



Know Our School - An A to Z Information Booklet for Parents



Welcome to Maroubra Junction Public School

This booklet is to provide you with information about our school. You are always welcome to come to the school to discuss any matters causing concern. Please make an appointment with the appropriate member of staff.

The Department of Education also provides an A-Z parents guide: It can be found at this website <https://education.nsw.gov.au/parents-and-carers/a-z-parents-guide>

All students at Maroubra Junction have the right to be treated fairly and with kindness in a safe and secure setting. They have the right to learn in a quality environment where trying new things and trying your best is encouraged and supported. To achieve this, our school core value code comprises of the following three values:

Learning Safety Respect

These core values are taught explicitly in classrooms and through relationships between the school and its community. Maroubra Junction Public school encourages positive behaviour through our Core Value reward system.



About the School

Stage Teams

Maroubra Junction Public School has classes ranging from Kindergarten to Year 6. The school is arranged in stages, each led by an assistant principal.

Early Stage 1	Kindergarten
Stage 1	Years 1 and 2
Stage 2	Years 3 and 4
Stage 3	Years 5 and 6

Contact us

Address

Maroubra Junction Public School
Storey Street
Maroubra NSW 2035

Phone: (02)9349-8333
Fax: (02) 9349-3712

E-Mail

maroubrajn-p.school@det.nsw.edu.au

Communication

Website

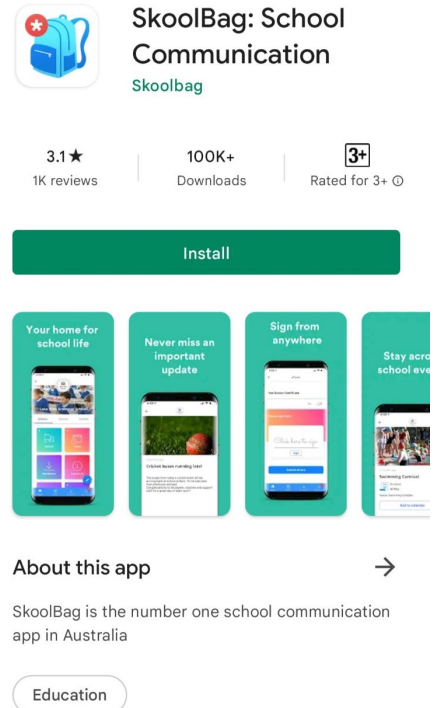
www.maroubrajn-p.schools.nsw.edu.au

Skoolbag School App

Download our skoolbag app to keep up-to-date with everything happening at school via our newsletters and reminders.

School Facebook page:

Follow Maroubra Junction Public School on Facebook



SkoolBag: School Communication
Skoolbag

3.1 ★
1K reviews

100K+
Downloads

3+
Rated for 3+ Ⓞ

Install

Your home for school life
Never miss an important update
Sign from anywhere
Stay across school events

About this app →

SkoolBag is the number one school communication app in Australia

Education

ACCIDENTS

In the case of minor illness or accident at school, the student will be cared for by first aid trained staff in the office.

In the case of sudden major illness or accident at school, parents will be contacted. Alternatively, the emergency contact provided for your student will be informed. If contact is not possible, if necessary, the student will be transported by ambulance to the nearest hospital. It is vital that changes of address and telephone numbers, both home and work place, be updated in writing to the school.

ANNUAL SCHOOL REPORT

The Annual School Report is conducted annually and is part of the ongoing cycle of school planning and evaluation. It provides information to the school community about our progress towards achieving our school's strategic directions. The Annual School Report is published on the school's web page.

ASSEMBLIES

Regular assemblies are conducted in the school. K-2 and 3-6 assemblies are held in the school hall, usually on a Friday. Changes to assembly times and days will be advertised in the weekly newsletter. Parents are invited to attend assemblies. Information and invitations for special assemblies arranged during the year (e.g. ANZAC Day, Education Week, Book Week) will appear in the weekly newsletter.

ATTENDANCE

Students are required to attend school each day the school is open. All absences must be explained in writing by the parent or guardian and presented to the class teacher upon the student's return. Email is acceptable or alternatively parents can make a phone call to the school office to explain absence.

