SEE THE DIFFERENCE
Family and community involvement
Great modern learning environment
Lots of extra-curricular activities
Gifted & Talented Programs
   Public Speaking
   Dance Company
   Creative Arts
   Chess Tournaments
High sports and fitness participation
Dedicated teachers and staff

Corner of Poole & Cowcumbla Streets, Cootamundra

For enrolment enquiries call: 02 6942 1166
EA Southee Public School
Information Booklet
Introduction

Dear Parents,

This booklet has been produced to assist parents and children new to EA Southee Public School.

We take this opportunity to welcome you, your child and family to the school.

We are proud of our school which has a fine record of academic excellence, sporting success and citizenship.

Each child and his/her parents are valued members of our school community. The school aims to work in co-operation with parents to provide a secure, caring and supporting environment to foster the child’s progress and development.

From Kindergarten to Year 6 your child will have many enjoyable educational experiences to encourage the realisation of his/her potential.

I hope parents will find this book useful in preparing their children for enrolment at EA Southee Public School. Please do not hesitate to contact me if you would like to be taken on an inspection of the school.

I trust your family has a long and happy association with EA Southee Public School.

Mrs Zita McLeod

Principal
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1.1 Mission Statement

Department of School Education Mission Statement:

*Our mission is to educate the public school students of New South Wales for the benefit of each individual, the community and the nation.*

School Mission Statement

EA Southree Public School is here to serve its students, their parents, the staff and the Cootamundra community.

- We are committed to providing a quality education by establishing a stimulating learning environment where children feel worthy and secure.

- Our hopes for our students are driven by the desire to empower them as independent learners.

- A working environment will be maintained that provides job satisfaction and recognises the positive contributions of all members of staff.

- Our belief is that learning best occurs when staff and parents share common expectations for the children.

- Parents will be given every opportunity to share in the life of the school
1.2 EA Southee Public School Aims:

1. To provide an excellent education for all our students, being one which develops their talents and capacities to full potential and is relevant to the needs of the wider community.

2. To promote equality of educational opportunities and to provide for groups with special learning requirements.

3. To develop in students the knowledge, skill and attitudes required in key learning areas, to enhance their quality of life and contribution to society through:
   - skills of English literacy, including skills in listening, speaking, reading and writing,
   - skills of numeracy and other mathematical skills,
   - skills of analysis and problem solving,
   - an understanding of the role of science and technology in society, together with scientific and technological skills,
   - a knowledge and appreciation of, and confidence to participate in, the creative arts,
   - an understanding of, and concern for, balanced development of the global environment,
   - a capacity to exercise judgement in matters of morality, ethics and social justice.

4. To promote a stimulating learning environment where students feel happy and safe.

5. To enable all students to achieve high standards of learning and to develop self-confidence, optimism, high self-esteem, respect for others and achievement of personal excellence.

6. To develop knowledge, skills, attitudes and values which will enable students to participate as active and informed citizens in our democratic Australian society within an international context.

7. To provide students with an understanding of and respect for our cultural heritage including, in particular, the cultural background of Aboriginal and ethnic groups and for the other cultures.

8. To provide for the physical development and personal health and fitness of students and for the creative use of leisure time.

9. To provide a foundation for further education and training in terms of knowledge and skills, respect for learning and positive attitudes for live-long education.

10. To promote parental participation and to regularly report to parents.
2.1 School Information

<table>
<thead>
<tr>
<th>ADDRESS:</th>
<th>EA Southee Public School</th>
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<tr>
<td></td>
<td>Poole Street</td>
</tr>
<tr>
<td></td>
<td>Cootamundra NSW 2590</td>
</tr>
</tbody>
</table>

| PHONE:   | 02 69421166             |
| FAX:     | 02 69424190             |
| Website: | easouthee-p.schools.det.nsw.edu.au |
| EMAIL:   | easouthee-p.school@det.nsw.edu.au |

| SCHOOL COLOURS: | Maroon and Gold |
| SPORTS HOUSES:  | Kendall (red)    |
|                | Mackellar (green) |
|                | Lawson (blue)    |
|                | Paterson (yellow) |

