

WINSTON HILLS PUBLIC SCHOOL



Information Book

2018

Welcome to Winston Hills Public School



Dear Parents/Caregivers,

Welcome to Winston Hills Public School.

As a school we are proud to reflect the family values and beliefs of the wider community. The staff at Winston Hills are committed to providing a challenging, supportive learning environment. Emphasis is placed on providing quality teaching and learning experiences across all areas of the school curriculum. We aim to promote the social, academic, physical and emotional development of our children in an environment that encourages and recognises “personal best” from all students.

We believe in building strong partnerships between school and home so that our students, your children, feel safe and happy at school. We look forward to working with parents to ensure that the children attending Winston Hills Public School are provided with a safe and happy environment in which they are able to realise their full potential.

This booklet contains information about the school which we hope will be helpful to you. Please keep it handy for future reference.

Mark Byrne
Principal

SCHOOL INFORMATION

PRINCIPAL	<i>Mr Mark Byrne</i>
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ADDRESS	<i>Winston Hills Public School Hillcrest Avenue Winston Hills 2153</i>
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CONTACTS	<i>Telephone: 9639 8518 or 9639 1931 Fax: 9686 3274 Email: winstonhil-p.school@det.nsw.edu.au Web Page: http://www.winstonhil-p.school.nsw.edu.au</i>
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HOURS	<i>School Hours: 9.00 am to 3.00 pm Office Hours: 8.15 am to 3.15 pm</i>
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ENTRANCES	<i>Hillcrest Avenue and Ixion Street</i>
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BUS STOP	<i>Hillcrest Avenue</i>
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BEFORE/ AFTER SCHOOL CARE	<i>YMCA – OSHC Coordinator: Suzie Ibrahim Phone: 0429 388 359</i>
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A → Z

GENERAL SCHOOL INFORMATION

Arriving Late or Leaving Early

If your child arrives late you must accompany them to the office before going to their class. An electronic *Late* slip will be completed by the office staff which includes details of their name, reason for being late and time of arrival. This *Late* slip is then given to the class teacher.

If you wish for your child to leave early, please visit the office and the office staff will issue you with an *Early Leavers* slip, before picking up your child. This *Early Leavers* slip is then given to the class teacher.

Attendance

Attendance at school is compulsory by state law. Children may only be absent for reasons such as illness. Parents are strongly urged not to send sick children to school. Appointments for doctors and dentists should be aimed to be made out of school hours if possible.

A written note is required for all absences, addressed to the class teacher, indicating the dates of the absence and the reason. Should your child be absent for more than 3 days a doctors certificate is required.

The Department of Education and Training requires parents to inform the school of periods of absence eg. holidays during school terms. If you are planning an extended holiday, you will need to complete an '***Application for Extended Leave - Travel***' form which is available at the office or on our website www.winstonhil-p.schools.nsw.edu.au. This form needs to be submitted well before your child's last day at school together with a copy of their itinerary or flight details.

Award System

As part of the Student Welfare program at Winston Hills Public School, the Merit Award system rewards the positive aspects of student's performance, application and behaviour. The system is supported by staff who issue merit certificates to students, both in class and at assemblies. These awards count towards cumulative totals.

Award Levels

10 Awards	Honour Certificate
20 Awards	Honour Certificate
30 Awards	Small Banner
40 Awards	Honour Certificate
50 Awards	Bronze Medal & Morning Tea with the Principal
60 Awards	Honour Certificate
70 Awards	Honour Certificate
80 Awards	Large Banner
90 Awards	Honour Certificate
100 Awards	Silver Medal & Morning Tea with the Principal
110 Awards	Honour Certificate
120 Awards	Honour Certificate
130 Awards	Small Banner
140 Awards	Honour Certificate
150 Awards	Gold Medal and Morning Tea with the Principal



Before and After School Care

The YMCA is a not-for-profit community based organisation committed to listening to and actively responding to the community's needs. Their Children's Services programs are designed to impart positive values and partnerships within the wider community. They provide a safe, nurturing environment where children can develop social skills, learn through play and build personal assets that assist them in becoming positive, healthy young people who reach their full potential.