Dear Teacher, Myrtle was sick on Tuesday 1 st January 2014 and was unable to come to school. Sincerely Ms Smith	1 st January 2022
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BEFORE and AFTER SCHOOL CARE CENTRE

Maroubra Junction Before and After School Care Centre services the local community. The OOSH (out of school hours) service provides centre-based care for children 5-12 years of age for before and after school during the term and all day during the school holidays. To contact the centre, phone 9315 5947, email at mjcarecentre@bigpond.com or visit their website www.mjcarecentre.com

Hours of operation (Monday to Friday)

Before School Care: 7.00am to 8.30am

After School Care: 2.30pm to 6.00pm

Vacation Care: 8.00am to 6.00pm

BIRTHDAYS

Many parents like to send in a cake to school for their child's birthday. We ask that parents please ensure:

Single serve items only, eg. one cupcake or donut per student.

No cakes that require teachers to cut them up and serve on individual plates.

No candles. Teachers will arrange for the class to celebrate without the need for blowing out candles.

No additional items to go with the single serves such as lolly bags, prizes etc.

Please also be mindful there needs to be enough for all students in the class and common allergies.

Our canteen is able to create a birthday bucket with one iceblock per student within it. Please speak with Rachel from the canteen, if you are interested in this option.

CANTEEN

Maroubra Junction Public School has a canteen which observes the guidelines in the "Healthy Schools Canteen Guidelines" The canteen offers a healthy choice of foods to students K-6 for recess and lunch orders, Monday to Friday. Lunch orders are to be handed in before the morning bell at 9.00am or ordered online at <http://www.flexischools.com.au>.

CHESS

Chess tuition is available on Tuesdays as a before school activity. This is provided by an external provider and fees apply.

COMMUNICATION

The passing of relevant information between home and school is a very important part of the school's operation. Please view the 'Contacting the School– Parent Guide' at the back of this booklet.

COMPUTER EDUCATION

The school is fortunate to have class sets of chromebooks and iPads for students to use, connected over our school wireless network. All classrooms have an interactive whiteboard.

COUNSELLOR

Our counsellor works at our school 1 day a week. The counsellor provides specialist services in assessing students, making a range of referrals to the Department of Education and Communities and outside resources. The counsellor is a member of the school learning support team and meets regularly with students, teachers and parents. All referrals or appointments with the counsellor are made through the school learning support team in consultation with your child's class teacher.

CURRICULUM

The curriculum is divided into six Key Learning Areas (KLAs)

- English
- Mathematics
- History and Geography
- Science & Technology (S&T)
- Personal Development, Health and Physical Education (PD/H/PE)
- Creative and Practical Arts (CAPA)

The NSW Education Standards Authority (NESA) is responsible for setting and monitoring quality teaching, learning, assessment and school standards across NSW public, Catholic and independent schools. NESA also develops Kindergarten to Year 12 syllabuses for NSW schools.

Syllabuses identify:

- the knowledge, understanding, skills, values and attitudes students are expected to develop at each stage
- what students are expected to know and do
- learning across the curriculum areas: cross-curriculum priorities, general capabilities and other important learning for all students.

A parent guide to the NSW primary syllabuses can be found at:

<https://educationstandards.nsw.edu.au/wps/wcm/connect/25cb2fe5-c5f4-4ce8-920c-6b4b108bb30a/parent-guide-to-the-primary-syllabuses.pdf?MOD=AJPERES&CVID=>

ENGLISH AS AN ADDITIONAL LANGUAGE/DIALECT (EAL/D)

Special classes in English for students whose first language is not English are conducted at the school by specialist teachers. The English as an Additional Language / Dialect (EAL/D) teacher will either withdraw students for special English classes or work in the classroom with the class teacher to assist with English language development.

EVACUATION and LOCKDOWN PROCEDURES

The students at Maroubra Junction Public School are aware of the evacuation and lockdown procedures that are in place. Drills are arranged termly and conducted to familiarise the students with these procedures. Should an evacuation or lockdown take place whilst you are on site please follow the directions of teachers immediately.

EXCURSIONS

Excursions are organised to supplement the curriculum, provide motivation and give experiences not otherwise available at school. Excursions are arranged and conducted by teachers. Costs are kept to a minimum and unless otherwise stated, school uniforms must be worn. Advance notice is provided through notes to parents and payment is required for all costs prior to the excursion.

