

MILLERS FOREST

PUBLIC SCHOOL



INFORMATION

BOOKLET



Millers Forest Public School
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Dear Parents and Carers,

Welcome to Millers Forest Public School. We are privileged to be caring and educating your child/ children from the traditional lands of the Wonnarua people.

To help you we have produced the following information, which we feel, will be of value and assistance to you.

Please feel free to communicate with the school whenever you feel we may be able to assist you, or you may be able to assist us.

If you have any ideas, suggestions or doubts, please call in and discuss them. Education begins in the home and only through the interaction and relationship of parents and teachers can we expect to reach mutual goals. We have a happy and caring school, and we encourage parents to support us and become active partners in the learning process. Your support and interest are essential if we are to do the best for our children.

We look forward to working with you in the coming years, establishing positive relationships with you and your child/children and striving to make Millers Forest Public School the best school it can be.

STAFF AT MILLERS FOREST PUBLIC SCHOOL

| | |
|------------------|--|
| Christyne Phelps | Principal |
| Rhianne Crichton | Assistant Principal Curriculum & Instruction |
| Jessica Baker | Hawks Classroom Teacher |
| Abbie Brennan | Bluebirds Classroom Teacher |
| Rebecca Oastler | Lorikeets Classroom Teacher |
| Linda Merrilees | Specialised Art Teacher/Librarian |
| Helen Tuyl | Specialised Music Teacher |
| Karen Vollmer | School Administrative Manager |
| Anne Bettinzoli | School Administration Officer |
| Karen Cole | School Learning Support |
| Samantha Rigby | School Learning Support |
| Michelle Burdon | School Learning Support |
| Paul Nickerson | Guitar Teacher |
| Karen Green | General Assistant |
| David Gunter | Cleaner |

SCHOOL HOURS

Official school hours are from 8.30 a.m. to 2.45 p.m. and during these hours a teacher is available to supervise students. Students should not be at school prior to 8:30 a.m.

SCHOOL ROUTINE

| | |
|--------------------|---|
| 9.00 a.m. | Morning Assembly and lines |
| 11.00 – 11.30 a.m. | Recess |
| 1.00 – 1.45 p.m. | Lunch |
| 2.45 p.m. | Home time for students and buses depart |

| SCHOOL TIMETABLE | |
|-------------------------|--|
| Monday | Newsletter to the eldest in the family – (Fortnightly) |
| Tuesday | |
| Wednesday | Scripture and Virtues Classes |
| Thursday | Choir |
| Friday | Library Visual Arts Sport Guitar Lessons |

Contents

| | |
|----|--|
| 1 | Absences |
| 2 | Assessing and Reporting |
| 3 | Bicycles |
| 4 | Book Club |
| 5 | Change of Address and Family Details |
| 6 | Counsellor Services |
| 7 | Emergency Clothing |
| 8 | Equipment |
| 9 | Excursions |
| 10 | Code of Conduct - Positive Behaviour for Learning & Virtues Program |
| 11 | First Aid |
| 12 | Guitar |
| 13 | Health and Medication |
| 14 | Homework |
| 15 | Infectious Diseases |
| 16 | Interviews |
| 17 | Immunisation |
| 18 | Lost Property |
| 19 | Library |
| 20 | Money Collection |
| 21 | Newsletter |
| 22 | Painting Shirts |
| 23 | Parental Involvement |
| 24 | Parents and Citizens Association |
| 25 | Personal Property |
| 26 | Photographs |
| 27 | Private Car Subsidy |
| 28 | Progression to High School |
| 29 | Road Rules |
| 30 | Religious Education |
| 31 | School Telephone |
| 32 | School Uniforms |
| 33 | Sports Day |
| 34 | Student Assistance Scheme |

1. Absences

When a child is absent from school a note from the parents is required to explain the reason for the absence. Children who leave the school during school hours or who arrive late in the mornings require a Student Leave Form from the office and a note of explanation.

2. Assessing and Reporting

Students are assessed throughout the year by the class teacher. National assessments (NAPLAN), school-based tests and class work all form part of the student assessment schedule. In June and December, the school will send a formal report home on your child's progress. In term one, an invitation for a parent/teacher interview will take place.

