



# ST EUPHEMIA COLLEGE

## Primary School Guide

### SCHOOL HOURS

The playground is supervised between 8.15am and 3.30pm.

All students must arrive punctually in the morning, at least ten minutes prior to the bell. Students who do not arrive on time to attend morning assembly will be marked late.

School commences	8.35am
Recess	10.30 – 11.00am
Lunch	12.50 – 1.20pm
School concludes	3.00pm-Kindergarten and Year 1 3.10pm- Years 2-6

**PLEASE DO NOT LEAVE YOUR CHILDREN AT THE SCHOOL BEFORE OR AFTER THESE TIMES, UNLESS THEY ARE ATTENDING APPROVED SCHOOL ACTIVITIES.**

The College cannot take any responsibility for children that are on the School premises outside of these hours.

For the safety of our students, parents/caregivers are not permitted to stay around the playground once the teacher on duty arrives. In the morning, parents/caregivers must leave the premises by the 8.30 bell. The School gates will be locked at 8.45am. If students arrive after this time, they must enter via the School Office. The gates will reopen in the afternoon at 2.50pm.

### INFORMATION LINE – 8230 0246

The College has set up an information line notifying parents/caregivers of any changes occurring at School for the day (eg. cancellations of excursions, sport or training).

Parents/Caregivers are responsible for calling the information line, especially on training days when there is inclement weather.

### NEWSLETTER

A School newsletter is issued monthly to the oldest child in each family attending the College. It provides parents/caregivers and students with up to date information about school matters and events. Parents/Caregivers who are connected to the Internet are encouraged to access the newsletter on line.

The School's website is: [www.steuphemia.nsw.edu.au](http://www.steuphemia.nsw.edu.au)

### CURRICULUM

St Euphemia College provides significant opportunities for learning in the six Key Learning Areas specified by the Board of Studies.

These Key Learning Areas are:

- English
- Mathematics
- Science and Technology
- Human Society and Its Environment (HSIE) including Greek and Religion
- Creative Arts: Music, Visual Arts, Dance and Drama
- Personal Development, Health and Physical Education (PDHPE).

Students must participate in all academic, religious, cultural and other programs determined by the College.

Greek language and religion classes are undertaken by all students. The College caters for students of non-Greek speaking backgrounds by providing lessons aimed at different levels.

### PARENT/TEACHER INTERVIEWS

An Introductory Parent/Teacher Meeting will be conducted early in Term 1. This annual meeting is an information night where general school and grade matters such as homework, welfare and curriculum are discussed. Attendance at this annual meeting is highly recommended.

Parent / teacher interviews are held at the end of Term 1, at the beginning of Term 3 and at the end of Term 4. Parents/Caregivers can arrange an appointment time with the class teacher to discuss the progress of their child.

### REPORTS

School reports are issued to the students at the conclusion of Term 2 and Term 4.

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### COMMUNICATION

Parents/Caregivers are welcome to contact the school in relation to any matter of concern to them. This can be done by telephoning the Primary School Secretary on 9796 8240 who is in attendance at Reception from 7.30am to 4.30pm.

If any issues arise, parents/caregivers are asked to speak firstly to the class teacher. If the issue is unresolved, the teacher will then make an appointment for the parents/caregivers to see the Stage Coordinator, and if required, the Director of Primary.

Parents/Caregivers wishing to speak to the Director of Primary are to contact the Primary Secretary for an appointment.

If custody situations arise, the School will not be responsible to either party and must not be involved by either party for their personal gain regarding custody issues. The School will remain impartial with its priority being the welfare of the student in its care. The School will only be bound via documented court orders.

### UNIFORM

All students are required to wear the School uniform as prescribed by the School. Each item of the uniform must be kept clean, pressed and in good repair.

Full School uniform must be worn at times to and from the School and at all sporting functions, unless otherwise stated. The wearing of jewellery, except items specified by the Director of Primary is not permitted.

### HOMEWORK

Homework is given on Monday, Tuesday, Wednesday and Thursday nights. Homework is set to develop strong study habits and to reinforce learning that has occurred during the school day.

The School's Homework Policy is explained to parents/caregivers at the Introductory Parent and Teacher Meeting scheduled at the beginning of each year.

The College promotes a strong emphasis on daily reading. It is vital that reading skills are developed and enjoyed. Parents/caregivers are encouraged to listen to their children read and also to read to them as often as possible.

Students are expected to write their homework in their diary on a daily basis and complete the appropriate amount as set by the teacher, according to their individual ability.

If circumstances prevent a student from completing homework, parents/caregivers should provide a written explanation in the School diary.

### SPORT

At St Euphemia College all students (K-6) participate in Sport as part of the curriculum.

Infants grades participate in a variety of class sports such as ball development skills, dance, gymnastics and swimming.

Primary grades are involved in the PSSA (Primary School Sports Association) Competition. In this competition, our

School's Representative Teams compete against other schools in the district. Competition sports include Cricket, T-ball, Softball, Basketball, Soccer, Netball and Newcombe Ball.

The School holds annual Swimming and Athletics Carnivals. Students are also given the opportunity to represent our School in the Combined Greek Orthodox Schools and IPSHA Competitions.

### CO CURRICULAR

There is a variety of co curricular activities available in the School for students in Years 3 to 6. They are designed to widen the students' horizons and enrich their education. The activities take place after School.

### LITURGIES

Students and teachers attend church Liturgies on specified Sundays as rostered at the beginning of the year. Church Liturgies are compulsory and absences are noted. Students who do not attend the service must provide a note to explain their absence.

The cooperation of all parents/caregivers to ensure that their children attend rostered Church Services is appreciated.

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### **EXCURSIONS**

Excursions are a part of the School curriculum. They are arranged to correlate with class activities and they allow students the opportunity to apply classroom knowledge.

Permission notes are sent home before each excursion. They must be signed and returned back to the class teacher by the specified date. No student may attend an excursion without a signed permission note from a parent/caregiver.

### **MOBILE PHONES**

Mobile phones are NOT permitted on the School grounds. If parents/caregivers need to contact their children at School, regarding an urgent matter, they are to call the Primary School Secretary. Similarly, if any student needs to urgently contact their parent/caregiver due to an unforeseen circumstance, calls can be made from the School Reception. Any student using a mobile phone during school hours will have it confiscated.

### **MEALS**

It is important that students have breakfast before coming to school. Lunch brought from home should mainly consist of:

Recess - Fruit is preferable. Potato chips, lollies and chocolate bars are not recommended.

Lunch - Sandwich, fruit and a drink (no glass bottles or cans of soft drinks).

Please label all lunch boxes and drink bottles.

Lunch orders need to be placed at the Canteen in the morning before School starts.

Students are encouraged not to share their food as some students are allergic to certain types of food.

### **SUN PROTECTION**

The School is committed to teaching the students about the dangers of exposure to the sun. All students must wear their School hat when outside at all times, regardless of the weather. The School adopts a 'No Hat, No Play' policy.

**Ms E Xanthoudakis – Director of Primary School**