



# WELCOME

## TO QUAKERS HILL EAST PUBLIC SCHOOL

Education is not preparation for  
life; Education is life itself.

**JOHN DEWEY**





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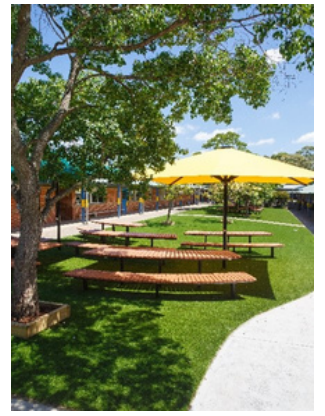
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Welcome Booklet

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# Welcome to QHEPS



WELCOME TO OUR SCHOOL

Dear Parents and Carers,

Welcome to Quakers Hill East Public School. I am proud to share with you the outstanding educational opportunities that Quakers Hill East Public School offers.

The happiness and success of our students is what drives us. Quakers Hill East Public School is enthusiastically committed to improving student learning outcomes and providing teaching approaches that meet the needs of all students, not just in words, but in our actions.

The shared vision of the Quakers Hill East Public School community is to empower every student to thrive in a collaborative, evaluative and responsive culture of high expectations and continual improvement.

Quakers Hill East Public School is supported by a multicultural community. Our school culture is supportive, nurturing and inclusive with students, staff, parents and the wider community working together to promote school excellence.

Situated in Acacia Gardens, our school is located in the northwest growth corridor and as a result, the school recently had an infrastructure upgrade in 2019, which includes the building of 12 learning spaces, a dance and drama studio, a technology hub, as well as an extension of the administration building.

By choosing Quakers Hill East Public School, you've chosen the very best primary education for your child built on high-quality educational programs, state-of-the-art facilities, outstanding teachers and strong values. We have a supportive school community where your family will make friendships that can last a lifetime.

I look forward to welcoming you personally to our school.

Warmest regards,

Larissa Maraga  
Principal



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**MS LARISSA MARAGA**  
Principal

Larissa Maraga has spent her whole career in education, as a highly valued teacher, middle leader and Principal. Larissa has extensive teaching and leadership experience, and prides herself on personally knowing every child and their family. She is recognised for her work in quality teaching, middle leadership, and school improvement. As Principal of Quakers Hill East Public School, her vision is to build a strong, cohesive, positive school community that focuses on providing educational opportunities for every student to be their best. Larissa models personal commitment to ongoing learning participating in the LEAP Ontario Study Tour and graduating with a Masters of Educational Leadership (UoW, 2019) and a Professional Certificate in Instructional Leadership (UoM, 2017). In 2020 Larissa was honoured for her significant contribution to education by receiving the prestigious Australian Council for Educational Leadership (ACEL) NSW 2020 Leadership Award.

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**MRS SHARON CROWLEY**  
Deputy Principal



**MRS SARAH DEAN**  
Deputy Principal

# OUR LEADERSHIP TEAM

# CONTACT US



14 Chase Dr,  
Acacia Gardens NSW 2763



02 9626 9264



[quakershie-p.school@det.nsw.edu.au](mailto:quakershie-p.school@det.nsw.edu.au)



[www.quakershie-p.schools.nsw.gov.au](http://www.quakershie-p.schools.nsw.gov.au)

## Communicating with the School



**1 Classroom Teacher**

Your child's classroom teacher

**2 Your Child's Stage Assistant Principal**

Your Child's Stage Assistant Principal

**3 Deputy Principal**

Sharon Crowley  
Sarah Dean

**4 Principal**

Larissa Maraga

**5 Director**

Public Schools NSW Nirimba Office (02) 9208 7611



## ASSEMBLIES

Assemblies are held to provide valuable social experiences where awards are presented, class items performed and community singing takes place. Parents are invited to assemblies. The date, times and class leading the assembly are advised on our term planner.

## BEFORE AND AFTER SCHOOL CARE

Quakers Hill East Combined OSHC Inc. is coordinated by a parent committee and offers quality childcare for families at Quakers Hill East Public School. Before and after school care is offered to children Kindergarten to Year 6, providing a safe, caring and homely environment with trained and dedicated staff committed to the individual needs of your child and family.

