School Information
FRENCHS FOREST PUBLIC SCHOOL

Young Minds – Bright Futures

Our exceptional school is a warm and friendly learning environment that encourages the participation of the Frenchs Forest community in the students’ education.

At Frenchs Forest Public School we pride ourselves on our continued outstanding academic success as we set high expectations that drive us into the future.

Our highly qualified and talented teachers recognise that all children learn in different ways and ensure that their classroom programs cater for all learning types and styles.

At Frenchs Forest Public School we provide a wide range of outstanding art and sporting opportunities that create a dynamic and stimulating environment for your child.

The school, together with the community, has developed a shared understanding of the values we hold and nurture in our children.

Our school opens up new possibilities to all students, giving them the opportunity to succeed.

Mrs Gail Smith
Principal

gail.margaret.smith@det.nsw.edu.au

Frenchs Forest Public School
Ann Street, Frenchs Forest, NSW, 2086

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School Email: frenchsfor-p.school@det.nsw.edu.au
Web Site: www.frenchsfor-p.schools.nsw.edu.au
**ACCIDENT/ILLNESS**
All staff are trained in basic first aid, including procedures for asthma and anaphylaxis. In a medical emergency, parents will be notified immediately.
If children are ill during the school day they will be assessed in sick bay. If necessary, parents will be contacted.
The P&C has accident insurance for students.

**ANNUAL SCHOOL REPORT**
Every year a report on school achievements, including our academic targets, is prepared by a committee of school representatives from the executive, staff and parent body. The report is available to all families and interested community members.

**ANTI-BULLYING**
The school approaches student behaviour expectations through a system called *Positive Behaviour for Learning (PBL)*. The school has a clear and supported policy on anti-bullying that is underpinned by weekly focus questions and explicit teaching strategies in all classes.

**ASSEMBLIES**
Whole school assemblies are held weekly at 2.00pm on Fridays. Students, staff, parents and community members come together to celebrate student and school achievements. Assemblies, which are student led, play an important role both in maintaining the community focus of our school and developing student leadership.

**ASSESSING AND REPORTING TO PARENTS**
Assessing children’s learning is an integral part of the teaching and learning process. This is done through a variety of methods including tests, checklists, work samples, anecdotal records and observation. Formal individual parent/teacher interviews are held for all students at the end of Semester 1 (Term 2). Written reports are completed at the end of semesters 1 and 2.
Parents are invited and encouraged to communicate with their child’s teacher at any time if they are concerned about any aspect of their child’s education. This may be done by contacting the school office or the teacher personally or via email, to arrange a mutually convenient time.

**ATTENDANCE**
Students are expected to attend school each day during term time. Parents are urged to organise family holidays to coincide with school holidays to minimise interruption to learning.
If a leave of more than 1 week is expected, parents should complete a formal notification form available from the school office. If your child is absent from school for any reason, the class teacher must be advised in writing (note or email) as the school is required to keep a record of all student absences.

**Late arrival – early departure**

If children arrive at school any time after 9.10am or need to leave before 3.10pm parents are requested to report to the office and complete a late arrival/early departure form. Children are not allowed to leave the school grounds unaccompanied during school hours.

**BEFORE AND AFTER SCHOOL CARE ‘Forest Kids’**

The before and after school care centre ‘Forest Kids’ is located within the school grounds. The comprehensive program run by Cubbyhouse childcare caters for students K-6 in a friendly, caring environment. Information and enrolment is available at www.cubbycc.com.au.

**BELL TIMES**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.40am</td>
<td>Teacher on duty in playground</td>
</tr>
<tr>
<td>9.10am</td>
<td>Children move to classroom assembly areas</td>
</tr>
<tr>
<td>11.10-11.50am</td>
<td>Recess</td>
</tr>
<tr>
<td>1.10-1.50pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>3.10pm</td>
<td>Dismissal</td>
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</tbody>
</table>

Children are not to arrive at school before 8.40am unless they have a school activity or are attending before school care at Forest Kids.

