



Merrylands East Public School

Create the Future



SCHOOL MAP



WELCOME TO

MERRYLANDS EAST PUBLIC SCHOOL

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Merrylands East Public School

We provide our students with opportunities to develop the skills, capabilities and knowledge that are necessary to be successful in a globalised and highly digital society.

In order for our students to become active global citizens, MEPS is committed to expanding their educational experiences through innovative and creative learning which is relevant and authentic. In such an environment students can access learning anytime, anywhere and with anyone.



Merrylands East Public School

Merrylands East is a creative and innovative school where students *"create the future"* in a safe, supportive learning environment through personalised learning. All students develop knowledge and skills necessary to be self-regulated and collaborative problem solvers in a local and global society. Underpinning this vision is the instilment of strong core values for all students of fairness, participation, excellence, honesty, respect and responsibility.

Merrylands East is a leader in school transformation, innovation and the use of technology to support students learning in a caring and supportive school environment where students can learn anytime, anywhere and with anyone.

Over the years local and global educators have visited Merrylands East to view the innovative and transformative practices of staff and students, in open and agile learning spaces. The school readily accepts visitors and provides professional development on the use of design spaces for student learning.

The formal partnerships with University of Technology Sydney, Atlassian, Museum of Contemporary Arts and other paraprofessionals continue to be one of Merrylands East's strengths.

In the years since the commencement of my principalship at Merrylands East, the school has dramatically changed to cater for student learning in the 21st century. All students have access to laptops, desktops and iPads in the classroom. Numerous dividing walls in classrooms have been removed with teachers working in teams to support students.

However, it's not the technology that has transformed the school but rather the quality teaching and learning that takes place on a daily basis with our outstanding teachers.

John Goh
Principal



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2. **SCHOOL HOURS AND PUNCTUALITY**

School hours are from 8.00am to 1:15pm.

The school day begins at 8:00am.

Supervision is provided for children from 7:30am onwards. Children should not arrive at school prior to 7:30am. Developing the habit of arriving punctually for school ensures that students are not missing out on valuable learning time in the classroom.

Each class has a fruit break at approximately 9.30am. Please pack fruit and/or vegetables and water for fruit break time.

Recess begins at 10:30am and ends at 11:00am. Please pack a small morning tea in a lunch box with your child's name clearly written on it.

The school day ends at 1:15pm.

Please note that the face to face teaching hours have not changed and are still the same as every other NSW school.

3. **PEDESTRIAN CROSSING**

Children who have to cross Military Road should use the pedestrian crossing, which is patrolled. Children crossing Walker Street should use the pedestrian crossing.

4. **UNIFORM**

The wearing of a school uniform is a requirement for all children. A school uniform promotes pride in our school and a sense of belonging to our school community.

Merrylands East has a summer and a winter uniform according to seasons and weather conditions. The school colours are royal blue and white. School uniforms can be purchased from the school Uniform Shop.

The Uniform Shop is located in the Heritage building and is open Monday, Wednesday, and Friday from 8:10am to 8:45am. The Uniform Shop is staffed by parent volunteers. When the Uniform Shop is unattended, order forms can be picked up outside the Uniform Shop. Completed order forms can be handed into the office. Once the order has been made up by the Uniform Shop it will be delivered to the student.

All clothing, school bags and possessions should be clearly labelled with the student's name; otherwise it is extremely difficult to determine ownership.

Uniform List

The Uniform Shop is open on Monday, Wednesday and Friday

7:45am to 8:30am

Girls

SUMMER

Blue Checked Dress
Grey Pleated Skirt with Royal Blue Polo Shirt
White Socks / Black School Shoes
School Hat / Royal Blue Hijab

WINTER

Royal Blue Bootleg Pants
Royal Blue Polo Shirt (Long Sleeve available)
Royal Blue V Neck Jumper or Zip Jacket
White Socks or Grey Stockings / Black School Shoes
School Hat / Royal Blue Hijab

