



Oatley West Public School *Handbook*



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WELCOME

Welcome to those who are part of the Oatley West community, potential parents, students, or just those simply browsing out of curiosity. I hope you enjoy the information offered. Oatley West Public School is the centre of a vibrant community that strives to provide the best possible learning opportunities for our young people. It is an extraordinary school, made so by strong authentic and meaningful partnerships between students, staff, parents and the wider community. Strong goals promote a constant message of high expectations, holistic development and continuous improvement.

As principal, I drive a philosophy of delivering a broad curriculum. Children have many interests and my role is to ensure they have an open door to a wide world of possibilities and can explore subjects that motivate and drive new learning.

Whilst we are situated in a sought after location near the surrounds of Oatley Park, I believe our appeal as a school rests in our strong sense of community, the values we celebrate and our commitment to realising the potential of young children. We provide a balanced education that addresses the academic, social, emotional, physical and spiritual aspects of our students' lives. The school has a uniquely peaceful environment which encourages an active lifestyle.

Websites and information booklets are tools, however, they rarely capture the true magic of a place. It is my hope that you will see for yourself why Oatley West Public School has become well known as a place of quality education.

On behalf of the school community, I welcome you and your child to our school and trust that your journey with us will be a happy and stimulating one. We are delighted and feel privileged that you have chosen our school as the place of learning for your child.

Paul Nash

Principal





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MISSION STATEMENT

The Oatley West School Community learns to live and lives to learn with integrity. We respect one another and take responsibility for our actions. Individuals are nurtured towards the achievement of their unique potential with the knowledge, skills, values and attitudes that will benefit them in finding a fulfilled and happy life. We promote fairness and co-operation in our dealings with all members of the school community. We encourage each other to acknowledge and accept diversity in the wider community. Learning is valued as a lifelong process that enables each person to become a responsible and productive citizen.

At Oatley West Public School we encourage every member of the community to have:

- A sense of their personal dignity and worth
- An appreciation of individual responsibility and collective responsibility for decisions and actions
- The opportunity to communicate purposely and effectively
- A caring attitude towards others
- Respect for cultural diversity and beliefs
- Joy and satisfaction in learning
- An opportunity to participate democratically in the design and management of appropriate aspects of their school.





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STARTING SCHOOL AT OATLEY WEST PUBLIC

We welcome you and your child to Oatley West Public School and look forward to an exciting and successful journey together over the time your child is with us. The following pages provide some general information about our school and how it runs. Please note that some information may be subject to change.

Early in the year your child's class teacher will invite you to an Information Evening, during which the teaching and learning program for the year will be explained to you. Should you have any concerns about your child at any time, please arrange an interview with the class teacher by following our school communications protocol. (see page 19)

SCHOOL CONTACT INFORMATION

- Address:** Oatley Park Avenue, Oatley NSW 2223
- Phone:** 9580 5048
- E-mail:** oatleywest-p.school@det.nsw.edu.au
- Website:** <https://oatleywest-p.schools.nsw.gov.au/>



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SCHOOL ORGANISATION

ENROLMENT INFORMATION

Our school can help with enrolment enquiries anytime throughout the year. [See our school website.](#)

STARTING KINDERGARTEN

Your child can start Kindergarten at the beginning of the school year if they turn five on or before 31 July in that year. By law, all children must be enrolled in school by their sixth birthday. It is an advantage for your child both socially and educationally, to start school as soon as possible in the new year. Further information regarding starting and preparing for Kindergarten can be found at:

<https://education.nsw.gov.au/content/dam/main-education/public-schools/going-to-a-public-school/media/documents/getting-ready-for-school.pdf>





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HOW TO ENROL IN PRIMARY SCHOOL

Contacting the school for a discussion or an appointment is usually the first step. See below which step applies to your child's circumstances.

- **Applying to enrol in Kindergarten?**
 - Please contact the school to discuss the enrolment procedures and obtain the necessary paperwork to complete.
- **Currently enrolled in a NSW public school, and wishing to change schools?**
 - Contact the school of your choice to discuss the enrolment procedures and obtain the necessary paperwork, or any out of enrolment area criteria.
- **Changing school from a non-government school?**
 - Contact us to make an appointment to discuss your child's potential enrolment.
- **The holder of a temporary visa or visitor visa?**
 - You will first need to apply to enrol by contacting the temporary residents program who will give you forms to bring to the school.
- **Your child has a learning difficulty or special need and is applying to enrol in Kindergarten, or wishing to change from a non-government school?**
 - Please contact your local regional office by telephoning 131 536. Their student support team will discuss assessment of your child's needs. Depending on your location and your child's needs, you may have access to regular classes in regular schools, support classes in regular schools, or to a school with specific support services.



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ENROLMENT APPOINTMENTS

As parents and caregivers you will need to bring these documents to the appointment with the school. For children **already enrolled in a NSW public school** we only require:

- proof of your child's address - originals of different documents such as your council rates notice or residential lease or electricity bill
- family law or other relevant court orders (if applicable)

If your child has **not been previously enrolled in a NSW public school**, you will need to bring these documents with you:

- your child's birth certificate or identity documents
- proof of your child's address - originals of different documents such as your council rates notice, residential lease or electricity bill
- Immunisation history statement based on the Australian Childhood Immunisation Register (ACIR)
- family law or other relevant court orders (if applicable)

If your child is **not a permanent resident** you will also need to provide:

- passport or travel documents
- current visa and previous visas (if applicable)

It is important that you tell the principal if your child has any special circumstances, allergies, health or medical conditions, before your child starts school.





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ATTENDANCE

Education in New South Wales is compulsory for all children from the age of six years. Parents/caregivers are responsible for guaranteeing the regular attendance of students. A student should not be absent without good reason. The school maintains daily records of school attendance including partial attendance and students who are late. Parents must send a note to the class teacher explaining any absence within seven days of the absence.

Staff are responsible for monitoring student attendance and will inform parents as soon as possible of any case of truancy or any unexplained absences. The Department of Education also monitors attendance and punctuality. Continual absences or lateness may result in the school referring students to the Department of Education Home School Liaison Officer.

Arrival at School

Students must not arrive at school before 8:55am unless they have a rehearsal, tutorial or training session. The playground is supervised from 8:55am and the school cannot accept any responsibility for students before this time. Before school care is available. Please contact the school office for further information.