Care is available Monday to Friday during school terms and also every school holidays including School Development Days.

Coordinator: Suzie Ibrahim Phone: 0429 388 359

Before School Care operates between 6.30am to 8.30am. The program delivers a fun and educational opportunity for all children which include programmed and spontaneous experiences. Nutritional breakfast choices are also available.

After School Care operates between 3.00pm to 6.00pm and also offers a wide range of different activities. Children can participate in a variety of experiences including arts, crafts, music, cooking and sports. With the support of our qualified, experienced and passionate educators, children have the opportunity to plan their own activities. In consultation with parents, educators can also supervise homework. Nutritional afternoon tea is included.

Vacation Care operates every school holidays between 7.00am to 6.00pm. The program includes themed day camps, incursions and excursions. Children enjoy a wide variety of experiences under the supervision of educators. Programs vary every school holidays and are based on children's and families ideas and suggestions.

Bicycle Safety Guidelines – Riding Bicycles to School

Students may ride bicycles to school and store them in the school's bike racks provided the student and parent/carer has completed the appropriate 'Bicycle Rider's Agreement' and parents/carers have completed a 'Bicycle Rider Permission Note'. Only students aged 10 years and older are permitted to ride their bikes to school unaccompanied by an adult. Students riding bikes to school must follow the school's Bicycle Safety Guidelines which clearly sets out bicycle management practices eg. entry gate, walking bikes through school grounds, bike licences, bike maintenance, the wearing of helmets etc.

Information packs are available from the office or may be downloaded from our school website at <http://www.winstonhil-p.schools.nsw.edu.au/our-school/rules-policies>

Birthday Treats

While birthdays are an exciting time that give our children an extra spring in their step for the day, unfortunately the tradition of sharing a birthday cake or treats at school has disappeared due to the ever increasing prevalence of food allergies.

Parents are advised that teachers will not be able to share any birthday treats as they may contain ingredients that some students cannot eat.

Book Club

Winston Hills Public School participates in Scholastic Book Club each year. Twice a term during the school year your child will receive a Book Club flyer with a different selection of books offered. You'll find award-winning books, as well as old and new favourites that span a wide range of children's reading levels and interests at very reasonable prices (some books cost as little as \$2).

Every order from Scholastic Book Club attracts reward points, which can be redeemed by the school to obtain free books for the Library, Reading Recovery Program and classrooms. Over the last year the school has received over \$5,000 in rewards which equates to lots of wonderful resources.

Ordering is easy - your child will bring home a brochure. If you wish to purchase any items, we encourage you to order online at www.scholastic.com.au/LOOP or download the iPhone and iPad app from the App Store or get it on Google Play for Android. All orders must be placed by the due date on the brochure. Reminders will be published in our school newsletter.

We look forward to you joining the many other families who support our school through this activity.

Canteen

Our school canteen is under the operation of 'Healthy Canteens Australia'. The canteen hours of trade are 8.30am to 2.00pm, Monday to Friday, offering breakfast, recess and lunch trade. Recess and lunch orders can be placed in person each morning prior to 9.00am directly at the canteen. Just simply write your order on a paper bag and insert the money. In the instance that you may need change, this will be taped to the lunch order bag for your child to bring home. Alternatively, you may choose to register your child with 'Flexischools' at flexischools@com.au with the canteens convenient cashless online ordering system. This is a fast and secure way to order and pay and very easy to set up.

The canteen has a broad range of everyday menu items, as well as some great value "Meal Deals" giving you the option to select a complete meal for your child, tailored to their tastes. Look out for the current canteen menu for further information. If your child orders ice blocks, noodles or similar items that will melt or spill in the lunch order basket, they will receive a special canteen stamp on their lunch order bag, and will be able to join the express line (with their lunch bag) to come and collect directly from the canteen at lunch time. If your child has particular dietary requirements, please ask the canteen for guidance, as they can prepare items that are diabetic friendly, gluten free, vegetarian and halal. It is the aim of the canteen to offer our students a menu that consists of nutritional, well prepared meals, using only quality ingredients. The canteen endeavours to offer each child a friendly and courteous service and the canteen staff are approachable at all times.