SPORTS UNIFORM

White Polo Shirt (Long Sleeve available for Winter)
Royal Blue Skort
White Socks / Sports Shoes
Royal Blue Bootleg Pants
School Hat / Royal Blue Hijab

Boys

SUMMER

Royal Blue Polo Shirt
Grey Shorts
Grey Socks / Black School Shoes
School Hat

WINTER

Royal Blue Polo Shirt (Long Sleeve available)
Grey Long Trousers
Royal Blue V Neck Jumper or Zip Jacket
Grey Socks / Black School Shoes
School Hat

SPORTS UNIFORM

White Polo Shirt (Long Sleeve available for Winter)
Royal Blue Shorts (Summer)
White Socks / Sports Shoes
Royal Blue Tracksuit Pants (Winter)
School Hat

5. **LOST PROPERTY**

It is a great help if all clothing is **clearly marked with your child's name**. Lost property is located across from the uniform shop.

6. **PARENT HELPERS**

If you are interested in being a parent volunteer at the school to help in the School Canteen or be a member of the P&C, please see the office for more information.

7. **RELIGIOUS INSTRUCTION**

On Monday morning we are visited by lay teachers for a half hour period of religious instruction. Currently Muslim, Hindu, Protestant, Catholic and non-scripture is offered. If you would like to change your child's scripture group this needs to be communicated in writing and sent to the office.

8. **SCHOOL CREED & NATIONAL ANTHEM**

Our school creed and song are part of our Merrylands East tradition. We expect them to be well known and respected by all of our children.

School Creed

*This is our school
Let peace dwell here.
Let the rooms be full of contentment
Let Love abide here.
Love of one another,
Love of mankind,
Love of life itself
And Love of God.
Let us remember
That as many hands
Build a house,
So many hearts
Make a school*

National Anthem

Verse 1

*Australians all let us rejoice,
Cross
For we are young and free,
We've golden soil and wealth for toil,
ours
Our home is girt by sea.
Our land abounds in nature's gifts
the seas
Of beauty rich and rare.
In history's page, let every stage
Advance Australia fair.*

Verse 2

*Beneath our radiant Southern
We'll toil with hearts and hands
To make this Commonwealth of
Renowned of all the lands
For those who've come across
We've boundless plains to share
With courage let us all combine
To advance Australia fair.*

In joyful strains then let us sing, Advance Australia Fair

9. SCHOOL RULES

Merrylands East Public School aims to provide its students and school community with a safe, happy and supportive environment. The students are encouraged to be:

- ◆ safe
- ◆ respectful
- ◆ a learner

10. DISCIPLINE POLICY

All students and staff have the right to be treated fairly and with dignity. The school community and the staff, work to provide a safe and harmonious learning environment. Collaboration between school staff, students and parent(s) or carers is an important feature of discipline in our school. The partnership between school community members and our school aims to develop socially responsible young people who are capable of making informed decisions. This is achieved through an effective social, cultural and academic curriculum which is inclusive and caters for the individual needs of students.

The school has a Merit Award system to encourage acceptable behaviour both in the classroom and in the playground. The levelling of awards is as follows:

- ◆ class awards
- ◆ 5 class awards = 1 merit certificate
- ◆ 5 merit certificates = 1 banner
- ◆ 5 banners = 1 medallion

A “Peace and Friendship Award” will be presented to one student in each class at the end of each term. This award is given to a student who has demonstrated skills in promoting the harmonious environment of the school.

ENROLMENT PROCEDURE/TRANSFER OF CHILDREN

1. GENERAL ENROLMENTS

Proof of age, citizenship and residential address must be shown before a child can be accepted into any NSW Public School. Documentary evidence may be provided in any of the following forms:

- *Birth Certificate*: shows proof of age but only proves Australian Citizenship if one or both parents were born in Australia as shown on the Birth Certificate.
- *Passport*: If both parents were born overseas, proof of citizenship must be supplied by showing the child's Australian passport or Citizenship Certificate or the parents Australian passport or Citizenship Certificate received before the birth of the child
- *Permanent and Temporary Visa Holders* must supply visa documentation for the child and parents and the passports they are travelling on.
- *Residential Address Documents*: The only documents that are acceptable are electricity/gas bills, lease agreements or rate notices.
- *Immunisation History Statement*: This can be downloaded from Medicare and shows the details of your child's immunisation record

2. KINDERGARTEN ENROLMENTS

Children who will turn five years of age by 31st July in the year that they wish to commence school are able to be enrolled.