**CANTEEN**

A P&C managed canteen operates Monday, Wednesday and Friday at recess and lunch. The canteen operates within the guidelines of the *Fresh tastes NSW healthy school canteen strategy*, providing nutritious food for growing children. The canteen requires parent volunteers to assist. Please see the canteen handbook on the school website for further information.

**CHANGE OF ADDRESS**

The school should be notified immediately of any change of address, home phone, work phone and mobile phone numbers.

**CLASS PARENTS**

Class parents are organised through the school and play an important role in our school community, including assisting teachers in various ways, organising social events for children and parents and welcoming new families to our school.
**COMMUNICATION**

**School app**
The *Frenchs Forest Public School* app is available for download on iphone, ipad, android tablets and Windows.

**Notes**
All notes are distributed via email and the school app on a Thursday. Notes requiring a return slip are also given to students in hard copy and all notes are available at the school office in hard copy.

**Newsletter**
The school newsletter, *The Forest Focus*, distributed by email and app to parents fortnightly, is also available on the school website or as a hard copy. The newsletter is the main source of communication to parents about school life and is critical reading.

**Parent/teacher communication**
Parents are provided each term with a class/grade newsletter and the class teacher’s email. Open and timely communication is encouraged. Parent/teacher interviews may take place throughout the year at either the parent or teacher’s request.

**School website**
The school website contains information about our school, including the school newsletter and a calendar of events: [www.frenchsforest-schools.nsw.edu.au](http://www.frenchsforest-schools.nsw.edu.au)

**COUNSELLOR**
The school counsellor is at our school three days a fortnight and is available for assistance to students and parents via the school learning support team.

**COURT ORDERS, CUSTODY AND ACCESS**
Any family with court orders detailing custody arrangements must inform the school as soon as orders have been issued. The school office must have such orders in writing.

**CURRICULUM**

**English**
Students develop their language skills through activities involving speaking and listening, reading and writing, and viewing and representing.
They learn about language and literature through working with a wide range of print, spoken, visual, media, multimedia and digital texts. They interpret and express their views on what they hear, see and read. They create written and digital texts and deliver formal and informal presentations. There is a requirement that students experience a range of texts, including Australian works, multiculturalism, Aboriginality and Australian identity, and Asian perspectives. There is an increased emphasis on grammar and the teaching of quality literature.

Mathematics
Students develop their mathematical knowledge, skills and understanding through a range of learning experiences across:
- Number and Algebra, eg whole numbers and fractions and decimals
- Measurement and Geometry, eg length, area and time
- Statistics and Probability, eg data and chance.
They develop their problem-solving skills and mathematical reasoning and communication.

Science & Technology
Students develop their skills in using processes of Working Scientifically and Working Technologically to answer interesting questions and develop creative solutions to important 21st century problems. They develop their curiosity and understanding about the Natural Environment and the Made Environment through learning about the Physical World, Earth and Space, the Living World, the Material World, Built Environments, Information and Products. Students learn about the influence and relevance of science and technology in their lives now and in the future.

History
Students investigate their personal, family and community history. They develop understanding of Australia’s Indigenous and colonial history and how Australia became a nation. Students learn about historical concepts, such as viewing an historical event from a different point of view and historical skills, such as using historical sources for an investigation.

Geography
Students investigate people, places and environments.
They explore geographical concepts, such as place and sustainability, through real world examples and issues. Students learn how to acquire, process and communicate geographical information using geographical tools and inquiry.

**Creative Arts**

In visual arts, students investigate different subject matter such as people, objects and places, use a variety of expressive forms such as painting, drawing, pottery and sculpture and learn to consider the audience of their artwork.

In music, students develop knowledge, skills and understanding in performing music. By singing, playing and moving they learn music of different styles and from different times and cultures. They also learn to organise sound into musical compositions using concepts such as pitch, duration and dynamics.

