

EAST HILLS PUBLIC SCHOOL

**Department of Education
Metropolitan South Region
Chipping Norton Schools**



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East Hills Public School Information Directory

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STAFF LIST 2020

Executive Staff

Principal	D Casey
Deputy Principal	R Domenici
Assistant Principals	H Miller P Sudlow L ten Kate

Administrative Staff

School Admin Manager	A Clarkson
School Admin Officer	B Holt
School Admin Officer	D Sutton
General Assistant	F Villari
School Learning Support Officers	J Hamilton Smith L Bucci L Horton M Marshall

Year	Class Name	Teaching Staff	Year	Support Classes Class Name	Teaching Staff
K	Bottlebrush (KB)	P Sudlow	K-3	Maple (K-3M)	H Miller
K	Rosemary (KR)	C Reeves	4/5	Eucalyptus (4/5E)	C Edwards
1	Kale (IK)	A Ko	5/6	Willow (5/6W)	M Wild
2	Frangipani (2F)	P Frantzoulis			
3/4	Hickory (3/4H)	G Harris			
3/4	Nasturtium (3/4N)	D Nguyen			
5/6	Jacaranda (5/6J)	L ten Kate			
5/6	Myrtle (5/6M)	L Murray			

Support Staff

DANCE/RFF	A Hickman
ESL/New Arrivals	
LST	M Ruppas
Library	T Shapter/J Lowe
Counsellor	J Ibrahim
Community Liaison Officer	S Booth

Absences

If your child is absent from school please send a note to the office on their first day back at school. If your child will be absent for more than 2 days please inform the school as soon as possible. If you are planning to take your child out of the school for an extended period (e.g. overseas holiday), please contact the school to request an application for certificate of exemption from attendance at school. This form is a requirement of the Department of Education) and **must** be completed prior to extended leave commencing. If at any time you feel you cannot inform the school in writing, please let us know by phone or in person the reason for your child's absence.

Be aware that the Department of Education prefers you to take family holidays during term breaks.

Late Arrivals

Students arriving at school after the 9.00am bell are required to go to the office to obtain a "Late Note". This note is given to their teacher. Late attendance must also be explained with an absentee note by the parent or carer. Late attendance without explanation will be marked as an unexplained absence.

Early Leavers

If you need to take your child out of the school during the day please call at the office first to obtain a permission slip. This ensures the child's safety and avoids disturbing the class routines. Please try to arrange medical and dental appointments outside of school hours.

Assessment and Reporting

Assessment in academic areas is a continuous process. Consideration is given to general class work, weekly exercises, stage tasks and student interviews. Observations are made of students' work habits and social development. Written reports are issued at the end of semester one and semester two. Family/teacher interviews are conducted following semester one reports. Students in years 3 and 5 sit for federal government NAPLAN Tests in the areas of literacy (reading, language and writing) and numeracy (number, space and measurement). These tests are administrated in Term 2 of each year.

Banking

The student banking day is Thursday. Students need to hand their bank books to the office on a Thursday morning for processing. Student banking is conducted through the Commonwealth Bank.

Bikes at School

Students from the age of 10 are permitted to ride their bicycles to and from school. Remember that all children are required by law to wear an approved safety helmet. Students are to walk their bikes in and out of the school. Students who do not comply with these requirements may have their parents contacted to arrange alternative transport.

Book Club

The school office runs the Scholastic Book Club and students can order books each term through this club. Order forms are sent home with the students.

Book Fair

This is usually once per year. The children may peruse books sent to the school and may order or purchase if required.

Bus Travel and/or Train Travel

New students, who are eligible, must apply online for an Opal pass application. All students in Kindergarten, year 1 and year 2 are entitled to free travel to and from school. Students from year 3 to year 6 are eligible if they live outside a predetermined boundary (contact Transport NSW). Students need only complete one application online for train and/or bus travel. Students are now given an Opal card for travel to and from school.

Bus and train passes are automatically renewed the beginning of each year.

The code of conduct is given to the students when they apply for an Opal pass. All students must travel with their pass.

Communication

Regular and open communication between home and school is an essential part of effective schooling. Formal communication occurs through the operation of the Parents & Citizens Association, publication of the fortnightly newsletter, school's website, the Skoolbag application and through interviews set up between members of the teaching staff and parents.

Smaller issues of concern or daily arrangements can be conveyed on an informal basis by a telephone call, letter or speaking with a staff member.

If you have a matter to discuss with your child's teacher, it will be necessary to make an appointment with the teacher at a time that is mutually convenient and outside regular teaching times. Appointments can also be made with the school principal, if you wish to discuss any matter, please call the school office.

Community Liaison Officer

East Hills Public School has a Community Liaison officer employed one and half days per week. The role of the CLO is to focus on community outreach and to engage with the community– the parents, carers and families of the school community. The CLO is situated within the Cubbyhouse room in the building next to the main office. Please contact the office if you would to talk to the CLO.