Late for School

Punctuality is crucial as important information is provided to students at the start of a school day. Students arriving late interrupt classes. Parents/caregivers are responsible for ensuring their child arrives at school between 8:55am and 9:25am. Students arriving late, must be accompanied to the school office by a parent/carer. Students are to obtain a late note which is to be filled out with a reason for the lateness and signed by the parent/caregiver.



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Short Absences

Parents/caregivers are required to explain the absences of their children from school within **seven days** of the first day of any period of absence.

Long Absences

The school should be notified if the student will be, or is absent for more than three days. A note is required explaining the absence when the student returns to school or registered via the Skoolbag app during the absence. In accordance with the NSW Department of Education policy regarding extended student absences, any leave (in addition to sick leave) must be formally applied for and approved by the Principal. The application forms are available at the front office, and a separate form must be completed for each student seeking leave. Please request an application form for your child (or children) as soon as you know you might be going away for an extended period of time.

Absences During School Hours

When students are required to leave school during school hours, parents are to report to the office first and complete an early leaver's slip. The classroom teacher will be contacted and the student will be sent up to the office with their bag. Students will not be released on their own, and must be collected by a parent/caregiver or nominated adult. For excursions, the students are expected to travel with the school group and return to be dismissed from school. If parents want this procedure to be varied, a request in writing prior to the excursion is required.

If Your Child is Unwell For School

If your child is too sick for school, please let the school administration staff know by phone or email as soon as possible, and within seven days.



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Medical and Dental Appointments

Parents should always endeavour to make medical, dental and other appointments outside of school hours.

Family Holidays

These should coincide with school vacations and only in extraordinary circumstances should holidays be arranged during school terms. The Principal or their nominee must be notified if the student is to be absent for an extended period of time and an Application for Leave form will need to be completed (available from the office).

VISITORS ATTENDING SCHOOL

Visitors attending the school to deliver incursions, presentations, seminars or other activities and programs to students need approval from the school Principal (or their nominee) prior to attending the school. All visitors are required to have a valid Working With Children Check (WWCC) and report to the school administration office:

- prior to undertaking any activity within the school. Visitors are required to sign in via a sign in book and will be assigned a “Visitor” badge which they must wear at all times within the school.
- at the end of the visit and return their badge and sign out in the visitors’ book.

Parents delivering and collecting students are exempt from this process. Whole school events such as athletics carnivals, values assemblies or grandparents day are exempt from this procedure.



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LEAVING THE SCHOOL GROUNDS

Students are not permitted to leave the school grounds perimeter unless the Principal or an executive staff member gives permission. On the rare occasion when a parent wishes their child to go home early, the office must be notified by written note, by personal visit or by telephone.

CHANGES IN ROUTINE

If you wish to take your child out of the school, or contact him/her during the school day, report to the office. This is necessary to ensure your child's safety and to avoid unnecessary disruptions to classroom routine. Remember NO student is allowed to leave the school grounds during the day. If your child is to go home early or with someone else, please send a note to explain this change of routine or call the office.

LOST PROPERTY

All belongings including clothing should be CLEARLY LABELLED with your child's name and class. If your child has lost any property, please check lost property in the Quiet Area.

BICYCLES AND SCOOTERS

Students riding bicycles and scooters to school must wear a helmet and park their bicycles / scooters in the designated bike rack. No bikes or scooters are to be ridden on school grounds.

[Please refer to our school website for more information.](#)



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MONEY COLLECTION

Online payments can be made to the school via a secure payment page hosted by Westpac. Our online payment portal is linked to the school website to make it easier for you to pay for school related payments. **Log onto our school website.** Click on “**Make a Payment**” and follow the prompts to make a payment via Visa or Mastercard. For any enquiries regarding the Online Payment process please contact the school administration office on 9580 5048. Alternatively, money can be sent to the school in an envelope clearly labelled with the student’s name, class and what the money is for. This envelope should be placed in the money chute outside the school administration office. EFTPOS payments can also be made at the office.

LIBRARY

Library lessons are conducted for classes once a week. The Library aims to enhance student learning outcomes by implementing, enriching and supporting the teaching and learning program of Oatley West Public School. The students are also given the opportunity to borrow books. All students require a library bag.



SCRIPTURE

Religious instruction is offered to students once a week. Children may attend Roman Catholic, Protestant or Orthodox classes. Approved providers deliver these, where available. Indicate in writing if you wish to withdraw your child from special religious education. Ethics or non-scripture is an option for your child if you withdraw them from scripture.



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ETHICS

Ethics classes are available as an option for children who do not attend Religious Education/Scripture.

HOMEWORK POLICY

Oatley West Public School Homework Policy is in line with the DOE Homework Policy https://education.nsw.gov.au/policy-library/associated-documents/Hwk_Pol_guide.pdf

SCHOOL UNIFORM

Oatley West Public School maintains high expectations of students in all areas of school life, and students take pride in wearing the correct school uniform. The school uniform is set and endorsed by the P&C. Please clearly label your child's name on all their belongings.

UNIFORM SHOP

The Uniform Shop is open every Thursday from 9 -10am at the end of G Block.

Exchanges can only be made on Thursday when the shop is open. If you can't come in when we are open, please leave your exchange at the school office in a bag, with your child's name and class noted, as well as details for the exchange. If the error is ours, please contact us at owpsuniform@gmail.com

Orders can be made online at [Home | Oatley West Public School Uniform Shop \(square.site\)](#) Alternatively, order forms (dated October 2022) can be completed and dropped into Letterbox 8 located in the front courtyard. Please note, **orders are not accepted via e-mail**. All orders will be delivered to your child's classroom on Thursday when the shop is open, provided the order is received prior to 9.30am on Thursday. The preferred payment method for orders is by Credit Card. Cards are generally debited one day prior to delivery.



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Summer Uniform: The Summer Uniform is worn Monday to Thursday, beginning in Term 1, until Mother's Day. It is then worn again after Father's Day.

Winter Uniform: The Winter Uniform is worn Monday to Thursday the day after Mother's Day, until Father's Day.

Sports Uniform: The Sports Uniform is worn every Friday all year round. Kindy, Year 1 and Year 2 are also required to wear their Sports Uniform one additional day each week. There will be occasions where your child will be required to wear their sports uniform on other nominated days, such as a sporting carnival or school excursion. This will be with prior notification.

Hats: All children must wear a school hat. Caps are not part of the School Uniform. Oatley West follows guidelines set by the NSW Department of Education in respect to Safe Sun practices. If a student is not wearing a hat, they will be instructed to go to a shaded area.

Clothing items in similar colours and styles are NOT acceptable uniform.





