 - 21 days	Until fully recovered or for at least 7 days after first spots disappear.
Infectious Hepatitis (viral Hepatitis Type A)	15 – 50 days (average 28 days)	Until the child has recovered, and for one week from the first signs of jaundice.
Measles	7 – 14 days (average 10 days)	5 days from appearance of rash.
Mumps	12 – 28 days (average 18 days)	Until the child has fully recovered, and 10 days after the appearance of swelling.
Rubella (German Measles)	14 – 21 days (average 18 days)	Until fully recovered and for at least 5 days after the rash appears.
Whooping Cough	7 – 14 days (average 7 days)	If the child has not received an antibiotic treatment then the child should be kept away from school for 3 weeks from the onset of the 'whoop'.
Impetigo (Scabies)	Variable 4 –10 days	The family doctor should be consulted. If the sores are treated and are properly covered by a clean dressing, children are allowed to attend school. If they are not covered and are on exposed parts of the body such as scalp, hands or legs the child should be kept at home until the sores have healed.
Ringworm	10 –14 days	Until appropriate treatment is begun. School may ask for a medical certificate.

Streptococcal Infection (Including Scarlet Fever)	Exclude until at least 7 days after symptoms have subsided or until a medical certificate of recovery is produced.	Those who have come into contact with the child are not to be excluded.
Acute Conjunctivitis	Exclude until discharges from eyes have ceased.	
Trachoma (Sandy Blight)	Exclude until discharges from eyes have ceased.	

LIBRARY

All children are encouraged to borrow books from the school library for home reading. Children will need to bring a library bag to protect the books they borrow to take home. However, any bag which will protect the borrowed books is acceptable.

Books may be borrowed for up to two weeks, but children may change their books as often as they wish.

BOOKCLUB

Scholastic Book Club offers the children a range of books, at reasonable prices. Order forms will be sent home with the children. If you wish your child to purchase items, order online through Scholastic Book Club Loop.

CHARITIES

Whilst we are aware of, and try to support, worthwhile charitable appeals, the school supports Stewart House, a holiday home at Harbord for needy children, which is supported predominantly by donations from teachers and children in government schools. Occasionally the Student Representative Council will undertake small fundraising activities in order to support projects that they have initiated.

SPECIAL RELIGIOUS EDUCATION

Special Religious Education (SRE), previously known as 'Scripture', is an integral part of the curriculum in government schools. Representatives of approved religious persuasions have an opportunity to provide SRE in every government school in NSW.

The content of SRE classes is specific to each religion or denomination. General Religious Education involves learning about religions, the place of religion in

society and the importance of religious beliefs for particular individuals and communities.

The religious persuasions providing SRE at our school, the arrangements made for them, and the contact persons may be obtained from the office.

When you enrol a child you may, if you wish, nominate a religion for your child to attend. SRE teachers have to be authorised by their religious persuasions and many of them have completed special training. They use material approved by their religious persuasion.

Because the teachers and the materials they use are authorised by the religious persuasions, not by the school, any concerns or questions about the content of the SRE classes should be referred to the relevant contact person. Their names and points of contact are available from the school office. If your question or concern is not addressed to your satisfaction through this process please raise the matter with the school.

Religion is an important element in the development of cultures and plays a significant role in the community. The school trusts that your child will benefit from the religious education opportunities provided.

Empire Bay Public School has five categories for Scripture. They are Combined (a non-denominational group), Roman Catholic and Non-Scripture and Ethics classes.

REGULAR SCHOOL ATTENDANCE

Information for parents and carers

What is a justified reason for being absent from school?

Justified reasons for absence may include if the student:

- has an unavoidable medical or dental appointment (preferably, these should be made after school or during school holidays)
- is required to attend a recognised religious holiday
- is required to attend an exceptional or urgent family circumstance (such as attending a funeral)
- is sick, or has an infectious disease.
- OT/Speech Therapy appointments

Absences for reasons such as some of the following may not be justified.

- shopping
- sleeping in
- working around the house
- minding younger siblings and other children
- minor family events such as birthdays
- haircuts.

It is important to realise that parents (including carers) may be prosecuted if children have recurring unjustified absences from school.

Keeping the school informed

If your child has to be absent from school, it is important to tell the school and provide a reason for the absence. To explain an absence parents and carers may:

- send a note or email to the school
- parent portal (Sentral)
- telephone the school
- visit the school.

Arrival on time

Arriving at school and class on time:

- ensures that students don't miss out on the important learning activities scheduled early in the day when students are most alert.
- helps students learn the importance of punctuality and routine.
- gives students time to greet their friends before class and therefore,
- reduces the opportunity for classroom disruption.

Lateness is recorded as partial absence and must be explained by parents or carers in the same way as other forms of absence.

Extended Leave

Any absence of 5 days or more for travel/medical procedures, an extended leave form must be obtained and completed two (2) weeks prior to the leave occurring. This form can be obtained from the school office.

External Therapists

If you wish your child to receive support at school from an external independent therapist such as a Speech Therapist or Occupational Therapist, a request needs to be made in writing to the School Principal for Approval.

Session appointments, once approved, are organised by the class teacher for a suitable day and time.

SCHOOL SONG

LEARNING TO LIVE

Verse 1

Learning to live and learning to play
Striving for excellence in every way
Learning to trust and learning to try
Learning to wonder and find out why

Chorus

We look to the future, we live for today
We will grow stronger in every way
With our teachers and families to show us the way
This is our aim, at Empire Bay

Verse 2

Learning to laugh and learning to cry
Making new friends, sometimes saying goodbye
Learning to sing and learning to share
Learning the rules to always be fair

Chorus repeated

