Dobroyd Point Public School

General Information Concerning
School Routine and Policies
2014

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Facsimile 9716 8009
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Email dobroydpt-p.school@det.nsw.edu.au

Out Of School Hours Centre 9716 8481 0415 983 385
WELCOME TO YOUR CHILD’S SCHOOL

Dear Parents and Future Parents of the School

Dobroyd Point is situated in the Federation suburb of Haberfield. The site is very quiet and completely surrounded by trees. Our parents reflect the changing demographic structure of the area with an increasing proportion of young professional people.

The 244 children in the school are taught by 11 class teachers, supported by a non teaching principal, a community language teacher (Italian), teacher/librarian, specialist music teachers, part-time L&S teachers for students with English as a second language, students with learning difficulties and disabilities, as well as gifted and talented students, and support staff.

The school is very community aware and consults regularly with the parents to ensure that mutual needs are reflected in the school’s day-to-day operation and long term planning.

All teaching strategies have been planned, implemented and evaluated with one primary focus which can be best summarised by our mission statement:

"At Dobroyd Point teachers, parents and children work together to create a supportive environment where educational opportunities are provided to cater for all aspects of the child’s development."

Child centred education operates at Dobroyd Point within a sound environment of dedicated, professional staff, involved parents and Departmental support.

Regards

John W Quinn.
Principal
At Dobroyd Point our School Plan, classroom programs and the way we educate your children are underpinned by the following Belief Statements.

2014 BELIEF STATEMENTS AND VALUES

STUDENTS
At Dobroyd Point Public School we believe that children learn and develop best:

• in a safe caring environment;
• with a positive self image;
• in a creative environment where students are active and interactive learners;
• when inspired to be lifelong learners;
• through critical thinking, creative thinking and problem solving with attention to individual development; and
• when attitudes of tolerance and respect for others and the environment are developed.

STAFF
At Dobroyd Point Public School we believe that staff are most productive when:

• a safe and caring environment is encouraged;
• they are encouraged to be lifelong learners and are provided with opportunities for continued learning and growth;
• a creative atmosphere is created which encourages them to explore innovative classroom organisation and teaching practices;
• time to plan collaboratively and evaluate programs is facilitated; and
• staff is encouraged to develop appropriate assessment and evaluation strategies.

CURRICULUM
At Dobroyd Point Public School we believe that the best learning occurs when:

• curriculum and instructional strategies are developed to support our belief statements; and
• the school devises and implements appropriate curriculum for students.

PARENTS AND CARERS
At Dobroyd Point Public School we believe that the relationship between the school and the community is most productive when:

• parents and carers support the staff in the academic and social development of their child;
• parent and carers engage and participate in what is happening in the school; and
• parent and carers views are valued.

VALUES
Respect others
Do your best
Talk and listen politely
Be safe
Take responsibility for your actions
Be honest to yourself and others.
# MEET THE STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Year/Role</th>
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<tbody>
<tr>
<td>Mr John Quinn</td>
<td>Principal</td>
</tr>
<tr>
<td>Mrs Christine Darragh</td>
<td>Kindergarten Assistant Principal</td>
</tr>
<tr>
<td>Miss Sara Touchard</td>
<td>Kindergarten</td>
</tr>
<tr>
<td>Ms Chris Toohey</td>
<td>Year 1 Assistant Principal</td>
</tr>
<tr>
<td>Mrs Karen McLennan</td>
<td>Year 1</td>
</tr>
<tr>
<td>Miss Suzanne Payne</td>
<td>Year 2</td>
</tr>
<tr>
<td>Miss Nicole Sharkey</td>
<td>Year 2</td>
</tr>
<tr>
<td>Ms Jenny McLoughlin</td>
<td>Year 3</td>
</tr>
<tr>
<td>Ms Christina Jones</td>
<td>Year 3/4</td>
</tr>
<tr>
<td>Mr Steve Mills</td>
<td>Year 4</td>
</tr>
<tr>
<td>Mr Adam Short</td>
<td>Year 5</td>
</tr>
<tr>
<td>Ms Marni Patterson</td>
<td>Year 6 Assistant Principal</td>
</tr>
<tr>
<td>Ms Alex Duffy</td>
<td>Learning and Support</td>
</tr>
<tr>
<td>Mrs Ingrid Szajer</td>
<td>Learning and Support Tues/Wed</td>
</tr>
<tr>
<td>Ms Cathryn Strickland</td>
<td>Relief Yr 6 (Wednesdays)</td>
</tr>
<tr>
<td>Mrs Giuly Capello</td>
<td>Italian</td>
</tr>
<tr>
<td>Mrs Barbara Palmer</td>
<td>Library Monday and Tuesday</td>
</tr>
<tr>
<td>Mrs Lynne Greene</td>
<td>English as a Second Language Monday, Librarian - Thursday</td>
</tr>
<tr>
<td>Mrs Kathryn Zerk</td>
<td>Music Teacher Tuesday/Thursday</td>
</tr>
<tr>
<td>Mrs Jody Readett</td>
<td>Music Teacher Wednesday</td>
</tr>
<tr>
<td>Mrs Jen McLachlan</td>
<td>Music Teacher Monday</td>
</tr>
<tr>
<td>Ms Marja Boddeus</td>
<td>School Counsellor Tuesday</td>
</tr>
<tr>
<td>Mrs Maria Wrigley</td>
<td>School Administrative Manager (Rel.)</td>
</tr>
<tr>
<td>Mrs Karen Duncan</td>
<td>School Administrative Officer</td>
</tr>
<tr>
<td>Mrs Anna Demetre</td>
<td>SLSO Monday to Friday</td>
</tr>
<tr>
<td>Mrs Margherita Pacheco</td>
<td>SLSO Wednesday to Friday</td>
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<tr>
<td>Mrs Katerina Rodakis</td>
<td>SLSO Monday to Friday</td>
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<tr>
<td>Mr Bill Bush</td>
<td>General Assistant Thursday and Friday</td>
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# MEET THE PARENTS & CITIZENS EXECUTIVE