MOTTO: Sincerity, Perseverance, Self-Reliance

EA Southee:
Our school is named after Mr Ethelbert Ambrook Southee who was born in Cootamundra in 1890. The late Mr Southee was educated at Cootamundra, Sydney High School and the University of Sydney. He was selected NSW Rhodes Scholar for 1913 and entered Oxford University the same year. He joined the British Expeditionary Force in 1914, rising to the rank of Major. In 1919 he entered Cornell University in the USA as a graduate research student in plant breeding. In 1921 Mr Southee returned to Australia to accept an appointment as Principal of Hawkesbury Agricultural College. He remained in his post until his retirement in 1954. Mr. EA Southee died in 1969 at the age of 78 years.

We are very proud of our association with such a great Australian.

GENERAL INFORMATION
The school opened in 1969 with 140 students. Enrolments peaked at 380 in 1982. The current enrolment is around 220. Although the school's traditional feeder area lies within the town boundary, south and east of Muttama Creek, provided spaces are available, children living anywhere in Cootamundra and District may apply for enrolment.

The school is situated on a pleasant and beautifully designed landscaped three hectare block. The buildings are modern in design, well appointed and most comfortable. Every room in the school is carpeted. The School Council and P&C Association have air-conditioned all classrooms, the staffroom, the office and the Library. EA Southee Public School is one of the most attractive schools in the Riverina Region and perhaps the most attractive public building in Cootamundra.

The school is very well equipped with audio visual materials, a computer lab, library resources, sporting equipment and teaching aids.

A playground with cricket pitch and goal posts, a cricket practice net, basketball court, practice wall, adventure playground and gymnastic equipment provide for many varied physical activities in PE, sports lessons and in general play.

In 2001 the P&C and the NSW Department of School Education jointly funded the Covered Outdoor Learning Area (affectionately named the COLA by a student vote).
## 2.2 Staff Information

1. **Executive Staff:**
The executive staff is comprised of the Principal (non-teaching), Assistant Principal (Snr Primary), Assistant Principal (Jnr Primary) and Assistant Principal (Infants).

2. **Classroom Teachers:**
Teachers are allocated on the basis of enrolments. We currently have nine classroom teachers.

3. **Part-time Teachers:**
Part-time teachers provide release from face to face teaching each week for classroom teachers. In addition, we have a teacher/librarian and a support teacher to assist children with learning difficulties.

4. **School Administration Staff:**
There are two full time School Administration Officers. Their duties include office administration, computer operations, financial management, typing, photocopying, attending to sick children, banking, mailing and assisting teachers in preparing resources. As well, a part time General Assistant is employed to attend to building and ground maintenance.

5. **Cleaning Staff**
One cleaner is employed to ensure that the school is kept clean and tidy.

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### School Song

On the side of a hill, we work with a will
To improve how we live and learn what we must
Our aim in life is to be what we are
And later on be better by far
For EA Southee School

EA Southee School, EA Southee School
We strive all day, at work or play
To do our best, without any rest
For EA Southee School

Our colours tell our heritage well
OF a man and a town of great renown
A scholar great he was we know
And to him and the town our thanks we show
For EA Southee School

Maroon and gold we wear! Maroon and gold we wear!
We strive all day, at work or play
To do our best, without any rest
For EA Southee School

(Lyrics by Mr Ray Price
Former Deputy Principal)
3 The Curriculum

3.1 Key Learning Areas
The NSW Primary School Curriculum is divided into six key learning areas:
• English – Reading, Writing, Listening, Speaking, Literature, Handwriting and Spelling.
• Mathematics – Space & Geometry, Number, Measurement, Patterns & Algebra, Data and Working Mathematically.
• Science & Technology
• Human Society and its Environment
• Personal Development, Physical Education and Health
• Creative and Practical Arts