Child Protection

As a compulsory part of the Personal Development, Health and Physical Education curriculum, Child Protection Lessons are run every year for all students K-6.

The lessons help students to identify dangerous, uncomfortable and abusive situations and to develop their own strategies for minimising risk and seeking help.

The Child Protection Lessons have been developed by the Department of Education and they are an important priority for schools.

Children Arriving at School Early

The school's supervision starts from 8.30am. There are **no** adult staff available to ensure the safety of children in the playground prior to that time. We understand that many parents have commitments at work which require them to leave their children/child at school before 8.30am. However, there is a 'Before and After School Care' service which operates from 6.30am every school morning available within the school. Alternatively, you may be able to make arrangements with friends or neighbours for the supervision of your children. Some families in the school with working parents take turns to take each other's children to school.

Whatever arrangements you make, you need to understand that **you** remain legally responsible for your child prior to 8.30am when supervision begins.

Children Not Collected After School

The school's after school supervision responsibility ends at 3.00pm for children who are picked up, and 3.15pm when the last bus leaves.

We understand that many parents have work commitments which require them to collect their children after work. However, parents need to consider making provision for the children to be collected expediently after school. Whatever arrangements you make, you need to advise the school prior. If an emergency arises which results in your child being collected later than the usual time, you must notify the school immediately.

Communication

We have an "Open Door Policy" and encourage communication between parents and staff. It is important however, to make an appointment with staff, rather than just "turn up".

It helps when making the appointment that you indicate what you would like to discuss.

Custody of Children

The Principal should be fully informed of any custody matters relating to your children. Please remember the school cannot prevent access of a non-custodial parent unless we have a copy of the current court order preventing access. Relevant documentation regarding access and custody arrangements should be passed on to the Principal and school office. This will be treated in strict confidence. Please note the following important information from the Department regarding Family Law Court related issues in schools.

The Department of Education recognises that some families will be subject to family breakdown. In the absence of any notification to the contrary, it will be assumed that both parents retain a shared and equal parental responsibility for their children and have been involved in making any decisions regarding their children's education. This means that the school will recognise that each parent has equal duties, obligations, responsibilities and opportunities in relation to matters involving the school.

If any changes occur in your family relationships which have the potential to impact on the relationship between the school and your family, you are required to advise the school immediately. This includes providing copies of any court orders that may be obtained.

Emergency Contact Information

Parents are asked to fill out Emergency Contact Information for each of their children on their enrolment form. Information supplied is treated as confidential but is essential to ensure prompt contact can be made in emergency situations. If emergency contact information on the form changes during the year please contact the school office as prompt contact in an emergency is dependent on accurate information supplied by parents.

Emergency Procedures

The school has emergency procedures in place to address emergency situations. The procedures for evacuation and lockdown are displayed in each classroom. All students are made aware of these through participation in whole school drills.

Excursions

During the school year, classes go on excursions from the school to visit places or see things of educational value. On all occasions, a teacher will accompany the children and be responsible for their supervision and safety. Often parents are asked to accompany groups. Children must obey instructions from teachers and from assisting parents.

Notes detailing information concerning all proposed excursions will be sent home to parents. The written permission of the parent and payment is required before any child is allowed to participate in a school excursion. It is expected that students will attend organised excursions.

Extra Curricula Activities

Extra Curricula Activities

As children proceed through the school they are strongly encouraged to participate in extra curricula activities including public speaking, debating, band, choir, dance, the Student Representative Council and a wide variety of sporting and social activities. These groups can perform at school, regional and state levels. Activities are enthusiastically undertaken by staff and students bringing great credit to the school. Where there is a cost, payment will be required prior to the commencement of the activity.