### Hours of Operation

Morning Session: 6.30am – 8.30am

Afternoon Session: 3.00pm – 6.00pm

Vacation Care Hours: 7.30am - 5.30pm during school holidays

Enquiries should be directed to the Director, Mrs Jo Bender on 9626 6172.

## BOOKS AND EQUIPMENT

Student book packs are payable by parents for all students at the beginning of the school year. The book pack, depending on grade, includes textbooks, exercise books, printed workbooks, as well as stationery and craft supplies. Subscriptions to online programs are charged as a separate fee.

## BOOK CLUB

All students are able to participate in the Scholastic Book Club.

The aims of the Club are:

- to encourage children to read for enjoyment,
- to bring parents, children and books together,
- to aid teachers to bring a wide variety of children's literature into the classroom, and
- to provide books designed to appeal to children of all abilities at reasonable prices.

Order forms are sent home once per term. There is no obligation to purchase. All orders must be ordered and paid online via the Scholastic Website.

## BIRTHDAY BUCKETS

Birthday Buckets are available from the office. To order the birthday bucket place \$10 in an envelope with your child's name, class, the day you wish the bucket to be delivered, and which treat your child would prefer (iceblocks or chips), and bring the envelope to the office.

# Life at

# QHEPS

# Continued...

## BUS PASSES

Bus passes can be obtained online from the Transport NSW Website <https://transportnsw.info/school-travel-apply>.

## CANTEEN

Our canteen operates in line with the NSW Healthy School Canteen Strategy and is open Monday to Friday for lunch orders and over the counter sales. Lunch orders can be ordered online through Flexischools ([www.flexischools.com.au](http://www.flexischools.com.au)) by 9am each day. The lunches are delivered to classrooms at 1.15pm. The menu and price list is available from the office.

## COVID

The NSW Department of Education provides the school with guidance on protocols that need to be put in place within the school. We follow the protocols and will notify the school community of any changes. This may mean changes to our normal processes and procedures. Should your child need to isolate, online learning resources can be found on NSW Department of Education website.

## HOMEWORK

Homework is seen by the Quakers Hill East Public School community as a valuable, purposeful learning experience which consolidates and enriches work done at school. Homework is not intended to introduce new work or cause stress within the home environment.

## LIBRARY

All students have a weekly library lesson. Children learn technology and information skills and also develop a love of literature through lessons in the library. Students in Kindergarten to Year 6 are encouraged to borrow regularly either during class lessons or during lunch time.

Parental support of the library program ensures the development of students' information literacy.

Any resources borrowed must be contained in a library bag to protect the items. Library bags may be purchased from the uniform shop. Damaged books/resources must be returned for repair. Damaged or lost resources must be paid for by parents.

The library is open at lunchtime Monday - Friday for recreational purposes, research, quiet reading and borrowing.

## LUNCH AT SCHOOL

At QHEPS all students from Kindergarten to Year 6 eat their lunch in their classrooms with their class teachers. This ten minute eating period is provided to ensure students eat their lunch. Students are then dismissed to go out to the playground to play, attend choir, dance rehearsals, sport training sessions, SRC meetings, or any other commitment they may have. During the morning session, a five minute "Fruit Break" is provided for students who have brought a piece of fruit to school to encourage healthy eating habits.

## NEWSLETTERS

We release an online, electronic school newsletter every three (3) weeks. These are released in weeks 3, 6 and 9 of each school term. The newsletter is available through our website and the Stack Team App.

## MEDICATION

If a child requires prescribed medication to be taken during school hours, parents/carers must complete a form giving permission for administration staff to supervise the administration of the medication. The form can be obtained from the office. If your child has a diagnosed medical condition (anaphylaxis, allergies or asthma), medication and a doctor's action plan must be provided to the school office.

# Continued...

## PAYMENT METHODS

### Parent Online Payments (POP)

This is our preferred payment method. This payment method is available to pay for excursions, incursions or fees online. You can make your payment online through our app or website at: [www.quakershie-p.schools.nsw.edu.au](http://www.quakershie-p.schools.nsw.edu.au). Please ensure you put your child's name and class and itemise exactly what the payment is for.