3.2 Across Curriculum Perspectives
In addition to the six key learning areas schools are required to include the following perspectives where appropriate:
• Aboriginal Education
• Mass Media in Education
• Computer Education
• Multicultural Education
4 Student Welfare

4.1 School Rules
1. Be careful and safe when playing. Always walk on the concrete.
2. Play in the correct areas.
3. Sit when eating or drinking.
4. Keep the playground clean.
5. Be friendly and helpful to each other.
6. Remain seated until 9.00am.
7. Be polite to visitors to the school.
8. Children are not to be in classrooms unless a teacher is present or gives them permission.
9. Use good manners at the canteen.
10. Respect the school buildings and grounds, and use equipment safely and wisely.

4.2 School Council
A Student Council is elected each year. The leaders of the council (permanent councillors) are elected for the whole year, while two class councillors serve for a semester. The Student Council, operating under the guidance of a teacher, provides students with an opportunity to share in appropriate decision making processes.

4.3 Child Protection Program
The Child Protection Program is implemented in all classes. This program is aimed at building self esteem, confidence and assertiveness so that children can protect themselves should they be threatened with abuse.

4.4 Year 6/7 Transition
We have a wonderful relationship with Cootamundra High School and have developed a highly successful orientation program with them to prepare our year 6 students for Secondary School. Day visits to the High School, Parental Meetings and an English Unit that begins at our school and completed at the High School are a few of our accomplishments.

4.5 Leaving the School Grounds
Parents collecting children during school hours must either call at the office before taking the child or contact the child’s teacher. Students must not leave the school grounds during lunch time unless covered by a note and/or approved by one of the Assistant Principal.
5 Information to Assist Parents

5.1 Attendance
It is widely known that students who attend school regularly are more likely to get more benefits from their schooling. A written explanation is required for each occasion students are unable to attend school. Where an absence is likely to exceed three days the school should be advised in advance. Please do not send children to school when they are sick.

5.2 National Assessment Program (NAP)
Nation wide tests in Literacy, Numeracy and Writing are administered to students in Year 3 and Year 5 during Term 2. The tests are sent away to be marked and results are posted to parents and to the school. Parents are encouraged to discuss results with class teachers.

5.3 Canteen
The canteen is operated by the Canteen Committee who employ a part-time paid supervisor. Volunteers are rostered for duty one day a month. The canteen operates Monday, Wednesday, Thursday and Friday. A price list is available from the canteen or office.

5.4 Custody
In cases where a parent has been granted custody by the court, the appropriate documentation will need to be sighted by the Principal or one of the Assistant Principals. Where parents are separated access details that may involve the school are to be communicated to an Assistant Principal.

5.5 Emergency Card
When enrolling children parents are asked to complete this card. It is used for contacting parents in cases of emergency or sickness. An alternate contact person should be indicated in case parents are unavailable. Parents are asked to notify the school immediately if information changes (eg address, phone numbers, place of employment, newly discovered medical conditions, family problems etc)

5.6 Enrolment
Enrolment forms are available from the school office. Children who will attain the age of five (5) years prior to 1st August may be enrolled at the beginning of that school year. A birth certificate is required as proof of age. Parents of "young" children may need to seek advice from the pre-school teachers and our Assistant Principal (Infants) before a decision is made on whether to start school or delay enrolment for year.

5.7 Fundraising
Major fundraising activities are organised by the parent bodies. These include fetes, lamington drives, raffles and bulb drives. All parents are invited to participate.

5.8 Clothing Pool
A clothing pool is held at the canteen. Donations of uniforms in good condition, that children have outgrown, are always welcome.
5.9 Health & Safety
Basic first aid for injuries suffered at school is administered by a school assistant who possesses a first aid certificate. Where the injury or illness may be more than minor we contact parents so that further treatment can be arranged.

