

Sefton Infants



Working together

# K-2

# Information

# Booklet



## Our School

Sefton Infants School is a small well-resourced school that specialises in the education of children in the crucial early years of schooling. We provide high quality teaching and learning for students from Preschool to Year 2. Our successful early years' curriculum is designed to meet the individual academic, physical, social and emotional needs of young children in a challenging, yet caring and nurturing environment.

Our school prides itself on its positive learning environment where every child feels happy and secure, and where children from many different cultural backgrounds work together harmoniously. We maintain high expectations for all staff and students, ensuring that every child is able to achieve his or her personal best in all areas of learning. As a public school, Sefton Infants School follows the policies and procedures of the NSW Department of Education. This includes policies on diversity and inclusion of staff, students and school community members.

The school values the contributions of staff, parents and community members to the learning process and acknowledges the complementary responsibilities of all members of the school community. Our school motto of *"Working Together"* reflects this philosophy.

Sefton Infants School's excellence in early childhood education provides a strong foundation for our students to become successful, life-long learners.

## School Rules

At Sefton Infants School **we are safe, respectful learners.**

All students in all settings of the school are expected to follow the following core rules.

- Safe:** Be in the right place.  
Move safely.  
Keep hands and feet to yourself.
- Respectful:** Follow teacher instructions.  
Be kind to others.  
Let others learn.  
Care for our school.
- Learners:** Try your best.  
Be responsible for your own behaviour.



The above rules are taught in the classroom and playground to the students. Our 'Super Sefton' award system is based on the students' demonstrating behaviours aligned with these rules.

## 2024 Staff Directory

<b>Principal</b>	<i>Miss S Labbe</i>	
<b>Assistant Principal</b>	<i>Ms F Dulaurens</i>	
<b>Assistant Principal (Curriculum &amp; Instruction)</b>	<i>Mrs A De Angelis</i>	
<b>School Administration Manager</b>	<i>Mrs F Costello</i>	
<b>School Administration Officers</b>	<i>Miss T Kingman Mrs S Yag</i>	
<b>Classroom Teachers</b>	<i>Preschool</i>	<i>Mrs D Talevska</i>
	<i>Kindergarten Blue</i>	<i>Mrs A Evans</i>
	<i>K / 1 Orange</i>	<i>Mrs J Balden</i>
	<i>Kindergarten Green</i>	<i>Mr D Eyeington</i>
	<i>1 / 2 Purple</i>	<i>Mrs Y Maarbani</i>
	<i>1 / 2 Yellow</i>	<i>Ms P Lee / Mrs A Ibrahimovic</i>
<b>Support Teachers</b>	<i>EAL/D</i>	<i>Mrs N Taranec</i>
	<i>Learning &amp; Support</i>	<i>Ms F Dulaurens Mrs K Olm – on leave</i>
	<i>Library / RFF</i>	<i>Mrs A Nicholls</i>
	<i>Arabic</i>	<i>Mrs S El-Asmar</i>
	<i>Vietnamese</i>	<i>Mrs J Balden</i>
<b>School Counsellor</b>	<i>Ms M Skara</i>	
<b>School Learning Support Officers</b>	<i>Preschool</i>	<i>Mrs M Meesorn-iam Ms K Dunn Ms A Arancibia – on leave</i>
	<i>K-2</i>	<i>Mrs J Byrne Mrs R Trikilis Mrs B Mahmoud</i>
<b>General Assistant</b>	<i>Mr T Jones</i>	

# School Times and Routines

## SCHOOL TIMES

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<b>8:30am</b>	Children may begin to arrive at school. Students may place their bags on their classroom verandah and then proceed to the playground area supervised by a teacher.
<b>9:00am</b>	Bell for students to assemble in class lines
<b>9:00 - 11:00am</b>	Class lessons
<b>11:00 - 11:45am</b>	Lunch eating time and play time
<b>11:45am - 1:20pm</b>	Class lessons
<b>1:20pm – 2:00pm</b>	Recess eating and play time
<b>2:00pm - 3:00pm</b>	Class lessons
<b>3:00pm</b>	Bell for home time - All students wait in school grounds under teacher supervision until picked up by a parent/carer.  Exit is via Rodd Street or View Street Gate

## SCHOOL ROUTINES

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<b>Wednesdays:</b>	Sport Special Religious Education or alternative non-scripture activities Assembly
<b>Tuesdays and Thursdays:</b>	Library
<b>Weekly</b>	Notices via School Bytes



## School Uniform

All students are expected to maintain a neat appearance and follow the school uniform policy.