### EFTPOS

This is available to pay for excursions and fees through the front office. EFTPOS transactions can be made between 8:30am – 12pm.

### CASH

When paying by cash correct change is appreciated. Payment envelopes are available from the Office.

## PARKING IN SCHOOL GROUNDS

Parents are to drop off and pick up their children outside school grounds. Parking on school grounds is strictly for staff and deliveries only. Please observe the traffic signs in the streets around our school.

## PERMISSION NOTES

Permission notes should be returned to the office prior to the due date. Please ensure that all details are completed.

## REWARD SYSTEM

At Quakers Hill East Public School we have our Achievement Award system. Students are rewarded for a range of achievements.

For every 10 achievement awards students receive either a class or grade award. 40, 100 and 160 achievement awards earn the student a Principal's Award. The ultimate award of a trophy being given for 220 achievement awards.

The achievement awards accumulate over the students' time at Quakers Hill East Public School so they can continue to strive for these special awards year after year.

Students also have the opportunity to be presented with a Class Merit Award or Citizen of the Week Certificate at Weekly Assemblies.

## REPORTING TO PARENTS

Individual parent/teacher interviews are held at the end of Term 1 and whenever a problem or concern arises. School reports are sent to parents towards the end of Terms 2 and 4.

## SCHOOL APP AND SCHOOL WEBSITE

The School App (Stack Team App) is the schools primary communication platform. It is important you have the app downloaded and notifications turned on.

Our School website contains important information about the school, you can make online payments via the website and access our latest newsletter. Our website is [www.quakershie-p.schools.nsw.gov.au](http://www.quakershie-p.schools.nsw.gov.au)

## STAFF DEVELOPMENT DAYS

Staff Development Days are held four times a year - on the first two days of Term 1, the first day of Terms 2 and 3 and on the last day of Term 4. These are training and development days for school staff. Students do not attend school on these days. If there are any variations to the School Development Days, you will be notified via the school newsletter or the Stack Team App.



# Continued...

## SCHOOL HOURS

It is vital that students are at school ready to start each day promptly.

<b>Morning Supervision</b>	From 8:30am
<b>School Commences</b>	9:00 am
<b>Fruit Break</b>	10:00am(approx.)
<b>Recess</b>	11:00am to 11:30am
<b>Lunch</b>	1:30pm to 2:00pm <i>(10 minute eating time 1:20pm – 1:30pm)</i>
<b>School Concludes</b>	3:00pm

Playground supervision commences at 8.30am. Children should not arrive prior to this time. The school gates are locked promptly at 9am. Children who are late should go to the Chase Drive gate and ring the bell. They will need to go to the office for a late note before attending class. If your child needs to leave early you must notify the classroom teacher and then you will need to come to the Chase Drive gate, ring the bell and come to the office to collect your child.

## SCHOOL HAT POLICY

School hats are compulsory here at Quakers Hill East Public School as our school has a Sun Safe Policy to protect your child from the possible damage caused by the sun. If your child arrives to school with no hat, they will be asked to remain in our shaded Top COLA area during play times.

## SICK BAY

At QHEPS, we have trained members of staff who are first aid officers responsible for administering basic first aid to students in times of need.

If your child is unwell or injured, our first aid officer will provide the appropriate first aid care within the level of their qualification. For more significant incidents that extend beyond the first aid officers level of training, parents will be contacted or an ambulance will be called (for emergency situations).

## UNIFORM

At Quakers Hill East Public School we take pride in the wearing of our school uniform. We believe it encourages the students to feel part of the school community. The uniform is designed so students feel comfortable and enables them to participate in all of the school activities.

### Girls

#### **Summer**

- Green Check Dress
- White Socks
- Black enclosed leather shoes
- School Hat

#### **Winter**

- Green v-neck tunic
- Black stockings or white socks
- White long sleeve blouse
- Black enclosed leather shoes
- School Hat

#### **Sport Uniform**

- White Polo Shirt
- Green shorts
- Sports shoes
- White Socks
- School Hat

### Boys

#### **Summer**

- Grey Shorts
- Green School Shirt
- Black Socks
- Black enclosed leather shoes
- School Hat

#### **Winter**

- Grey Trousers
- Green long or short sleeve shirt
- Black enclosed leather shoes
- School Hat

#### **Sport Uniform**

- White Polo Shirt
- Green Shorts
- Sports shoes
- White Socks
- School Hat

All uniform items including hats, school bags and library bags can be purchased online through the Flexi Schools App.