In drama, students work collaboratively, taking on roles and creating imagined situations.

In dance, students compose and perform their own dances using the elements and contexts of dance from different times and cultures.

**Personal Development, Health and Physical Education**

In Personal Development, Health and Physical Education - PDHPE students learn to understand, value and lead healthy, active and fulfilling lifestyles.

Students learn about:
- active lifestyle
- dance
- games and sports
- growth and development
- gymnastics
- interpersonal relationships
- personal health choices
- safe living

**EXCURSIONS/PERFORMANCES**

Excursions are an important part of the curriculum and are arranged throughout the year by teachers. All excursions have the prior knowledge and approval of the principal. External activities and performances require individually signed permission notes which will be sent home prior to the excursion.
HEALTH SERVICES
Frenchs Forest Public School is in the Northern Beaches School Health Services area, the regional office being at Queenscliff Health Centre. Contact information for the health centre is available from the school office.

HOMEWORK
The purpose of homework at our school is to develop in children a love of learning. Family, community and cultural activities are fundamental in the development of the whole child. Our school values parent choices for children to participate in a wide variety of activities. Homework opportunities are varied and interesting.

LIBRARY RESOURCE CENTRE
The library resource centre (LRC) comprises the library, computer lab and video conferencing facility. The library contains an excellent collection of literature for research and borrowing. Children borrow from the library weekly and are requested to bring a library bag.

LOST PROPERTY
All property, including clothing and lunchboxes should be clearly labelled so that lost items can be returned to your child. Lost property is held on the verandah outside the staffroom and is regularly sorted and redistributed to owners.

MEDICATION
If your child needs to take medicine, parents MUST contact the school and fill out the necessary form at the office indicating the dosage, times/conditions, number of days and the reason for medication. The medicine will be held by the first aid officer who will administer the medication from the first aid room.
Students are not permitted to self medicate or keep medications in their bags – the only exception is asthma puffers, which may be kept in the school bag. Children suffering from asthma must have a medical plan which is kept at the office.

MUSIC
The school has 3 bands, a training band, a concert band and a performance band. Each year the band plays at a variety of school and community events.
Frenchs Forest School has a performance choir which enables students to participate in events such as music festivals.
Recorder is taught in Years 1 and 2, guitar in Years 3-6, serving as an opportunity to play and read music. The school has purchased a
set of Japanese drums. All students have a 40 minute session weekly with our specialist music teacher.

**NAPLAN**
Students in years 3 and 5 participate in the National Assessment Program Literacy and Numeracy – NAPLAN in May. The assessments are conducted over 3 days and include a writing task, reading and comprehension tasks and mathematics tasks. Parents receive an individual report on their child’s achievement. NAPLAN results are also included in the Annual School Report.

**OPPORTUNITY CLASS & SELECTIVE HIGH SCHOOL**
The Department of Education provides the opportunity for academically gifted and talented students in Years 5 and 6 to attend classes which provide intellectual stimulation and an educationally enriched environment. Offers for placement are made on the basis of a placement test, school assessment and other evidence of academic merit. The test is conducted in Year 4.

Selective Schools in NSW enrol students of high academic ability. Students are selected from the results of a test in Year 6, covering language, mathematics, general ability and writing. Parents of Year 6 students can obtain an application form from the school.

**PARENT PARTICIPATION**
Education is most effective when it is seen as a responsibility shared between the home and the school. At Frenchs Forest School we encourage active participation of our parent and community body in a number of ways:

- assisting in the classroom with group work
- assisting students with reading or maths
- participating in art programs
- assisting with sport practice
- helping with transport to sporting venues
- assisting with excursions

**P & C ASSOCIATION**
The P & C Association meets regularly at 7.30pm in the staffroom. Dates are published in the newsletter. The association provides:

- a forum for communication between members of the school community
- financial support to school programs
- various sub-committees charged with specific roles to assist in the development of the school and its educational programs
PHOTOS
Permission to photograph children for school purposes is given on the school enrolment form. Student photos may be used on the school website, on class blogs, in promotional material and the newsletter. Unless requested, names will not be linked to student photos.