3. Bicycles

Years 3 - 6 are permitted to ride their bikes to and from school. Students are to wear helmets and obey road rules. Bikes are to be walked into the school grounds, across footpaths and pedestrian crossings. Bike racks are available.

4. Book club

Students have the opportunity to purchase books from the advertising leaflets which are handed out at intervals. Money and orders, sealed in a labelled envelope, are to be handed into the office.

5. Change of Address and Family Details

Parents are requested to please notify the school office by phone or by a short note immediately upon change of address, telephone or custody changes. Copies of court orders should be brought to the school as soon as practicable. These matters are very important as we must have correct information for obvious safety and legal reasons.

6. Counsellor Services

The school counsellor visits regularly. The counsellor is trained to assess your child in a wide range of educational and social areas. Parents should contact the school office if they believe an appointment with the school counsellor would be of benefit.

7. Emergency Clothing

Some emergency clothing is available to use when minor accidents happen at school. These clothes need to be washed and returned to school. Children who have more serious accidents, such as toileting accidents, need to be taken home for a bath or shower.

8. Equipment

WHOLE SCHOOL

- a) **Library Bag** – These are used for readers. They are approximately 50cm square and are preferably a drawstring variety.
- b) **Library Day** – All students are encouraged to borrow library books on Fridays.
- c) **Erasing** – Liquid paper is not permitted at the school. Rubbers are ample.
- d) **Labelling** – Labelling of all personal items, including clothing, is requested.

INFANTS

- a) **Paint Shirt** – In the early years of their schooling, the children do a lot of painting and craftwork. It is very handy if the children have a painting smock which will totally cover their clothing. Such a smock can be made from a long-sleeved shirt or a T-shirt. Cut the sleeves to the length of your child's arms and elasticized the arms and neck. Sew up the front where it buttons up. The shirt can then be slipped over the child's head.
- b) **News Day** – Students are able to present items of news or 'Show & Tell' on their news day as per the classroom roster.
- c) **Electronic Equipment and Toys** – Toys may not be brought along to the school, except for Show and Tell day. Please do not send along valuable or electronic items.

PRIMARY

Equipment Needed

Most exercise books are supplied to students by the school. The following items may be purchased by parents:

- Coloured pencils (for book work)
- Textas (for use on charts and projects)
- Pens (blue, red for senior primary)
- Pencils (HB)
- Ruler
- Rubber
- Sharpener
- Glue
- Scissors
- Geometry Set

9. Excursions

We attempt to program local excursions and a biannual major excursion for the whole school. These excursions highlight educational activities and broaden students' experiences. Details regarding time, cost, uniform and other requirements are sent home prior to the planned excursion. Many of our excursions require parents' assistance with *PRIVATE MOTOR VEHICLES*. If you are able to assist, the following is necessary and are Departmental requirements:

1. The vehicle has current registration
2. Students have written parental consent to travel by car
3. Licence details, registration and insurance must be copied for all private vehicle excursions annually.

All students will require a written consent note for every excursion outside the school grounds.

10. Code of Conduct

Rationale:

To nurture a culture of friendship, care and support where students are encouraged to think, grow and achieve.




The Code of Conduct is designed to define standards of acceptable behaviour for all students as well as consequences for those students who are not yet able to make personal amendments for breaches of those standards.


POSITIVE BEHAVIOUR FOR LEARNING/VIRTUES



Millers Forest Public School CODE OF CONDUCT

Think. Grow. Achieve.

| | |
|---|---|
|  | <p>Be Respectful</p> <ul style="list-style-type: none">❖ Follow all adult instructions❖ Be kind and considerate❖ Friendly talk |
|  | <p>Be a Learner</p> <ul style="list-style-type: none">❖ Do your best❖ Listen carefully❖ Be ready - Be on time |
|  | <p>Be Safe</p> <ul style="list-style-type: none">❖ Keep your hands and feet to yourself❖ Walk on hard surfaces❖ Use all equipment safely |



Miller's Forest Public School
Think. Grow. Achieve.


The purpose of this note is to provide you with some information about Miller's Forest 'NEW' PBL System and Code of Conduct.