5.10 Immunisation
The Public Health Act requires parents of children starting Kindergarten to provide an immunisation certificate at the time of enrolment. Immunisation is not compulsory and parents have the right of choice. Principals must be able to identify unimmunised children in order that they can be excluded in disease outbreaks. If a parent fails to provide the school with an Immunisation Certificate, the child will be classified and excluded in disease outbreak.

5.11 Library
The library is the resource centre of the school. It has two main uses - instruction and recreation. Our teacher/librarian is employed 3 days a week. Children may borrow books during their weekly library lessons. They will need a library bag. The library is open at lunch times for extra borrowing, reading, research and quiet indoor games.

5.12 Requisites
Basic school requirements such as exercise books, lead pencils, rulers, paint etc are provided by the school. Children may require additional materials such as glue sticks, scissors, coloured pencils, erasers, text books, textas, etc.

5.13 School Development Days
Three pupil free days are held each year. These are the first days of Terms 1, 2 and 3. On these days teachers and ancillary staff engage in training and development activities to update their skills and knowledge.

5.14 School Hours
9.00am Teachers on Duty
9.25am Morning Assembly
Home Class
Maths Classes
11.10am – 11.35am Recess
11.35am – 1.00pm English Classes
1.00pm – 1.50pm Lunch
1.50pm – 3.30pm Home Class

NB Kindergarten children finish at 1.00pm on Wednesdays during Term 1.

As no teacher is on duty before 9.00am, children are discouraged from arriving before that time. Children whose buses arrive before that time, may enter the school as soon as they arrive and sit in the weather shed or quadrangle.

5.15 Support Personnel
(a) School Councillor: If parents require additional academic, social or emotional assistance for their children the school councillor, who visits the school one day per week, may be able to assist. Referrals can be made by parents or teachers.
(b) Occupational Therapist and Speech Pathologist: Both come to the school when requested to work with individual children or small groups of children who need their specialist assistance.

6 School Routines

6.1 School Assemblies
Whole school assemblies are held every second Monday from 1.55pm-2.30pm. Year 6 students lead the assembly. The program includes the school pledge, Lord's Prayer, national anthem, announcements, occasional guest speakers, presentation of special awards and the school song. Each assembly begins with a rostered class item which provides children with an opportunity to perform plays, songs, poems, dances etc for an audience. Parents are most welcome to attend these entertaining assemblies.

6.2 Book Club
All children are offered membership of the Lucky, Arrow or Star Book Club, depending on their ability. Orders are sent home twice each term. Parents may visit the library to view advertised books.

6.3 Bus Travel
All Infants children (Kinder-Year 2) are eligible for free bus travel. Primary students (Year3-Year 6) who live more than 1.6 kms from the school, (in a direct line) are eligible for free travel. Application forms are available from the school office. Children living out of town may also qualify for free bus travel and a conveyance subsidy if parents drive more than 1.6kms to the nearest but stop.

6.4 Homework
In the Infants Department homework will be informal. In Years 3 & 4 the homework will be given for English and Maths. Time allocation should be 15-30 minutes per night. In Years 5 & 6 the homework will be given for English and Maths and the time allocation should be 30-40 minutes. Home reading is a vital and highly successful part of our homework policy.

6.5 Lost Property
Requests are attended to by the school assistant. At the end of each term unclaimed articles are given to charity. The Lost Property Box is located in the Sick Bay.

6.6 Photographs
These are arranged annually for individual and class photos. All students need a signed consent form for their photo to appear in the school newsletter/Cootamundra Herald or internet throughout the year.

6.7 Presentation Night
Our annual Presentation Night is held at the end of each school year. Awards are presented for special achievements in academic, sporting, cultural and social fields. As well, the children present items and reports are given by the Principal, School Captains and P&C President.

6.8 Sports Assemblies
Special assemblies are held after sporting carnivals to present ribbons, pennants and trophies to successful students. A special sports assembly is held at the end of the year to present trophies to our sporting champions.
6.9 Uniforms
Uniforms assist in the building of school pride and tone and reduce discrimination based on differences in clothing. We urge parents to co-operate by sending their children dressed in the uniform.

