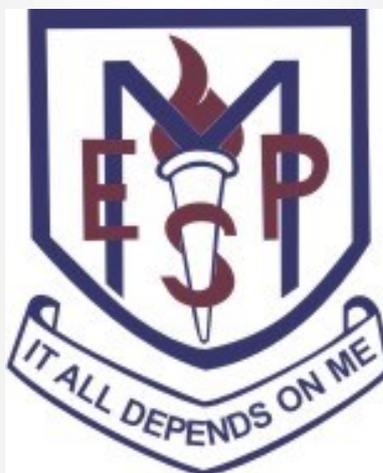




*Welcome to  
Murwillumbah East Public School*



## **FROM THE PRINCIPAL**

Dear Parents and Caregivers

This booklet will provide you with much of the information you require about our school's policies and its day to day operations.

Murwillumbah East Public School is committed to the concept that a child's education is a product of the school and home. We believe a strong partnership between families and classrooms is beneficial for a child's overall development.

Our school provides a varied curriculum which caters for the individual needs of learners. The programs provided at our school enable our students to reach their full potential.

Our school prides itself in having a friendly, caring and supportive culture.

On behalf of the Murwillumbah East Public School community I hope that your association with our school is positive and rewarding for both you and your child.

Please feel free to contact our school if you would like further information.

Samantha Rowsell  
Principal

**STRONG ACADEMIC PROGRAMS,  
HIGHLY DEDICATED STAFF AND  
EXCELLENT FACILITIES OFFER  
YOUR CHILD THE VERY BEST  
OPPORTUNITIES FOR SUCCESS.**



*MURWILLUMBAH EAST SCHOOL COMMUNITY WOULD LIKE TO WELCOME ALL NEW STUDENTS  
AND THEIR FAMILIES TO OUR WONDERFUL SCHOOL.*

## SCHOOL HISTORY

Murwillumbah East Public School opened on Monday 30th June 1958 with Mr Tom Higgins as our school's first Principal. The original school contained eight classrooms affording accommodation to 320 pupils. It was built high off the ground in the shape of a wide vee, with toilets, storerooms, shelter areas, canteen and enclosed craft areas underneath. The design assured the school of excellent ventilation and plenty of sunshine. As the years progressed changes began to show. The playground was levelled and concrete cricket pitches were laid along with a handball court and an assembly area. Sometime later a new infants wing was constructed. A Special Education Unit was established at the school. In recent years a new Hall has been built as well as four modern senior classrooms and a covered outdoor learning area (COLA).



*MURWILLUMBAH EAST HAS A COMMITTED, HIGHLY QUALIFIED STAFF WITH A MIX OF YOUTH AND EXPERIENCE. THIS ALLOWS FOR HIGH QUALITY, INNOVATIVE TEACHING WITHIN AN ACADEMICALLY TRADITIONAL ENVIRONMENT IN WHICH PUPILS OF ALL ABILITIES ARE ENCOURAGED TO REACH THEIR FULL POTENTIAL*

## SCHOOL VISION

We provide a safe, caring and positive environment where the values of respect, responsibility and cooperation are developed for a global society.

We embrace the joint partnership between students, staff and community, and engage all parties in the learning experience.

## SCHOOL MISSION

Our Mission is to provide quality education which encourages students to reach their learning potential in a holistic school environment.

## SCHOOL MOTTO

*“It All Depends On Me”*

## SCHOOL AIMS

Murwillumbah East Public School aims to encourage in each child a desire to learn by promoting a happy, secure, safe and caring environment in which we provide:

Educational programs that are challenging, realistic and enjoyable.

An education that is relevant to the diversity of needs, lifestyles, aspirations and values of individual pupils, school, staff and parents in the context of the wider community.

Excellence in learning and the development of knowledge, skills and attitude in the six key learning areas.

A code of conduct which promotes desirable behaviour that recognises the rights, needs and values of ourselves and others.