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	Boys	Girls
Summer	<ul style="list-style-type: none"> ● Grey shorts ● Short sleeve blue polo shirt (with school logo) ● Grey striped school socks ● Black shoes ● Zip jacket (as required) ● School hat 	<ul style="list-style-type: none"> ● Summer tunic <p>OR</p> <ul style="list-style-type: none"> ● Culottes with blue polo shirt (with school logo) ● Blue socks ● Black shoes ● Zip jacket (as required) ● School hat
Winter	<ul style="list-style-type: none"> ● Gabardine pants ● Long sleeve blue polo shirt (with school logo) ● Grey striped school socks ● Black shoes ● Zip jacket (as required) ● School hat 	<ul style="list-style-type: none"> ● Winter Tunic (pinafore) worn mostly by K-2 ● Long sleeve blue polo shirt (with school logo) ● Grey tights <p>OR</p> <ul style="list-style-type: none"> ● Charcoal Bootleg pants ● Long sleeve blue polo shirt (with school logo) ● Blue socks ● Black shoes ● Zip jacket (as required) ● School hat
Sport	<ul style="list-style-type: none"> ● Gold polo shirt (with school logo) ● Unisex sport shorts (with embroidered OWPS) <p>OR</p> <ul style="list-style-type: none"> ● Black tracksuit pants (in Winter) ● White sport socks ● Sport shoes ● Zip jacket (as required) ● School hat 	



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SCHOOL COMMUNICATION

Skoolbag App

The school uses the Skoolbag app, which delivers up to date school information, newsletters, notes and alerts instantly to your phone. Absentee forms and change of contact details can also be submitted through the Skoolbag app. See the picture for instructions on how to install the Skoolbag app.

How to install the SkoolBag app
instructions for parents and community

1. Get your favourite mobile device
2. Open the App Store/Play Store
3. Search for "SkoolBag"
4. Download the free app
5. Open the app and add your school(s)

for Apple users
Download on the App Store

for Android users
GET IT ON Google Play

for more info visit skoolbag.com.au SkoolBag

Newsletter

The newsletter, Oatley West Lantern (OWL), is produced weekly and is usually distributed every Monday. It is uploaded to the school website and the Skoolbag app. The newsletter will attempt to keep you informed of upcoming events, dates and school news.

Term Note

A term note for each child will be sent home each term with information regarding the term fees, incursions and excursions. At times it may be necessary to send supplementary notes home, however we aim to keep these to a minimum. Please check with your child regularly to see if they have any school notes to give to you.



Facebook

Our school [Facebook page](#) is used to share good news stories about what is happening in classrooms and around the school, as well as for urgent information.



Tell Them From Me Survey

Each year, we seek feedback from our parent community through the online Tell Them From Me survey. Your survey responses are used to shape school programs, and are a vital part of school planning. The Tell Them From Me survey is a great opportunity to have a voice in the vision and directions of Oatley West Public School.

School Website

The [School Website](#) includes an [upcoming events calendar](#), information about our school and links to our school newsletter. The calendar is updated regularly and is a useful reference for parents.





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Parents Communicating With The School

What do I do if my child needs help?

If your child is showing areas of concern in their learning or is experiencing welfare, social and emotional issues e.g. *Sam is having trouble making friends*



Contact your classroom teacher by emailing the school office oatleywest-p.school@det.nsw.edu.au to make an appointment to see them.



If you still have concerns, contact the Stage Supervisor via the school email to make an appointment.



If you still have concerns, contact the Deputy Principal or the School Principal.



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OUR SCHOOL VALUES

Our values and beliefs have been developed collaboratively and demonstrate our commitment, as a community, to the education of the students at Oatley West Public School. Our class programs and school procedures reflect our values and beliefs.

Schools have a pivotal role to play in connecting character development in children and young people to individual and collective wellbeing, which in the longer term will shape the values and attitudes of the society in which they live.

Teachers play an important role in providing learning experiences and opportunities that develop and shape the character and wellbeing of children and young people.

Experiences that develop character by promoting mindfulness (self-regulation and behaviour), curiosity, courage, resilience, ethics and leadership benefit children and young people as they grow and develop.

Schools focus on giving children and young people a voice, being active learners and developing strong character qualities that will enable them to succeed, thrive and contribute positively throughout life.

(The Wellbeing Framework For Schools, 2015)





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Values

We have eight Core Values at Oatley West Public School which we encourage our students, teachers and parents to live by. Our eight Values are:

CARE - *We are safe and kind*

COOPERATION - *We listen and are listened to*

EXCELLENCE - *We try our best and enjoy learning*

FAIRNESS - *Everyone is equal and important*

INTEGRITY - *We are honest and truthful*

PARTICIPATION - *We contribute to success*

RESPECT - *We treat each other with respect*

RESPONSIBILITY - *We take responsibility for our actions*



If your child receives a Value Leaf Sticker please ask them about it.

Questions you can ask your child when they receive a Value Leaf:

- *What value were you following when you received your leaf?*
- *How were you showing that value?*
- *How do you think that made others feel?*



Children may receive a Value Leaf for displaying the Core Values. If a child receives eight leaves in one year they will receive a Value Tree Award at a Values Assembly.



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How To Show The School Values

Care	<ul style="list-style-type: none"> • Play safely • Show concern for the wellbeing of others • Be friendly and make others feel welcome • Consider the needs of everyone
Cooperation	<ul style="list-style-type: none"> • Work together to achieve common goals • Help each other to succeed • Work together peacefully to resolve conflict • Listen to the views of others
Excellence	<ul style="list-style-type: none"> • Always try your personal best • Celebrate your achievements and the achievements of others • Be proud of your school
Fairness	<ul style="list-style-type: none"> • Everyone gets an equal opportunity • Stand up for others who need help • Play by the rules
Integrity	<ul style="list-style-type: none"> • Speak the truth • Respect personal activities at the school • Contribute ideas to improve our school
Participation	<ul style="list-style-type: none"> • Join in and enjoy school activities • Support the activities at the school • Contribute to ideas to improve our school
Respect	<ul style="list-style-type: none"> • Be polite, cooperative and sensible • Treat people as you would like to be treated • Accept and celebrate our differences
Responsibility	<ul style="list-style-type: none"> • Take responsibility for your choices • Provide a good example for others • Be in the right place at the right time



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Daily Routine

Parents are asked to ensure that students do not arrive before 8.55am. Students are not supervised before 8.55am.

