Principal
Mr Brad Lewis

Assistant Principals
Mr Rod Thorncraft
Mr Nathan Leadbeatter
Mrs Deniz Leslie
Mrs Maxine South

School Patron
Mr Geoff Melville

P&C President
Mrs Karen Wylie
Teaching Staff

Mrs Susan Archer  Mr Chris McCredie
Mrs Karen Atkin   Mr Nathan Leadbeatter
Mrs Melissa Clark Mrs Jane Moore
Mrs Jackie Murray Mrs Karen Wood
Mrs Nichole Dempsey Mrs Louise Ballard
Mrs Angie Eastwood Mrs Vickie Jones
Mrs Deniz Leslie  Mrs Amanda Shaw
Mrs Maxine South  Mrs Anne Souden
Mr Ray Sutcliffe   Mr Rod Thorncraft
Mrs Karen Leslie  Mrs Katherine Miller
Ms Bianca Small   Ms Diane Finlay
Mrs Loren Ireland Mrs Karen Ansell
Mrs Fiona Hruby

School Counsellor

Mrs Gabby Pritchard

School Learning Support Officer

Mrs Anita Phillips Mrs Karen Wylie Mrs Julie Egan

School Administration Manager

Mrs Louise Dent

School Administration Officers

Mrs Patricia Smith Mrs Monica White Mrs Nadine Dennehy

General Assistants

Mr Adrian Burch Mr Steve McFarlane

Cleaning Staff

Mrs Jan Crocker Mr Brooke Kennedy

Canteen Supervisor

Mrs Michelle McNamara and Mrs Gaye Norval
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
Lost Property
School Organisation – Activities and Excursions
Parent Involvement
P&C
Parents Auxiliary
Canteen
Ancillary Staff
School Newsletter
Medication
Health
Exclusion from school – Infectious Diseases
Library
Book Club
Charities
Special Religious Education (Scripture)
School Attendance
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 462 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 1883 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 motto, Learning to Live. 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 8.35am each morning. At 8.35 am the students will be allowed to remain in the concrete area or go to the oval where approved ball games are permitted.

9.00 School day begins

RECESS:

11.00 – 11.25 No play permitted on the fixed equipment.

LUNCH

1.10 – 1.25 Students are seated and eat.
1.25 Students are released to go to the canteen or grassed areas.

2.00 Return to classes.
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 in at the office and collect a note, stating the time and reason for early departure, before you go to the classroom. This note should be given to your child’s teacher.

These notes are 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 front 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 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. Teachers can’t leave classes to take phone calls or to speak with parents as they have a duty of care for the students under their supervision.

**WELFARE / 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. Parents are informed on a regular basis of their child’s behaviour with a behaviour card. 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 these students. Strategies used align with the NSW DET Good Discipline and Effective Learning Policy. Copies of this policy are readily available from the front office of the school.

**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 of the school are also eligible for free bus travel. Bus passes must be applied for on the appropriate form. Rules governing the issue of such passes should be carefully noted. If your child should lose a bus pass, contact the bus company, Busways – Kincumber (phone 43 682...
Replacement passes 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 THE BUS COMPANY.**

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 pass 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’ signs have been erected on the Empire Bay approach (just before the lights) and between the front gates and the staff car park entrance on the school side. 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. Colourbond pool style fencing has been installed opposite the school gate to encourage parents and students to cross at the lights.
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**

**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)
Black shoes (these may be black joggers). Joggers other than black must only be worn on sports day
Royal blue sloppy joe / track suit top with zip or Chinook (hooded jumper) with screen printed school logo
Year 6 boys may wear Year 6 signature shirt

**BOYS – WINTER**
As summer or royal blue track suit / or long pants with light blue polo shirt with royal blue trim and screen printed logo

**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)
Black shoes (these may be black joggers). Joggers other than black must only be worn on sports day
Royal blue jumper / tracksuit top with zip or button jacket or Chinook (hooded jumper)

**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) or navy blue tights
Black shoes (these may be black joggers). Joggers other than black must only be worn on sports day
Royal blue sloppy joe/track suit top with zip or Chinook (hooded jumper) 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)
White socks (socks must be seen above shoes)

Black shoes (these may be black joggers). Joggers other than black must only be worn on sports day
Royal blue jumper / tracksuit top with zip or button jacket or Chinook (hooded jumper)
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’.