### SUMMER UNIFORM

- Navy blue shorts (OR navy blue skorts/culottes for girls)
- Red polo shirt with school logo
- Navy blue wide brimmed hat
- Navy blue socks
- Black shoes



### WINTER UNIFORM

- Navy blue long pants or tracksuit pants
- Red sloppy joe with school logo
- Red skivvy or red polo shirt
- Navy blue wide-brimmed hat
- Navy blue socks
- Black shoes

On Wednesdays the students may wear running shoes all day for their sport activities.

School uniform items are available from: *Berelle School Wear*  
3 Bellona Avenue, Regents Park  
9738 1264

## Sun Safe Policy

A wide-brimmed navy blue school hat must be worn by all students at lunch and recess, as well as any other time they are out in the sun for a period of time, such as Sport. Our school follows a “No hat, no play” policy to ensure sun safety. This means students not wearing a hat are required to stay in a designated shaded area of the playground. School hats are available for purchase at Berelle School Wear.

Children are encouraged to apply sunscreen before coming to school. The school does supply some sunscreen for outdoor school events. If you do not wish your child to use the sunscreen provided, please let your child’s teacher know in writing.



## Crunch and Sip

Crunch and sip is a set classroom break during the morning session of the school day for the students to eat fruit or salad vegetables and drink water. The Crunch and Sip break helps the students to re-fuel with a small snack of fruit or vegetables while they continue working in their classrooms. Crunch and Sip also fosters healthy eating habits. We ask that all students bring to school a **fresh piece of fruit or vegetable and a drink bottle of water each day** for our Crunch and Sip break during class time. This snack is in addition to your child's normal healthy recess and lunch.

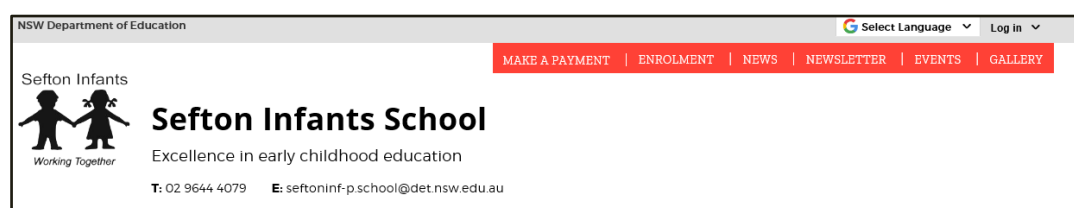
## School Information

### SCHOOL WEBSITE

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Our school website can be accessed at [www.seftoninf-p.schools.nsw.gov.au](http://www.seftoninf-p.schools.nsw.gov.au)

Please check our school website regularly for calendar of events, school news, copies of notes, school policies and other important information.



### SCHOOL BYTES APP

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The School Bytes App provides a parent portal to help us to communicate with you. This is accessible via a phone App, available for both Apple and Android devices.

Our school uses the parent portal for various reasons, including **online permission notes, attendance, payments, and school events**, which can be accessed via a secure link. The School Bytes parent portal enables you to view all your children in one portal and process payments for multiple siblings in one transaction, even if they attend different schools (assuming all of the schools use School Bytes!).

**IMPORTANT** – To ensure that the registration process works smoothly and you can link your account to your child(ren), make sure that you use the same email address that you have provided to the school or if using a different email address, an SMS verification code will be sent to the mobile phone number on record for you at the school



## SCHOOL NEWSLETTER

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Weekly notices are sent to parents and carers via the school's School Bytes App. These notices inform parents and carers about school programs and activities, as well as events in our school community during the term.

## SCHOOL NOTES

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There are times when separate notes may be sent through the School Bytes parent portal to inform and/or gain permission from parents/carers in regards to school events or student excursions, and these must be attended to as soon as possible.

## MONEY COLLECTION

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At times, students and their families may need to pay for certain school events or excursions.

We encourage parents to use the School Bytes Parent Portal App for payments to the school. School Bytes provides flexibility for you to conveniently:

- Make school payments online (including paying for multiple siblings at once)
- Download a receipt for payments made
- View all historical payments in one place
- Complete and submit digital permission notes
- View the status of all permission notes
- Online payments are processed in real-time and can be viewed by school staff immediately.