PLAYGROUND
At Frenchs Forest Public School, we strive to make our playground a happy and safe place for all students. Positive behaviours are encouraged at all times. Students who display appropriate playground behaviour are rewarded with playground awards, which go into the weekly draw for a PB. Children who have concerns in the playground are encouraged to report the matter to the teacher on duty or speak to their class teacher.

PLAYGROUND EQUIPMENT
Fixed playground equipment is used with the supervising teacher directly observing safety. Parents are asked to supervise their own child/ren after school, being immediately present at the site.

PRE-SERVICE TEACHERS
Frenchs Forest Public School enjoys good relationships with teacher training institutions. Trainee teachers bring new ideas, energy and enthusiasm whilst our experienced teachers assist with curriculum knowledge and classroom management. The work of practising teachers in the school is a valuable experience for our students and staff.

RELIEF FROM FACE TO FACE TEACHING (RFF)
All classroom teachers are entitled to 2 hours relief from face to face teaching per week, either as a block or in smaller sessions. At these times students are involved in music, visual arts, and sports education with specialist teachers.

RELIGIOUS EDUCATION
Each Friday, students receive instruction in religious education. This is organised by a committee of church representatives. At the time of enrolment, parents are asked to indicate which denomination group they would prefer their child attend. Non-scripture supervision is available. Students are supervised by teachers at all times.

SCHOOL CONTRIBUTION
The State Government permits primary schools to request a voluntary school contribution for each student to assist with the purchase of stationery, library books and sporting equipment. These contributions are kept to a minimum. Families who have difficulty meeting the school contribution should speak in confidence with the principal.

**SCHOOL DEVELOPMENT DAYS**
School development days are held at the commencement of terms 1, 2 and 3. There is no school development day at the commencement of Term 4 but the final 2 days of the school year have been designated school development days. These important days are set aside for the professional development of staff and include ongoing learning in student welfare, teaching and learning, syllabus implementation and technology.

**SCHOOL HISTORY**
Frenchs Forest Public School first opened its doors for student enrolment in September 1916. In that inaugural year, the school consisted of one brick classroom (demolished in 1968), one teacher, Mr George Hewitt, and 32 students from K-6. The original school building was situated in a corner of the present school site, at the intersection of two dusty, dirt tracks, now Warringah Road and Forest Way. Most of Frenchs Forest, in those early school years, was native bush with little habitation or commerce. Orchards, dairy farms, timber mills and piggeries were scattered throughout the area.
Frenchs Forest Public School was the first to be established in the area and is proud of the title "First in the Forest”.

**SCHOOL REQUIREMENTS**
At the beginning of the year, class teachers will send home a list of the necessary stationery and classroom requirements. Any textbooks required will be available for direct purchase from the school.

**SECURITY**
The school is fully fenced and gated. Any intruders in the school grounds after hours can be reported on 1300 880 021.

**SICK CHILDREN**
Parents are asked not to send sick children to school. If a child becomes ill during the day, the administrative officer will telephone the parent. Please notify the school of any changes to address, telephone numbers or place of work so the school can keep the
emergency file up-to-date. In the case of sudden illness or injury, the school will endeavour to contact parents. In an emergency where the parent cannot be contacted, the child will be taken to the hospital by ambulance, accompanied by a staff member. The school will continue trying to establish contact with the parent(s).

**SOCIAL CONTACTS**
At the beginning of the year parents are asked to nominate whether they wish their name, e-mail and phone number to be published on a grade contact list. This list is for social purposes only. Parents are requested not to display contact information in a prominent position at home or make copies for other people. The list is only to be used by members of the FFPS community.

**SPORT**
All students participate in sport skills lessons provided by specialist staff.
Frenchs Forest School participates in inter-school sport (PSSA) on Fridays for selected students from Years 3 – 6 for summer and winter sports. Talented swimmers and athletes have the chance to develop further through participation in school, district and zone carnivals with possible selection into state teams.