FOOTWEAR

Black leather school shoes are part of the school uniform and are strongly recommended for safety and health. Joggers, gym boots etc. are worn for sport/P.E. Thongs and open-toed sandals are not permitted under any circumstances.

HATS

The school promotes a 'No Hat, Play in the Shade' policy for all students. This policy is encouraged through our Sun Safe practices. Baseball caps are not part of our school uniform. Students are encouraged to wear the bottle green school hat which meets sun safety recommendations.

HOME LEARNING

Homework, or in this case, home learning, is defined as any task assigned by school teachers intended for students to carry out during non-school hours designed to meet specific learning goals. It is the policy of this school that some learning tasks or experiences will be set for students to complete at home. Tasks will be relevant, meaningful and based on current class work.

Community expectations about homework are variable, research regarding the value of homework is inconclusive and schools are best placed to make decisions about homework in consultation with their communities.

The school believes:

- Reading at home to and with adults, and/or independently, is an essential part of each child's learning development;
- Homework that is set out of context or causes stress on families may have a negative influence on a child's attitude towards learning and should be avoided;
- Home learning tasks or experiences that are diverse, closely related to current class work and inclusive of a range of after-school activities already being carried out by students is more likely to be beneficial; and,
- Home learning should take into account the demands of contemporary family life and parents should have the choice of opting out of homework for their child if they believe it is not beneficial to the child or they feel it is having a negative impact on the child's attitude towards learning. If parents make this choice on behalf of their child, there will be no negative consequence imposed by the school.

INFECTIOUS DISEASES

Information on infectious diseases can be obtained from NSW Health Department. Go to www.health.nsw.gov.au and follow the links to infectious diseases.

LABELS

Clothing is expensive. All parents should ensure that all items are clearly labelled with their child's name.

LANGUAGES

Specialist teachers teach Greek or Mandarin languages to K-6 students. Students participate in 2 lessons per week embedded within the school timetable.

LATE ARRIVAL

Students arriving at school after 9am are considered 'late arrivals'. Students and an accompanying adult are to sign in at the front office before proceeding to class.

LEAVING MAROUBRA JUNCTION PUBLIC SCHOOL (CHANGING SCHOOLS)

Parents of students intending to move to another locality are requested to notify the school as soon as possible. A student transfer certificate must be completed. This requires the leaver to have teachers signify that library books and school equipment have been returned. Likewise, changes of address should be notified as soon as possible.

LEAVING SCHOOL GROUNDS

Students are not permitted to leave school once they have arrived unless they have the permission of the Principal e.g. doctor's or dentist's appointment. Parents should send a note to the class teacher if collecting their child early on any day. Parents need to present to the office to receive a 'Leaving School Early' slip. This slip must be given to the class teacher when collecting their child.

LIBRARY

The school library supports all educational endeavours and richly celebrates Book Week each year. Library facilities are available to all students. During lessons all students are instructed in library use and are allowed to borrow materials. A library bag to protect books is required by all students.

LOST PROPERTY

The lost property box is located along the wall near Gate 3.

MUSIC

To supplement the classroom lessons in music, the school encourages students to be a member of a specialist music group such as:

Choirs: Students in Years 3-6 have the opportunity to be part of a primary choir.

Bands: In Years 3-6, students can participate in the Junior and Senior bands, managed by [Directions in Music](#)

Dance: Instruction through our PE and sport programs & opportunities to perform at our school concert and events such as Showcase and Wakakirri.

Keyboard: Lessons available after school on one day each week, by external provider

NEWSLETTER

A weekly parent newsletter is prepared for distribution on Wednesday of each week. It contains a list of dates to remember, a message from the Principal and various notes and information about the school.

The newsletter is sent out weekly via the Skoolbag app.

ORIENTATION PROGRAM- KINDERGARTEN

Students participate in an orientation program in Term 4 of the year prior to commencing Kindergarten. New families to the school should arrange an appointment with the principal or deputy principal to begin the enrolment process.

PARENTS & CITIZENS ASSOCIATION

The Parents & Citizens (P&C) Association conducts its meetings on the first Thursday of each month at 7pm in the library. Parents are invited to attend and take an active part in the association which discusses educational matters, conducts functions to raise funds for school equipment and supports a range of school events.