Parents of children born between 1st January and 31st July can choose between sending their child to school the year their child turns five or the year they turn six. It is recommended to seek advice from your preschool to check if your child is ready for school.

Parents are requested to fill in an enrolment form and return it to school.

3. PREPARING YOUR CHILD FOR SCHOOL

Beginning school is an exciting, challenging and sometimes overwhelming experience for children and parents. Parents and teachers can work together to make the transition into school as smooth as possible.

Parents play a vital role in preparing their child for school. There are many things parents can do every day to help their child prepare for school so they feel happy, safe and eager to learn new things.

It would be a good idea to do these things before your child even begins school:

- ◆ talk to your child about school in a positive, fun and exciting way.
- ◆ introduce them to concepts such as school bag, a lunch box, school uniforms etc.
- ◆ encourage your child to pretend play being at school
- ◆ attend Kindergarten Orientation days.

Here are just some skills you could develop with your child before they begin school. Remember every child is unique and they will develop their skills at different times. Over the next few months, in a supportive and positive environment, encourage your child to:

- ◆ tell you his/her needs and wants eg “I am cold”, “I feel sick”, “I need to go to the toilet”.
- ◆ recognise and look after his/her own belongings (particularly lunch boxes, jumpers, hats and school bags).
- ◆ learn to open and close his/her school bag, lunch box and drink bottle
- ◆ be independent when unwrapping, opening and eating food
- ◆ learn to put on and take off jumpers and jackets with zippers
- ◆ be independent when going to the toilet, e.g. using toilet paper without help and flushing the toilet
- ◆ be independent when washing hands after going to the toilet and before eating; using a tissue.
- ◆ recognise his/her name in print and if possible, write it
- ◆ use crayons, pencils, scissors and glue.
- ◆ explore books (children often enjoy stories being read to them and may start mimicking reading behaviour at an early age).
- ◆ play and interact with other children with an awareness of sharing and turn taking skills.
- ◆ follow simple instructions and help with small jobs around the house

4. REQUIREMENTS ON ENROLMENT

It is suggested that Kindergarten students have the following:

- ◆ a school bag (back packs are recommended for better posture)
- ◆ a rain coat
- ◆ a school hat for sun protection
- ◆ a plastic lunch box and drink bottle for fruit break and recess
- ◆ some clean set of school clothes including underwear in case of any “little accidents”

It is necessary to have your child’s name clearly written on all items that come to school.

5. KINDERGARTEN ORIENTATION DAYS

Parents will be informed of the date and arrangements when Kindergarten children will be invited to visit the school for Orientation Days. This will be during Term 4. At this time we will provide parents with all necessary details about starting school the following year.

6. ON THE FIRST DAY

- ◆ Be positive and encourage your child. Show enthusiasm about school and assure your child that you will be waiting at the end of the day to hear all about their activities.

- ◆ Be prepared to “let go” when your child comes to school. If you are upset, try not to let your child see this – if you do, your child will only become upset too.
- ◆ Bring your child to school on the day and time requested. You will be informed of this time in a separate letter.
- ◆ When you meet your child’s teacher, look briefly around the room and then say your goodbyes. If your child is upset, reassure them again that you will be back later to take them home. Staying at school will only distress your child further. Children usually settle down in five to ten minutes once their parents have left.
- ◆ Be on time (1:15pm) to collect your child in the afternoon. Your child will worry if you aren’t there to greet him/her and ask about the day.