Time	Routine
8.55am - 9.25am	<i>Direct supervision by a teacher in the playground</i>
9.25am - 11.25am	<i>Morning learning session</i>
11.25am - 11.50am	<i>Recess</i>
11.50am - 1.20pm	<i>Middle learning session</i>
1.20pm - 1.45pm	<i>1st half lunch (includes 10 minutes eating time)</i>
1.45pm - 2.10pm	<i>2nd half lunch</i>
2:10pm - 3:25pm	<i>Afternoon learning session</i>

School Office Hours

The school administration office is open from 8.30am - 3.30pm.



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TEACHING AND LEARNING

As a Public School, Oatley West is mandated to follow the syllabi produced by the NSW Education Standards Authority (NESA). NESA has classified learning into learning areas. These learning areas are followed and updated with changes to the new Australian Curriculum.

The learning areas are:

- **English:**
 - Reading and Viewing
 - Writing and Representing
 - Speaking and Listening
 - Grammar, Punctuation and Vocabulary
 - Spelling
 - Handwriting and Using Digital Technologies - *NSW Foundation Style Handwriting is the style of handwriting taught in all NSW schools*
 - Responding and Composing
 - Thinking Imaginatively and Creatively
 - Expressing Themselves
 - Reflecting on Learning.
- **Mathematics**
 - Number and Algebra
 - Measurement and Geometry
 - Statistics and Probability
- **Science**
- **History**
- **Geography**
- **Creative Arts**
 - Visual Arts
 - Dance
 - Music
 - Drama
- **Personal Development, Health and Physical Education**



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Each learning area has a syllabus that provides expected student learning outcomes across the seven years of primary education. These outcomes are expected to be achieved by certain milestones identified across all syllabi. The outcomes for each stage are to be met by:

Early Stage 1 – End of Kindergarten

Stage 2 – End of Year 4

Stage 1 – End of Year 2

Stage 3 – End of Year 6

Technology

Oatley West Public School has a 'Multi Purpose Room' equipped with 30 plus laptops, iPads and various coding devices such as Lego Robotics, BeeBots, Ozobots, Hovercams, Sphero and more, which our students enjoy using whilst at school. Our Multi Purpose Room is a STEAM (Science, Technology, Engineering, Arts and Maths) room. Our school Assembly Hall is equipped with 2 large screen data projectors, and audio/bio box which are used during school assemblies and performances, dance programs and Parent Information Meetings. iPads and laptops are used by students for research projects, as multimedia tools for interactive tasks and presentations. The NSW Education Standards Authority (NESA) has developed the [Coding and computational thinking across the curriculum](#) guide for teachers, which aims to develop algorithmic and computational thinking skills to better enable students and teachers to reach a coding goal. Students begin early coding using our Beebot and Ozobot technology alongside many coding apps on the iPads and progress to using Sphero and drone technology in the upper grades.





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High Potential and Gifted Education

Oatley West Public School is committed to supporting every student to achieve their educational potential across all domains: *intellectual, creative, social-emotional and physical* regardless of their background through high expectations and effective, explicit, evidence-based teaching to create optimal learning environments where all students are challenged and engaged. Opportunities are provided through differentiated classroom programs that challenge and extend student knowledge, skills and attitudes. Our school also provides a wide variety of extra curricular activities that aim to enrich the learning and development of our students such as the Math Olympiad, Game Changer Challenge, Tournament of Minds, Sporting Pathways, Premier's Reading and Spelling Competitions, Band, Dance, Choir and many more. Visit our website for more information.

Learning and Support

The Learning Support Team works with classroom teachers, students, families and outside agencies to maximise the learning opportunities for all students at Oatley West Public School. The team is composed of classroom teachers and members of the school executive, as well as school support staff. Within the school, the Learning and Support Teacher (LaST) works across the school to improve outcomes for students with additional learning and support needs. School Learning Support Officers (SLSOs) provide assistance to classroom teachers to deliver individual education programs to students with additional needs and provide opportunities for students to develop personal, social and independent living skills. Parents and families are involved and informed throughout the planning and delivery of individual and modified education programs as the success of the learning support program is largely due to collaboration and consistency.



EAL/D Support (English as an Additional Language Or Dialect)

English as an Additional Language or Dialect (EAL/D) student support aims to develop EAL/D students' English language competence across the curriculum, so that they can fully participate in schooling and independently pursue further education and training. The role of the EAL/D teacher is to assist classroom teachers in assessing students in English language proficiency if they have a Language Background Other Than English (LBOTE) and prioritising their need for potential EAL/D support. The EAL/D teacher provides advice on appropriate modes of delivery for the school's EAL/D support strategy, based on identified EAL/D needs. The EAL/D teacher works collaboratively with class teachers, in consultation with assistant principals, to assist them in developing programs, practices and resources. The EAL/D teacher provides advice, professional support and leadership to school executives and classroom teachers on principles and practices of second language acquisition and differentiation to support English language learning for EAL/D students.

Aboriginal Student Support

We are committed to closing the achievement gap for Aboriginal and Torres Strait Islander students. We know that we need to learn about, nurture and value the cultural identity of our Aboriginal students to help them be successful learners. We welcome Aboriginal and Torres Strait Islander family members, parents and carers, as well as community members to our school so that we can get to know each other, learn about the local Aboriginal community and develop shared goals and plans for Aboriginal students.





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EXTRACURRICULAR OPPORTUNITIES

Oatley West Public School prides itself on providing a varied program of extra curricular activities for our students which cater for their unique gifts and talents. At times these are subject to the availability of personnel and expertise to conduct the activities. They are sometimes linked to major events in the wider community with the aim of inspiring students to develop skills in various fields and areas of interest. On occasion external providers may also offer a variety of educationally sound extra curricular activities. The school newsletter and class notices will provide information regarding these activities throughout the year.

Band

Our school is noted for its exceptional music program. The band program has been running since 1980 and our bands continually achieve high standards at inter-school competitions. There are three levels of band: Training, Intermediate and Concert. Children are eligible to join the Training Band from Year 3. The school band includes flutes, clarinets, saxophones, trumpets, trombones, euphoniums and string instruments. Instruments are available to purchase through the school. The bands practise two mornings a week before school.



Book Club

Book Club meets weekly with the school librarian to discuss book themes.



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Carnivals

OWPS students compete for individual certificates and points for an Inter House Shield at a range of carnivals throughout the year. Those students who meet qualifying distances and times may be selected to represent our school in the District, Regional and State levels.