Our school has 3 core rules

- Be Safe
- Be Respectful
- Be a Learner



## SCHOOL DIRECTORY

Address: Charles Street  
Murwillumbah  
Phone: 02 6672 6781  
Fax: 02 6672 5583  
Principal: Mrs Samantha Rowsell  
Assistant Principals: Mr Michael Tunaley  
Ms Helen O'Keefe  
Mrs Vanessa Chaffey  
School Admin. Manager: Mrs Colleen Lincoln

## SCHOOL BELL TIMES

8.45am - 9.12am	Arrive at school
9.15am - 11.25am	First Session
11.35am - 11.55am	1st Break - Lunch
11.55am - 1.20pm	Middle session
1.30pm - 2.15pm	2nd Break - Recess
2.15pm - 3.15pm	Final session



*MURWILLUMBAH EAST STUDENTS EMBRACE THE OPPORTUNITY TO DISCOVER AND ENJOY A DIVERSE RANGE OF SPORTING AND OUTDOOR PURSUITS DURING THEIR SCHOOL YEARS*

## **CURRICULUM**

Our school is currently transitioning to the National Curriculum. The process will take place between 2013 - 2016. The NSW Board of Studies has detailed information on the content taught to primary age children.

In addition to the basics of education, we also offer programs to cater for the needs of the individual learner. These include an extensive enrichment program involving recorder, saxophone, flute, clarinet, guitar, singing, computers and public speaking tuition.

Remediation programs including Reading Recovery and a well resourced Learning Support program is offered.

We have established links with the high schools, so that Stage 3 students attend Science lessons on the high school campus, enabling them to reach their full potential in Science and to prepare them for high school.



*MURWILLUMBAH EAST IS A LEARNING AND DISCOVERY COMMUNITY FOSTERING THE ACADEMIC PERSONAL AND SOCIAL DEVELOPMENT OF STUDENTS FROM PRESCHOOL TO YEAR SIX*

## **EXTRA CURRICULA**

### **BAND & INSTRUMENT LESSONS**

As an integral part of our dynamic music program, we offer students in Years 3-6 the opportunity to be involved in our School Band. Children receive musical tuition at a cost, once a week, and join together during that week for combined rehearsals. Our school owns a selection of musical instruments that are available for hire.

### **PUBLIC SPEAKING**

Oral presentations and the confidence to present ideas to an audience are explicitly taught from kindergarten to year 6. The program develops confidence and writing skills.

### **DANCE**

Our Murwillumbah East Dance program offers students a comprehensive education in Modern/Contemporary styles of dance. Dance has its own specific language, processes and techniques that students learn in theory and practice through composition and choreography, performance, appreciation, and concentration on technique. Students celebrate their achievements through regular public performances throughout the school year.

### **SCHOOL MUSICALS**

Our school holds a biannual musical (even years) with the opportunity for all students to participate. The performance is the creative highlight of the year for students. Parents and family make the event a real family affair.

### **EXCURSIONS**

Our school holds overnight excursions to various camps offering a range of environmental studies which complement curriculum. Excursions are exciting opportunities for “hands on” experiences and the school values these extra curricula programs.

### **LEADERSHIP PROGRAM**

A feature of East's school education is the prominence we give to the development of leadership skills in our students. Learning about leadership involves the teaching of values, citizenship and character. It also involves instruction in teamwork and responsibility.



## **PASTORAL CARE**

Murwillumbah East's pastoral care program offers students encouragement and support for key transition points in their school lives and for everyday circumstances.

Families who commence their relationship with our school are carefully exposed to procedures and routines that they will encounter in the infants and primary schools. Children benefit immensely from attending the same site that will be their school home for the following 7 years.

Our Kindergarten transition program, called Learning Ladder commences in Term 3 with parent meetings and introductory lessons for students. A peer support and buddy program where kindergarten students are paired with year 5 and 6 students who meet them each morning and throughout the day ensure that children get the best start possible.

Those students who are moving onto high school benefit from our close relationship and proximity to both Murwillumbah and Wollumbin High Schools. Most students will have visited the High School several times before even commencing the transition program.

Students inevitably build strong relationships with their teachers and other staff who can offer mature support and advice.



*ALL STAFF HAVE A GENUINE AND ONGOING INTEREST IN EACH STUDENT'S PROGRESS THROUGHOUT THEIR SCHOOLING, FORMING AN IMPORTANT EMOTIONAL LINK BETWEEN THEIR HOME AND SCHOOL LIFE*

## **ABSENTEE NOTES**

A note is required to cover all occasions when your child is not at school. Absences will include sickness or leave for family reasons. Where absentee notes are not provided, a letter will be sent home requesting information about the absence. All absences need to be explained.

## **ASSEMBLIES**

School assemblies are a regular part of our school program. A whole school assembly is held on Fridays at 12pm in our Hall. During this time children receive awards and classes present items for students' enjoyment. Parents and carers are most welcome.