Facebook

Facebook is a communication device for our school community. Winston Hills Public Schools official Facebook page can be found at: [https://www.facebook.com/winstonhillsp?ref=hl`](https://www.facebook.com/winstonhillsp?ref=hl)

Please be aware that although there is a Winston Hills Parents page on Facebook, it is not administered or endorsed by the school or the P&C. The best place to have issues addressed is directly with the school.

First Aid – Sick Students

Occasionally children become sick or have an accident at school and we place them in our Sick Bay. Worst cases are sent home where possible.

Parents are strongly urged not to send sick children to school. Basic first aid is administered for injuries suffered at school. Injured students must be picked up by parents so treatment can be arranged. In all cases where the injury is more than minor we make a special effort to contact parents or emergency contacts.

Two members of staff holds a First Aid Certificate and teachers complete basic First Aid courses.

Health

- Good health is vital to school progress. The importance of personal hygiene is regularly reinforced. Children are asked to ensure they always wash their hands after visiting the toilet and before eating. Parents are asked to provide their children with healthy food choices for recess and lunch and extra drinks particularly in hot weather.
- Our school participates in the 'Crunch & Sip' program. Each day at mid-morning all classes take a short break where the students may have a fresh fruit or vegetable snack brought from home and a drink of water.
- As a number of children in the school suffer from a severe allergy to NUTS parents are asked to help minimise the risk of a reaction by not including products such as peanut butter, Nutella and all types of nuts in their child's lunch box.
- At certain times there are outbreaks of common childhood diseases. To prevent the spread of infection, exclusion is necessary. Children may be excluded if suffering from contagious diseases such as: Chicken Pox, Mumps, Measles, German Measles, Impetigo, Conjunctivitis, Diarrhoea, Ringworm.
- Please contact the school if your child is suffering from one of these to confirm the number of days the child will be absent.

Learning and Support Team

The Learning and Support Team is a committee established to support students with special needs. The team is led by the Deputy Principal and the members include the Principal, Team Co-ordinators, School Counsellor, Learning and Support Teachers, English as an Additional Language Teacher and other teachers when appropriate. The team establishes guidance and support for class teachers so they can cater for students learning needs.

Library

Each class has a rostered lesson each week with a specialist Teacher Librarian. At lunchtime, the library is open for students to browse, quietly read or play board games. The library is computerised and students use computers, iPads and chrome books during their lessons to access information. To borrow from the library, students need to bring their library bags.

Lost Property

Parents and children are encouraged to find their own lost property. Lost property can be located near the living skills area. At certain intervals during the year all lost property is displayed in the playground for parents and children to try and locate any missing items. Any unclaimed clothing in good condition is washed and given to the second hand clothing stall. The money raised from the sale of items is donated to the school for educational purposes. Any items not in good repair are disposed of at the end of the term. To avoid your child's clothing ending up as lost property please have all items labelled clearly with your child's name and class.

Medication

On-going Medication

Policy statements from the NSW Department of Education outline procedures which must be followed when a child requires ongoing daily medication to be administered at school. The Department requires the school to maintain the following records:

- Detailed written advice from the student's medical practitioner
- A written request with a statement of the child's condition and requirements from the parent/guardian.
- A written statement from the parent/guardian granting information to be supplied and discussed by the staff.
- Forms are available at the school office or from the school website

Administering Prescribed Medication at School

Only prescribed medication will be administered at school. Most medication can be administered at home. This is the safest and most preferred method. When a medical practitioner has prescribed medication that must be administered during the school day, parents are responsible for:

- Bringing this need to the attention of the school
- Completing a written request
- Supplying the medication and any 'consumables' necessary for its administration. The medication must be supplied in the container/box/bottle in which it was dispensed by the chemist, clearly marked with the correct dosage. When medication is required daily, pills should be dispensed in a Webster pack.
- Collaborating with the school in working out arrangements for the supply and administration of the prescribed medication
- It is the child's responsibility to report to the office at the arranged time for administration of medication.
- NO CHILD IS PERMITTED TO HAVE MEDICATION IN HIS/HER POSSESSION (asthma puffers excluded).
- These procedures have been devised to protect everybody – should any parent wish this matter clarified, please contact the Principal.