This can be done where you want at any time: day or night.

While our preference is for payments to be made via the parent portal, we will still accept payment via EFTPOS or cash at the office.



For cash payments:

- Place the exact amount required, together with the completed permission slip, in a sealed envelope with your child's name, class and event clearly printed on the envelope.
- Place the sealed envelope into the payment box located in the office foyer.
- Money is taken in the mornings only.

If at any time, you are unable to pay excursion or event fees, please see the school Principal as some assistance with student payments may be available.



# School Attendance

Consistent school attendance and punctuality are vital for your child's academic achievement and social-emotional skills. All students are expected to attend school every day in a punctual manner unless they are too sick or there is a justified, unavoidable appointment.

If your child is absent from school, please send a note explaining the absence to your child's teacher as soon as your child returns to school. Please date the note, include your child's name, date/s of absence, reason for absence and your signature. You may also phone the school to inform us of the absence or submit the absence via the School Bytes Parent Portal.

Medical certificates are also required for 3 or more consecutive days of absence.

If you know your child will be absent for an extended period of time (more than 5 consecutive school days), please visit the school office for an application for exemption from school.

## **LATE ARRIVAL OR EARLY DEPARTURE FROM SCHOOL**

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Parents/carers must report to the school office with their child if they are late to school. If your child needs to be picked up early due to an unavoidable appointment, parents/carers must present at the school office first.

Children can miss important learning if they are absent for part of the school day. Their late arrival or early departure can also disrupt the learning of the rest of the class. Please ensure your child is punctual to school and wherever possible try to schedule appointments outside of school hours.

## **SICK STUDENTS**

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If students are sick before school, it is wise to keep them at home or arrange for alternative care. We appreciate your assistance in preventing the spread of illness to other students and staff.

If your child has an infectious illness such as measles, mumps, chickenpox, whooping cough, COVID-19, etc, it is important that you notify the school immediately. If your child needs to be away from school for more than three days due to severe sickness, the school requires a telephone call so that we are aware of the situation. A medical certificate should also be obtained and presented.

In the event that your child has a minor injury or upset during the school day, the office staff can provide first aid to your child and he/she will return to their class once their needs have been met. In the instance where a child has been injured or too sick to continue at school, parents will be notified and asked to collect their child from school.





## **EMERGENCY CONTACT INFORMATION**

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In order for your child to be cared for with minimal delay, please keep the school office staff up to date with any changes to your:

- employment
- address
- contact numbers
- emergency contact information, including change of doctor's details.

## **Medication and Health Care Plans**

On occasions it may be necessary for your child to take prescribed medication at school. This could be for short or long term duration. Strict guidelines are set down by the Department of Education in respect to administering medication. If any medication is required to be administered at school, the following procedure should be adopted:

- The appropriate medicine administration form must be completed and signed by the parent/carer. This form is obtained from the office.
- The medication needs to be given to the school office in its original packaging. The student's name, amount to be given, frequency of administration, duration of usage and storage requirements must be clearly labelled by the chemist in accordance with the doctor's prescription.
- Any measuring instruments required for the administration process should be supplied by the family.

## **ALLERGIES / ANAPHYLAXIS**

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If your child is allergic to any food, medicine, or other substance, please be sure to note this on the child's enrolment form and/or contact the school office as soon as the allergy is discovered.

We have a small number of students who are at risk of anaphylaxis or a severe allergic reaction due to certain foods. To support and minimise any risk to these students, we request that families refrain from sending any peanut related foods to school. In addition, we ask that children do not share food or that families do not send any birthday cakes, biscuits or lolly bags to share with other students due to these allergic reactions. All children's birthdays will be acknowledged at our weekly student assembly.

## **HEALTH CARE PLANS**

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If your child has a medical condition, such as asthma, diabetes, anaphylaxis, etc. please provide the school with a current Health Care Plan from your doctor. A Health Care Action Plan will be prepared collaboratively with the parents/carers and principal (or delegate). Please keep this information and any medication at the school up to date.

