



# MORTLAKE PUBLIC SCHOOL

*Encouragement – Integrity – Resilience – Respect*



*Mortlake Public School*

**School Handbook**





# Mortlake Public School

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## Mission Statement

At Mortlake Public School we are committed to delivering educational and personal excellence within a rich and inclusive community that values integrity, individuality, creativity, confidence and social purpose. Our school continues to have a desirable reputation in the community for academic achievement, music, orchestra, dance, debating, public speaking, creative arts and sport.

***We educate the whole child of today to become the successful leader of tomorrow.***

## Principal's Message

At Mortlake Public School, every student has the opportunity to achieve their personal best through engaged, innovative learning in a safe, respectful and supportive school environment. A student at Mortlake Public School is an independent lifelong learner, who respects themselves and others, develops a sense of equity, participates in their communities and understands the need to maintain sustainable environmental systems as a responsible world citizen.

Working with parents and our community to assist the students in developing skills to become independent and self-sufficient adults who will succeed and contribute responsibly in a global community is a priority for us.

Mortlake Public School is committed to providing a caring, supportive environment where all students are able to develop a sense of self-worth together with respect, resilience, integrity and encouragement for others.

At Mortlake Public School, we 'Excel by Effort' with high expectations valuing and respecting the individuality and talents of each student. We are continually developing a learning community which achieves high quality outcomes. This can only be done when students, parents and staff work together and are committed to building a school of which the entire community can be proud.

Your support and involvement is crucial to our continued success.

**Ms Leanne McEvoy**

R/Principal



# School Profile



Established in 1887, Mortlake Public School is dedicated to providing quality education to the local community. The school serves an established residential community, catering to a student population of 325 ranging from Kindergarten to Year 6. In 2023 Mortlake PS established a Support Unit for students that have additional learning needs. The school occupies a whole suburban block

and its parkland setting and well-maintained buildings provide an attractive and welcoming environment.

Mortlake has a highly respected reputation as well as a proud tradition of excellence and all-round student performance. The school is very proud of its literacy and numeracy programs and the high level of student achievement as measured in standardised tests such as NAPLAN.

A broad curriculum ensures a balanced education, but at Mortlake, we pride ourselves on pushing boundaries. Programs are meticulously designed to develop skills in critical thinking, problem-solving, collaborative engagement, and technological prowess. The goal is to empower all students to reach their full potential educationally, socially and emotionally.

With a notable proportion of 55% of our students identifying as having English as an additional language or dialect (EAL/D), the school is committed to providing additional support to assist them to develop English language proficiency.

All staff are committed professionals who place student learning at the centre of all professional learning and practice. Teachers, parents and students work collaboratively to ensure school is a safe, inclusive and happy place to be.

Outside the conventional classroom, Mortlake shines in extracurricular pursuits. Whether it's our esteemed music program or commendable feats in debating, public speaking, sports, or the performing arts, our students continue to make their mark.

At Mortlake Public School, the parent and family community assume a pivotal role as active partners in the learning journey. Their meaningful engagement extends to key decision-making processes and constitutes a valuable contribution to various facets of school life.

Addressing the practical needs of our community, since 2006, we have offered a Before and After School Care facility on-site, ensuring our working families are well catered to.

Embodied in our motto, 'Excel by Effort,' Mortlake's ethos is one of fostering independence and a sense of responsibility in students for their behavior and academic progression.



# Staff

Principal	Leanne McEvoy
Assistant Principal Curriculum & Instruction	Yvonne Timmins
Assistant Principals	Diana Hartman, Yvonne Timmins, Natalie Petrino, Yvonne Tao, Salonee Chaudhry
Inclusive Classes	Salonee Chaudhry, Vicki Nguyen, Jennifer Fox
Principal Support	Frances Brewer
Kindergarten	Olivia Karikios, Sophie Magus, Diana Hartman
Stage 1 (Years 1 - 2)	Diana Hartman, Natalie Pierangeli, Josie Valore, Jessica Wilson
Stage 2 (Years 3 - 4)	Kate O'Neill, Erin Lollback, Kylie Alexander, Noeleen McKeon, Hamish Tranter, Natalie Petrino
Stage 3 (Years 5-6)	William Rylance, Sinead O'Hara, Yvonne Tao
Library	Anna Di Donato
Music	Tracey Krestovsky
School Counsellor	Annie Del Duca
Learning and Support Team (LaST)	Pat Madden
English as an Additional Language or Dialect (EAL/D)	Li-Lin Chu, Sevim Cimen
School Administration Manager	Isabella Baldock
School Administration Officers	Minh Tran-Ha, Angelina Marando, Josie Lanza, Melanie Parison
School Learning Support Officers (SLSO)	Laura Pikos, Koby Johnstone, Jessica Stevenson
SLSO Inclusive Classes	Rose Caputo, Silvana Aguirre, Madniya Amir
General Assistants	John Elliott, Kurt Hoven