Contact Information

From time to time our teachers or office staff may need to contact parents and or carers, it is for this reason that accurate contact information is provided and kept up to date. Parents and carers are asked to complete a Student Details form at the beginning of each year to ensure we have the most current information on record. We also ask parents and carers to advise us immediately should any of their contact details change.

Custody

The school needs to be advised in writing of any special custody arrangements concerning students. If a divorce has occurred, a family is split or one parent is denied access to a child, then this type of information needs to be passed on to the school and it will be treated in strict confidence. Should custody arrangements change it is essential that we be advised as soon as possible. The school must have copies of the relevant papers if we are to act on custodial requests.

Curriculum

There is an emphasis on the total education of each individual student in the six Key Learning Areas:

- English
- Mathematics
- Science and Technology
- Human Society and its Environment/History/Geography
- Creative Arts
- Personal Development, Health and Physical Education

In addition the following programs are offered:

- Environmental education
- Guided reading program
- Internet and computer education program
- UNSW competitions
- Public speaking
- A positive student welfare program
- Excursion program. Including camps
- 11 week transition to kindergarten program
- In school sports programs
- K-6 sporting carnivals
- Dance groups
- PSSA (inter-school sporting competition)

Dogs

Dogs, with the exception of guide dogs, are not allowed in the school grounds, even on a leash, as per council regulations. These regulations, and others, appear on dog registration forms.

East Hills Eats

East Hills Eats is our free school initiative to promote happy, healthy and engaged students. Breakfast is provided every Monday, Wednesday and Friday mornings before school. Lunch foods (for example, salads, sandwiches and fruits) are provided every Tuesday and Thursday during breaks 1 and 2 for the school community.

Excursions

Students will participate in excursions to support classroom activities. The school will inform parents/carers of the full details of any excursion in writing. Parents/ carers are required to sign consent forms before their child is able to attend an excursion. Excursion fees must be paid by the specified date.

Head Lice

If your child has head lice you will be contacted. Your child's hair must be cleaned using special shampoo available from any chemist and it is highly advisable to wash all bed linen, combs etc. Please check your child's hair thoroughly for lice or eggs before returning to school. A class where a student has head lice will receive a note from the school.

Immunisation

The Public Health (Amendment) Act 1992 requires that from 1994 parents/carers provide the school with an **Immunisation Certificate** when a child is enrolled in Kindergarten. Once your child is immunised, the Health Insurance Commission will issue you a certificate from the Australian Childhood Immunisation Register. This original certificate is to be submitted with your child's enrolment form.

If you choose not to have your child immunised, you will receive a Certificate. Your child can still be enrolled in school. However, in the case of an infectious disease, e.g. measles or whooping cough, you will be required to keep your child/children at home during the outbreak.

Integration Funding

Students with special physical and/or intellectual needs may receive additional support at school through the Department of Education disabilities program. This additional funding may be used to employ personnel (School Learning Support Officers) or purchase resources to help implement special programs for the students. Strict guidelines are applied to this program.

Library

Students use the library each week during library lessons or as part of class programs. The students are encouraged to borrow a book from the library to enjoy for home reading. Students are required to bring a library bag on their library day. Library bags with a printed school crest may be purchased from our school office.

Lost Property

We stress to parents and carers the importance of having all property clearly marked with the child's name. Parents or carers are able to check for lost property in the lost property box located in the building down from the administration block or may ask the classroom teacher.

Medication

The school must be informed when students bring medicines to school. Permission from parents or carers is required before the school staff can administer medication to students. No short-term medication (e.g. cough medicines, antibiotics, drops etc) will be administered at school. Conditions which require regular medication (e.g. attention deficit disorder) may have that medication administered where specific guidelines have been provided by a doctor. A note stating the time, dosage and what the medication is for, must accompany any medication being sent to school. If your child has an allergy, then a specific allergy form must be completed, so that all staff members are aware of the condition. Except for asthma inhalers, under no circumstances must a child have medication in their bag. This includes Panadol and/or aspirin.

Anaphylaxis

- In the case of Anaphylaxis parents/carers are required to provide an action plan completed by your child's doctor which relates specifically to the allergy.

Allergies

- In the case of severe Allergies parents/carers are required to provide an action plan completed by your child's doctor which relates specifically to the allergy.

Asthma

- In the case of severe Asthma parents/carers are required to provide an action plan completed by your child's doctor or specialist.

Money Collection

All payments for excursions, performances, school contribution etc are made through the office or online using your credit card, via our school website. Please send all money, or permission notes stating a receipt number, if paid on line, to school in an envelope clearly marked with your child's name and class, the amount enclosed and what it is for. Please bring money and/or note to the office in the morning before going to class.