PAYMENT

Payments are made online, through our school website, or by EFTPOS at the school office. Families will be issued a termly invoice, detailing the activities your child will be involved in. This many include: camps, excursions or incursions, school resources, sport and sporting carnivals.

Please ensure any permission notes are returned to the class teacher and payment is finalised before the date of the event.

PHOTOGRAPHS

Each year we organise class and individual photographs for all students from Kindergarten to Year 6. Students are to wear full school uniform for photo day.

PLAYGROUND SUPERVISION

Teachers are rostered for duty at all times when the students are in the playground. Students should not be at school before 8.30am (Mon-Fri), unless they are attending an organised before school activity, such as sport training. Teacher supervision for the playground begins at 8.30am. If you need care prior to 8.30am, please enrol your child at the Before School Care centre.

Please note: Children are not allowed to play on the playground equipment before or after school even if parents are present. This is a safety issue as teachers are not supervising the area at this time.

SAFETY

Continued emphasis is placed by the school during each day on all aspects of safety. Parents can assist by also stressing safety rules on our busy streets. Surf Awareness, Road Safety, Sun Safe and Bus Safety programs are taught. We are fortunate to have the services of a school crossing supervisor each day to assist students to cross the road.

SCHOOL TIMES

All classes assemble at 9.00am each day, Monday - Friday and end at 3pm. Due to PSSA sport commitments Friday break times are different. The school bell times are as follows:

Monday to Friday (Term 1 and 4)

9.00am -11.00am	Session 1
11.00am – 11.30am	Recess
11.30am – 12.55pm	Session 2
12.55pm – 1.45pm	Lunch
1.45pm – 3.00pm	Session 3

Fridays Term 2 and 3

K-6 Recess	10.30 - 11am
K-6 Lunch	12.00– 12.45pm

There is a 10 minute sit down and eat time for recess and lunch.

SCRIPTURE

Weekly Scripture classes are provided by each denomination. The school presently offers Combined Christian, Greek Orthodox, Jewish, Roman Catholic and Islamic classes. The school also offers ethics classes. Parents not wishing their children to attend Scripture or Ethics classes should send a note to the class teacher. During these classes the non-scripture group are supervised by a classroom teacher.

K-2 Scripture is held on Thursdays at 1.45 to 2.15pm

3-4 Scripture is held on Mondays at 1.45 to 2.15pm

5-6 Scripture is held on Mondays at 2.15 to 2.45pm.

SPECIAL SWIMMING SCHEME

In keeping with Australian traditions and encouraged by the Department of Education and Communities, this school aims for every student to learn to swim. Annual intensive swimming classes are conducted for Years 2 & 3 students in particular and parents are requested to support this scheme.

SPORT & PHYSICAL EDUCATION (PE)

A Physical Education program applies from Kindergarten to Year 6. All students from Kindergarten to Year 6 are involved in fitness, gross motor, ball games, aerobics & skill acquisition lessons each week with a specialist PE teacher.

Eastern Suburbs Primary School Sports Association (ESPSSA)

In Years 3 to 6 a range of sport options are available to students. Our school participates in the PSSA. This is an inter-school, all year competition involving softball, AFL & Oztag in Terms 1 & 4 and netball, soccer and rugby league in Terms 2 & 3. There are junior team/s (students in Years 3 and 4) and senior team /s (students in Years 5 and 6) for each sport. These teams are also a mix of girls and boys. Trials are held to select students for these teams. Students not participating in PSSA sport, have a range of other sporting options to choose from.

Carnivals

Primary students (including 8 years old students in Year 2) are involved in annual swimming, cross country and athletics carnivals. Selected students have the opportunity to represent at zone, area and state levels.

K-2 also participate in an annual school based sport carnival.

STUDENT REPORTS

As part of our assessment and reporting processes, a formal report on student progress is sent home to parents at the end of Semester 1 and again at the end of Semester 2. All NSW Public Schools have moved towards determining each student's achievements in the classroom against the descriptors as described below.

Outstanding Achievement: The student has an extensive knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has achieved a very high level of competence in the processes and skills and can apply these skills to new situations.

High Achievement: The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills. In addition, the student is able to apply this knowledge and these skills to most situations.