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tbody>
<tr>
<td>President</td>
<td>Donna Hosie</td>
</tr>
<tr>
<td>Vice President</td>
<td>Cameron Hay</td>
</tr>
<tr>
<td></td>
<td>Jen Hazlewood</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Jo McCreery</td>
</tr>
<tr>
<td>Secretary</td>
<td>Liz Lester</td>
</tr>
<tr>
<td>Minutes</td>
<td>Liz Lester</td>
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# PARENTS & CITIZENS SUB-COMMITTEES

- Canteen, Bay Run, and OOSHC Activities
TERM DATES FOR 2014

The following dates are the first and last day of each term.

Term 1  Wednesday January 29 Years 1-6
         Monday 3 February 2014 Kindergarten
         Friday  11 April 2014
Term 2  Tuesday 30 April 2014
         Friday 27 June 2014
Term 3  Tuesday 15 July 2014
         Friday 20 September 2014
Term 4  Tuesday 7 October 2014
         Wednesday 17 December 2014

INTERVIEWS AND DISCUSSIONS

Please do not hesitate to phone and make an appointment with the Class Teacher or the Principal if you wish to discuss any aspects of your child’s education. Parent/Teacher interviews are usually held at the end of Term 1. Written reports are sent home at the end of terms 2 & 4.

SAFETY PRECAUTIONS

Teachers are always concerned about the safety of children attending the school.
There is no supervision of the playground before 9.00 am or after 3.30 pm. Please do not send your child to school before 9.00 am and ensure they are picked up promptly when school finishes.

SICK AND INJURED CHILDREN

Sometimes the school needs to contact parents about medical aid for children. Please inform us if there have been any changes in address or contact phone numbers. If your child must take medication at school please send full written instructions and written authorisation. If your child does not feel well or is suffering from a fever please do not send them to school.

If your child is absent, please send along an explanatory note when he/she returns to school.

LEARNING AND SUPPORT

The School has Learning and Support teachers who assist classroom teachers with children who have special needs. Appointments can also be made with the School Counsellor to discuss matters regarding your child’s emotional and academic development.

SCRIPTURE AND ETHICS CLASSES

Wednesday: Scripture and ethics lessons - classes are conducted by visiting clergy and lay teachers. Your child can attend Catholic or Protestant scripture, or non-scripture. Ethics classes are available for Yrs 5 & 6.

EXCURSIONS
As part of their education, children attend school excursions. Please send the correct money in the permission envelope with your child’s name, class and amount clearly marked. A separate envelope for each child and excursion would really be appreciated by the office. If you need financial support contact the office. (Cheques are to be made out to **DOBROYD POINT PUBLIC SCHOOL** not **DPPS**)

### TIMES FOR DAILY ROUTINE

<table>
<thead>
<tr>
<th>Session</th>
<th>Time</th>
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<tbody>
<tr>
<td>Morning Session</td>
<td>9.25am - 11.25am</td>
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<tr>
<td>Lunch</td>
<td>11.25am - 12.25pm</td>
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<tr>
<td>Mid Session</td>
<td>12.25pm – 1.45pm</td>
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<tr>
<td>Recess</td>
<td>1.45pm - 2.05pm</td>
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<tr>
<td>Afternoon Session</td>
<td>2.05pm - 3.25pm</td>
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Kindergarten children should be collected from the kindergarten classrooms as close as possible to the dismissal time. Children are easily distressed if their parents are late.