Please note that we do not have the facilities to accept card payments over the counter at the office and it is preferred that the correct money be provided when paying cash.

Multi Age Classes

A multi age class, often called a composite class, is one in which there are students whose ages range over a number of years. At East Hills Public School these classes may consist of more than one grade. This enables teachers to work cooperatively to ensure the best possible opportunities for each individual student.

The benefits for students in these classes are:

- students accept greater responsibility for their own learning which assists with independence
- students are more actively involved in their own learning
- there is greater opportunity for each student to progress at an appropriate rate
- students learn to take risks after realising, in the group situation, that it is acceptable to make mistakes
- students have a wider choice of role models
- student's self-esteem is enhanced through support given to less able students
- tolerance for, and understanding of, differences is fostered

OOSH

Cubby House Childcare is our on-site before and after school care provider. Before and after school care is held from 7am - 9am and 3pm – 6pm.

If you are required to drop off your child/children before 8.30am or collect after 3.00pm please visit www.cubbycc.com.au or phone 1300 553 583 for more information and registration.

P & C Association

The P&C brings parents, students and teachers into close co-operation and is committed to fostering parent-teacher partnerships. The P&C assists the school in holding information sessions about relevant issues to help you support your child's education and welfare.

Through fundraising the P&C contributes money that goes directly to supporting students and classroom programs.

The P&C meets twice per term in the Cubbyhouse room. Everyone is welcome! Times and dates of meetings will be published in the school newsletter.

Photographs

Each year professional photographers visit the school to take class, individual and family photographs. Parents are notified before they are taken and a prepaid system operates.

Parents and carers are required to give Permission to Publish when completing their student's enrolment form, to publish school photos with student names attached. From time to time students will have work or photos published into the school newsletter or on the school's website. Should parents and carers change their decision regarding Permission to Publish the school office needs to be advised in writing as soon as possible.

Playgrounds

Our school playground offers a variety of sporting activities such as basketball and netball courts, large playground area for soccer and football games and several handball courts. We have climbing equipment for both infants and primary students. East Hills Public School is fortunate to have gate access to Smith Park which the school uses for its annual Athletics Carnival.

The covered outdoor learning area (COLA) is a covered space which all students are able to access during recess and lunch breaks. The COLA is also used in times of wet weather and for social skills activities.

The school grounds are well maintained with beautiful native and exotic plants which attract a variety of wildlife to our school.

Program Fees

East Hills Public School continues introducing new programs into the classrooms each year. As these programs are costly, a resources fee per child is a compulsory payment. This assists in covering student's mathematics subscription, ABC Reading Eggs literacy program, and further purchases of technological equipment.

The fee is \$40.00 per child and is required to be paid within the first term of each year.

Religious Instruction

Religious instruction classes operate each Tuesday between 2.15pm and 2.45pm. Classes are provided for Protestant, Catholic and Islamic groups. Parents are asked to indicate the group their children should attend or if they wish for their child to attend non-Scripture.

Safety

We ask that parents observe the road signs outside school and refrain from dropping off and picking up students in the bus zones. Parents may be fined by police or council rangers if these rules are not complied with.

Children are not to play inside the school grounds outside of school hours.

School Hours

- School is open from 8.30am – 3.00pm and supervision is provided between these times.
- Children **should not** be at school before 8.30am.
- Children are to stay in the playground once they arrive at school.
- Children are not allowed to leave the school grounds without permission.
- Morning lessons commence at **9.00am**. All children should be ready to line up at this time.
- Children should be collected promptly at **3.00pm** each day.
- Please inform the school in plenty of time if you will be late to collect your child.

Bell Times

Morning Play	8.30am – 9.00am
Morning Lessons	9.00am – 11.00am
Break 1	11.00am – 11.40am
Middle Session	11.40am – 1.40pm
Break 2	1.40pm – 2.15pm (first ten minutes is eating time with class)
Afternoon session	2.15pm – 3.00pm
Dismissal	3.00pm

School Rules

School rules are designed to ensure a safe and friendly environment for all students. They are part of the schools' Student Welfare Policy and should be adhered to by all students. There are consequences when rules are broken and rewards when rules are kept. The school encourages safety, courtesy and respect at all times.

The school rules are:

1. Be Responsible.
2. Be Respectful.
3. Be an active learner.

Parents are encouraged to contact class teachers or the Assistant Principals if they have any concerns regarding school procedures or playground behaviour matters.

The EHPS Student Welfare Policy sets out the acceptable list of school behaviours as well as the way in which the school will manage any unacceptable behaviour and reward positive behaviour.

School Song

Where our school stands today
Once the camp fires glowed
And elders told stories of old
And corroboree songs drifted into the night
As the river swept by their proud clans.