7. TRANSFER OF CHILDREN

If a child is transferring to another school, parents are requested to notify us beforehand by informing their teacher and notifying the office. If your child is transferring to another NSW Public School, their records will be sent to their new school.

In special circumstances (e.g. mother in hospital and child living with a relative for several weeks) a student can attend another school on “Temporary Transfer” in which case Merrylands East Public School should also be advised.

CUSTODY OF CHILDREN

1. ADVICE OF CUSTODY ARRANGEMENTS

The school should be advised in writing of any special custody arrangements concerning children at school. Documented court evidence will be required. For example: if one parent is denied access to a child through a court order this information should be relayed to the school executive and will be treated as confidential.

Should custody arrangements change at any time, it is essential that the school be advised in writing.

2. REMOVAL OF CHILDREN DURING SCHOOL HOURS

Any parent wishing to collect a child from school during school hours must have a note for the class teacher from the office.

These procedures are meant to protect children from wrongful removal and should be respected and observed by all parents.

If a child’s parent wants another adult to collect his/her child from school during school hours, the school must have this request in writing from the child’s parent.

HEALTH AND SAFETY

1. FIRST AID

Basic first aid for minor injuries suffered at school is administered by school staff. All staff are trained in the use of EpiPens for Anaphylaxis. In all cases where the injury is of a more serious nature we try to contact parents by phone. In case of a serious injury or sickness the school may call an ambulance to transport a student to hospital.

2. MEPS HEALTH COORDINATION

MEPS is dedicated to improving the health and wellbeing of our students. We promote healthy eating and may organise a Kindergarten screening program to help families identify any hearing, vision or dental issues that may impact on their learning. Our Health Coordinator develops health care plans for students with chronic health conditions and assists teachers with identifying any health related learning difficulties.

3. IMMUNISATION

Parents are required to obtain an Immunisation History Statement from Medicare before their child enrolls in Kindergarten. If this certificate indicates that a child has not been fully immunised the school is required to exclude him/her from school if there is an outbreak of any disease against which he/she is not protected.

We would encourage parents to have their children fully immunised against diphtheria, tetanus, whooping cough and polio. Immunisation can be arranged through your own doctor or local council.

Immunisation against mumps and measles is also advisable from twelve to fifteen months of age to minimise the risk of serious complications later.

4. SPECIAL WARNING – PRESCRIBED MEDICINES

If your child requires medication to be administered at school this can be done after consultation with the office. No medication can be administered without written consent.

5. INFECTIOUS DISEASES

Under the Public Health Act and Department of School Education Regulations some common infectious diseases require children to be kept from school to prevent the spread of infections. Details of these are available at school.

6. SICK CHILDREN AND NOTES FOR ABSENCES

Sometimes children become sick at school and parents are contacted. While we stress the importance of good school attendance, we also urge you not to send sick children to school, especially with chicken pox or measles.

If your child is unable to attend school due to illness or unavoidable circumstances, please send a note to the class teacher explaining the absence on the first day your child returns to school.

If your child will be away for more than two days due to illness, please inform the office.

Sample Absence Note

Dear _____,	
My child _____ of class _____	
was absent from school on _____ (dates)	
because he/she _____.	
Signed _____ (Parent/Guardian)	Date _____

Late/early release notes: If your child arrives at school late or needs to leave school early you must go to the school office to obtain a late/early release note.

STUDENT WELLBEING

1. LEARNING SUPPORT TEAM (LST)

In every school a committee, the Learning Support Team, meets to review the learning needs of individual students. Their role is to support classroom teachers as they put individual programs into place. The committee is made up of a member from the executive staff, the School Counsellor, the Learning and Support Teacher, the Reading Recovery teacher, an English and additional Language or Dialect Teacher and classroom teachers.

2. LEARNING AND SUPPORT TEACHER (LaST)

The Learning and Support Teacher is trained to cater for the individual learning needs of students. The LaST works collaboratively with the Learning Support Team in supporting teachers in their programming and with their teaching.