## **ARRIVAL AND DEPARTURE**

Children should not arrive at school before 8.30am as teachers are not on duty until this time. Any children at school prior to this cannot be supervised closely. Similarly, children should not be left waiting at school in the afternoon.

When dropping or collecting children from school please be aware of the following:

- Do not drive into the school grounds
- Do not enter the car park between 2.45pm and 3.00pm
- Do not park in the bus zone
- Cars may not access or exit the car park between 3.10pm and 3.30pm each afternoon. The car park is closed in order to ensure the safety of all children attending East.

Encourage your child to walk sensibly to and from school and to use pedestrian crossings and traffic islands. Your children should go straight home from school.

School finishes at 3.15 pm.

## **BUSES**

MURWILLUMBAH BUS CO -6672.2353 - All town area and Kunghur / Uki

SINGH's - 6672.7464                      Numinbah, Crystal Creek, Chillingham, Limpinwood, Brays Creek, Tyalgum

PARSONS - 6672.2353                      Condong, Eviron, Clothiers Creek, Bogangar, Tweed Valley Way, Dallas Park, Stokers Siding, Burringbar, Mooball, Pottsville and Cabarita.

SURFSIDE BUSLINES - 07.5536.7666      Pacific Highway, Tweed Valley Way, Tumbulgum, Duranbah, Cudgen, Kingscliff, Terranora Road, Banora Point, Tweed Heads.

GOSEL'S BUS SERVICE - 6677.3934      Reserve Creek Road, Kielvale, Palmvale Road, Wardrop Vall Fernvale. Deliver to Surfside Bus for Mayes Hill, Hogans Road, Crannys Road, Upper Duroby Creek, North Tumbulgum, Majestic Court, Urliup Road.

EVIKON BUS EVIKON - 6672.2353      Condong, Seven Oaks Drive, Eviron Road, Duranbah.

HIGGINS - 6672.2881:                      Tyalgah and Tyalgah

J & B BUSES - 0427.453.091              Queensland Road, Nobbys Creek, Kynnumboom, Boat Harbour.

WAMANDA BUS CO. - 6676.0136      McCauleys Road, North Tumbulgum, Dulguigan Road to Urliup Road.

CROSSAN'S BUSES - 6672 2842              Dungay, Tomewin, Murwillumbah.

WEBSTER BUS SERVICE - 66795991      Smiths Creek Road, Byrill Creek - Parmers Road Rowlands - Chowans Creek Roads

All K-2 children are eligible for free travel so long as an application form (available from reception or from your bus driver) has been completed. Primary children who live more than 1.6 kilometres from the school site, or 2.3 kilometres or more by the most direct practicable walking route to the nearest point of physical entry to the school are eligible. A new application is required to be completed when a child changes school, changes address, progresses from Year 2 to be an eligible student in Year 3 or progresses from Year 6 to Year 7.

## **BOOK CLUB**

Once a month children are able to purchase quality paperback books at a very reasonable price, through the school book club. The ordering system is explained to the children by the librarian and the appropriate form sent home giving you the selections and the price.

## **CANTEEN**

Our school canteen is located underneath the administration office and supplies very reasonably priced lunches on Monday and Friday. Our canteen sells only healthy food options as per government policy. Children order their lunches each morning before school commences on a paper bag with the child's name, class and order clearly written on the front. Our canteen also operates at lunch and recess time.

Our canteen has a supervisor and relies entirely on voluntary help from parents. Parents are encouraged to volunteer their services either by replying to requests that are made through our school office or direct to the canteen supervisor.

Price lists are sent home at the beginning of the year, and for the second semester. Whenever there is a price change, the list is updated.



## **COMMUNICATION: SCHOOL - PARENT**

Most communication between our school and parents is delivered by your children. Teachers at school remind children to carefully deliver all information. Please check to see if there are any notes when your child returns home each day. A regular newsletter is prepared each Tuesday and sent home with your child, which provides information about upcoming events and happenings at school.

## **CHANGE OF FAMILY DETAILS**

Our school keeps a file of all the information you provided when you enrolled your child. It is important that this information is up to date and accurate. To assist with this, could you please inform our office of any changes to this information e.g., change of address or telephone numbers.

