

Orchard Hills Public School



Information Booklet 2020



WELCOME TO ORCHARD HILLS PUBLIC SCHOOL

At Orchard Hills Public School, our students learn in a stimulating and challenging environment that allows each child to reach their full potential.

Our students prosper in a safe environment that develops *safe, respectful, learners*. We have a proactive and supportive welfare program with a focus on social skills, decision making and citizenship. Our parent community is encouraged to participate in school activities and to have valued input into their child's education.

- We provide educational programs that meet student needs, with a strong focus on literacy and numeracy.
- Our students are immersed in technology skill development through the use of interactive whiteboards and well-resourced computer facilities, which include iPads for engaged learning and laptops to assist with the integration of technological skills. Students actively engage in technology programs that develop strong, safe and responsible online behaviours at an early age.
- Our playground is equipped with a basketball court, purpose built play equipment, and supported by an abundance of sporting equipment that is made available daily for students to utilise.
- Opportunities are provided for students to be a part of our dance, choir, debating and public speaking programs.

We welcome new enrolments and invite you to contact us and organise a tour of Orchard Hills Public School.

SCHOOL VISION STATEMENT

At Orchard Hills Public School, we are committed to providing quality learning in an environment that is safe, caring and inclusive. Our core expectations are that our students will strive to be safe, respectful participants in learning.

Together we will provide a quality 21st century education whilst developing confident and creative individuals who strive to achieve their personal best.

We endeavour to facilitate opportunities for students to engage in critical thinking and a variety of technologies to assist them in becoming informed, discerning learners, capable of making sound judgements.

We are inclusive of the whole school community and value the input of all stakeholders. We hold the belief that partnerships between school, parents and the community is vital to successful learning.

Our dedicated teaching team will lead all students to take ownership of their learning to become active, independent citizens engaging in learning as a life long journey.

Address / Postal Address:

Orchard Hills Public School
79-101 Kingswood Road
ORCHARD HILLS NSW 2748

Phone: 02 4736 1108

Email: orchardhil-p.school@det.nsw.edu.au
Website : www.orchardhil-p.schools.nsw.edu.au

School Times:
9:00am – 3:00pm

Office Times:
8:30am – 3:30pm

TERM DATES FOR 2019

❖ **Term 1**

Wednesday 29 January 2020 To Thursday 9 April 2020

❖ **Term 2**

Tuesday 28 April 2020 to Friday 3 July 2020

❖ **Term 3**

Tuesday 21 July 2020 to Friday 25 September 2020

❖ **Term 4**

Monday 12 October 2020 to Wednesday 16 December 2020

SCHOOL ORGANISATION

9.00 am – 10.50am Morning classes

10.50 – 11.30am Break 1 (Lunch)

11.30am – 1.30pm Middle session classes

1.30pm – 2.00pm Break 2 (Afternoon Tea)

2.00pm – 3.00pm Afternoon classes

- ❖ All classes commence at 9am and conclude at 3pm.
- ❖ Students should not be at school before 8.30am or after 3pm each day as there is no supervision provided.

ATTENDANCE

Attendance is compulsory for all children between the ages of 6 and 17 years or once they have been officially enrolled. It is a requirement of the Department of Education that all absences for illness or changes to family routine be explained by way of a note to the class teacher by the parent/caregiver on the day the student resumes school. The date/s of the absence/s and the reason/s must be included in this written note. The note must be dated and signed by the parent/caregiver. Parents can also notify the school of any absences using the Skoolbag app.

Late arrivals or early departures are termed partial absences and also require explanation. Notes for late arrivals should be obtained from the School Office before the student enters the classroom. If a parent/caregiver wishes to remove a student early from class, a signed departure note must be given to the class teacher stating the reason and time for the early departure. When collecting your child please visit the School Office first where you will be required to sign a release note.

Students are not permitted to leave the school grounds at any time unless a note is provided by the parent/caregiver and the student is accompanied by an adult.

The Home School Liaison Officer (HSLO) is contacted to assist with any problems that may occur with regular attendance.