# 2024 Term Dates & School Map

## TERM 1

Tuesday 30 January	Staff Development Days
Wednesday 31 January	
Thursday 1 February	<b>All students start school</b>
Friday 12 April	End of Term 1

## TERM 2

Monday 29 April	Staff Development Day
Tuesday 30 April	<b>All students return to school</b>
Friday 5 July	End of Term 2

## TERM 3

Monday 22 July	Staff Development Day
Tuesday 23 July	<b>All students return to school</b>
Friday 27 September	End of Term 3

## TERM 4

Monday 14 October	Start of Term 4 - <b>All students return to school</b>
Thursday 19 December	<b>Last day for all students</b>
Friday 20 December	Staff Development Day





# General Information

## School Hours

Supervision is provided from **8.25am to 2.55pm** each day. It is the responsibility of parents and carers to provide supervision outside these times. As classes commence at 8.55am, it is suggested that children arrive at school between 8.25am and 8.50am. The time before class is an important one for re-establishing friendships each day.

Morning start bell	8:25am
Morning class bell	8:55am
Lunch	10.55am to 11.45am
Recess	1.45pm to 2.10pm
Dismissal	2:55pm

## Before and After School Care

Care is provided on school premises by Primary OSHCare. Please phone 0425 372 857 or visit <https://www.primaryoshcare.com.au/> for all enquiries.

## Lost Property

The lost property box is located in front of the Kindy Hall. Please make sure all items of clothing, lunch boxes, drink bottles etc., are clearly labelled with your child's name.



## Sun Safety

Mortlake Public School has a strict "no hat, play in the shade" policy, which requires students to wear a hat to and from school and when they are outside during lessons and breaks. Students who forget to bring their hat are required to play in a shaded area.

Students are asked to bring their own sunscreen to school and apply before going outdoors. This can be stored with lunchboxes and/or hats so when children grab their food or hat before going outdoors, they will also be reminded to slop on sunscreen.

## Student Requirements

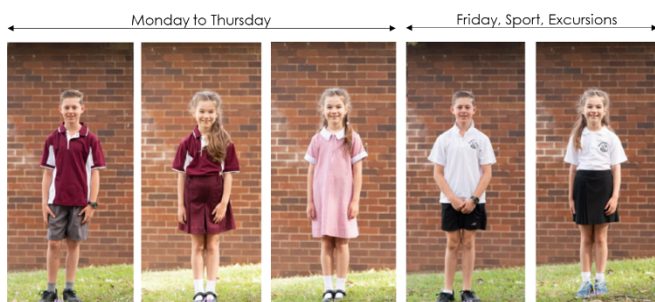
At the start of each year, teachers provide students with information about class routines, homework and materials they will need for the year. As a general guide, students will need:

- school bag, hat, library bag (available from the school uniform shop)
- painting shirt (kept at school)

Parents are asked to purchase textbooks and other resources through the school. Details will be communicated on School Bytes.



## Uniform Shop



The Uniform Shop is run by the P&C volunteers and is located on the Lancelot Street side of the school near the boys bathroom. Opening hours are: **Friday 8.25am – 8.55am**

Online orders can also be made via Qkr! app. Items ordered are delivered to your child's classroom on Fridays. All enquiries can be emailed directly to the Uniform Shop volunteers at [mortlakepandc.uniform@gmail.com](mailto:mortlakepandc.uniform@gmail.com).

## School Canteen

Our School Canteen is fun, friendly, and fresh, with all foods being prepared daily on site. It is open from 8:30 am, with a variety of choices being made available, as well as new lunch specials every term.

You can order online through [www.flexischools.com.au/](http://www.flexischools.com.au/), send a lunch bag with your child, or simply drop by yourself and order at the canteen window before 9:00 am.

For all enquiries, please email [mortlakepscanteen@gmail.com](mailto:mortlakepscanteen@gmail.com).



## Road Safety

Parents are asked to set a positive example to their children by abiding by the road safety rules around the school, such as use pedestrian walkways and only cross the street at pedestrian crossings. In particular, we ask parents not to park illegally and not to call children across the road.

Children who ride to school must wear a helmet, secure the bike to the bike rack and abide by the normal road safety rules. To prevent any playground accidents, children must walk their bikes inside the school grounds.

## Library

Children have one timetabled library lesson a week but may visit at other times (including lunchtime). A library bag is required to ensure that the library resources are protected. The library is open Monday to Thursday.





### **Classroom Music Program**

Mortlake Public School provides students with an inclusive and supportive specialist music program, in line with the Creative Arts primary curriculum. The program involves performing, organising sound and listening through the concepts of duration, pitch, dynamics, tone colour and structure.



