

# Orchard Hills Public School



## Information Booklet 2018



**Principal**  
Fran Campbell

**Teachers**  
Tracey James  
Miriam Stuart  
Lara Lockley  
Lyndall Hawes  
Amanda Sircelj  
Melissa Duck

**Administrative Manager**  
Caroline Kidman

**Administrative Officer**  
Denise Keaton

**General Assistant**  
John Scicluna

## 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. 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 our wonderful 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, learners.'

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

**Fax:**  
02 4736 6003

**Email:** [orchardhil-p.school@det.nsw.edu.au](mailto:orchardhil-p.school@det.nsw.edu.au)  
**Website :** [www.orchardhil-p.schools.nsw.edu.au](http://www.orchardhil-p.schools.nsw.edu.au)

**School Times:**  
9:00am – 3:00pm

**Office Times:**  
8:30am – 3:30pm

## **TERM DATES FOR 2018**

### **❖ Term 1**

Tuesday 30 January 2018 to Friday 13 April 2018

### **❖ Term 2**

Tuesday 1 May 2018 to Friday 6 July 2018

### **❖ Term 3**

Tuesday 24 July 2018 to Friday 28 September 2018

### **❖ Term 4**

Monday 15 October 2018 to Wednesday 19 December 2018

## **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 and Communities 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.

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 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. Parents and 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 information sessions at each orientation morning as well as 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. All non-local enrolment enquiries should be made directly to the Principal. Non-local enrolment applications are considered with regard to Department of Education policy.

## 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 discipline are woven into the learning tasks. Students are assisted to achieve the highest possible standards in a secure and happy environment.

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

Kindergarten for most children 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 in numeracy, literacy, physical and social skills.

All students follow the curriculum in six Key Learning Areas as designated by the Board of Studies as follows:

- **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 HSIE:** 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 on a Wednesday or Thursday 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 (L.a.S.T) 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.
- ❖ Primary students have the opportunity to participate in PSSA selection trials for varying sports throughout the year.
- ❖ Students may be chosen to represent at a Zone or Area 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

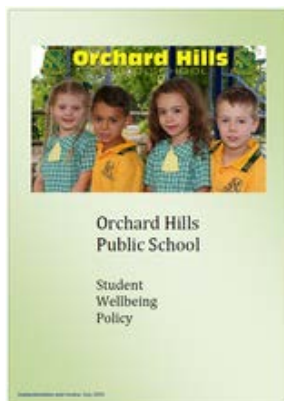
### Reporting To Parents

In line with the Federal Government legislation, 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 a Student Welfare Policy which provides for and promotes a caring and supportive environment for students, teachers and support staff.

The Welfare and Discipline Policy at Orchard Hills Public School endeavours to ensure the provisions of a safe, happy and healthy learning environment for students, parents and staff and equity for all children to address their needs.

Our Student Wellbeing Policy is available to read or download via our school website. It includes procedures to manage discipline 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; follow the \$ 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.

## 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. Application for an Opal Card is available online [transportnsw.info/school-students](https://transportnsw.info/school-students)

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.

### 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. **Please escort your child safely into the school grounds and collect them from inside the school gates in the afternoon.**

## 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 nominee 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.

Further information can be gained from the Department of Health website:

[www.health.nsw.gov.au/topics/index.html](http://www.health.nsw.gov.au/topics/index.html)

## **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.

**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.

# **COMMUNICATION**

Communication is vital between parents and the school. This exists on two levels.

To discuss your child's progress, parents can speak with the class teacher informally or request an interview. The principal or class teacher will contact parents if they have any concerns regarding the academic progress or inappropriate behaviour of individual students.

## **Newsletters**

Our school newsletter, 'The Grapevine', is available on our website [www.orchardhills.schools.nsw.edu.au](http://www.orchardhills.schools.nsw.edu.au) and on our school app, 'Skoolbag'.

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.

## **School Website, 'Skoolbag' App and Facebook**

Orchard Hills Public School has a website. Our website informs you of our student activities, photo's, newsletters, notes and calendar. The Skoolbag app and Facebook are a fabulous way of getting information to our parents.

## 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. As the canteen is operated by volunteers it is only 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. Requirements for volunteering in the classroom are 100 points of identification and to complete a Declaration for Volunteers. Please see the school office for this form.

## 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), 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 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 Possession/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 the LOST PROPERTY box.

## **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](http://www.orchardhil-p.schools.nsw.edu.au)

### **WELCOME TO NSW PUBLIC SCHOOLS**

[www.schools.nsw.edu.au](http://www.schools.nsw.edu.au)

### **SCHOOL INFORMATION**

[www.schoolatoz.com.au](http://www.schoolatoz.com.au)

### **SCHOOL CALENDAR**

[www.schools.nsw.edu.au/calendar](http://www.schools.nsw.edu.au/calendar)

### **STUDENT HEALTH**

[www.schools.nsw.edu.au/student-support/studenthealth](http://www.schools.nsw.edu.au/student-support/studenthealth)

### **HEALTHY KIDS**

[www.healthykids.nsw.gov.au](http://www.healthykids.nsw.gov.au)

### **FURTHER INFORMATION**

[www.det.nsw.edu.au](http://www.det.nsw.edu.au)

# 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*