PBL Code of Conduct


| | |
|----------------------|---|
| Be Respectful | <ul style="list-style-type: none"> ❖ Follow all adult instructions ❖ Be kind and considerate ❖ Friendly talk |
| Be a Learner | <ul style="list-style-type: none"> ❖ Do your best ❖ Listen carefully ❖ Be ready - Be on time |
| Be Safe | <ul style="list-style-type: none"> ❖ Keep your hands and feet to yourself ❖ Walk on hard surfaces ❖ Use all equipment safely |

PBL (Positive Behaviour for Learning) - PBL is a whole school approach for behaviour management. Our PBL rules explicitly teach behaviour expectations to achieve consistency of behaviour choices throughout the school. Our PBL program is continuing to be implemented this year, however it will take on a new awards and rewards system. Each Monday morning a new PBL focus will be introduced for the week. This PBL focus will be explicitly reinforced and taught throughout the week. To inform families of our PBL weekly focus it will be outlined on your child's weekly homework sent home on Monday's.

School Awards and Rewards System - Students receive 'Green Trees' for demonstrating the expected behaviors from our school's Code of Conduct. These 'Green Trees' must be kept and added to a personal chart which is kept in class. Students accumulate their 'Green Trees' and progress through steps which receive an award and reward. (Outlined in table below)




Green Trees













| | | | | |
|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | |

Achievements are in a specific step order:
Bronze, Silver, Gold, Diamond and Badge of Excellence
Awards are achieved through receiving 'Green Trees' for following our Code of Conduct.

Our PBL Rewards System



| Step | Achievements | Reward | Notes |
|---|--|---|---|
|  Step 5 |  50 Green Trees = Badge of Excellence | Badge & Certificate presented at a special ceremony | <ul style="list-style-type: none"> ❖ The Badge of Excellence will be awarded at the end of each Term at a special ceremony. |
|  Step 4 |  50 Green Trees = Diamond Award | Principal's Lunch | <ul style="list-style-type: none"> ❖ Green Trees are accumulated by students and added to their individual charts kept in their classrooms. |
|  Step 3 |  50 Green Trees = Gold Award | Invitation to Jr Movie Day | <ul style="list-style-type: none"> ❖ Once they have collected enough Green Trees to fill their chart, they are to give the chart to their class teacher to proceed to the next step. |
|  Step 2 |  50 Green Trees = Silver Award | Sporting Item | <ul style="list-style-type: none"> ❖ Once a step has been achieved they will receive a corresponding award which will be awarded at Monday morning lines. |
|  Step 1 |  25 Green Trees = Bronze Award | Ice cream | <ul style="list-style-type: none"> ❖ All PBL rewards will be allocated at the end of each Term on a specific day. |

Consequences for Breaches of Acceptable Behaviour:

1. Discussion with the teacher leading to time out of playground or removed to another classroom.
2. Shadowing of teacher or isolated in classroom.
3. Referral slip – which will be recorded and referred to the Principal and entered into discipline register.
4. Written caution letter home and / or phone call to parents.
5. Suspension from school.

Note:

- Teacher referral will automatically be to the Principal, placement on discipline register may lead to loss of privilege and detention.
- Teachers use positive reinforcement whilst on duty/throughout the day.
- Some classroom offences, including violent behaviour, insolence or abusive language will be referred, with documentation, to the Principal and could lead to immediate suspension.
- A student who initiates serious violence, either towards another student or a teacher can be immediately suspended. If, in the opinion of the Principal, the incident is an example of serious unprovoked violence the matter will be reported immediately to the Department of School Education and Communities.
- Drug and weapon offences will lead to immediate suspension and be reported for further action.
- Misconduct on excursions may lead to withdrawal of privileges, exclusion from future excursions or parents having to accompany the student on future excursions.

- Bullying and harassment are against the law as well as a breach of our most basic code of courteous and respectful conduct.
- Cruelty to, or ill-treatment of animals is against the law and will be reported to the police.

| Class Expectations | |
|--------------------|---|
| Be Respectful | <ul style="list-style-type: none"> ◊ Follow all adult instructions ◊ Be kind and considerate ◊ Friendly talk |
| Be a Learner | <ul style="list-style-type: none"> ◊ Do your best ◊ Listen carefully ◊ Be ready - Be on time |
| Be Safe | <ul style="list-style-type: none"> ◊ Keep your hands and feet to yourself ◊ Walk on hard surfaces ◊ Use all equipment safely |

VIRTUES PROGRAM

The Virtues Program sits along side our Positive Behaviour for Learning program. Virtues education is the process of bringing out the best in our children. It is the process of nurturing the seeds of those qualities of respect, cooperation, trust, helpfulness, consideration, gentleness, caring, patience, orderliness, confidence, reliability, determination and generosity, so that these qualities flourish and blossom.