### MERIT AWARDS

The school has in place a system of rewards and encouragements to reinforce behaviour that the staff consider to be appropriate and desirable within the school setting. The reinforcements used by the staff of Dobroyd Point Public School include merit certificates, house points, verbal praise, stickers and stamps.

### PRINCIPAL’S BBQ LUNCH.

On a date determined by the Principal children who have collected five large certificates are invited to the principal’s BBQ lunch. The children really enjoy this experience.

### ADDITIONAL REINFORCEMENTS

Verbal praise plays an integral part in our reward systems. The use of verbal praise is a form of positive reinforcement highly valued by the staff and students of our school. Stickers and stamps are also used to reward and encourage students throughout the school, but particularly in the infants’ classes, Kindergarten to Year 2. Frequency of awarding these is again at the discretion of each class teacher and support teacher.

### HOMEWORK

The purpose of homework, like school work, is learning. Homework is important for students of all ages, as it helps them build on what is already learnt in the classroom, and prepares them for the next stage in their learning.

Homework helps to bridge the gap between home and school. It should be seen by teachers, students, parents and care givers as a vital part of the home-school partnership that supports young people while they learn.

Homework can be specific activities of revision or research. All students have regular reading obligations and parents are asked to supervise each day. This will form the major part of homework for grades Kindergarten to Year Two. This reading can be books the child has at home or ones obtained from school, through the home reading scheme or school library, and from sources such as council libraries. There should be no reason that a child cannot engage in daily reading. The best way to become a competent reader is to read each day.

Parents and children are encouraged to organise convenient times for other set homework. It may suit families to work steadily for a set period each night. Others may prefer to spend time on homework on the weekends. Parents can exempt their child from homework for more pressing family commitments or in cases of illness. A brief note is all that is required if a parent does not wish their child to be involved in the homework scheme.
BUS PASSES

Government transport passes are available from the office but conditions apply.

OUT OF SCHOOL HOURS CARE

Before and After School Care is available each day in the OOSH Centre. For further details please contact the Director on 9716 8481 or 0415 983 385

SCHOOL CANTREEN

The healthy canteen is open Monday to Friday for recess and lunch orders.

BOOK CLUB

This provides an opportunity for you to obtain very reasonably priced, graded books. Brochures are sent out once a semester. Please send correct money or cheque (made out to Scholastic Book Club, not Dobroyd Point) in an envelope with your child's name and class on it.

LATE ARRIVAL OR EARLY TO LEAVE

If you arrive late or wish to take your child early, please call in at the office first so we can note the change of routine.

WRITTEN COMMUNICATION HOME

Newsletters are emailed out fortnightly on a Thursday. Other communication is either emailed, with the occasional paper copy sent home with your child.

GENERAL REQUIREMENTS

Children are provided with most of their needs ie. pencils, scissors, etc., but if you wish your children to bring their own coloured pencils, glue sticks etc., they may do so.

It is important to label all articles of clothing, drink bottles, lunch boxes etc., with your child's name.

A clean handkerchief or tissue daily is a must.

If your child does not feel well or is suffering from a fever please do not send them to school.

If your child is absent, please send along an explanatory note when he/she returns to school.

If you arrive late or leave early you must call in at the office to sign your child in or out.

A paint shirt is very important to protect their uniform. Any old large shirt will do.

The school has a policy of "No hat, No play" to protect your child. If on any particular day your child does not have his/her hat they must then stay in the shade at play times.

PARENTS AND CITIZENS MEETINGS

P&C meetings are held regularly on the 4th Wednesday of every month at 7.30pm in the library and you are very welcome to come along.
PARENT HELPERS

Parent helpers are always welcome at school. Please talk to your child’s teacher if you would like to help.

UNIFORM STORE

The uniform store is open every Wednesday, from 9.00 to 9.45.
If you are unable to attend the uniform store at these times, please use the order form that is available from the office. You will be phoned regarding pickup. Send your order and payment by cheque if possible. Alternatively, you can place your order through flexischools.com.au. Cheques should be made out to Dobroyd Point P&C.

EXTRA CURRICULA ACTIVITIES

The school offers extra activities for those children who would like to participate. These include: chess; debating; public speaking; recorder groups; choir, band; string ensemble; P.S.S.A; sport; vegetable garden; worm farm and private music tuition.