# Safety at School

In the interests of maintaining a safe and happy school environment for all, please abide by the following:

- Use of the school car park is for staff and deliveries only. All parents and carers must park safely on nearby streets.
- All students must be dropped off and picked up from inside the school grounds by an adult parent/carer.
- Parents and children are to use the pedestrian gate to enter and leave the school.
- Please follow 40km school zone and other safe parking and driving rules in and around the school zone.
- All visitors must present and identify themselves at the school office before proceeding on to approved school business.
- Any bikes or scooters ridden to school must be walked when on school grounds and secured on the bike rack. Children must wear a helmet if riding to school.
- All schools are non-smoking and alcohol free zones.
- If you have a concern about your child, please see your child's class teacher as your first port of call. There may be a time when your child is having a problem with others. Under no circumstance is it appropriate to approach another student on the school premises or whilst travelling to or from school.
- In the case of child custody issues, please contact the school Principal and provide any copies of legal documentation which may prevent the child's contact with a parent or other family member.



## PERSONAL POSSESSIONS AND LOST PROPERTY

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We ask that EVERYTHING that your child brings to school be labelled clearly with their full name. Any found items will be placed in the lost property basket located in the school office. We will endeavour to return any items with your child's name. Please feel welcome to check the lost property basket at any time.

## School Contributions

Early in the school year, you will receive a school contribution notice. At present these school contributions are calculated at \$50 per child per year OR \$90 per family per year. These contributions are a very important source of funds for the school as they are used to directly purchase equipment and resources to support children's educational programs.

School contributions can be made as part payments throughout the year. For example, you could pay \$20 in Term 1 and then \$10 in Terms 2, 3 and 4. Alternatively you could pay \$10 a month for 5 months.

## School Equipment

In addition to the school uniform, the school requests that your child brings the following items to school:

- A sturdy library bag
- Two lead pencils
- One set of 6 -12 coloured pencils
- Sharpener
- One glue stick
- One pencil case for above items
- Raincoat (with child's name)
- Schoolbag in a size to fit everything but manageable for your child



Please ensure all items have your child's name clearly printed on them and they are replenished as required.

## Reporting to Parents

Our teachers use a variety of ongoing strategies to assess individual student's progress and achievements.

A written student report is provided to students and parents at the end of Terms 2 and 4 to communicate individual progress.

Parents/carers are given the opportunity to attend a formal parent teacher interview to discuss your child's progress and observe samples of your child's school work. Teachers may also initiate meetings at other times to share information about your child's progress.

If you have any concerns or wish to relay any important information to your child's class teacher, please do not hesitate to make an appointment to meet with your child's class teacher at any time throughout the school year. Interpreters can also be arranged by the school, if required.

## *Parents and Friends Association*

The Sefton Infants School Parents and Friends Association (P&F) is a friendly and active network of parents and community members who meet regularly in the school library. The P&F offers parents the opportunity to have vital input to decisions regarding their child's education, the chance to form friendships with other parents and a means to become more informed about school programs and activities. Fundraising is also an important part of the P&F, enabling additional funds and resources to be purchased to support children's learning.

All parents and interested community members are warmly welcome to join this important association. Notice of P&F meetings is given in the school newsletter and on the school website calendar of events.

## *Parent Helpers*

Our school strives for a strong partnership between home and school. Parents and community members are always invited to attend the many whole school events that take place throughout the year at our school. During the year teachers may also request help from parents with classroom activities.

Furthermore, the school frequently runs practical parent workshops and information sessions in order to help inform parents and help with your child's learning at home. Such workshops and events are advertised in the school newsletter with attendance actively encouraged by all parents/carers.

## *Parent Programs*

Sefton Infants School regularly develops and hosts workshops to support parent/carer understanding of the learning programs at the school and how parents can help their child with learning at home. All parent/carers are warmly invited to attend these parents workshops and programs.





# Learning Programs

## SUBJECTS / KEY LEARNING AREAS

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- English *Talking and listening / Reading / Writing*
- Mathematics *Number / Space and Geometry / Measurement and Data / Working mathematically*
- Science and Technology *Learning about natural and man-made environments by investigating, designing and using technology*
- History and Geography *Investigating social, cultural, physical and historical aspects of our community*
- Creative Arts *Music / Dance / Drama / Visual Arts*
- Health, Personal Development and Physical Education *Sport / Fitness / Safety / Drug Education / Friendships / Child Protection / Healthy Food and Lifestyles*

## Other Learning Programs

### Special Religious Education (SRE)

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SRE is provided in public schools during school time, by authorised representatives of approved Religious groups for instruction in that faith. Weekly 30 minute lessons take place on Wednesday afternoons. At present, Catholic, Anglican and Islamic classes are provided. A non-scripture group is also available for other students who undertake alternative activities with a class teacher.