ENROLMENT REQUIREMENTS

Enquiries regarding enrolment may be made at any time through our school office.

All students enrolling must provide proof of birth date and place of residence. It is a legal requirement that the school sight either a current passport or a full birth certificate noting the child's full name and date of birth. Proof of residence can be provided by way of original copies of a council rates notice, residential lease, electricity accounts or statutory declaration. A copy of the child's immunisation certificate from Medicare must also be provided.

Children with special needs may require additional support. To ensure that our school has the resources available to meet those needs please inform us of your child's needs at enrolment.

KINDERGARTEN ENROLMENTS

All children who are turning 5 years of age before 31 July of the year they start school are eligible to enrol.

Enrolments for Kindergarten are accepted from the beginning of Term 2 in the year preceding that in which the child is due to start school. An Application for Enrolment form must be completed and is available from the School Office.

Kindergarten Orientation is held in Term 4. Children are invited to 4 orientation sessions. These sessions assist the children in becoming familiar with the school

environment and routines, and they give our teachers an opportunity to observe the students in the school setting. Parents and caregivers will be invited to attend an Information Evening at the end of this program.

IMMUNISATION

It is the policy of the Department of Education and Training to request an Immunisation Certificate for each child starting Kindergarten. These are issued by the doctor/nurse following the five year old booster. If a child does not present an Immunisation Certificate upon enrolment he/she may be excluded from school should any incidence of an illness covered by immunisation occur at the school.

NON-LOCAL ENROLMENTS

Schools may accept some non-local enrolments. Non-local enrolment application forms may be obtained from our school office. All non-local enrolment enquiries should be made directly to the Principal. Non-local enrolment applications are considered with regard to the **Enrolment Policy set by the Department of Education**.

UPDATING STUDENT INFORMATION

In order that we are able to contact the parent quickly in the event of illness or accident we ask that the school is notified as soon as there is a change in circumstances. These changes include address, phone numbers and custody issues.

Notification of any changes must be sent to the school in the form of a written advice.

CURRICULUM

In our classrooms at Orchard Hills, care and strong classroom practices are embedded into the classroom learning. Students are assisted to achieve the highest possible standards in a secure and caring environment.

Orchard Hills offers a balanced education for the whole person; emotionally, socially, physically and intellectually. Our range of curriculum areas allow each individual every opportunity to lay solid foundations for their future and to reach their individual potential.

For most children, Kindergarten is the beginning of their first planned program, which focuses on the interests and unique educational needs of young children.

Early instruction is outcomes based and develops each student's knowledge, attitudes and values across all Key Learning Areas, as determined by National Education Standards Authority.

- **English:** Interesting activities based on a central theme or text will include experiences in reading, writing, speaking and listening. We encourage parents to take an interest in reading and writing, by editing rough drafts or encouraging students to borrow regularly from the school and Penrith libraries.
- **Mathematics:** Topics which will be covered are incorporated in Number, Space and Geometry, Working Mathematically, Patterns and Algebra and Data and Measurement.
- **Science and Technology:** Students will explore the natural and technical realms of the world we live in. They will experience designing, modelling and adjusting designs to make working models to suit the topic they are studying.

- **History and Geography:** Studies incorporated vary from the local community to Australian resources and our trading neighbours. Students will be exposed to information and fact gathering exercises and will learn about people, societies, cultures and environments.
- **Physical Education/Health/Personal Development (PE/H/PD):** Students will develop skills in a number of activities. Through participation in these programs students enjoy themselves, interact with other students, attempt to improve on their personal best and become aware of healthy mind and body practices.
- **Creative Arts:** This course concentrates on students making art work, listening to and performing musical items and dramatic expression. Development of practical skills receives equal emphasis with creativity and originality of approach.

Library

The school library has a range of resources, and students are encouraged to borrow books for both recreation and research. In order to borrow resources, students will require a cloth bag to protect books during transportation. Replacement of lost or damaged books will be at the cost of the parent.