Every child is born with all of the virtues and as parents, carers and educators it is our task to train and develop these attributes. Students will be given opportunities to practise them so that virtuous behaviour becomes who they are. As with any skill, training and practice is essential for children to learn about each virtue and integrate it into their character and behaviour. To learn more about the Virtues Program go to - www.embracevirtues.com

ANTI-BULLYING POLICY

Please refer to the attached booklet on our Anti-Bullying Policy.

STUDENT WELFARE POLICY

School Needs To develop responsible attitudes, care and respect towards one another, looking after personal and school equipment and the environment.

Aims

- To develop self-esteem and self-discipline
- To care for each other and to play amicably
- To create a positive, caring school culture
- To reward correct behaviour
- To dissuade incorrect behaviour
- To show friendship towards visitors, our school mates, family and those in our community.

11. First Aid

On occasions, when children have minor accidents at school, first aid is provided by the School Administrative Manager. Should medical attention be required, every effort is made to contact parents or others nominated before any child is transported to hospital. If contact cannot be made, the principal has the authority to seek medical attention as required.

12. Guitar

We have a guitar teacher that comes to school each week. For a fee, students may participate in these lessons. Guitars are supplied by the school and the guitar group performs several times a year. Students from grades one to six participate in this activity. Students are also encouraged to bring and use their own personal guitars.

13. Health and Medication

Good health is vital for school progress. When children are sick they will need to remain at home. When they return to school, please send a note to the class teacher explaining their absence.

Should a child become ill while at school, a parent/guardian will be informed as soon as possible by telephone. The student will be kept under observation until the parent/guardian arrives.

Students requiring prescribed medication to be administered during school hours must contact the office. An indemnity form must be signed giving permission for the school staff to administer medication. Children suffering from asthma must have their medication readily available and an Asthma Action Plan.

The Department of Education and Communities insists on the following procedure, should your child need to take any form of medication during school time.

Register of Medical Conditions:

Parents must notify the school in writing of any noteworthy medical conditions. Parents are asked to advise the school as soon as possible of any change in their child's medical condition

This information will be kept in a central register for staff reference.

Special information will be attached for teacher reference.

It is dangerous for children to keep medication in their school bags.

14. Homework

Homework is a purposeful activity which consolidates class work at home. The most important thing is to establish a regular homework period so that a pattern is established, particularly in readiness for High School. Homework is usually set for children to complete between Monday and Thursday. Parents will be notified when homework is not completed regularly.

How to help your child

From the school's point of view, it is most important for the parent to show interest and encouragement in the child's work, develop sensible television and screen time habits. This will then ensure that children arrive at school well rested and prepared for a day's work.

More specifically, some of the ways you can help your child are by:

- reading with your child, listening to your child read, asking questions about what your child has read;
- helping with spelling and numbers, by giving short tests, written and oral;
- showing pleasure in your child's successes and being sympathetic to his/her problems;
- attending regular parent information sessions conducted at the school to assist parents.
- encourage special talents and potential gifts.