### **Religions and Ethics**

Special Religious Education (SRE) and Special Education in Ethics (SEE) take place on Friday mornings. The SRE lessons offered are Catholic, Protestant (Anglican and Uniting Church) and Greek Orthodox.

SEE is provided by Primary Ethics when teachers are available. This is a program in ethical decision making, action and reflection within a secular framework.

During the time SRE and SEE are being held, students not attending are supervised and participate in independent, meaningful activities such as private reading or homework.

## **Support Services**

### **School Counsellor**

The school counsellor visits the school weekly and can help if you have concerns about your child's learning or behaviour. Your class teacher can give you a form to complete if you would like to contact the counsellor.

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

The school provides support for children for whom English is not their first or primary language. Our specialist staff members work to support teachers and students within the classroom environment to cater for their learning needs.



### **Learning and Support Team (LaST)**

The Learning Support staff supports and works with students with significant learning needs and their teachers within school settings to enhance students' participation and achievement. Through differentiating the curriculum, the needs of high potential and gifted students are met in mainstream classes.



## Permission Notes & Collection of Money

### School Bytes

Consent forms and payments to the school for expenses (e.g. excursions, school fees) can be made online on the School Bytes portal. The School Bytes portal provides flexibility for you to conveniently make school payments online, complete and submit digital permission notes, view historical payment and status of all permission notes. To set up your parent portal, please visit <https://www.schoolbytes.education/> and create an account.

While our preference is for payments to be made online, we will still accept payment via cash, cheque, and EFTPOS at the School Office before 9.00am. Money is best placed in a sealed envelope with the child's name, class and the purpose written on the envelope.

## Health, Attendance & Welfare

### Medication and Allergies

If your child becomes sick at school you will be notified via the contact numbers on the information sheet, completed by you at the beginning of each year.

If your child is diagnosed with asthma or at risk of an anaphylactic reaction, parents must provide the school with information from your family doctor, including an Asthma Action Plan or ASCIA Action Plan for Anaphylaxis, as well as relevant medications.

If your child requires on-going medication to be administered to them during school time, you must complete a written request document available from the office. The administration of prescribed medication is carried out by trained staff members.

### Change of Address and/or Phone Numbers

If you change your address and/or phone number, please notify the school by email, letter or by telephone of any changes so that records can be kept up to date.

### Attendance, Lateness and Leave Requests from School

Parents must ensure their children attend school every day. If your child is absent from school, the school needs to be notified preferably by email with an explanation for the absence.

If your child is late to school or needs to be collected early, a parent/caregiver needs to visit the office. Our administration staff will mark the roll accordingly and give you or your child a slip to pass to their classroom teacher.



If you are taking an extended leave of absence for **5 days or longer**, the Application of Extended Leave (available at the Office) is to be completed and approved by the principal.

Our school rolls are checked regularly as required by the Department of Education. If your child has too many absences or is absent for unacceptable reasons or if a pattern of late arrival to school develops, the matter will be referred to the Home School Liaison Officer. The Home School Liaison Officer visits children at school and often families at home to discuss attendance at school.



### **Policy on Anti-Bullying**

At Mortlake Public School, it is everyone's responsibility to take the necessary steps to stop all forms of bullying behaviour including physical, verbal and cyber bullying. A strategy is in place to reduce and prevent bullying. Our strategy has four aspects: prevention, early intervention, protection and response. The management strategy applied is the *Student Support and Shared Concern* approach.

For more information on anti-bullying strategies for NSW public schools, refer to the department's Bullying of Students - Prevention and Response.

### **Mobile Phones/Smart Watches Policy**

All mobile phones and smart watches must be checked in at the front office at the start of the day and picked up before leaving school.

If your child uses a smart watch for time keeping, it must be set on 'school mode'.

### **Student Representative Council (SRC)**

The Student Representative Council is made up of three representatives from each class, elected by their peers. The Student Representative Council meets regularly and has input into decisions that are made in the school. They also host fundraising events throughout the year.



# Physical Education

## Sport Day

On sport day (Friday), students wear the sport uniform and comfortable sport shoes. The school provides carefully planned, adaptable and enjoyable physical activity experiences for all students.



## PSSA Sporting Program

As part of the school sports program, Mortlake Public School participates in the Primary School Sports Association (PSSA) competition. Students in years 3-6 may participate in winter and summer sports.



## Sports Houses

All children are placed in a Sports House (Macarthur, Phillip, Wentworth, and Parkes) for carnivals and other sports activities. We endeavour to place siblings in the same house, or even those of their parents who have been in the school. The house system provides a sense of belonging and a vehicle for healthy competition.

## Swimming scheme

The school offers an intensive swimming scheme to children who are unable to swim 50 metres. Preference is given to children in Year 2.