Library lessons are conducted once a week by our Teacher/Librarian. As part of library lessons, students from Kindergarten to Year 6 are encouraged to participate in the Premier's Reading Challenge.

Learning Support

The Learning Assistance Support Teacher (LaST) runs programs within the school and closely monitors students and learning programs, in conjunction with the school Principal and classroom teachers.

School Counsellor

The School Counsellor visits the school on a fortnightly basis. The counsellor's role is to assist staff in assessing student's particular needs and/or helping to compile special educational or behavioural programs for students. The Counsellor is an experienced teacher with special training in child psychology and development.

Referrals to the Counsellor usually come from the teacher; however parents may approach the Principal for a referral if you have any concerns. No assessment will be carried out without the permission of the parent/caregiver.

Following assessment, the Counsellor will advise parents of the outcome and follow-up programs.

Sport

- ❖ Students are encouraged to be active participants in a variety of sporting activities. Sportsmanship and fair play are expected.
- ❖ Students are also encouraged to actively participate in annual events such as Cross Country, Athletics Carnival and weekly PE (Physical Education) lessons.
- ❖ Students may be chosen to represent at a Zone, Regional or State level.
- ❖ During Term 3, all students (K-6) have the opportunity to participate in a 2-week Swim School Program.

School Sport Houses

There are two houses:

Frogmore - Red

York - Blue

Students are allocated a house on enrolment and siblings are always placed in the same sports house.

Homework

At Orchard Hills Public School, it is expected that students complete homework on a regular basis. All students from Kindergarten to Year 6 will receive homework and will complete a range of weekly activities.

Homework is a means of:

- ❖ strengthening home-school links
- ❖ reaffirming the role of parents and caregivers as partners in education
- ❖ allowing for practising, extending and consolidating work done in class
- ❖ providing training for students in planning and organising time
- ❖ developing the ability to effectively organise and use time; and
- ❖ Practising and consolidating skills and understanding.
- ❖ Providing parents and caregivers with insights into what is being taught in the classroom and the progress of their children.

Please feel free to contact your child's teacher with any specific information you require to further assist you with your child's homework.

INTERVIEWS / REPORTS

Reporting To Parents

Parents will receive a written report twice a year. Interviews are available at various times throughout the year. Interviews can be at either the request of the class teacher or parent. During Education Week we have open classrooms where you are invited to share your child's learning with them in their classroom.

Parents are always welcome to arrange interviews with staff members. If you wish to discuss any concerns with the classroom teacher we ask that an appointment be made at a mutually convenient time through the School Office.

Parents are invited to attend Parent/Teacher interviews held during the year. This time provides a valuable opportunity for both teachers and parents to share information. A written report on your child's academic progress is sent home twice a year. If you have any concerns regarding your child's progress please do not hesitate to make an appointment to see your child's teacher.

STUDENT ENGAGEMENT & WELFARE

Our school has Student Welfare Guidelines which provides for and promotes a caring and supportive environment for students, teachers and support staff.

The Wellbeing Guidelines at Orchard Hills Public School endeavour to ensure the provisions of a safe, respectful learning environment for students, parents and staff and equity for all children to address their needs.

Our Student Wellbeing Guidelines are available to read or download via our school website. It includes procedures for classroom management as well as outlining our rewards for achievement in the school.

Special Religious Education

Scripture lessons are held every Thursday. If you do not wish your child to participate please notify the school in writing. Students not attending scripture are supervised and provided with activities during scripture time.

Money Collection

Please place all payments in a sealed envelope, labelled with the child's name, amount enclosed and purpose of payment and place in PIP (paying in point) in the office.

Any reply or permission note should also be included. Please endeavour to place the correct amount of money in the envelope.

The school also has an online payment option via our School website; click on the **Make a Payment** tab at the top of the home page.

Excursions

Excursions have important educational and social benefits. Visiting performances and age appropriate excursions are planned throughout the year. Students **are not permitted** to attend excursions unless payment and a signed permission note are received from the parent/carer by the due date.