3. SCHOOL PSYCHOLOGIST

School Psychologists are qualified, experienced graduate teachers who have additional counselling qualifications. The counselling service exists in Government schools for the benefit of all children and their families who need assistance with any learning, behavioural or emotional problems.

The School Psychologist also works with the Learning Support Team to develop school programs, which will cater for specific needs of children in the classroom.

Psychologist intervention involves interviews, assessment, counselling and referrals to other professions such as paediatricians or speech pathologists.

Please ask at the office if you wish to contact the School Psychologist.

4. HOME SCHOOL LIAISON OFFICER

The Home School Liaison Officer is a teacher appointed by the Department of Education and Communities to monitor school attendance. Where attendance is not satisfactory the Home School Liaison Officer will contact the home, find out why the child is not attending, arrange appropriate help and assist the parent in achieving regular attendance.

Regular school attendance is important if students are to develop basic academic skills and make social contacts with other children. Irregular attendance in primary school often leads to the development of poor attendance in high school.

Children should attend school unless the child:

- is too sick to leave the house, infectious or incapacitated by injury preventing movement around the school.
- has to honour a religious commitment.
- (by arrangement with the Principal) has to accompany parents on a family holiday which cannot be arranged during the school vacation. An exemption form is to be filled in at the office.

5. MEPS SPEECH PATHOLOGIST / OCCUPATIONAL THERAPIST

We have employed a Speech Pathologist and an Occupational Therapist to work with our teachers to support the speaking and listening skills of our students. The Speech Therapist helps students develop their conversation skills, ability to generate questions about a topic and their descriptive language both in conversation and during written work. The Occupational Therapist encourages students to develop important skills such as gross motor skills, fine motor skills, pencil grip and handwriting.

6. ENGLISH AND ADDITIONAL LANGUAGE OR DIALECT (EAL/D)

We have many students at our school who are learning English as a second language. To meet their needs we have specially trained EAL/D teachers. They work closely with the classroom teachers to develop teaching and learning programs appropriate for students learning English.

7. READING RECOVERY

Reading Recovery teachers are specialists in the area of reading. The Reading Recovery program supports individual Year 1 students.

8. TEACHER LIBRARIAN

The teacher librarian works with students at least once a week. The students are given opportunities to develop their research skills in an environment that fosters a love of literature. The students are encouraged to borrow books each week from the Library.

9. SCRIPTURE

Religious instruction is given for half an hour each week.

10. **PARENTS & CITIZENS ASSOCIATION (P&C)**

Parents and caregivers are invited to participate in the P&C at school. It provides you with an opportunity to meet with other members of the school community. The P&C is involved in supporting the education and social development of the children through various fundraising projects. All members of the P&C are volunteers and most are parents of children at our school.

HOME / SCHOOL COMMUNICATION

1. **NEWSLETTERS**

A newsletter is sent home to parents every second week. It contains reports on happenings throughout the school and advises of forthcoming events.

2. **REPORTING TO PARENTS**

Throughout the school, teachers use a process of continuous evaluation of individual student's progress. Based on this ongoing evaluation parents will be invited by their child's teacher to **an interview in the first and third term of the year to discuss their child's progress.**

Parents are encouraged to avail themselves of this opportunity to meet their child's teacher.

Parents are also invited to make an appointment for an interview at other times if they have any cause for concern about their child. **Written reports will be issued to all students in Term 2 and Term 4.**

In all reporting we treat each child as an individual and give a true picture of strengths and weaknesses in academic subjects, attitudes and social development. We encourage parents to advise us if they know of circumstances which affect their child's progress and/or behaviour at school.

3. **EXTENDED LEAVE FROM SCHOOL**

If your child will be away from school for more than five days an Extended Leave Form must be filled out and returned to the office. If during the extended leave the child is travelling overseas, copies of the airline tickets must also be provided.