Now as children of families from all round the world
Many to East Hills did arrive
We all share, we play fair, we are true dinki-di
As we honour the flags that we fly.

We're all kind, caring, proud and tolerant all round
We work, play and strive all the day
To be best we can be in all and every way
In our school that we share through the years.

We remember our school all the days of our lives
East Hills is the best primary
It prepared us all well for the future to be
Fine and proud citizens that all shine.

Sick Children

When students become sick at school, they either recover quickly after a short rest in Sick Bay or parents or carers are contacted and requested to collect the child from school. It is for this reason that accurate emergency contact numbers are important.

If your child contracts one of the many contagious childhood diseases the school must be notified immediately and a clearance certificate from a doctor must be presented before the student recommences school.

If your child is sick, the best place for them is at home with your personal attention.

Students sent to sick bay will have a note sent home outlining what treatment they received.

Smoke Free Zone

All school premises are totally non-smoking areas as designated by government legislation. This means that no one is to smoke on the school grounds or within 4 metres of our pedestrian entrances or exits. Please refer to signage near our school gates.

Sport Houses

Students are placed in a sporting house when they enrol at EHPS. If your child has an older brother or sister they will be automatically placed in the same house. The houses are:

Flinders	red
Bass	yellow
Banks	blue
Cook	green

Students will participate in a swimming carnival in term four for the following year due to pool availability, a cross country carnival and an athletics carnival are held in term one.

Support Staff

English as an Additional Language or Dialect (EAL/D)

EAL/D programs and a specialist ESL teacher are provided at East Hills Public School to support the English language development of students whose first language is not English.

Learning Support

The school's learning support team meets several times per term to review the progress of students who have funding support for identified learning or social difficulties. The learning support team is made up of a teacher, the principal, school counsellor, teacher's aide and learning support teacher. Students identified with learning difficulties, (their class teachers and parents) are assisted by a learning and support teacher in consultation with their class teachers and parents/carers. The teacher provides support for students who are experiencing difficulty (in literacy and/or numeracy) in areas such as academic, social and behaviour.

School Counsellor

All students at East Hills Public School have access to a school counsellor. The school counsellor provides assistance to students experiencing emotional, psychological, social and learning problems. In supporting students, the school counsellor will communicate with and provide advice to parents and teachers. Parents can access the school counsellor program by telephoning the school.

Uniform

East Hills Public School is a uniform school. The school community has developed a dress code and expects that all children will wear school uniform daily.

Uniforms are available locally from:

“MUE @ Panania Uniforms and Embroidery”
34 Anderson Avenue, Panania Phone: 9771 0825.

School caps, hats, beanies & sports shirts (**ONLY**) are available from the school. Please contact our school office for more details. These are cash only purchase as they are sold on behalf of the P&C.

CHILDREN WEAR SCHOOL HATS ALL YEAR - NO HAT – PLAY IN THE SHADE

GIRLS:	Summer	School dress
		White socks, black shoes
		Plain maroon jacket, sloppy joe or jumper
	Winter	Maroon broad-brimmed school hat or school cap
		School tracksuit or plain maroon tracksuits or maroon pants
		Blue polo shirt
BOYS:	Summer	Maroon jacket, sloppy joe or plain jumper
		Maroon broad-brimmed school hat or school cap
		Maroon school beanie
	Winter	Grey shorts
		Blue polo shirt
		Grey socks, black shoes
SPORTS UNIFORM:	Summer	Plain maroon jacket, sloppy joe or jumper
		Maroon broad-brimmed school hat or school cap
		Maroon school beanie
	Winter	Long grey trousers
		Blue polo shirt
		Maroon sloppy joe, jacket or plain jumper
		School tracksuit or plain maroon tracksuit
		Maroon broad-brimmed school hat or school cap
		Maroon school beanie
		Maroon shorts or maroon skirt {for girls}
		EHPS sports shirt (available from the school only) \$38.50
		White socks and sport shoes
		Maroon broad-brimmed school hat or school cap \$13/\$10

PLEASE ENSURE THAT ALL CLOTHING IS CLEARLY LABELLED

Voluntary Contribution

Each year, the amount of voluntary contributions is set within the guidelines provided by the NSW Government. In 2019 the amounts will be:

- \$40 for one student
- \$60 two students or more in the one family

The money from voluntary contributions will be spent to support the classroom learning programs.

Walking in the Community

As part of our learning programs, from time to time students in our school will be walking in the East Hills community. Students will be accompanied by a teacher.

Parents and carers are asked to sign a Permission form, at the beginning of each year, to give permission to allow their child to participate.

Department of Education

The NSW Department of Education is responsible for the running of primary schools, secondary schools and TAFE colleges in New South Wales. The DoE has an excellent web site with lots of information for parents. The web address is www.det.nsw.edu.au. East Hills Public School is part of the Chipping Norton Network.