Athletics – The school's Annual Athletics Carnival is held for students from 8 years old through to Year 6 during Terms 2 and 3.

Cross Country – The school's Annual Cross Country Carnival is held for students from 8 years old through to Year 6 during Term 2.

Swimming – The school's Annual Swimming Carnival is held during February for students from 8 years old through to Year 6. Only Year 2 students who are 8 or who are turning 8 years old in that calendar year and are competent at swimming 50m on their own are eligible to attend.

Chess

The Sydney Academy of Chess conducts chess classes at our school once a week during a lunchtime session. Chess is a valuable activity where children develop their logical thinking skills, concentration and discipline, as well as being a source of much enjoyment. This culminates in an end of year competition.





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Choir

The Junior and Senior Choirs provide students with opportunities to showcase their singing talents. Choirs are conducted by staff members and students rehearse regularly during lunchtimes. They perform at school assemblies, annual school musical evenings and also form part of the massed combined schools' choir at the St George Performing Arts Festival. Separate auditions may be held to select members for each choir at the beginning of the year.

Dance

The dance groups perform regularly at the St George Performing Arts Festival and have performed at a range of school and community events.



Debating

Year 5 and 6 students have the opportunity to pursue debating interests by participating in the NSW Department of Education & Communities Premier's Debating Challenge where teams compete with other primary schools in the surrounding regions. Conflict of Initiative Debating is the style used in these DoE organised competitions and students develop skills in effective communication and conflict of ideas and arguments.

Green Gazette

The student run school newspaper provides opportunities for students to work collaboratively and produce a newspaper looking at issues relating to our world and the environment.



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Peaceful Kids

The 'Peaceful Kids' program is a Mindfulness and Positive Psychology based program. It helps children to build their emotional resilience so they are better equipped to deal with the day to day stresses that life brings them.



Percussion Power

Oatley West has two percussion groups – Junior Percussion Power for Years K-2 and Senior Percussion Power for Years 3-6. Drums, bongos, disc breaks and boomwhackers are just some of the exciting instruments played by the percussion groups. Senior Percussion Power competes in various competitions and performs at school functions and at times performs alongside the bands.

Premier's Reading Challenge

The Premier's Reading Challenge (PRC) is available for all NSW students in Kindergarten through to Year 9. Participation by students is voluntary. The challenge aims to encourage students to develop a love of reading for leisure and pleasure and to enable students to experience quality literature. Each year the challenge runs from 1 February to 1 September. All students who enter and successfully complete the challenge will receive a Premier's Reading Challenge certificate for that year and their name will be published on an honour roll. There are book lists available to cater for students in Years K-2, Years 3-4, Years 5-6 and Years 7-9. Students can read books at or above their stage level.



Handbook

PSSA

Sport students from Years 3-6 have the opportunity to become involved in the Primary Schools Sports Association (PSSA) competition for a range of sports over the year. This is made available by teachers on a voluntary basis. Students will need to participate in a selection process and if chosen, are required to attend training sessions for their sport. Students are informed of upcoming PSSA sporting events and venues at the commencement of each season. Associated costs are invoiced at the conclusion of the season excluding Term 4 which is invoiced halfway through.



Public Speaking

All students are required to participate in public speaking as part of the English Curriculum. Students prepare and present to their class a speech on a topic of their choice and then speak impromptu. Students from each class are then selected to compete in a Grade Final as part of the Public Speaking Competition. Successful students progress to the Stage Final. The winners of each stage then represent our school at the Georges River Network Public Speaking Competition.



Robotics Club

The Robotics Club is held weekly, subject to teacher availability. The students explore robotic devices and enhance their understanding of robotic capabilities and how everyday designs work. K'nex are used to create various engineering projects. Students also explore and manipulate Spheros.



Handbook

Student Representative Council (SRC)

The SRC provides students with opportunities to develop leadership skills. The student body is encouraged to have input into the decision making processes regarding current issues in our school. Each class in Years 1-6 elects a female and male student to represent the class on the SRC. The SRC members attend regular meetings and are involved in various fundraising activities and community events, as well as composting, assisting with assemblies and presentation ceremonies.



Swimming Scheme

Students in Year 2 can participate in the Swimming Scheme Program which is managed by both school and specialised DoE swimming instructors. Lessons incorporate water safety and rescue skills. Information will be in the newsletter and permission notes sent home regarding the scheme when it becomes available.

Talent Quest

All students from K-6 have the opportunity to participate in the annual Talent Quest. Students work collaboratively or as individuals to present items covering a wide range of talents in Performing Arts.

Year of Service

All Year 5 students participate in a year of service program by helping out in the library.

Year of Leadership

All Year 6 students participate in a year of leadership program. This program is known as Value Seekers.



Handbook

CARING FOR OUR STUDENTS

Student Health Care Plans

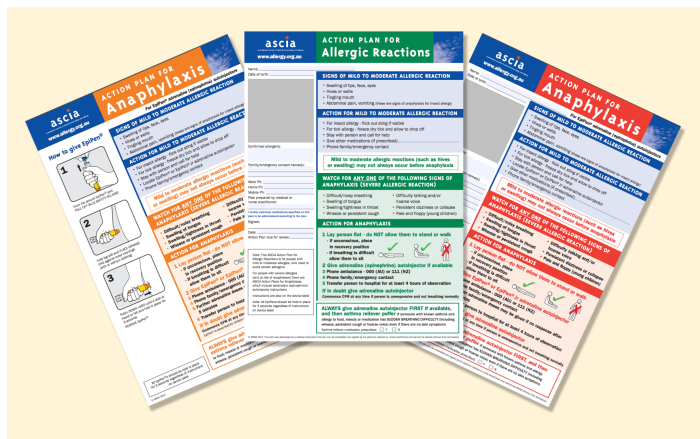
If your child has an allergy with a severe reaction or suffers from Asthma, you must provide the school with an up to date Action Plan completed by yourself and your Medical Practitioner. The school displays the plans in sickbay and classrooms for efficient management if the need arises. These Action Plans must be updated on an annual basis or whenever the child's plan changes.

Student Allergies

Please be aware that we have a number of students who have allergies to certain foods. Some of these students have life threatening, anaphylactic reactions to certain foods, particularly PEANUTS and other nut products.

Oatley West Public School is a 'PEANUT AWARE' school; students are encouraged not to bring food to school that contain peanuts/nuts or nut traces.

Students are also encouraged not to share their recess and lunch with other students to avoid any problems with food allergies. Our school canteen actively promotes 'peanut free' foods.