Boys: royal blue school hats with school logo – either legionnaires or cricket style.
Girls: traditional round royal blue hat, legionnaires or cricket style hat with school logo.

Sunsmart policy recommends cricket style hats for maximum protection.

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 netball skirt with sports briefs 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

All of the above items are available through the Parents Auxiliary uniform shop which operates from a room on the road side of the school hall:

Monday mornings 8.45 – 9.30 am
Thursday afternoons 2.30 – 2.55 pm
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.

**VOLUNTARY SCHOOL CONTRIBUTIONS**

Each year the school asks that parents make a voluntary contribution to the school to assist us to purchase extra resources to enrich your child’s education. The contributions are currently:

- $50 per child or $80 per family.
- This equates to 25 cents per day for one child.

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 this program 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 the start of Term 2 to allow parents time to manage their finances after managing the costs incurred to start the school year. Incentives for prompt payment may be included. At your request, arrangements can readily be made to pay in instalments.

**LOST PROPERTY**

Items of lost clothing, lunch boxes, drink bottles etc are placed in a large wooden box in the area adjoin the library. If your child has lost items please ask them to check in the box. They are very likely to be there.

At the end of the month we attempt to locate all items which have a name on them and the remaining items are either discarded or placed in the uniform pool for dispersal.
To ensure that you do not lose valuable items of clothing etc, **please be sure to put your child’s name on them.** 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:
- Years 3-6 Athletics Carnival
- Year K-2 Athletics Carnival
- Years 3-6 Swimming Carnival
- Education Week
- National Literacy and Numeracy Week
- Book Week
- Easter Hat Parade
- Special Swimming Scheme
- Overnight Excursions
- The Life Education Program

Parents will always be advised of planned excursions.

**EXCURSIONS – WET WEATHER CANCELLATIONS**

Parents and students may listen to radio 2GO or Parents may phone 2GO’s recorded information line on 4323 2801. If there is no message the excursion will be on.

**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 on the first MONDAY of the month at 7.00pm in the Community Room - Cooinda.

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.

**PARENTS AUXILIARY**

Monthly meetings are held on the third TUESDAY of the month at 9.15am in our Community Room - Cooinda.

A very active and friendly sub-committee runs the uniform shop and many of the fundraising activity days.
CANTEEN

The School Canteen is operated by a School Canteen Committee (sub committee of the P&C) who employs a paid canteen supervisor, Mrs Kerrie Bleakley.

The Canteen is in operation on Monday, Tuesday, Wednesday, Thursday and Friday.

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 Kerrie with the day to day operation.

All profits are utilised to purchase resources for the children’s benefit.

If you are able to assist in the canteen in any way please do not hesitate to phone Kerrie in the canteen on Monday, Tuesday, Wednesday, Thursday or Friday (4369 1796) to discuss shifts and any other concerns. Your assistance will be greatly appreciated.

Orders for recess and lunch must be placed in the basket in the classroom by 9.10 am. Bags containing recess orders should be clearly marked Recess. Price lists are available from the canteen and will be regularly provided to parents. Price lists are also available on the school website.

Lunches are delivered to the classroom. Children may purchase morning tea from the Canteen at 11.00 am.

Children are permitted to make purchases at the canteen after they have eaten lunch.

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
Senior Administration Manager  Mrs Louise Dent

School Administration Officer  Mrs Patricia Smith
Mrs Monica White
Mrs Nadine Dennehy

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.

SCHOOL NEWSLETTER

A school newsletter is issued on Wednesday of each week. It would be appreciated if you would retain these notices for details of events during the week. We encourage parents to access the newsletter on-line at our website www.empirebay-p.schools.nsw.edu.au. If you do not have access to a computer and the internet please let the office staff know and a hard copy will be sent home with your eldest child.

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 the parents to complete annually a “Deed of Indemnity” form which provides accurate information for the school to follow.