**Girls – Summer**

**Monday to Thursday**
- Maroon checkered dress
- White socks
- Black shoes

OR

- Maroon Polo T-shirt with yellow inserts with logo
- Grey skort
- White socks
- Black shoes

**Girls – Winter**

**Monday to Thursday**
- Grey Pinafore with grey tights OR
- Maroon polo t-shirt with grey pants
- Maroon jumper (warm) with logo and/or Maroon sports jacket
- White skivvy/shirt
- Black shoes
Friday – Sport Day
Yellow polo t-shirt with maroon inserts
Maroon shorts
Socks and sports shoes

Friday – Sport Day
Maroon Track pants and jacket (preferably with yellow piping)
Maroon jumper (warm) with logo
Yellow polo t-shirt with maroon inserts
Maroon shorts
Socks and sports shoes

Boys – Summer
Monday to Thursday

Maroon Polo T-shirt with yellow inserts with logo
Grey shorts
White socks
Black shoes

Boys – Winter
Monday to Thursday

Maroon jumper (warm) with logo
Maroon Polo T-shirt with yellow inserts with logo
Grey pants
White socks
Black shoes

Friday – Sport Day
Yellow polo t-shirt with maroon inserts
Maroon shorts
Socks and sports shoes

Friday – Sport Day
Maroon Track pants/jacket
Maroon jumper (warm) with logo
Yellow polo t-shirt with maroon inserts
Maroon shorts
Socks and sports shoes

Girls and boys can wear maroon sports jacket as required all year round

Hats/Caps
School hats/caps may be purchased from the P&C through the front office. Children must play in the shade in terms 1 and 4 if they are not wearing a cap or hat. Caps are discouraged unless they protect the ears and neck as well as the face.

Notes
1. Please ensure all items of school clothing are clearly marked with your child’s name.
2. Pupils in school sports teams should wear correct school sports uniforms.
3. The wearing of denim jeans, multi coloured tops, sandals, long boots, thongs or similar clothing is not approved.
4. Children are discouraged from wearing jewellery. Studs or plain sleepers may be used for pierced ears.
7 Reporting to Parents and Parental Involvement

7.1 Grade Days
During Term 1 each year parents are invited to each classroom to discuss with teachers class routines, homework, curriculum, expectations, etc.

7.2 Parent/Teacher Interviews
Parents seeking interviews with teachers or the Assistant Principals should ring or enquire at the office. Interviews can be arranged during the teacher's release time, at lunch time or before or after school. The Principal and Assistant Principals are always willing to discuss problems. Formal parent/teacher interview to discuss pupil progress are held twice a year.

7.3 Student Reports
Computerised reports on student progress are issued in June and December.

7.4 Newsletters
To ensure parents are kept informed of school activities and notices, regular newsletters are sent home with the youngest child of each family every Wednesday.

7.5 Family Contributions
A contribution is asked of each family to help cover costs for basic school materials. The amount is set annually by the P&C Association and a notice is sent out at the beginning of each year.

7.6 Parents & Citizens Association
The P&C Association meets on the third Wednesday of each month at 7.00pm. All parents are most welcome to attend meetings. The P&C, together with the Canteen Committee, ensure funds are raised to provide our children with additional facilities and equipment which are necessary in modern education. Our well equipped school is largely due to the parents' fund raising efforts over many years.

7.7 School Council
The EA Southsee Public School Council is currently in recess. EA Southsee Public School was one of the first primary schools in NSW to establish a School Council. It has 11 members:
  - Four elected parent representatives
  - P&C President an appointed member
  - Three elected staff members
  - Two appointed community members
  - The Principal is appointed the Executive Officer
The term of office is two years. The Council assists in major decision making including budgeting, arranging purchase priorities, selecting executive staff and suggesting initiatives and improvements, etc.