Handbook

Medication to Students

Prescribed medication will only be administered during school hours when it is absolutely necessary. The following guidelines should be observed:

- Should medication prescribed by the student's medical practitioner be required to be administered while the student is at school or involved in school approved activities, a parent/legal guardian must, in the first instance, fill out a medication pro-forma, available from the school's office
- Medication should be clearly labelled with your child's full name
- Specific times at which medication is to be administered, as well as the quantity to be administered must be provided
- It is the student's responsibility to come to the office at the appropriate time to receive their medication. When medication is given, it is recorded in the school's Medical Register
- Medication will be kept in a secure place in the office
- **All unused medication will be returned to the parent/legal guardian of the student.**

Regular Medication

For children that require regular medication, relevant medical advice forms need to be completed. These forms are available from the school office. Conditions outlined in these forms need to be read carefully. It is your responsibility to provide the medication and equipment for its administration, and to ensure its immediate replenishment when required. The Principal should be informed in writing of any change in the nature, dosage or frequency of the medication required. The school will render whatever aid is necessary to administer the medication, but it must be understood that this aid is that of a lay person without medical training.



Handbook

Child Protection Program

Child Protection is mandatory and taught as part of the Personal Development, Health and Physical Education learning area for NSW Primary Schools. The program involves one lesson each week for the duration of 10 weeks. The Child Protection lessons have been developed by the NSW Department of Education & Training and are an important priority for schools. Child Protection lessons help students identify dangerous or uncomfortable situations and how to seek help from trustworthy adults. For each class, Kindergarten to Year 6, the Program involves the use of correct body part names. The teachers are aware of its sensitive nature, however they recognise the value of the program and feel sure that all parents will understand why it is so important that their children learn the skills which are needed to protect themselves.

Drug Education

Drug Education is taught from K-6. Drug Education is an important component of the Physical Education, Personal Development Health Syllabus.

In Kindergarten and Years 1 and 2, students have opportunities to learn:

- about medicines and the need to use them properly under the supervision of an adult
- that medicines and poisons must be stored out of reach of children
- how to contact emergency services if there is an accident at home.

In Years 3 to 6, students:

- learn about legal drugs – how they affect the body, how they can be helpful/harmful
- examine the effects of tobacco on the body and ways to avoid passive smoking
- learn about the effects of alcohol on the body
- discuss both legal and illegal drugs.



Handbook

Restorative Justice

Our school applies “Restorative Justice” as a general framework that provides all students, when faced with or affected by conflict, the tools and principles needed to resolve problems and build relationships. The underlying premise of restorative practices is that people are happier, more cooperative, more productive and more likely to make positive changes when those in authority do things with them rather than to them or for them. This is achieved through open discussion in a conference situation.

GOOD DISCIPLINE AND EFFECTIVE LEARNING

In accordance with the 2015 Wellbeing Framework for schools (DOE), Oatley West Public School has developed the Good Discipline and Effective Learning Guidelines. *This document is available from the school website and outlines expected conduct or behaviour.*

USING RESTORATIVE JUSTICE

Restorative Questions are used to guide the discussion, resolve conflict and build relationships.





Handbook

PLAYGROUND EXPECTATIONS

BEFORE SCHOOL

- If students arrive before 8:55am they head straight to the Quiet Area with their school bags and sit on the silver seats. There is no playing with the large chess pieces at this time.
- If students attend band rehearsals with a brother/sister they need to sit in the Quiet Area before 8:55am
- From 8:55am the Astro-Turf, Basketball Court and Lower Playground (excluding SAIL area) are open
- Only hand ball games are to be played in the morning. NO KICKING GAMES OR LARGE BALLS ARE ALLOWED.
- Students should not play on pathways (unless directed otherwise).

RECESS

- Recess is a time for a bathroom break, a bite to eat and a break from the classroom
- Verandahs are out of bounds including the library, except if the ground is wet
- Games can be played once the students have eaten their recess
- When the music plays the students are to immediately stop playing and use the bathrooms if required
- All students should be lined up in their classes outside their classrooms, except on Monday when students line up for assembly under the COLA
- Students should not play on pathways (unless directed otherwise)



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1ST HALF LUNCH

- All students are to sit with their teacher in their classroom or a designated area and eat their lunch, until the 10 minute bell has rung
- Students are to place all their litter into the bins provided
- Once the 10 minute bell has rung the students can play anywhere in the Lower or Upper Playground
- Stages have designated days for playing on the Astro Turf and Adventure Playground
- Students may use the canteen once the 10 minute bell has rung
- Students should not play on pathways (unless directed otherwise)

2ND HALF LUNCH

- All playgrounds, except the SAIL Area are open for play
- The Quiet Area is only for quiet activities e.g. chess, reading, board games, talking etc. There is no running, climbing or loud play in this area
- As soon as the music plays all games stop. Students are to use the bathroom if required
- K-6 line up outside of their classrooms in quiet, straight lines once the bell rings
- Students should not play on pathways (unless directed otherwise)

OUT OF BOUND AREAS

- Any areas outside a red line at all times. Red lines indicate students need permission to cross and may be in those areas during learning time
- All garden areas
- Buildings without teacher supervision
- Verandahs except in extreme conditions

Students must ask a teacher before leaving the playground (e.g. sickbay) and must remember to wear a hat everyday. Students without a hat, stay in the shade.



Handbook

THE PARENTS AND CITIZENS' ASSOCIATION

Oatley West Public School has an active and enthusiastic association of Parents and Citizens (P&C) which represents local citizens, parents and carers of children at our school.

The objectives of the P&C are to promote the interests of the school by bringing parents, citizens, students and teaching staff into close co-operation, to assist in providing facilities and equipment for the school and promote the recreation and welfare of the students at the school.

Our P&C successfully supports and enriches the quality education of our students through a number of activities. These activities are only possible with the continued support of parents and community members. Parents are encouraged to attend meetings and support functions and activities.

Parents, as partners in the education process, have a right and a responsibility to play an active role in the education of their children. Our P&C enables parents and citizens to meet together to determine the needs and aspirations of the school community.

Our P&C meets twice per term in the Library at 6:30pm. Meetings include receipt of correspondence, reports of various activities, a personal report by the principal, updates on relevant educational issues, allocation of funds and general business where matters of interest concerning the school and education are discussed. Reports from sub committees are also presented. Our P&C Annual General Meeting is held once a year where Executive roles are filled for the year ahead. Minutes of each meeting are kept by the Secretary and distributed to financial members. A brief overview of each meeting appears in the school newsletter.