15. Infectious Diseases
RECOMMENDED MINIMUM PERIODS OF EXCLUSION FROM SCHOOL
FOR COMMUNICABLE DISEASE CASES AND CONTACTS

| CONDITION | CASES | CONTACTS |
|--|---|---|
| <i>Chicken pox (Varicella)</i> | Exclude until fully recovered. Minimum exclusion: five days after the first spots appear. | Not excluded |
| <i>Diphtheria</i> | Re-admit on production of a medical certificate of recovery and following at least two negative nose and throat swabs, the first not less than 24 hours after cessation of anti-microbial therapy and the other 48 hours later. Notify Regional Director of Health. | Exclude domiciliary contacts. A public health officer should investigate contacts immediately and release them when they are shown to be clear of infection. Booster immunisation may be necessary. |
| <i>Encephalitis</i> | Exclude until fully recovered. | No exclusion periods are necessary for contacts unless it is measles encephalitis, in which case exclude as for measles. |
| <i>German Measles (Rubella)</i> | Exclude until fully recovered. Maximum exclusion necessary: six days after rash appears. | Not excluded. (Female staff should check their own immune status). |
| <i>Hepatitis (Viral Type A)</i> | Exclude until subsidence of symptoms or until receipt of a medical certificate of recovery. Minimum exclusion: seven days from onset of jaundice. | Not excluded. Generally, only family contacts are recommended to have protective injections. |
| <i>Hepatitis (Viral Type B)</i> | Exclude until production of a medical certificate of recovery. No exclusion for carriers of virus. | Not excluded. |
| <i>Leprosy</i> | Readmit on production of a medical certificate from an appropriate health authority. Notify Regional Director of Health. | Not excluded. |
| <i>Infectious Mononucleosis (Glandular Fever)</i> | Not necessary to exclude from school from point of view of infection. Some children with Glandular | Not excluded. |

| | | |
|---|---|---|
| | Fever are too sick to attend school. | |
| <i>Measles</i> | Minimum exclusion: five days from appearance of the rash. Notify Regional Director of Health in case of outbreak. | Not excluded. Vaccine preventable. It is recommended that all children be immunised at 15 months. Available data suggests that if a child has neither been vaccinated nor had measles previously, vaccination within 3 days of exposure may provide protection. |
| <i>Meningococcal Meningitis</i> | Re-admit on production of a medical certificate of recovery. Notify Regional Director of Health. | Domiciliary contact should be excluded until they have been receiving appropriate medication for at least 48 hours. |
| <i>Mumps</i> | Exclude till fully recovered. Minimum exclusion: one week after the appearance of swelling. | Not excluded. Vaccine preventable. It is recommended that all children be immunised at 15 months. |
| <i>Poliomyelitis</i> | Exclude till fully recovered. Notify Regional Director of Health. | Exclude domiciliary contacts. A public health officer should investigate contacts immediately. Booster immunisation may be necessary. |
| <i>Streptococcal infection (including Scarlet Fever)</i> | Exclude till fully recovered, or until a medical certificate of recovery is produced. | Not excluded |
| <i>Tuberculosis</i> | Notify Regional Director of Health. Re-admit on production of a medical certificate from appropriate health authority that the child is not considered to be infectious. | Not excluded |
| <i>Typhoid and Paratyphoid</i> | Notify Regional Director of Health. Re-admit after a medical certificate of freedom from infection is produced following three negative faecal and urine cultures taken at least 24 hours apart, commencing at least 72 hours after cessation of specific | May be excluded if public health medical officer considers exclusion to be necessary. |

| | | |
|-----------------------------------|--|---|
| | therapy. | |
| Whooping Cough (Pertussis) | If the child has not received any antibiotic treatment then the child should be kept away from school or pre-school for 3 weeks from the onset of the “whoop”. If appropriate antibiotic treatment is given (oral erythromycin), the child only needs to be kept away from school or pre-school for 5 days from the start of erythromycin therapy. | Keep the child from close contact with young children who are not immunised against whooping cough. |

P.S. All information written in this brochure is correct at the time of publication, but is subject to alteration. If you require further information, please contact your doctor.

16. Interviews

A warm invitation is extended to all parents to discuss their child’s problems or progress at any time. Teachers are most receptive to your concerns and personal contact. Please contact the school so that a suitable time can be arranged for both you and your child’s teacher to communicate.

17. Immunisation

Children enrolling in school need to provide an immunisation certificate noting the diseases they have been immunised against.

18. Lost Property

Please remember to mark your children’s clothing with their name written clearly. Many items of clothing are found and it is difficult to locate owners if names are not on the items. Please label lunch and drink containers. Unclaimed lost property is stored in a container located on the Hawks veranda.

19. Library

All children have the opportunity to use the Library every Friday for borrowing. Each child is asked to have a library bag please.

20. Money Collection

Students will be required at various times to bring money to school (e.g. excursions, book club or sport). Money should be handed in at the office. When it is necessary to send money to school for any purpose, please ensure that it is in a sealed envelope with the child’s name, class and activity written on the envelope. Please ensure you have the correct money in the envelope as the office does not carry change. Money can also be paid online via our school website or the Schoolbytes parent portal.