### Gymnastics and Dance

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A gymnastics and dance program for all K-2 students usually runs during set terms of the year where full use is made of qualified trainers and specialist equipment. Fees apply.



## Extra Curricular Activities

### Excursions

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During the year, the classes usually participate in one or two excursions or in-school visits by approved performers. These excursions complement and support learning that takes place in the classrooms. Notification of these events is advised via the School Bytes app.

Please use the School Bytes App for signing permission notes and making payments. Permission notes are needed for students to attend out of school activities. Alternatively, return permission notes and payment to the Payment Box in the Office foyer as soon as possible in an envelope marked with your child's name, class, excursion/activity and the amount enclosed. In person payments at the school office can only be made in the mornings.

### School Swimming Scheme

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Each year all students from Years 1 and 2 participate in the Department of Education Special Swimming Scheme. This involves the students learning water confidence, water safety and swimming skills at a local pool under the instruction of trained swimming teachers.

### After School Sport Program

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The After School Sport Program is a free popular sports program that runs two afternoons from 3pm-4:15pm per week throughout the school year. The program aims to promote active and healthy lifestyles amongst our students. Parents are required to elect for their child to participate in this worthwhile program for one afternoon per week. Student places in the program are limited.

## Whole School Events

A range of whole school events take place during the year to further develop the students' extracurricular skills and showcase the excellent learning programs at Sefton Infants School. These events may include Harmony Day, sporting events, Book Week celebrations, performing art concerts, etc. Our parent/carer community are always invited to actively participate in these whole school events.





# Specialist Support Staff and Programs

## *Teacher Librarian*

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The Teacher Librarian works with each class during weekly library lessons. During library lessons, the students learn about books, the use of books and the use of library resources for research and information skill development.

Children need to bring a sturdy material library bag each Thursday in order to borrow books from the school library.

Reading is such an important skill for all areas of learning and life. We strongly encourage you to start your child on their reading journey by sharing library books and class home reading books with your child each night at home.

## *English as an Additional Language/Dialect Teacher (EAL/D)*

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The EAL/D teacher works with students who come from Non-English Speaking Backgrounds and who need assistance with spoken or written English. The EAL/D teacher works in conjunction with the class teacher to plan and deliver lessons to suit students' English language learning needs. Students usually work in small groups with the EAL/D teacher or the EAL/D teaches with the class teacher in a whole class setting supporting the students with English Language learning needs.

## *Community Language Teacher*

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At Sefton Infants School, there are two Community Language Teacher who provide two hours of language instruction per week for students who are from Arabic and Vietnamese language backgrounds. As well as teaching functional language skills, the community language teachers also teach cultural aspects of that language. The community language programs are linked directly to class programs in Health and Personal Development.

## *Learning and Support Teacher (LAST)*

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The Learning and Support Teacher works with students needing assistance, particularly in the areas of literacy and numeracy. The classroom teacher and the LAST work together to identify students who are not performing at the level expected. A program is then planned to meet that child's needs, the aim being that the child will work at an appropriate level with the support teacher's assistance. The students work with the LAST usually in small groups within the classroom.



## *School Learning Support Officer (SLSO)*

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School Learning Support Officers work under the supervision and direction of teachers to support students with special needs or students who need extra assistance to participate in class activities.

## *School Counsellor*

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The School Counsellor is available on-site one day per week and works with teachers, students and parents in an effort to identify or resolve difficulties which students may be experiencing in the classroom, playground or at home. If the classroom teacher becomes concerned about a child's behaviour or progress, a referral for the child to see the counsellor may be made. Parental consent is always sought before the counsellor sees a child.

Parents may also request an interview or meeting with the counsellor if concerned about issues at home or school.

Confidentiality is maintained with all interactions with the school counsellor.

## ***Useful Information***

### ***SCHOOL ADDRESS:***

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180 – 194 Rodd Street, Sefton NSW 2162

TEL: 9644 4079

FAX: 9743 7175

EMAIL: [seftoninf-p.school@det.nsw.edu.au](mailto:seftoninf-p.school@det.nsw.edu.au)

WEBSITE: [www.seftoninf-p.schools.nsw.gov.au](http://www.seftoninf-p.schools.nsw.gov.au)

*Sefton Infants School welcomes you and your child to our school.  
We look forward to teaching and learning with your child.*