Medication should be clearly labelled with the child’s name and instructions for administration and should be provided to the school in an appropriate container e.g. bottle, sealed container.

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

Please arrange with the office to only send small amounts of the medication at any one time. If you have concerns, always contact the front 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.

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.

A School Dental Clinic operates from the corner of York and Webb Streets, East Gosford (inside the Gosford East Public School grounds). Appointments can be made by phoning 4324 5944.

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.

<table>
<thead>
<tr>
<th>Disease</th>
<th>Usual time of absence from school</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pediculosis</td>
<td>Eggs of lice usually hatch in a week and reach sexual maturity in approximately 2 weeks.</td>
<td>Parents are encouraged to treat their child’s hair before the child returns to school.</td>
</tr>
<tr>
<td>Chicken Pox</td>
<td>14 - 21 days</td>
<td>Until fully recovered or for at least 7 days after first spots disappear.</td>
</tr>
<tr>
<td>Infectious Hepatitis (viral Hepatitis Type A)</td>
<td>15 – 50 days (average 28 days)</td>
<td>Until the child has recovered, and for one week from the first signs of jaundice.</td>
</tr>
<tr>
<td>Measles</td>
<td>7 – 14 days (average 10 days)</td>
<td>5 days from appearance of rash.</td>
</tr>
<tr>
<td>Mumps</td>
<td>12 – 28 days (average 18 days)</td>
<td>Until the child has fully recovered, and 10 days after</td>
</tr>
<tr>
<td>Disease/Infection</td>
<td>Duration</td>
<td>Isolation Period</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>----------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>14 – 21 days (average 18 days)</td>
<td>Until fully recovered and for at least 5 days after the rash appears.</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>7 – 14 days (average 7 days)</td>
<td>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'.</td>
</tr>
<tr>
<td>Impetigo (Scabies)</td>
<td>Variable 4 –10 days</td>
<td>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.</td>
</tr>
<tr>
<td>Ringworm</td>
<td>10 –14 days</td>
<td>Until appropriate treatment is begun. School may ask for a medical certificate.</td>
</tr>
<tr>
<td>Streptococcal Infection (Including Scarlet Fever)</td>
<td>Exclude until at least 7 days after symptoms have subsided or until a medical certificate of recovery is produced.</td>
<td>Those who have come into contact with the child are not to be excluded.</td>
</tr>
<tr>
<td>Acute Conjunctivitis</td>
<td>Exclude until discharges from eyes have ceased.</td>
<td></td>
</tr>
<tr>
<td>Trachoma (Sandy Blight)</td>
<td>Exclude until discharges from eyes have ceased.</td>
<td></td>
</tr>
</tbody>
</table>

**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. Library bags with the school crest may be purchased from the uniform shop. 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, please complete the order form, place it in an envelope, write the child’s name and
class clearly on the front, enclose the CORRECT MONEY and return it to the school office by the due date. No late orders will be accepted.

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 three categories for Scripture. They are Combined (a non-denominational group), Roman Catholic and Non-Scripture.
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.

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
- hair cuts.

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, fax or email to the school
- telephone the school, or
- 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 most of the 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.

Must my child attend all activities, 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.
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

Children Learn from What They Live
IF
a child lives with criticism
he learns to condemn

a child lives with hostility
he learns to fight

a child lives with fear
he learns to be apprehensive
have a goal

a child lives with pity
he learns to feel sorry for himself

a child lives with ridicule
fairness
he learns to be shy
justice are

a child lives with jealousy
he learns what envy is
and

a child lives with shame
he learns to feel guilty
place

a child lives with encouragement
he learns to be confident
of mind

a child lives with tolerance
he learns to be patient

IF
a child lives with acceptance
he learns to love

a child lives with approval
he learns to like himself

a child lives with recognition
he learns that it is good to

a child lives with sharing
he learns about generosity

a child lives with honesty and
he learns what truth and

a child lives with security
he learns to have faith in himself
those about him

a child lives with friendliness
he learns that the world is a nice
in which to live

you live with serenity
your child will live with peace

a child lives with praise
he learns to appreciate