21. Newsletter

Newsletters outlining school happenings are sent home with children on Mondays each fortnight. It is important to read this as we attempt to keep you regularly informed of news involving the school. The P&C also send home notes as well about fundraising and events. The newsletter is uploaded to Schoolbytes and is on the school website.

22. Painting Shirts

It is recommended that all children have an old shirt to protect their clothing during painting or craft lessons.

23. Parental Involvement

Millers Forest Public School recognises that education is enhanced by a positive partnership between home and the school. Parents and community members participate in the life of the school in a variety of ways.

- P & C Association
- Transport
- Excursions
- Classroom helpers
- Fundraising
- Special Events
- Gardening

24. Parents and Citizens Association

The Millers Forest Parents and Citizens' Association meets once a month in the School Library. The P & C acts in consultation with the Principal in considering and developing educational philosophy and policy, the school curriculum and to plan fundraising events. All parents are encouraged and welcome to join the P & C and attend meetings.

25. Personal Property

Students must accept responsibility for items of personal property that they bring to school with them. Electronic games and phones are banned from school. If toys or other possessions are brought from home, the owner is responsible for their safe keeping.

26. Photographs

School photographs are taken each year. These are taken by a professional photographer. Dates and prices are advised each year.

27. Private Car Subsidy

If you live more than 1.6 km from a bus route and drive your child to the bus by car, or if you drive your child to school because there is no bus at all you may be entitled to a subsidy. Forms are available from the office. Bus routes are available for Woodberry/Beresfield and Raymond Terrace areas.

28. Progression to High School

The local High School for students attending Millers Forest Public School is Francis Greenway High School. A range of Year 6 to Year 7 orientation activities are arranged by the High School.

29. Road Rules

Students who walk or ride home have been given the following set of instructions regarding safe road behaviour.

1. Always walk on the side of the road
2. Walk on the side of the road so you are facing oncoming traffic
3. Be aware of traffic and possible dangers around you
4. Go straight home
5. Do not accept lifts or gifts from strangers

Some parents share pick-up and delivery of children to school. Please ensure your child and teacher knows these details. There is a car park outside the school grounds which parents are encouraged to use. Use of the car park will prevent children crossing the road when it is busy with school traffic at 2:45 p.m. Please make sure your children wear their seat belts – even if you live close by. All children under the age of 7 are required to be restrained in an appropriate seat.

30. Religious Education

The scripture lessons are non-denominational and are given by trained scripture teachers. Scripture lessons are half-hour classes on Wednesdays. Please advise the school in writing if you do not wish for your child to attend Scripture. Students who do not attend Scripture go to a Virtues class lesson.

31. School Telephone

Staff are not always available to answer the phone at most times during the day due to their teaching duties. The school has a message bank and will try to return your call as soon as possible.

32. School Uniforms

GIRLS

Summer Bottle green skirt, shorts or culottes with green, white and black school shirt. Black shoes and white socks.
Winter Green long pants and a black school jacket.

BOYS

Summer Green shorts with green, white and black school shirt. Black shoes and green socks.
Winter Long pants or shorts and black school jacket.

SPORTS

Summer Sports uniform is the same colour for both boys and girls.
Green, white and black sports shirt.
Girls may wear bottle green shorts with white joggers and white socks.
Boys wear bottle green shorts with white joggers and white socks.

Winter Black tracksuit jacket and green tracksuit pants.

NB - The P & C manage the school uniforms. Uniform order forms are sent out twice a year.

SCHOOL HAT

Hats in school colours are available for purchase from the school. It is expected that all students wishing to go outside to play will wear a hat; No Hat, No Play policy.

CHANGE OF UNIFORMS

Generally, the winter uniform should be worn in Terms 2 and 3. However, many students still prefer to wear shorts.

33. Sports Day

Friday is Sports Day and the children are asked to wear their sports uniform on this day or alternatively their Aboriginal shirt.

34. Student Assistance Scheme

This scheme provides the school with a small pool of funds to support families in meeting cost of texts books, uniforms, excursions and performances. Please contact the office regarding student assistance.