## **EXCURSIONS**

Throughout the year students are able to attend a number of excursions which complement classroom lessons. These excursions usually involve walking or catching a bus to the venue. The school also programs two overnight excursions. Years 3 and 4 travel either to Camp Goodenough at Carool or Midginbil Resort at Uki. In past years the educational excursion for year 5 and 6 has encompassed trips to Canberra, Brisbane, North Stradbroke Island and Lake Ainsworth. These are determined by availability and school programs.

## **INTERVIEWS**

Please contact either your child's class teacher or our Principal if you have a matter you wish to discuss. Both the class teacher and Principal are usually available. Please contact our school if you require an appointment.

## **GENERAL CONSENT FORM**

All students enrolled at Murwillumbah East complete a general consent form as part of enrolment. This permission allows students to participate in activities within the local area involving transport by foot or bus. These activities will be identified as '*variations of routine*'.

## **LIBRARY**

Our school has a well equipped library catering for the needs of all the children in our school. Library bags are not compulsory however they are useful for the care of the books.

## **LOST PROPERTY**

We cannot stress strongly enough the need to have **all children's belongings clearly labelled**. Articles such as hats, school windcheaters, lunch boxes, drink bottles, jackets and school bags must be easily identified by your child's name.

Our lost property area is located directly underneath our administration office.

## **NOTES AND MONEY**

Please ensure that all notes and money (if required) are returned to our office as soon as possible. To assist with collection of monies, please give your child the money in an envelope marked with:

- ⇒ child's name and class
- ⇒ event that the money covers
- ⇒ amount in the envelope

Please make sure the correct money is enclosed as change is usually not available.

Money envelopes are available from our office.

## **PARENTS AND CITIZENS ASSOCIATION**

Our Parents and Citizens Association meet twice a term on a Tuesday evening at 7.00 pm in our Staff Room. An invitation is extended to all parents to attend these meetings and become a member of the Association and be actively involved in our school. Our P&C Association provides parents with the opportunity to be informed about educational matters relating to our school. Fund raising activities help provide the whole school with equipment and resources which are not provided by the Department of Education and Communities.



## **PHOTOS**

Each year, class photos are taken with an option for individual photos. School uniforms should be worn for photos. Commercial photographers with a variety of packages are engaged by our school.

## **REPORTS**

Our school reports to parents twice a year. Written report cards are sent home at the end of Term 2 and in December. Interviews are part of the half yearly reporting process. Parents or teachers can request interviews at any time of the year.

## **SCRIPTURE**

Scripture classes are held on Tuesdays for Years K to 6. Scripture classes are denominational and are for 35 minutes duration. Our school supports the instruction offered to students during this time.

## **SUPPORT STAFF**

Our school is able to make use of the following personnel to assist with specific programs and students with special needs:

- School Counsellor
- Home School Liaison Officer – student absences
- Support Teacher Learning Assistance  
– K-6
- Support Teacher IO/IS
- Support Teacher MC
- Learning Support Team

## **SPORT**

A number of skills based programs are offered at MEPS. During Terms 2 and 3, Primary Students can participate in PSSA sport programs which offer students a pathway of District, Zone, Regional and State representation. Team sports are played against other local schools for both girls and boys. Students are also able to participate in learn to swim and water safety programs. Specialist coaching sessions are offered by visiting professional coaches and development officers to all students.

Kindergarten to Year 2 students regularly participate in a structured gross motor program.



## **SUPPORT UNIT**

Our Support Unit offers an alternative to mainstream education for students. Placement is approved by area office and students travel from surrounding areas. There are two support classes.

Details of eligibility and access are available from our Principal.

In both classes students enjoy a range of activities such as swimming, bowling, shopping and cooking in a positive caring environment. The smaller class numbers allows for greater staff ratio and more intensive support to address student individual needs.

Students participate in school life the same as the other classes and are required to wear school uniform.

For eligible families Special Transport Services are available by application.

For further information about our support unit at Murwillumbah East Public please contact Mrs Samantha Rowsell (Principal).



## SCHOOL UNIFORM

Girls	Boys
Tunic– Striped tunic with emblem, red piping on sleeves Striped blouse and navy blue culottes. MEPS white socks Black shoes Blue school hat with red MEPS logo.	Navy blue shorts or pants Sky blue polo shirt with emblem, with blue and red stripe on collar. MEPS white socks Black shoes Blue school hat with red MEPS logo.