P&C fundraising, largely through our Community Festival, has provided an upgrade to our school facilities including building additions and improvements, new seating and landscaping. The money is also used for school equipment (such as electronic white boards), iPads and



sport resources. Our P&C have funded an early intervention program for many years to assist students with learning support.

We encourage all our parents and carers to join us at our meetings to hear what is happening at our school, join in the discussion to further improve our school and be involved in its direction. P&C meetings provide a forum for parents to learn about the activities at the school, raise concerns and have input into the decisions affecting their children. Bring along 50 cents to your first meeting to become a Financial Member from the following General Meeting. Being a financial member of our P&C means when a decision is taking place on a relevant issue, your vote will be counted. Financial membership last from one Annual General Meeting until the next Annual General Meeting is held.

Being a P&C member doesn't mean you have to attend all meetings. We do meet often, but we try to keep meetings brief yet informative. We understand people are busy. If you can't make a meeting, this is understandable. Simply email an apology to our Secretary. You will still receive Minutes of meetings and be informed of the latest school and P&C news.

We would love to hear from you with any questions or suggestions, our email address **oatleywestpublicschool@pandcaffiliate.org.au**

In addition to the P&C executive, our P&C also has a group of sub-committees which provide facilities, services and support to the school and our children. Being part of a sub-committee is a great way to be involved with our P&C, meet other Oatley West Public School parents and support our school and children.



The following sub-committees operate as part of our P&C:

- Community Festival
- Music Council
- Uniform Shop
- Grants Committee

Further Background

The P&C is an incorporated body and is an affiliated member of the P&C Federation. Further information about the P&C Federation can be found at www.pandc.org.au. The P&C is governed by its Constitution together with the current by laws. Documents can be downloaded for viewing.





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SCHOOL CANTEEN

When Is It Open?

The canteen is operational between 9am to 2pm Monday - Friday during school terms. If in the event the canteen needs to be closed, a notification will be sent via the newsletter and Skoolbag app.

What Does It Sell?

The menu and food items can be viewed on the Flexischools website/app.

Go to www.flexischools.com.au

The canteen's menu and food items comply with the NSW Healthy Canteen Strategy administered by the NSW Health Department and Department of Education.

What Is *Flexischools*?

Flexischools is an online application available for parents/carers to place a lunch order or make a purchase for their child/ren.

In order to make an online lunch order for your child/ren, the parent/carer needs to register an account at www.flexischools.com.au

How Can I Order Lunch For My Child/ren?

All lunch orders are to be made online via Flexischools.

Please go to www.flexischools.com.au to register for an account.



The canteen will also accept written lunch orders. Lunch orders can include sandwiches, hot and/or cold food items, snacks and drinks. Additional food items like sushi are available every day.

Cut Off Times For Lunch Orders

The cut off time for online lunch orders is 9am (Monday - Friday).

If you miss the 9am cut off time, lunch orders can still be placed after 9am to 10am by visiting the canteen with a written lunch order.

After the final 10am cut off time, your child(ren) will need to come up to the canteen at lunchtime to ask for lunch. The canteen will be able to offer a choice of sandwiches, and hot food options as well as drinks, fruit and snacks.

An invoice will then be sent to the parent/carer with the student, and payment can be made at the canteen the following day.

Parents/carers are encouraged to place lunch orders the day before or in advance for a whole week or more if desired.

Unless otherwise advised by the parents/carers, the canteen will not allow a child(ren) to go without something to eat at lunchtime.



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How Do Lunch Orders Work?

A label with your child's lunch order is printed and then placed on a paper bag and processed. At lunchtime, lunch order monitors (assigned from each class) collect the lunch orders from the canteen in their designated class baskets. The baskets are taken back to the classroom for distribution.

Lunch orders which contain any frozen treats/items must be collected from the canteen. The student is required to present their lunch bag which lists frozen food items for collection.

We encourage students to collect their food items before 2pm.

Over The Counter Sales

Students can buy over the counter food such as popcorn, drinks, icy treats, snacks etc. during recess and lunchtime periods.

What Happens If Your Child Has Forgotten Their Lunch?

The child is encouraged to speak to their teacher and the canteen will provide them with a sandwich. An invoice will be given to the student to take home with the total amount owing. This invoice can be paid at the canteen the following day.

How To Pay Your Invoice

Cash is accepted over the canteen counter.

Communication With Canteen Managers Ring between 9am - 2pm to speak to a canteen manager.



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A-Z REFERENCE

GUIDE

Address

If you change your address and/or telephone number it is important that you notify the school immediately in writing through the school administration office. Alternatively, you may use the Skoolbag app to change your details through the eForms feature.

Assemblies

Assemblies are an opportunity for our school community to join together to celebrate the achievements of the school and to learn how to behave at formal occasions. K-2 and 3-6 Assemblies are held every alternate fortnight and are organised and led by different classes. Combined K-6 Values Assemblies are held fortnightly and are presented by our Senior SRC.

Birthdays

Many children and families like to celebrate their birthdays by bringing in treats to share with their class. If you choose to do so for your child, please bring individual treats for the students in the class (such as cupcakes or chocolate frogs) rather than a cake to be cut for practical and safety reasons. These treats are usually handed out last thing in the afternoon so students can check with who is picking them up whether they can eat them.

Buddies

Each Kindergarten student is “buddied up” with a student in Year 5. Their Year 5 buddy acts as a support network when they first start school, and is a friendly face on the playground to help them settle into school. Many students continue to enjoy a relationship with their buddy throughout the year.



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Crunch and Sip

Our school participates in Crunch and Sip which is a state-wide program designed to promote healthy snacking. Students enjoy a snack of fresh fruit or vegetables and a drink of water as a break during the morning session of each day. Please pack a small amount of cut fruit or vegetables that your child can eat whilst working at their tables.

Emergencies

Emergency drills are routinely completed to ensure preparedness for a variety of emergencies. The school is in a bushfire prone zone and whilst our primary option is to shelter on site, arrangements are in place to evacuate by bus to GRC Oatley, GRC Peakhurst or Mortdale Public School, depending on the conditions and directions given. Please do NOT come to the school in case of emergency, as you could be putting yourself at risk. Parents will be kept informed via the **Skoolbag** app as to what is happening and what actions to take.

Students can only be dismissed to their own parents.