# Performing Arts



## School Choirs

Mortlake PS offers a junior choir (Years 1-2) and a senior choir (Year 3 to 6) that aims to facilitate the love of singing and music to students. In addition to school-based performances, the senior choirs may be able to perform at special school and community events such as 'Our Spectacular' at the Sydney Opera House.



### Music Tuition and Orchestra

We are very fortunate at Mortlake Public School to have a comprehensive Music Program for the children to learn a musical instrument. Private music lessons take place before and after school with instrumental tutors.

The school orchestra and string ensemble also performs at school events and is open to students who have been learning a musical instrument. All ensembles rehearse weekly before school hours or at lunch.



Our music students have the chance to attend the Combined Primary Schools Music Camp as well as the Festival of Instrumental Music at the Sydney Opera House.

## Parents and The School

### Parents and Citizens' Association (P&C)

Our Parents and Citizens' Association (P&C) is made up of parents and carers, teachers and community members. The P&C meets regularly to contribute to decision-making, developing policies and management plans as well as fundraising. Meetings take place in weeks 2 and 9 of each term from 7pm in the School Library. All parents are welcome and any help you can provide with fundraising activities would be valued and supports the purchase of educational resources for your child.

### Community Involvement

Throughout the year, many parents become involved in school programs and special functions. If you can help in any way your time and assistance would be much appreciated. Your child will also enjoy seeing you involved. If you feel you have any expertise that may be of benefit to the school, please let us know.

## Home-School Communication

### Communicating with our school

The school frequently communicates with parents through newsletters, Mortlake Public School app and School Bytes. We ask that you take the time to read these communications so that you are kept informed. If you require further information, or a matter clarified, please contact the school office by phone or email.

The **School Community Charter** outlines the responsibilities of parents, carers, educators



and school staff in NSW public schools to ensure our learning environments are collaborative, supportive and cohesive.

- It is important that school is a positive environment, and that parents and carers are kept informed of students' progress and school announcements.
- Our staff will find a time to talk to parents when they can give their full attention. Please remember that while they are in class or dealing with other matters, they may not be available to answer questions immediately.
- In all workplaces, everyone has the right to feel respected. Unacceptable and offensive behaviour has no place in our school community.

### **Student Learning Conferences**

At Mortlake Public School we have transitioned from the traditional format of Parent Teacher Interviews to holding Student Learning Conferences. Student Learning Conferences provides a brief overview of what has been happening in the classroom and time to discuss individual student goals.



Research shows that the process of setting goals allows your child to know where they are in their learning and their next steps in learning. Goal setting helps develop your child's long-term vision and short-term motivation. Having clearly defined goals that students can measure will allow them to take pride in accomplishing those goals. Through setting learning goals, students can improve their academic performance, increase their motivation and improve their self-confidence.

Student Learning Conferences are held in Terms 1 and 3. However, if you are concerned about any aspect of your child's welfare or progress, please make an appointment to see the class teacher.

### **Meet the Teacher**

A grade information evening is held early in Term 1. The evening is designed to help parents understand general classroom activities and class procedures.



### **Homework**

Homework is provided for all students and is designed to meet specific learning goals. It is a valuable part of schooling and must be a collaboration between parents/caregivers, teachers and students.

Homework activities are given on a weekly basis and tasks usually include a math task, a spelling task and a reading log which students should



complete after their nightly reading. While parents' interest and encouragement in assisting with homework is highly valued, it is important that the child is encouraged to complete homework on their own.

### Reporting to parents

An academic report is sent home at the end of Term 2 and Term 4. This report details the progress your child has made in all areas of the curriculum and area for development.

## Positive Behaviour for Learning



At Mortlake Public School we value Respect, Integrity, Resilience, Encouragement, and Inclusion by being safe, respectful learners.

Positive Behaviour for Learning (PBL) is an evidence-based framework that brings together the whole-school community to contribute to developing a positive, safe and supportive learning culture. The framework assists us

to improve social, emotional, behavioural and academic outcomes for our students.

When PBL is implemented well, teachers and students have more time to focus on relationships and classroom instruction. Students and staff benefit from:

- reduced inappropriate behaviour
- increased time focused on instruction
- improved social-emotional wellbeing
- positive and respectful relationships among students and staff
- support for teachers to teach, model and respond effectively to student need
- a predictable learning environment where staff and students know what is expected to deliver effective practices that can be sustained over time

The school and the community co-created the PBL Behaviour Expectation Matrix and now work together to uphold our school-wide expectations of being safe, respectful learners. Students learn and apply these expectations through our agreed example behaviours that are displayed all around the school.

PBL identifies and acknowledges positive behaviour through formal and informal recognition of positive behaviour throughout the school. Students receive PB4L awards at assembly.



We explicitly teach example behaviours for areas within the school in class. We use visual reminders, modelling and positive reinforcement to strengthen and support these example behaviours for our school community.



# **Positive Behaviour 4 Learning**

**Mortlake Public School**