Asthma Treatments

Students are allowed to keep their own asthma medication with them.

Health Care Plans

Parents will receive Medical Forms for their children that have medical issues eg: Anaphylaxis, Asthma. These forms will need to be completed and returned to the school along with Action Plans and their medications.

Money Matters

In keeping with the new financial system, we have introduced a new finance management software called School Bytes. This platform allows the school to email account reminders out to families using the email address recorded on our system. Account reminders are sent out three times per term.

Emails will contain a statement showing Outstanding Fees in the Balance column and any Fees In Advance (Credit). Parents/caregivers will be able to adjust their payment using the credit available. **Please note: Any overpayment will automatically be processed against any outstanding fees. If there are no outstanding fees, the payment will be processed as a credit if paid online, or change given if paying by cash. This will be reflected on your receipt or in the next emailed account reminder.**

Term accounts and permission notes are sent out a term ahead (eg during Term 1, Term 2 Fees will be sent out). This will be for various school activities which must be paid by the due date. Our new finance system does not allow us to accept late payments as venues and buses need to be paid for in advance. Unfortunately, if payments are not received by the due date, your child may not be included to participate in the activity. Please note that permission notes should also be sent to the teacher by the due date.

- **Term accounts include:** school/grade/stage based fees, excursions and school/grade activities
- **All extra-curricular activities are 'pay as you go':** that is, payment must be returned with the permission note, eg. Swimming scheme, dance groups, choir, PSSA teams, zone sport, UNSW competitions, support unit activities etc.

There are 2 methods for payment:

- **Online Payment:** the convenience of a link to the Westpac Online Payment portal is provided in the account reminder emails sent out to families, as well as instructions to guide families through the payment process. This is a secure payment page hosted by Westpac. Online payments need to be made **before 6pm** in order for the school to receive confirmation the next day. Please write the receipt number on the permission slip and return to the teacher by the due date.
- **Cash or Cheque:** Please ensure payments and permission notes are placed in a sealed envelope clearly marked with your child's full name, class and payment reason. All money and permission notes go directly to the class teacher by the due date.

If financial assistance or an extension of time is required, please do not hesitate to contact the Principal or School Administration Manager.

Newsletter – “The Winston Whisper”

Newsletter ‘The Winston Whisper’

The school’s newsletter, ‘The Winston Whisper’, is published fortnightly on a Tuesday and is a valuable part of our home/school communication. The newsletter includes important dates and information about activities and events at the school. ***Please always check the newsletter before phoning the school if you are unsure of events.***

The Newsletter can be downloaded via our ‘**Skoolbag**’ App. This is a great school to parent communication tool. We encourage all parents to download this App onto their phone or tablet.

We would prefer you to receiving the newsletter via the Skoolbag App as this has many advantages including:

- Reduced photocopying and paper costs to the school
- Supporting our environmental initiatives
- Saving in administration time
- Your child can’t forget or lose the newsletter
- Access to the newsletter if your child is absent from school

However, if you do not have access to the App or Internet, please complete the return slip on the note available at the office, requesting a hard copy of the newsletter each fortnight.

Skoolbag App

‘Skoolbag App’ is a school to parent communication tool for iPhones, iPads, android phones, android tablets and windows phones. It is a simple and convenient way to access Newsletters, Permission Notes and important information about our school; keeping you up to date with everything happening at the school. It can be downloaded from the App Store or Google Play.

To download our App, simply go to the App store on your phone or device and click on search and then type in “Winston Hills Primary School’ and install our App. Be sure to click yes/ok to receive push notifications so you can receive alerts. Once you download our App go to the ‘More’ button on the App and switch on to alerts relevant to your Child’s year group.

We encourage all parents to download this App onto their phone or tablet.