Girl's Sports Uniform	Boy's Sports Uniform
Navy Blue MEPS sports shorts Blue /red sports polo shirt Blue school hat Joggers	Navy blue MEPS sports shorts Blue /red sports polo shirt Blue school hat Joggers

Children representing Murwillumbah East Public School will be attired in school uniform.



## **SCHOOL PLEDGE**

I am proud to be a student of East  
When I work and play with my friends  
In the rooms and on the grassy fields  
I shall do my best  
Together we learn to love our world and one another  
Together we strive to do what is right, fair and good  
As I go through life I shall remember our school  
Motto:

***"IT ALL DEPENDS ON ME"***



*MURWILLUMBAH EAST SCHOOL ACTIVELY ENCOURAGES ITS STUDENTS TO DISCOVER  
AND FULFIL THEIR CREATIVE POTENTIAL*

## SCHOOL ROOMS AND PLAYGROUNDS

### PLAYGROUNDS

There are two playgrounds in our school. The sheltered playground is generally used by infants children for free play during recess and lunch breaks. This playground contains the sandpit, climbing equipment, fixed equipment and various educational activities painted on the cement.

Our large playground is used for the more organised games. This playground comprises of netball and basketball courts, playground equipment and a large open area used for football and soccer. The children are also able to use a wide variety of sporting equipment during lunchtimes in this playground. Both playgrounds are used for physical education and sport on a regular basis.

### PLAYGROUND RULES

Our school has a number of out of bound areas that are explained and described to children throughout the year.



- before 8.45am the children will sit on the seats under the cola.
- a bell sounds at 8.45am and the children assemble to be tallied into the playground.
- a warning bell sounds at 9.12am for the children to line up in the COLA.
- all classes and teachers are ready to return to class after 9.15am bell.
- first break begins at 11.30am and ends at 11.55am—this is when lunch is eaten.
- second break begins at 1.25pm and ends at 2.15pm.
- 3.15pm line up for buses

### COMPUTER ROOM

Our computer room is networked to a printer and with our office to gain Internet access. Each class receives instruction as part of the release program. The room is also used by classroom teachers for consolidation of computer skills.



### STAFF ROOM

Our staff room is where the teachers have their morning tea and lunch breaks. The staff room is also used for our P&C monthly meetings and for small group meetings.

### AFTER SCHOOL CARE

Operates from Murwillumbah East each afternoon during the school term. Their phone number is 02 6672 7910. A copy of the vacation care program is included in Murwillumbah East newsletter close to each holiday period.

## **OFFICES**

In our main administration area, located in the upstairs section of the school, the following offices are located: Principal and our School Administrative Manager. The sick bay and photocopy room are also located in this office area.

## **SICK OR INJURED CHILDREN**

### **SICK BAY**

Our sick bay is located in the administration office area of our school. Children often lie down here when they have been sent to the office because of illness. Children who may be involved in an accident in our school will be taken to this room to be attended to. If you are called to school to collect a sick child, please come to our administration office.

Children who become sick during the day are cared for by a staff member qualified in first aid. If necessary the child will be sent to the sick bay. Should your child need to be taken home, you will be notified by telephone.

Should your child be injured in the playground the following actions are taken:

- if the injury is minor, the child is treated by a staff member qualified in first aid.
- if the injury is more serious, the school will immediately seek qualified medical assistance.

Should medical attention be recommended, every effort will be made to contact you.

### **MEDICATION**

It is important that our school is informed in writing of any medical condition suffered by your child e.g., asthma, allergies.

If your child requires medication either regularly or from time to time, you are at liberty to administer this yourself. However, in most cases prescriptions required for example, three times per day can be filled: before bed, straight after school, before bed. Medication will be administered by school staff following parental authority being provided that must include clear directions for use.

All medication should be left at our school office except asthma medications like Ventolin.

Children who are sick should not be at school. They need to be healthy and alert in order to learn to their full potential. Good health is vital to school progress.



## SCHOOL CONTRIBUTIONS (FEES)

These contribution fees help provide additional educational resources for the benefit of students.

At Murwillumbah East we use this money to purchase the following:

- play equipment
- consumables eg play dough, soap, toilet paper
- paper
- craft items
- glue
- paints

Most parents recognise the necessity for schools to raise funds in addition to government funding, in order to provide the resources necessary to support the schools program. A search of the internet will reveal that our contribution is one of the lowest for any school in Australia.