**SPORT HOUSES**
- Acacia - Green
- Banksia - Yellow
- Casuarina - Blue
- Eucalypt - Red

**STUDENT LEADERSHIP**
At Frenchs Forest school we begin to develop leadership skills in students from Kindergarten. We encourage our students to be leaders in the classroom and playground, through their support for other students, or their involvement in academic, sporting, cultural or community events and projects. Leadership opportunities at Frenchs Forest school include:

- Buddy program
- School Representative Council (SRC)
- Year 6 leaders
- Sport House leaders
- School Captains
**STUDENT REPRESENTATIVE COUNCIL - SRC**
Each class from Years 2-6 is represented on the SRC, which meets regularly to discuss issues and suggestions.

**STUDENT WELLBEING**
At Frenchs Forest Public School student and staff wellbeing is paramount to the success of the educational programs. Every teacher has a responsibility for student wellbeing. Teachers and parents work together to identify and develop strategies to meet the needs of the students, the staff and the school community. Basic to the wellbeing policy, the school believes that self-esteem and accountability are enhanced by the provision of opportunities for students to accept responsibility for their own learning at all levels.

**School Discipline and PBL (positive behaviour for learning)**
School staff promote a positive, purposeful and safe environment for children’s learning. Students are guided towards developing responsible behaviour and a realisation that consequences follow behaviour. Class expectations are clearly established early in Term 1 and are revisited frequently. Our behaviour expectations of Respectful, Responsible, Learner, are underpinned by our five school values. Recognition of positive behaviour is rewarded with verbal praise, stamps, stickers, class and assembly awards. If concerns arise regarding student behaviour parents are contacted. Students who do not follow school expectations are referred to the Thinking Room at lunchtime where they reflect on their behaviour and consequences. Parents are notified if students are referred to the Thinking Room.

**School Merit System**
PBs - Personal Bests - and playground awards are given by teachers to reward positive behaviour.

- 10 PBs = 1 blue award
- 4 blue awards = 1 silver award
- 3 silver awards = 1 gold award
- 2 gold awards = 1 school medal

**Learning Support**
The school has an active learning support team comprising the Principal, counsellor, executive staff and the learning and support teacher LaST. The LaST organises additional assistance for students needing support with their learning. This may be small group or individual withdrawal or in class support. Parents will be notified if their child is receiving assistance.
**SURF EDUCATION**
Students in years 4, 5 and 6 participate in surf education. The school places great importance on this program, given our proximity to the beaches.

**TECHNOLOGY**
At Frenchs Forest School we offer excellent programs of learning with technology. The school affords a wireless resource centre with desktops, laptops and ipads, together with interactive whiteboard technology which is used extensively by all classes. All classrooms have computers which are connected to a school wide network and interactive whiteboards. Computers are used in all across different curriculums to enhance learning. All students have e-mail accounts with personal log on and confidential password details.

**TERM ACCOUNTS**
Expenses incurred by parents in relation to educational programs include excursions, incursions and sports costs. Parents are billed at the beginning of each school term, rather than being asked to send small amounts to school throughout the term. Prompt payment of these accounts is vital as the school is required to pay for such costs. Failure to settle term accounts is a great financial drain on the school budget, ultimately resulting in reduced resources for all students.

**TERM CALENDAR**
A term calendar of school events is available on line on the school website and coming events are printed in the newsletter.

**TRANSPORT**

**Bikes and Scooters** – Students over the age of 10 are permitted to ride bikes and scooters to school providing they wear their helmets. Students are not permitted to ride their bikes and scooters in the school grounds. They must walk their bikes and scooters to and from the gates.