Emergency Contacts

At the time of enrolment, parents inform the school of a contact person, phone number and family doctor. Should any of these change, it is important that you inform the school immediately. Mobile phone numbers

seem to be the numbers that are most often out of date.

Excursions

From time to time during the year, the school will undertake educational excursions so that the students may acquire a variety of experiences outside the classroom. Students normally travel by bus or in some cases by private transport. Parental permission and medical information is required for all excursions. In most cases, permission notes are to be given directly to class teachers, not the office. Notes will be sent home to parents



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regarding the venue and cost of each excursion. Students going on excursions must meet the school's requirements concerning appropriate dress and grooming, safety and standards of conduct. Students' inclusion in excursions is subject to acceptable behaviour up to and including the date/s of the excursion.

Hats

Students are expected to wear school hats when on the playground. If a child does not have a hat, particularly in the hot summer months, they have to play in the shaded part of the playground. Please ensure hats are clearly labelled with your child's name and class.

Home Readers

Kindergarten students take home levelled readers each week that are designed to be read for enjoyment and reinforce reading skills already learnt rather than to teach them to read.

House Competition

Students at our school are organised into four House groups - Bass (Blue), Cook (Red), Flinders (Green) and Phillip (Yellow). The aims of the house competition are to:

- Encourage team spirit
- Encourage good sportsmanship
- Promote healthy competition
- Provide opportunities for leadership

Teachers are assigned to act as House Patrons. House Captains and Vice Captains are elected by the students. Points are awarded for participation and places in school carnivals as well as excellence in effort and conduct at school.

Information Nights

Information Nights are held during the evening in Term 1. At these meetings the teacher will discuss work to be covered in that particular year, standards of work expected, teaching methods, classroom routines and homework expectations. All stages will have an allocated time on the



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night and it is hoped that both parents can attend. Please be aware that this is not a time where individual information about student progress can be discussed.

Insurance

When accidents occur reports are completed. Claims against the Department can only be made if neglect can be proven. For other types of injuries, personal insurance needs to be accessed.

Interviews

Formal parent-teacher conferences are usually held at the end of Term 1. Online booking details are sent home during the term. Parents and teachers are welcome to arrange interviews at other times of the year to discuss student progress or any concerns that may arise. It is in everyone's interest that both parents and teachers are prepared for an interview and that it is held in an atmosphere and time conducive to good communication. Therefore it is important to either call the office or write a note to the

teacher who will ring you to organise a suitable time. Please let the office or teacher know the nature of your enquiry.

Kindergarten Orientation

Early in Term 4 an orientation program is organised for the next year's Kindergarten intake. This involves activities to familiarise both new students and their parents with school practices and procedures and serves to welcome them into our school community. Information for orientation sessions will be forwarded to families of enrolled students once preparations are finalised.

Labelling

Please make sure all clothing, lunch boxes etc are clearly labelled with your child's name and class. Lost property bins are located in the quiet area near the staffroom. At times, children may accidentally take another child's clothing home. If this occurs, please return the item to your child's class teacher.



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Lunch

Children bring their own lunch from home but they have the opportunity to order from the canteen. (Please refer to the Canteen information). Lunches from home remain in your child's bag during the day until it is time to eat lunch.

Money

Money sent to school with students for use in the canteen or special occasions, such as Cake Day, is the responsibility of the student. Students who bring large amounts of money to school will have it confiscated for safekeeping and stored at the office for a parent to collect. This is done for their own safety and usually parents are unaware they have brought this money in.

OOSH - Outside Of School

Hours Care

Oatley West OOSH aims to provide a safe, caring environment for primary age children before and after school, during school vacations and curriculum days. The centre's

hours of operation meet the needs of working and non-working parents/guardians who require support with child care. Information Handbooks and enrolment forms can be obtained from the school administration office.

Parent Helpers

Many teachers utilise the parent community by opening their classrooms to parent helpers. If you are volunteering at the school, whether for reading helpers, in-class assistance or a special event, you will need to complete the relevant Working with Children Check declaration. [Please see the Working With Children Check - Quick Guide for Volunteers](#)

Then, you will need to sign in at the school administration office and wear a volunteer pass at all times while in the school. This ensures that the school is always aware of who is interacting with students and who is in the school in case of an emergency evacuation or lockdown.



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Peer Support

Peer Support is a program that provides students at Oatley West Public School a peer led approach to enhancing the mental, social and emotional wellbeing of young people. It is led by Year 6 students and usually delivered in Term 3. This is another opportunity for Kindergarten students to work with their buddies and learn together.

Play Based Learning (PBL)

Play Based Learning is a personalised learning program that focuses on teaching the whole of the child, through facilitating a child's natural curiosity through play.

A play-based approach to learning involves both child-initiated investigation time and teacher supported learning.

<https://youtu.be/u8khzw5iPu8>

Reports

Parents will receive a formal written report of their child's progress at the end of Term 2 (Semester One) and Term 4 (Semester Two).

School Contribution

Both primary and secondary schools can request voluntary contributions to enhance the school's educational and sporting programs. Oatley West Public School uses these contributions to help provide additional resources for the benefit of our students.

Scholastic Book Club

Twice per term your child will bring home a Scholastic Book Club brochure. Parents may purchase any books from the brochure simply using the Scholastic Loop app. All orders help to purchase resources for our school library. Due dates for each set of orders will be advertised in the school newsletter. Books are then delivered to the school, sorted and distributed by parent volunteers.



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Special Days

Throughout the year children will have Mufti or casual clothes days where they will be asked to wear specific clothes or colours usually to raise money for various charities. Notification of these events will appear in the Newsletter, Skoolbag and Facebook. Thongs are never an appropriate dress for school.

Sport

Sport days are held on Fridays. Students are required to wear their full sports uniform on these days. Throughout the year students may participate in Gymnastics and Dance programs run by external agencies, and may need to wear their sports uniform on a different day.

Term Note

The school requires written permission for a variety of special activities that can take place at school, including excursions and specialist programs. A term note goes home for each grade at the start of each term, outlining the total payment required for additional activities that term and permission slips for all activities. These term notes, along with term payments, are to be returned signed and initialled to classroom teachers.





OATLEY WEST PUBLIC SCHOOL
Learning to Live - Living to Learn

Handbook



OATLEY WEST PUBLIC SCHOOL

Learning to live ~ Living to learn



Education

Oatley Park Avenue, Oatley 2223
9580 5048

oatleywest-p.school@det.nsw.edu.au
<https://oatleywest-p.schools.nsw.gov.au/>