In order to keep costs to a minimum, parent assistance in transporting students is sometimes required. Should you be able to assist with transportation, it is the Department's policy that a copy of a current Comprehensive Insurance Policy is provided to the school and a copy of your driver's license.

TRAVELLING TO AND FROM SCHOOL

School Bus Services

Busways operates a bus service for students attending Orchard Hills Public School and details of this service can be obtained from the Busways Office. Opal card applications are completed online.

Students who travel by public transport must be aware of, and agree to abide by the Code of Conduct as set by the Department of Transport and the behavioural expectations of the school.

Private Vehicle

Please park in the church grounds to drop off and collect your child, with the bonnet of the car pointing to the centre (reverse park). **Please escort your child safely into the school grounds and collect them from inside the school gates in the afternoon. Students are not permitted to play in the car park after school and must remain with parents once leaving the school grounds.**

STUDENT HEALTH

Illness or Accident

If a child becomes ill at school or suffers an injury of significance, the school will make every attempt to contact you or one of the people you have nominated as your emergency contact person. If contact with you or your emergency contact is not possible, the child will be made comfortable at school. In the case of illness or accident where the matter is urgent the school will seek medical assistance.

It is important that the school is notified of any changes to contact numbers or emergency contacts.



Infectious and Contagious Diseases

Certain common illnesses and conditions spread rapidly among children. We ask that the school be advised immediately of any infectious disease as soon as it is diagnosed.

If a child contracts any of the communicable diseases and the parent is unsure of how long the child should remain absent from school, the Department of Health or the local doctor should be contacted.

Medication at School

It is advisable to keep your child at home when he or she is sick and in need of medication. A small number of children may need to regularly take medication at school or have medication on hand for a specific condition. Based on Departmental requirements, the following arrangements apply –

If medication is required, please take it to the office together with a permission note for dispensation of medication, detailing the time and dosage. You will also be required to sign a Deed of Indemnity and Authority to Dispense Medication. All medication needs to be in Webster Pack for the dispensation of any medication.

Students are not permitted to keep any form of medication in their bags at any time.

If your child has a long term illness which requires supervision or medication, please discuss your requirements with the Principal and class teacher.

Asthma

If your child is an asthmatic and has medication, please discuss your child's individual management plan with the Principal and arrange for an emergency 'puffer' to be left at the office.

Health and Fitness

Every day at 12:30pm students are encouraged to eat a snack of fresh fruit or vegetables. Friday mornings at 8:30am the fitness teacher holds a special morning fitness class before school. A fresh fruit snack is provided after the fitness class.

COMMUNICATION

Orchard Hills Public School recognises and values the integral role parents and families play as partners in their children's education. Parent communication and involvement strengthens and supports our children's learning.

To discuss your child's progress, parents can speak with the class teacher informally or request an interview. The best time to speak to teachers is in the afternoon as before school is teacher preparation time. The principal or class teacher will contact parents if they have any concerns regarding the academic progress or inappropriate behaviour of individual students.

School Office

If you have any questions at all, please see our friendly office staff in the first instance as they will always have the current information and be able to direct you accordingly.

Newsletters

Our school newsletter, 'The Grapevine', is sent home every second Friday. The newsletter contains valuable information regarding calendar dates, news, excursion information, details of P&C Association meetings and events that happen at Orchard Hills Public School. It is also a way of celebrating our student's successes. Our newsletter is also available on the school's website www.orchardhil-p.schools.nsw.edu.au

School Website

The homepage of Orchard Hills Public School is a welcoming, respected and trusted source of information for parents. The website has photo's, newsletters, notes and a calendar.

Facebook

Facebook celebrates the achievements of our school and students as well as providing timely reminders, information and photos.



PARENT INVOLVEMENT

Research suggests that children whose parents are involved with their school see school as important and worthwhile. Involvement also has special benefits for parents by giving them a greater insight into the school complexities of education and a greater appreciation of their child's school. The staff at Orchard Hills Public School encourage parents to become involved in all aspects of their child's learning.

Parents & Citizens Association (P&C)

The P&C plays a vital role in the functioning of the school through communication and fund raising. At Orchard Hills Public School we believe that parents and the school are partners in the education of our children and the best learning occurs when partnership is strong.