Parents and Citizens Association – P&C

The P&C meet in Weeks 4 & 8 of each term in the staffroom on Tuesdays at 7.30pm. All parents are welcome and encouraged to attend these meetings. The school has a very supportive and active P&C which coordinates a number of activities within the school. These include the uniform shop, fundraising, school band, school banking and book club. New volunteers are always welcome to assist in the running of these areas.

Our P&C President Sue Bryant can be contacted on 0402 623 391 or at whpspandc@gmail.com

Parent Volunteers

For safety and security reasons, all parents and volunteers who help in classrooms or other school activities are asked to sign the visitor's book at the office when they arrive, collect a Visitor's Badge and sign out when leaving.

The ***Working With Children Check*** is an important part of the Department's recruitment process to prevent unsuitable people from working with children in schools. The Department's commitment to ensuring the welfare of students is a paramount consideration when reviewing the suitability of employees. All employees, including volunteers, in Departmental workplaces who are performing work that primarily involves direct contact with children are required to complete a *Working With Children Check Declaration (Appendix 5)* and provide Proof of Identity. This includes parents who help in the classroom, and help at other activities, e.g. school sport, P&C discos etc. Forms are available from the school office. If you volunteer in any capacity in our school you will need to complete one of these forms.

Peer Support

A Peer Support Program operates within the school that provides the senior students with an opportunity to develop and refine their leadership skills. Each year our Year 6 students are trained as Peer Support Leaders. Once trained, the leaders take a small group of students from K-5 through a variety of activities which promote self esteem, co-operation and responsibility.

Religious Education

These classes are held every Thursday at the following times:

Years 5 & 6	9.30am – 10.00am
Years 3 & 4	10.00am – 10.30am
Years 1 & 2	10.30am – 11.00am

Religious education is provided for Combined Protestant, Roman Catholic, Greek Orthodox, Islamic and Ethics groups. A note is required for students to attend or change scripture class. Students not attending a religious education class will attend a non – scripture group.

Reporting

A thorough program of reporting student achievement to parents exists at the school. This reporting process uses a variety of assessment tasks and tools to collect information on student learning. It is as follows:

TERM 1	Early in the term, teachers conduct information sessions to explain classroom practices and expectations. At the end of Term 1 formal Parent/Teacher interviews are held to discuss student progress.
TERM 2	Formal written reports are sent home at the end of Term 2. These reports detail achievement and application in each of the Key Learning Areas and provide information on social and personal development.
TERM 4	A final report is issued at the end of Term 4 again reporting details of achievement and application in each of the Key Learning Areas and providing information on social and personal development.

School Counsellor

Our school has regular access to the expertise of a school counsellor who gives guidance to the students, parents and teachers. Our counsellor contributes information, understanding and advice on the learning and behaviour of students. This enables the teachers and parents to better meet the student's individual learning needs. Parental permission forms will be sent home before a student sees the counsellor.

School Chaplain

The School Chaplain assists in key areas of a student's wellbeing from peer and adult connectedness to school and community engagement. A Chaplain does not provide clinical or specialised care but rather pastoral care that shows a clear understanding and awareness of how to promote wellbeing.

School Rules

In 2012, Winston Hills Public School introduced our new school rules and our mascot 'Winnie the Wallaby'.

Our School Rules are:

- ✓ We are safe
- ✓ We are respectful
- ✓ We are responsible



All students are expected to follow the school rules in classrooms, the playground, representing the school and while travelling to and from the school. Students who follow our school rules can be rewarded with a 'Winnie Award' which is part of our House Point system.

All students are allocated a 'House' on enrolment. Our school houses are named after famous Australian sports people. They are:

- **Fraser** (blue)
- **Bradman** (green)
- **Clarke** (red)
- **Laver** (yellow)

School Times and Routines

Teachers commence early morning duty at 8.30am. Students are not permitted to be in the playground before this time for safety reasons.

