

# Quakers Hill Public School

## Information Booklet



## Welcome to Quakers Hill Public School

We warmly welcome you to Quakers Hill Public School and hope that it will be the beginning of a very pleasing time for you and your child.

Our school banner statement is **'INNOVATION – EXCELLENCE - SUCCESS.'** This motto encapsulates the driving force behind our school's purpose.

We believe children must feel success in their school life. They must feel that teachers care for them and know our expectations of them. Each child is an individual with different needs and abilities. Our goal is to help each child reach his/her potential.

We believe that this school is a quality educational institution, offering many quality programs. The school community is extremely proud of our school and the children who attend this wonderful learning environment.

At Quakers Hill Public School we welcome parents as partners in the education programs that are being provided. Your participation will be encouraged. We are very willing for parents to contact us if they have suggestions to make or matters of concern that they would like to discuss.

This booklet has been designed to assist you in becoming acquainted with the school and its many activities. The information contained within is correct at the time of printing (7 February 2013).

Again, welcome to Quakers Hill Public School. We look forward to your interest, cooperation and participation.

Bert Lo Campo  
**Principal**



**Quakers Hill Public School**  
**Medlow Drive**  
**QUAKERS HILL NSW 2763**

Phone 9626 9655     9626 9284  
Fax 9837 1152

Email [quakershil-p.school@det.nsw.edu.au](mailto:quakershil-p.school@det.nsw.edu.au)

Internet Address [www.quakershil-p.schools@det.nsw.edu.au](http://www.quakershil-p.schools@det.nsw.edu.au)

### **Executive Staff**

Principal	Mr Bert Lo Campo
Deputy Principal	Mrs Lyndall Droscher
Assistant Principals	Mr David Abbey Mrs Michelle Lindsell Mrs Kathy Price Mrs Robyn Simmons (Acting)

### **School Hours**

	<b>Monday – Thursday</b>	<b>Friday</b>
Morning session	9.10am – 11.10am	
Recess	11.10am – 11.30am	10.40am – 11.00am
Middle session	11.30am – 1.00pm	11.00am – 1.00pm
Eating time	1.00pm – 1.10pm	
Lunch play time	1.10pm – 2.00pm	
Afternoon session	2.00pm – 3.15pm	

## Kindergarten Enrolment

### Kindergarten Orientation Program

Prospective Kindergarten children are invited to participate in our Kindergarten Orientation Program consisting of visits for children to join in activities they will be undertaking in Kindergarten.

Parents and carers are given the opportunity to attend an information session during the evening to speak to members of staff, support and P & C personnel about the operations and facilities of our school.

### Best Start Assessment

Children come to school with different levels of literacy and numeracy. Some are familiar with books, can recognise some letters, even write their name or count to ten, while others have not yet learned these skills.

All Kindergarten children will take part in Best Start which gives our teachers, and those teaching Kindergarten across New South Wales, a common set of high quality assessment tools and professional training. We believe that Best Start will build on the strengths of our teachers and give your child an even better start to school.

It is very important to emphasise that *Best Start Kindergarten Assessment* is not a test. Its purpose is to help the teacher gather information to guide the teaching of your child. The teacher will observe each child and use tasks, such as talking about a book that has been read, and record what their students know and can do. The teaching of your child will be based on the information gathered in these ways.

The teacher will look at your child's early reading and writing, their ability to communicate with others, and how they recognise and work with numbers, groups and patterns.

You'll be given feedback about what your child's teacher has learned about your child, which you are welcome to discuss, if you wish, in keeping with our usual practice.

### Ready For School

Does your child:

- know his/her full name, address, birth date and telephone number well enough to repeat them when necessary
- recognise his/her given name in printing
- know the safest way to and from school
- always have a handkerchief and know how to use it
- know that hands should be washed before meals and after visiting the toilet
- know how to use and flush the toilet without assistance
- know how to tie shoe laces, take off/put on shoes
- put away play things and materials after using them
- take off and put on outer clothing without help

### Parents Can Help

Talk to your child about school as a place where he/she will be happy. A place where the child will stay with the teacher and children until you return in the afternoon.

**Label Clearly**, with full name, all possessions your child will bring to school eg clothing, lunch box, etc.

Make sure your child knows arrangements for going home ie wait to be picked up, street crossings, which bus to catch, etc.