**Bus Travel** – All children in K-2 are eligible for a free bus pass if they live on a school bus route. Children in Years 3-6 may be eligible for a free bus pass if they live a certain distance from the school. The appropriate forms are available at the school office.
**UNIFORM SHOP**
The Uniform Shop is open every Friday morning from 8.15 - 9.15am. Opening dates are in the Forest Focus and on the school website. The uniform shop sells new and second-hand uniforms as well as library bags, school badges, hair scrunchies and head bands.

<table>
<thead>
<tr>
<th>Summer Uniform – Girls</th>
<th>Summer Uniform – Boys</th>
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</thead>
<tbody>
<tr>
<td>Bottle green culottes and/or bottle green skirt</td>
<td>Grey shorts</td>
</tr>
<tr>
<td>White short sleeve blouse/peter pan collar</td>
<td>White short sleeve polo shirt with school logo</td>
</tr>
<tr>
<td>Button on green tie</td>
<td>Grey socks</td>
</tr>
<tr>
<td>White socks</td>
<td>Black shoes</td>
</tr>
<tr>
<td>Black shoes</td>
<td>School hat – broad brim</td>
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<tr>
<td>School hat – broad brim</td>
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<table>
<thead>
<tr>
<th>Winter Uniform – Girls</th>
<th>Winter Uniform – Boys</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green tartan tunic</td>
<td>Grey trousers</td>
</tr>
<tr>
<td>Green tartan trousers</td>
<td>White long sleeve polo shirt with school logo</td>
</tr>
<tr>
<td>White long sleeve blouse/peter pan collar</td>
<td>Or</td>
</tr>
<tr>
<td>Button on green tie</td>
<td>White skivvy</td>
</tr>
<tr>
<td>OR</td>
<td>Grey socks</td>
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<tr>
<td>White skivvy</td>
<td>Black shoes</td>
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<tr>
<td>White socks or black tights</td>
<td>School hat – broad brim</td>
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<tr>
<td>Black shoes</td>
<td>Bottle green jacket with school logo</td>
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<tr>
<td>School hat – broad brim</td>
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<tr>
<td>Bottle green jacket with school logo</td>
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<table>
<thead>
<tr>
<th>Sports Uniform – Girls</th>
<th>Sports Uniform – Boys</th>
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<tbody>
<tr>
<td>Bottle green skort</td>
<td>Bottle green shorts</td>
</tr>
<tr>
<td>OR</td>
<td>Bottle green/gold/white striped polo with school logo</td>
</tr>
<tr>
<td>Bottle green shorts</td>
<td>White socks</td>
</tr>
<tr>
<td>Bottle green/gold/white striped polo with school logo</td>
<td>Sport shoes</td>
</tr>
<tr>
<td>White socks</td>
<td>Bottle green jacket with school logo</td>
</tr>
<tr>
<td>Sports shoes</td>
<td>Bottle green track pants with school lettering on leg</td>
</tr>
<tr>
<td>Bottle green jacket with school logo</td>
<td>School hat – broad brim</td>
</tr>
<tr>
<td>Bottle green track pants with school lettering on leg</td>
<td>School cap – PSSA competitors only</td>
</tr>
<tr>
<td>School hat – broad brim</td>
<td></td>
</tr>
<tr>
<td>School cap – PSSA competitors</td>
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</table>
**SCHOOL SONG**

Midst the trees high on the hill stands the school where we belong
learning right from wrong

Happy Frenchs Forest children assembled stand and sing our song

See the motto, on our badges
Truth and Honour rules our school

We will show every day at our work and play
Frenchs Forest, Frenchs Forest, we’ve learned your golden rule

As we strive hard and learn how to meet life’s every test
We will do our best

So with head held high we wear “Truth and Honour” proudly on our crest

With that motto, there to guide us
Shining like a precious jewel

We will show as we go through our lives each day
Frenchs Forest, Frenchs Forest, we’ve learned your golden rule.

**SCHOOL PLEDGE**

I HONOUR MY GOD
I AM LOYAL TO MY SCHOOL AND MY FRIENDS
I RESPECT THE FLAG