7.8 Year 6 Farewell Dinner
This dinner is held during the last week of the school year. The Year 5 parents prepare and serve a sit down dinner to students in Years 5 and 6, members of staff and representatives of the parent bodies. After the dinner, Years 3 and 4 students are invited to attend the end of year social.
8 Special Programs

8.1 Computers
Our students are trained in the use of computers. We have a computer lab of 30 computers. Each class has at least one lesson a week in the computer lab. The school’s computer co-ordinator is known throughout the district for his expertise.

8.2 Education Week and Book Week
These weeks are celebrated during second and third term. Special activities are organised and visitors are most welcome.

8.3 Enrichment Activities
The school provides many opportunities to extend gifted and talented students. These include:-
- Extension in classroom activities
- Ability grouping in primary department Maths and English classes
- Entry in State wide primary Science, Maths, Computing, Spelling and English competitions
- Involvement in Riverina Dance Festival
- Opportunity to participate in district, regional and state sporting events

8.4 Excursions
Children’s experiences beyond the classroom contribute to their growth and development.
Major Excursions are:-
Year 3 – Canberra (1 day)
Year 4 – Dubbo Gaol & Western Plains Zoo (2 days)
Year 5 – Sovereign Hill, Ballarat, Glenrowan (3 days)
Year 6 – Broken Bay (5 days)

Every second year classes are taken to Wagga Wagga to the Riverina Field Studies Centre to undertake an Environmental Educational Study.

8.5 Infants Frolic
During November the Infants children enjoy an evening of games and dances.

8.6 Visiting Performances
At certain times of the year artists are invited to perform at the school. We endeavour to ensure these are of high quality and are worthwhile educationally.

8.7 Public Speaking
The Annual Apex Public Speaking Competition and the Rotary Public Speaking Competition are held with the 3-4 best speakers from each class. From the preliminary final 5 or 6 children are chosen to speak at a special assembly. The winner is awarded a trophy and finalists receive participation certificates.
9 Sport

9.1 School Sport
Sport for all Southee students is held on Fridays.

Infants Department
K-Year 2 students have gross motor skills, fine motor skills, fitness activities and games. Ball skills are developed to prepare children for later team sports.

Primary Department
Years 3-6 engage in more sophisticated ball skills, agility, strengthening and endurance activities. A wide range of sports are played including netball, basketball, tennis, soccer, rugby league, cricket and t-ball.

Swimming
Special swimming lessons are conducted for non-swimmers and learners from Year 2 to Year 6 towards the end of the school year. Swimming is offered as a sport to children in the Primary Department. The school’s swimming carnival is held in February. Children from the Primary Department (Years 3-6) are involved.

Athletics Carnival
The annual athletics carnival is held at Albert Park usually in Term 2. All students, K-Year 6, are involved.

Cross Country
Primary students are involved in Term 2.

9.2 Primary School Sports’ Association
School teams are entered into State wide PSSA Knockout Competitions and take part in PSSA selection trials in team sports which may lead to selection in District, Regional or even State teams.
10 Infants Department and Kindergarten Information

10.1 Home Reading Scheme
Each child in the Infants Department will be expected to bring home books on a daily basis to read with their parents. What they read will be recorded in a Home Reading folder with space for parental comments. The scheme is designed to cater for all children at their individual levels.

10.2 Infants Assembly
Each fortnight the Infants children take part in an Infants Assembly. Children receive awards and sing songs. Classes take turns at presenting items and/or work they want to display. Parents are very welcome to attend these assemblies.

10.3 Kindergarten Information
Kindergarten is a very special year for children, their parents and the school. For the first time children are asked and expected to spend significant periods of time each day away from the security of their own family and to learn to become part of a much bigger “family” at school. For the first time parents are asked and expected to share the care and education of their children with other adults on a permanent basis. The school encourages contact and will provide many opportunities for parents to participate in the “school life” of their children.

Dismissal of Kindergarten
During Term 1 Kindergarten will finish at 1.00pm on Wednesdays.