4. **GENERAL INFORMATION FORM**

Each child in the school has an emergency form on file in the office. These forms contain details that are important to your child's welfare in an emergency. **We need to be advised of changes of address, phone numbers, (home and business), health concerns and emergency contact phone numbers, as soon as these changes occur.**

MONEY COLLECTING AND BANKING

1. MONEY

1. Student's should have some secure way to carry money and/or keys. We always request that children not leave money on desks, under desks or in schoolbags.
2. When sending money to school for a special purpose, please place the correct amount in a sealed envelope, along with any reply slip when necessary, and clearly label the envelope with your child's name, class, the amount of money enclosed and the purpose for which the money is intended.
3. Unless notified otherwise, all payments should be made through the school office.

2. REFUNDS

Where refunds are due to students, and this could be for a variety of reasons, they will be issued as soon as possible. This does sometimes take a number of days because money is not held at school.

3. STUDENT BANKING

All students are able to bank at school each week. The regular saving of a small amount of money each week is a useful habit for students to develop and it also helps the school.

Parent helpers process the students' deposits and transfer the funds electronically to the bank. Deposit books should be left at the office on Monday.

4. EXCURSIONS

1. From time to time teachers organise excursions for students to visit places of educational value. All excursions arranged must meet with the Principal's approval.
2. Also visiting exhibitions and performers are sometimes invited to the school as students will benefit educationally from these experiences. Students are encouraged to attend these events.
3. Parents are notified of any pending excursions or school visits and in those cases where a child is leaving the school on an excursion a signed permission note must be received at school before the child may attend.
4. Children must have a signed permission note prior to leaving the school grounds.

SCHOOL SPORT AND SWIMMING SCHEME

1. SCHOOL SPORT

Formal games commence in Year 3 with a strong emphasis on participation and positive sporting attitudes. A range of sports and fitness activities are offered for both summer and winter seasons.

Throughout the school year students will participate in a swimming carnival, cross country and athletics carnival. Students at the beginning of the school year will be placed in house groups. These are as follows:

1. Macquarie - Red
2. Flinders - Yellow
3. Bass - Blue
4. Phillip - Green

Students in Years 3-6 have sport on Friday and can participate in sports activities at school or be selected to play against other schools' teams in the PSSA competition. Students in Kindergarten, Year 1 and Year 2 participate in fitness and gross motor skills programs.

2. LEARN TO SWIM

Each year students in Years 2 to 6 who are poor swimmers are actively encouraged to take part in the "Learn to Swim" lessons conducted by the Department of Education and Communities. This usually takes place towards the end of Term 3.

MISCELLANEOUS

1. *HOMEWORK*

Students are encouraged to read each night. Teachers may send out weekly homework to supplement lessons completed in class. Invaluable community activities such as clubs, sport training, shopping and visiting relatives are encouraged as part of homework.

2. *HOME READING (A partnership between school and home)*

All students participate in the Home Reading Program. It allows teachers and parents to work together to develop skills in reading and a love of reading.

Students are encouraged to borrow a book from the Home Reading box which is carefully selected to suit each student's reading level. Beginner readers will read most of the text each night reading 5-10 minutes to their parents. Older students may read for longer periods and not change their home reader on a daily basis. The Home Reading Reward system encourages students to keep a record of the number of Home Readers that they have read. After the first 100 books they receive a white Reading Club 100 award. This award is presented during assembly.

3. *LIBRARY*

Every class has an opportunity to visit and borrow a book from the library for the enjoyment of reading. Library lessons develop student's research skills.

4. *SCHOOL PHOTOS*

Class, individual, and family photographs are taken annually by visiting school photographers.

5. *INTERNET*

All classrooms have internet and Wi-Fi access.

6. *OUT OF SCHOOL HOURS CARE*

Cumberland Council operates Guilford West Out of School Hours Service. For further information visit Councils website www.cumberland.nsw.gov.au or call the Centre Director on 8757 9077 / 0419 120 575

7. *LOCAL PRESCHOOLS*

The two preschools closest to Merrylands East Public School are:

- St Annes Anglican Preschool – St Anne Street Merrylands
- Advanced Early Learning Childcare Centre – 30 Walker Street Merrylands