The school day is organised as follows:

8.30am	Early morning duty (children arrive after this time)
9.00am	Music/Bell rings, students assemble for assembly in designated areas
11.00am	Recess
11.25am	Music/Bell rings, students go to the toilet, gather their belongings and move to the assembly area
1.00pm	Students eat their lunch with their teacher
1.10pm	Bell rings for Lunch Play Time
2.00pm	Music/Bell rings, students go to the toilet, gather their belongings and move to the assembly area
3.00pm	Bell rings for home

In the playground all students are to play where the ***teacher on duty*** can see them. K-2 play in the infants' area and sand pit, with 3-6 allocated grass and concrete playgrounds.

Students are encouraged to ***play safely***, with rough or dangerous play, bullying or teasing not being tolerated. Any such incidences are to be reported immediately to the teacher on duty. Yellow cards will be issued to students not following the school playground rules.

All students are required under the school sun safe policy to ***wear a school hat*** in the playground. Please ensure your child brings their school hat each day, otherwise students are only allowed to play in the shade.

The ***canteen*** is open for over the counter purchases at recess and lunch. K-2 may only go to the canteen at lunch and are able to order items for recess if required. All orders for recess or lunch must be at the canteen by 9.00am each morning.

The ***library*** is open during first half lunch for students if they wish to attend. This is a quiet area and students are expected to follow the library rules once inside.

A **passive play area** is available for students K-6 to play quieter games and structured activities in the old hall.

The **school entrances and exits** are as follows:

- Crossing Gate or Clinic Gate (on Hillcrest Avenue)
- The Back Gate (Ixion Street)

The Taxi Bay (on Junction Road) is only available as a drop off zone after 8.45am each morning, for students in the mainstream classes. For your children's safety they are asked to leave only through the gates mentioned above, not through the driveway gate or bus gate.

Students who catch the bus are to line up outside the Kindergarten rooms where a teacher is rostered onto bus duty. Opal Card is required by students taking the bus, and students are expected to behave in an acceptable way whilst on the bus. Any students misbehaving may have their bus pass taken away.

Any **students not picked up** at the end of the school day are instructed to report to the school office where parents will be contacted.

Student Activities

Sporting Activities

We are very proud of our school's outstanding tradition of sporting success and we pride ourselves on the interest, participation and performance of our students.

A comprehensive range of PSSA sports are offered during summer and winter for students in Years 3 - 6. Sport carnivals are conducted in:

- swimming
- athletics
- cross country

Students have the opportunity of competing at school, zone, area and state carnivals.

Gymnastics and dance programs operate year about within the school, where students from K-6 participate in a range of activities that develop skills appropriate to their stage of development. Both dance and gymnastics are a mandatory part of the NSW Personal Development, Health and Physical Education syllabus. Specialist teachers are paid to run these programs which are at the parent's expense.

Fitness activities are conducted throughout the year on a class/year basis. Activities include: health hustle, endurance run, circuit, team games and skills.

Swimming lessons are held for a two week period and usually involve Year 2 and Year 3 students. The program targets non swimmers or those not yet confident at swimming 25m.

Student Assistance Scheme

The NSW Department of Education has a Student Assistance Scheme designed to assist parents and students who are experiencing financial difficulties or who are unable to meet the cost of uniforms, excursions, text books. Any family interested in obtaining further information about support available from the school should contact the Principal or school office.

Student Representative Council

The Student Representative Council (SRC) is a student elected body that assists with decision making processes within the school. Students from Years 2-6 are elected by their class members to be a part of the SRC. The School Prefects and Captains form the executive of the SRC. The group meets regularly to discuss issues relating to the student body and plan fundraising activities. New SRC members are elected each year and a special induction ceremony is held each year for the new representatives.

Support Programs

Reading Recovery

Students experiencing difficulty with reading and writing after one year at school are assessed for inclusion in the Reading Recovery Program. This program provides one to one assistance from a specialist teacher on a daily basis. Students on the program receive individual instruction in both reading and writing skills until they are able to work effectively and successfully in their mainstream classroom.

Learning and Support Teacher

A support teacher is available for students needing assistance with general literacy and numeracy skills. Students to be included in this program are nominated by the classroom teacher. Students usually receive small group instruction in reading, sound work and number skills. This position is dependent on departmental funding and the needs within the school.