### Warn Your Child

- against dawdling on the way to and from school
- visiting friends without permission
- against going anywhere with strangers
- against leaving school without permission

### Preparing Your Child For Learning

- read lots of different types of books daily to your child
- ask your child to retell stories/events in full sentences
- allow your child to use scissors, pencils, crayons, chalk and paint as much as possible
- allow your child to help you cook, measuring, weighing and pouring. Talk about the weather, seasons, money and any other situations involving Maths
- try to give your child lots of experiences, picnics, park visits, train and bus rides, beach visits, bush walks, etc



## NSW Foundation Style

### Capital Letters

**A B C D E F G H I**  
**J K L M N O P Q R**  
**S T U V W X Y Z**

### Lower Case Letters

**a b c d e f g h i j k l**  
**m n o p q r s t u v w**  
**x y z**

### Numbers 1 to 20

**1 2 3 4 5 6 7 8 9 10**  
**11 12 13 14 15 16 17**  
**18 19 20**



## **Dropping Off and Picking Up**

### **Playground Supervision**

Playground supervision commences at 8.40am each morning. Children must not arrive at school before that time. If special circumstances cause an early arrival the child **MUST** sit on the seats under the bus shelter until bell time at 8.40am.

### **Arriving By Car**

Parents are asked not to drive vehicles into school grounds when dropping off or picking up children. Parents in cars are asked to observe the traffic signs in Medlow Drive and Quakers Road and keep the pedestrian crossing and bus zone clear. Police and council rangers patrol this area on a regular basis and will book any vehicle parking in a no-parking zone or double parking.

Please do not call children across the road. Escort them if they are to cross the road.

A Roads and Traffic Authority Crossing Supervisor is on duty each morning and afternoon to assist children and parents at the pedestrian crossing on Quakers Road.

### **Footpaths**

For safety reasons all students and parents are required to leave and enter the school via the footpaths provided and not through the car parks.

### **Bus Conveyance**

Children in Kindergarten, Year 1 and Year 2 are eligible for free bus travel to and from school. Children in Years 3 – 6 and live at least 1.6 kilometres from the school are eligible for free bus travel. Applications can be obtained from the school office. Children who catch the bus home in the afternoons are supervised by a teacher and an executive member of staff until the bus arrives.

### **Afternoon Procedure**

Children should meet their parents at the bus shelter. Any child not picked up after the last bus leaves will be taken to Before and After School Care in the hall, where a cost will be incurred.

### **Early Release**

If it is necessary to collect your child early please write a note to the teacher. If it is unexpected that you need to take your child from school early please call at the office for a Release Form. Children can only be released early from school to a parent or to a person with written authorisation from the parent. Teachers will not release children from class without a permission slip from the office.'

### **Bike Riding**

Children in Years 3 – 6 are able to ride to school with the understanding that they observe the defined road rules including wearing a safety helmet. Children are not allowed to ride bikes in side the school grounds. A bike rack is available outside the library for children to secure their bike and helmet.

## Health Matters

### Immunisation

All children entering school should be immunised against diphtheria/tetanus, polio, whooping cough, measles, mumps and rubella. An Immunisation Certificate must be provided when the child enters school. Children who are unimmunised may be excluded from school in the event of a disease outbreak. Please consult your family doctor or local health clinic.

*(Public Health Act 1992)*

### Medicine

Short term medication should be administered at home. In certain long term cases prescribed medicine will be given from the office if this is arranged – parents must complete and sign a Request for Administering Prescribed Medication form. Prescribed medications will be administered by a trained administrative officer, generally at 12.30pm. No medicine is to be left in children's bags *(with the only exception of asthma puffers)*.

### Asthma

Children are permitted to have asthma puffers with them in their school bags and administer the medication themselves. Puffers should be clearly labelled with the child's name. The school has a nebuliser which can be used if necessary. The child's own mask and medication is required. If necessary the office staff is able to administer nebuliser medication only with written parental permission with stated dosage and signed indemnity form. Forms for this are available from the office.

### *Accident And Illness At School*

In the event of an accident to your child the school will endeavour to contact you to ascertain if you wish us to call the ambulance and seek medical attention or wait until you arrive. The school is a member of the Ambulance Scheme and your child will be transported free of charge to the hospital.

Should a child become ill during the day the school will ring and ask you to come and collect your child. Where both parents are working it would be appreciated if you could make arrangements for a neighbour or relative to assume responsibility.

**Please keep the office informed of any changes of home, work or emergency contact numbers.**

In most cases children display obvious signs of illness before they come to school. It would be advisable to keep your child at home and seek medical attention if necessary.



## **Infectious and Contagious Diseases**

Good health is vital to school progress. At certain times outbreaks of common childhood diseases occur. To prevent the spread of infection, exclusion may be necessary. The number of days the child is to be absent from school for these diseases is stated below.