Starting at QHEPS

# CHECKLIST



## COMPLETED DOCUMENTATION

Prior to your child starting, please ensure the office has all of the required documentation including any medical information and medication required.



## ENROLMENT INTERVIEW

Before starting at QHEPS, an enrolment interview will be held with the Principal Ms Maraga.



## STACK TEAM APP

This is our primary method of communication. Download the Stack Team App and ensure notifications are enabled.



## BEFORE AND AFTER SCHOOL CARE

If your child requires before and after school care, contact Jo Bender on 02 9626 6172.



## SCHOOL UNIFORM

All school uniforms can be ordered online via FlexiSchools. We will contact you when they are ready to be picked up. Tags must be left on all items that need to be exchanged or refunded.



## LUNCH ORDERS

Download the FlexiSchools app to order lunches. All orders must be placed by 9am.



stack team app

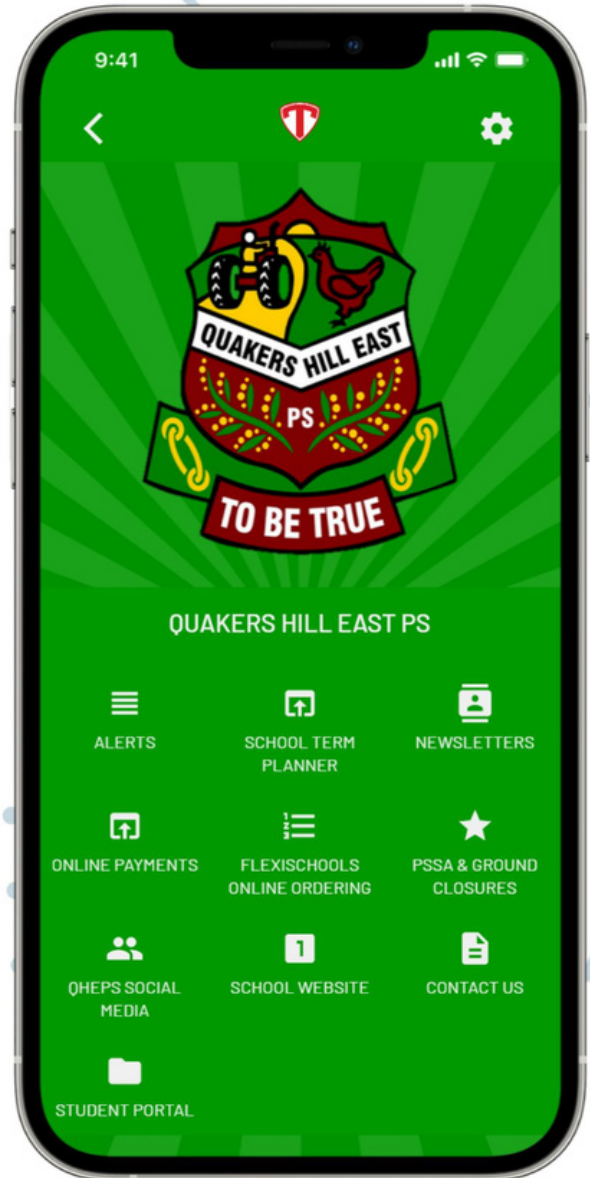


# Quakers Hill East PS

Join our app to stay up to date with our latest information - it's free!

**Follow these steps to join our app:**

1. Scan the QR code below & download Stack Team App or visit [www.teamapp.com](http://www.teamapp.com).
2. Sign up to Stack Team App and log in to your account.
3. Search for 'Quakers Hill East PS' and request to join.



**SCAN ME**



**Contact:**

(02) 9626 9264

[quakershie-p.school@det.nsw.edu.au](mailto:quakershie-p.school@det.nsw.edu.au)

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# Quakers Hill East Public School



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