The P & C meet on the first Tuesday of each month, at 7:30pm in the school staffroom. Meeting dates and times are communicated through the school newsletter and on the website. We encourage and welcome all parents at these meetings as it is an opportunity to become involved in the school community in a very productive and rewarding way.

Canteen

The canteen is operated by the P&C and offers hot and cold foods. The canteen is operated by volunteers and is open on Tuesday and Thursday.

Your assistance is always sought and welcomed as it is our wish to offer our students a canteen which is open five days a week.

School Helpers

There are many tasks around the school from covering library books, listening to reading in the classroom or assisting with school excursions. Students enjoy having their parents at school and we welcome the extra, positive contribution to your child's education and the organisation of the school. If you are able to assist in any manner, please talk to the Principal or class teacher.

You will be required to complete a Working With Children Check before assisting in the school.

SCHOOL UNIFORM

All students are expected to wear the school uniform at Orchard Hills Public School. We believe that the wearing of school uniform gives the child a feeling of well-being and belonging to the school.

Students are not permitted to wear make-up or nail polish and only minimal jewellery must be worn.

Summer Uniform is worn in Terms 1 and 4. Winter uniform is worn in Terms 2 and 3.

Girls – Summer

Green, white and yellow checked dress with yellow tie, white socks, black shoes and a wide-brimmed school hat.

Tailored shorts or 'skorts,' with the gold polo t-shirt containing the school logo are also acceptable.

Girls – Winter

Green and black checked pinafore over the gold (long sleeved) polo top with the school logo, polar fleece jacket with the school logo, black or green tights, black school shoes and a wide-brimmed school hat.

Bottle green tailored pants with the gold polo t-shirt containing the school logo, polar fleece jacket with the school logo, white socks and black school shoes is also acceptable.

Note: The official dress (Summer) or tunic (Winter) must be worn to official events.



Summer Uniform



Winter Uniform

Boys – Summer

Bottle green shorts, gold polo top with the school logo, bottle green or white socks, black shoes and a wide-brimmed school hat.

Boys – Winter

Bottle green gabardine trousers or micro-fibre track pants, long or short sleeved gold polo with the school logo, polar fleece jacket containing the school logo, green or white socks, black school shoes and a wide-brimmed school hat.

Sport – Girls and Boys

Sports shorts or track pants (cooler weather) and the green and white school sport shirt containing school logo, white socks, joggers and a wide-brimmed school hat.



Sports Uniform- Boys and girls (shorts in Summer)



Wide-brimmed hat

Personal Possessions/Lost Property

Students enjoy bringing their new or treasured possessions to show for news or class sharing times. We appreciate their desire to do so and in an effort to retain the value of these items, students must leave these items in the care of the classroom teacher during recess and lunch times. Staff are unable to assume responsibility for any items of a personal nature brought to school.

Lost property is an unnecessary cost to parents. Please ensure your child's name is CLEARLY labelled on all belongings and clothing. Named items can be returned to students, items not marked with the students name are placed in a box located outside the canteen.

VISITORS TO THE SCHOOL

All visitors to the school must do the following:

- report to the School Office;
- sign the Visitor's Book; and
- wear the name tag supplied at the office.

This policy has been implemented for:

- *The safety and welfare of our students* – if visitors are wearing a name tag, then students are confident that the visitor has reported to the School office and is permitted to be within the school grounds;
- *The safety and welfare of visitors* – should there be a need for an evacuation then the Principal is able to account for all persons present within the school grounds.

WEBSITES

We hope that the following websites will assist you.