Sound Achievement: The student has a sound knowledge and understanding of the main areas of content and has achieved a grade level of competence in the processes and skills.

Basic Achievement: The student has a basic knowledge and understanding of the content and has achieved a limited level of competence in the processes and skills.

Limited Achievement: The student has an elementary knowledge and understanding in few areas of the content and has achieved very limited competence in some of the processes and skills.

SUPPORT TEACHER LEARNING (LaST)

Specialist teachers are available to help individual students with their learning needs. A LaST teacher will withdraw students or assist the classroom teacher with programs to cater for the individual needs of these students. They will also liaise with external agencies and other Department staff as needed.

STUDENT LEARNING SUPPORT OFFICERS (SLSO)

Each year funding is provided for some students who have additional needs. This funding can be used for a variety of reasons including: a SLSO providing assistance with school routines and classroom activities, the care and management of medical/physical needs and/or providing release for the class teacher to develop personalised learning and support plans.

TRAFFIC – KISS & GO ZONE

There is a kiss & go zone on Loch Maree Street at 3pm. The zone will operate in much the same way as a taxi rank. Cars will roll forward and children will be permitted to get into the first car in line only. Parents need to register via the school website to use the kiss & go zone. When you register, you will receive a sign with your family name that you will keep in your vehicle. You can register as many vehicles as you want and you will receive a sign for each vehicle. Signs will need to be displayed in the left lower corner of your windscreen as you approach the pick up point. Staff call out the name displayed so that children are ready to be collected promptly.

Parents are able to park on Storey Street in the mornings and afternoons for no longer than 15 minutes.

UNIFORMS and UNIFORM SHOP

Parents are requested to assist in ensuring that students wear the uniform at all times. Generally, in Terms 1 and 4 students wear the summer uniforms and in Terms 2 and 3 the winter.

BOYS UNIFORM

Grey shorts
 Grey trousers
 White polo shirt (red stripe)
 (Long & short sleeve)
 or
 White collared shirt and tie
 Red school sweatshirt (sloppy joe)
 Grey socks
 Black shoes
 Green school hat (sun safe)
 Bomber jacket (optional)
 Spray jacket (optional)

Boy's Sports Uniform

Green shorts
 Green trackpants
 Red school sports shirt
 White socks
 White sports shoes

GIRLS UNIFORM

Checked dress (summer)
 Checked culottes (all seasons)
 Checked pants (winter)
 Checked pinafore (winter)
 White socks
 Green stockings
 White polo shirt (red stripe)
 (Long & short sleeve)
 or
 white collared shirt and tie
 Red school sweatshirt (sloppy joe)
 Black shoes
 Green school hat (sun safe)
 Bomber jacket (optional)
 Spray jacket (optional)

Girl's Sports Uniform

Green skirt
 Green trackpants
 Red school sports shirt
 White socks
 White sports shoes

Uniform Shop

The Uniform Shop stocks the full range of uniform items (including hats, bags and raincoats). The shop is located in the school hall and is run by the P&C. Items can be purchased when the shop is open or by placing an order through the school office. The order form is found on our school website. Volunteers from our parent community assist with sales, and if you can help on an ongoing basis, please contact the Uniform Shop Co-ordinator via this email address mjpspandc@gmail.com.

Opening hours

Tuesdays 8.45am to 9.15am

Fridays 8.45am to 9.15am

Additional opening hours at busy times of the year will be advertised in the newsletter and on the School's Facebook page.

UMBRELLAS and Wet Weather Attire

Raincoats are preferred as the use of umbrellas can cause accidents when many children are together. All students are encouraged to have a raincoat with a hood in their school bag each day.