English as an Additional Language

A specialist teacher is provided for children whose first language is not English. Students receive language assistance in small groups.

Taxi Bay Rules

In order to provide a safe pick-up and drop-off zone for our students, parents are asked to take note of the following rules when using the Taxi Bay area.

- No students to be dropped off in the morning before 8.30am.
- **Only students from the Support Unit can be dropped off in the Taxi Bay between 8.30am - 8.45am.** Other students may be dropped off between 8.45am - 9.00am.
- A member of staff must be present before children are allowed to leave vehicles.
- Only students in the Support Unit may use the Taxi Bay in the afternoons.
- Due to ongoing issues with traffic congestion creating unsafe conditions, taxis transporting students from the Support Unit will leave the Taxi Bay at 2.50pm each afternoon.
- When walking through the Taxi Bay area **please stay on the footpath and do not walk across the driveway.**
- Parents need to stay in their cars in the Taxi Bay at all times. A staff member will walk your child to your car.
- All students must enter and exit cars on the kerb side only.
- When dropping off your child in the morning, please have their bag in the car so they can remove it themselves. If it is necessary to have bags or other belongings in the boot, staff will remove them. **Parents are to remain inside their cars at all times.**
- No overtaking other cars in the Taxi Bay unless directed to by staff.
- As with all of the school's routines and procedures, we seek to promote independence in children wherever possible. Therefore students are expected to open car doors and retrieve their belongings independently. If there is a child-proof lock on your car door, please indicate this to staff and they will open the door for your child.

Please note that the Taxi Bay area is not the time or place to have conversations with teachers or ask staff to pass on messages. If you need to discuss your child's progress, please contact their class teacher to make an appointment.

Uniform Shop

The school community has agreed to the wearing of full school uniform. We appreciate parents' support by ensuring their children wear the correct uniform.

- It is essential that all clothing is labelled with the student's name for easy identification.
- All uniform items are available at the school uniform shop.
- Our school supports the "No School Hat, No Play" Policy. Students without a school hat are required to sit in a shady spot during recess and lunch breaks.
- The Uniform Shop is located in the back of the old hall where the before and after school care is located.
- Opening Times:
 - Day : Every Thursday from 8.40am – 9.30am
 - Night : The first Thursday of each month from 6.00pm – 7.00pm

Voluntary Contribution Scheme

Voluntary Contribution Scheme

Funds raised through this contribution will be used to supplement educational resources and programs in our school.

The payment of the General School Contribution is a matter for decision by individual parents/caregivers and is entirely voluntary. Our school would welcome your contribution, as this will significantly enhance the resources made available to students.

WINSTON HILLS PUBLIC SCHOOL
Contacting the School - A Guide for Families

The following has been prepared as a guide for families when contacting the school. Please remember that with most inquiries your child's class teacher is your first port of call.

Questions about...	Action to be taken
My child's welfare, learning or stage activities	1st Please write a note to your child's teacher OR 2nd Please contact the office to organise an interview with the teacher
A school policy or practice	Please contact the office and the appropriate member of staff will respond
The actions of another child towards my child on school grounds	Please inform the class teacher OR the Deputy Principal if it's an urgent matter
The actions of another child towards my child while travelling to or from school	Please inform the Deputy Principal or Principal
The actions of a parent while on school grounds	Please inform the Deputy Principal or Principal
The actions of a member of staff (for feedback or clarification)	1st Please write a note to the teacher concerned or contact the office to organise an interview 2nd Organise an interview with the Assistant Principal responsible for the stage 3rd Contact the office to organise an interview with the Principal
Playground accidents	Please contact the Deputy Principal
Lost property	1st Ask your child to check the lost property box near the living skills area 2nd Check the lost property box yourself outside G Block 3rd Please write a note to your child's teacher
Sporting activities	1st Read the school newsletter and/or school calendar 2nd Please contact the office and the appropriate member of staff will respond
High schools	Please contact the Deputy Principal
Student Assistance Scheme	Please contact the office and speak to the Principal