ORCHARD HILLS PUBLIC SCHOOL

www.orchardhil-p.schools.nsw.edu.au

WELCOME TO NSW PUBLIC SCHOOLS

www.schools.nsw.edu.au

SCHOOL INFORMATION

www.schoolatoz.com.au

SCHOOL CALENDAR

www.schools.nsw.edu.au/calendar

STUDENT HEALTH

www.schools.nsw.edu.au/student-support/studenthealth

HEALTHY KIDS

www.healthykids.nsw.gov.au

TRANSPORT FOR NSW SCHOOL ROAD SAFETY

<http://roadsafety.transport.nsw.gov.au/staying-safe/schools/index.html>

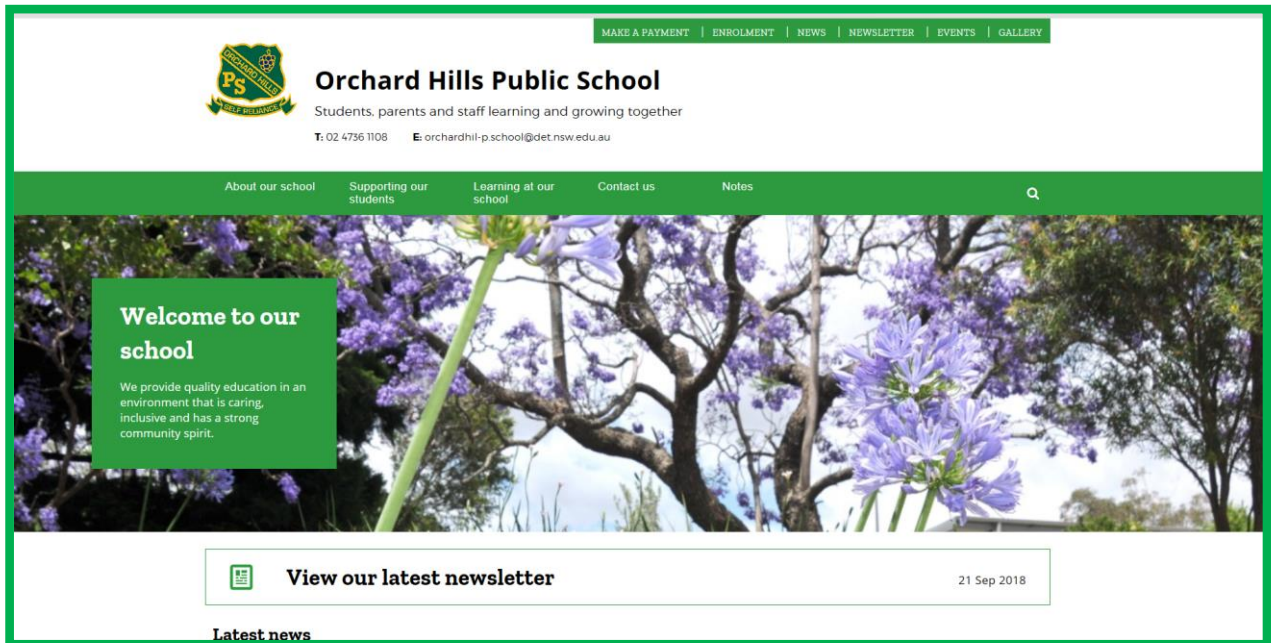
FURTHER INFORMATION

www.det.nsw.edu.au

COMMUNICATING WITH YOU

School Website

<https://orchardhil-p.schools.nsw.gov.au/>



On our school website you can make online payments, access notes, newsletters, events and galleries of photos. Make it a favourite on your browser.

Facebook page



School Office Enquiries – 02 4736 1108



ORCHARD HILLS PUBLIC SCHOOL SONG

Sung to the tune of Waltzing Matilda

Orchard Hills Public School,
Orchard Hills Public School,
We try our best at everything we do,
We participate, cooperate
And care for each other,
Orchard Hills Public School,
Equal, kind and fair.

Orchard Hills Public School,
Orchard Hills Public School,
Standing proud and peaceful
On top of the hill,
Our teachers and our parents
Work hard to help us learn,
Orchard Hills Public School,
We'll always remember you.

Orchard Hills Public School,
Orchard Hills Public School,
We show pride and respect for everyone
Learning forever and growing together,
Orchard Hills Public School,
We'll never forget you.

Written by Class Blue & Mr McErlain – 2004