VACATION CARE (by CARE CENTRE)

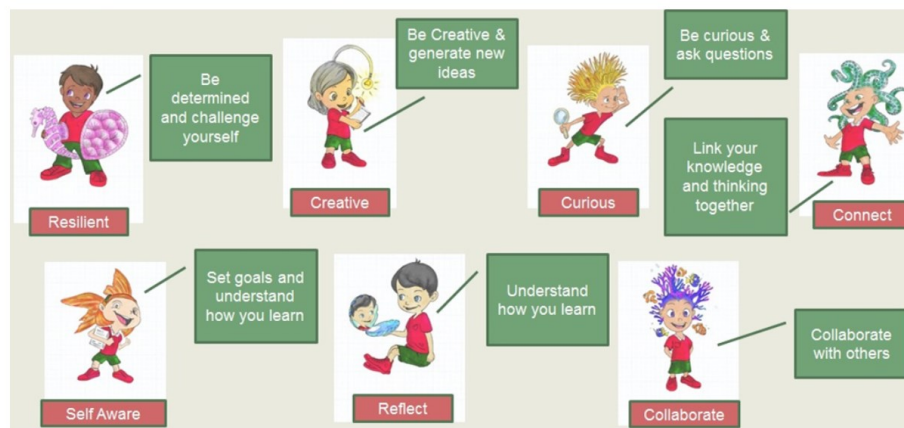
The Care Centre provides a comprehensive and varied Vacation Care program. Parents need to book children into this program.

WELFARE (Positive Behaviour for Learning)

Positive Behaviour for Learning (PBL) 'brings together the whole community to contribute to developing a positive, safe and supportive learning culture.' Visit the NSW Department of Education's [Positive Behaviour for Learning](#) for further information. Maroubra Junction Public school encourages expected behaviour through our Core Value reward system. This system rewards positive behaviours in the playground and in the classroom based on our 3 core values of Learning, Respect and Safety and is used in all classrooms from K to 6. The expectations for each core value are explicitly outlined and taught each year. The expectations for each core value are below:

Learning

This core value is centered around our seven learning habits of thinking and doing - our 'Learning Powers'.



Respect

This is seen through students ability to:

- Use kind words and actions
- Listen
- Be a good friend
- Look after property
- Use good manners
- Be fair

Safety

This is seen through students ability to:

- Keep your hands, feet and other objects to yourself
- Be sun safe
- Be in the right place at the right time
- Be a responsible digital citizen
- Stop, look and think before you act

Students have the opportunity to work towards receiving a master certificate and a badge in each core value.

Positive Behaviour For Learning

Encouraging Expected Behaviour at Maroubra Junction Public School

Our Core Value Reward System



2 Core Value Awards (same core value) = 1 Ribbon



3 Core Value Awards (same core value) = 1 Ribbon



A Master Certificate and Badge is awarded once 2 ribbons (5 Core Value Awards) are received for the same Core Value

Core Values and Ribbons present in class

Master Certificate and Badges presented by AP, DP or Principal. Each semester, Recipients of Master Certificate and Badge will have their photo taken as a grade or stage to be published in school newsletter.



Contacting the School – A Guide for Parents

Concern/Question/Information	Appropriate Contact
Academic progress of child	Arrange interview with class teacher. Any referrals to the school learning and support team must go through the class teacher .
Welfare of own child	Arrange interview with the class teacher .
Health issues - minor	Notify the class teacher in writing.
Health issues - more serious	Arrange an interview with the deputy principal or principal , with the aim of developing an individual health care plan.
Administering of medication at school	Complete and sign the form provided at the office. Medication to be brought to the office in its original packaging. Advice from a medical doctor may also be required.
Custody/Court Orders	Arrange an interview with the principal ; provide copies of the order/s.
Change of address or emergency contact details	Contact the office staff and provide proof if required. Notify the class teacher .
Explanation of absence from school	Explanation in writing to the class teacher within 7 days of the first day of absence.
Application for extended leave or exemption from attendance at school	Collect the appropriate form from the office and return it completed and signed to the principal for approval, in advance of leave or exemption.
Child leaving the school	Notify the class teacher and office in writing.
Behaviour or actions of a student other than your own child (in same class)	Contact your child's class teacher .
Behaviour or actions of a student other than your own child (in a different class)	Contact the assistant principal relevant to the stage level of your child: <ul style="list-style-type: none"> • Kindergarten: Ms Death • Stage 1 (Years 1 & 2): Ms Ho • Stage 2 (Years 3 & 4): Miss Guider • Stage 3 (Years 5 & 6): Mrs Morrissey
School policies, procedures and guidelines	Contact the office to arrange an interview with the deputy principal or principal , providing the office staff an outline of your question or concern.

Please note that you can arrange an appointment by emailing the school at maroubrajn-p.school@det.nsw.edu.au OR by calling the school office on 9349 8333