### **Chicken Pox (Varicella)**

Minimum exclusion 5 days after first spots appear. Exclude until fully recovered and all sores have healed.

### **Conjunctivitis**

Exclude until discharge from eyes has ceased.

### **German Measles (Rubella)**

Minimum exclusion 4 days after rash appears. Exclude until fully recovered.

### **Impetigo (School Sores)**

Exclude until treatment has begun and sores are properly covered with water tight dressings.

### **Measles**

Minimum exclusion 4 days from the appearance of the rash or until a medical certificate of recovery is produced.

### **Mumps**

Minimum exclusion 9 days after swelling occurs. Exclude until fully recovered.

### **Pediculosis (Lice In Hair)**

Exclude until hair is completely cleaned, neither nits nor lice being present. It is a good idea to check your child's hair regularly. *(Please refer to Head Lice information sheet provided)*

### **Ringworm & Scabies**

Re-admit the day after appropriate treatment has commenced, supported when requested by a medical certificate.

### **Scabies**

Exclude until all evidence of the disease has disappeared or until a medical certificate is producing stating that treatment has been successful.

### **Scarlett Fever**

Exclude until at least 24 hours of treatment has begun and the child is feeling better.

### **Whooping Cough**

Exclude until the first 5 days of a special antibiotic course has been taken.

## School Uniform

The wearing of school uniforms is compulsory at Quakers Hill Public School

### Girls

#### Summer

School A Line dress OR  
Skort and blue polo shirt  
Black enclosed shoes, white socks

#### Winter

Royal blue tracksuit  
Blue polo shirt  
White socks, black shoes

Royal blue skort  
Blue polo shirt  
Navy tights or white socks  
Royal blue zip jacket with school emblem

#### Sports

Gold polo sports shirt  
Royal blue sports skort  
Joggers, white socks

### Boys

Blue polo shirt, grey shorts,  
White socks  
Black enclosed shoes

Royal blue tracksuit/grey trousers  
Blue polo shirt  
Grey socks, black shoes

Royal blue zip jacket with school emblem

Gold polo sports shirt  
Royal blue sports short  
Joggers, white socks or blue/yellow football socks

### Hats

Quakers Hill Public School has a 'Sun Safe' policy and therefore children are required to wear either a wide brimmed hat or legionnaires type cap when out of doors. Caps are available from the office or Clothing Pool. Wide brimmed hats are available from the Clothing Pool.

School metal and sew-on cloth **badges** are available at the office.

*The wearing of **jewellery** is not part of this school's uniform.*

### Protective Clothing

Particularly with younger children, some kind of protective clothing is desirable when children are involved in art/craft lessons. The current practice is for the children to wear one of dad's old shirts with shortened sleeves.

**Please clearly label all children's clothing**

### School Clothing Donations

Any donations of school clothing would be gratefully accepted. Toilet and wet weather accidents happen often and clean dry clothes are needed. When your child arrives home in different clothes, please wash and return to school, as soon as possible.

### Lost Property

Parents are strongly urged to mark *clearly* and *permanently* all items of clothing and school requisites. A Lost Property Box is located in the school, please enquire at the office for the whereabouts of the box. Items of clothing not claimed after three months notice are donated to Stewart House.

### Clothing Pool

The Clothing Pool is operated by our P & C Association and is open each Monday morning (Tuesdays following public holidays or pupil free days) from 8.45am to 10.00am and is located in the Old Hall building. New and used uniforms are available for purchase at very reasonable prices. Payments can be made by either cheque or cash.

Alternatively, Clothing Pool orders, together with the correct money, can be handed in at the office to be passed on to the Clothing Pool. The order will be processed and items forwarded to your child's class.

Price lists are available from the office or the Clothing Pool.



## School Facilities and Services

### Out Of School Hours Care

Parents are advised that a before and after school care and vacation care service is provided. This facility is conducted in our school hall by Quakers Hill Family Services. Childcare Assistance is available to subsidise cost. For information contact Quakers Hill Family Services on 9626 6620.

Before and after school care can also be accessed through Holy Family Before and After School Care. Children are escorted from the Holy Family centre on Quakers Roads to and from school in the morning and afternoon. Contact 9626 3113 or visit

[http://www.wesleymission.org.au/Centres/Family/Out\\_of\\_School\\_Hours\\_Care.asp?ct\\_from=c](http://www.wesleymission.org.au/Centres/Family/Out_of_School_Hours_Care.asp?ct_from=c)

### School Canteen

The school canteen is here to provide your child with nutritious lunches at a reasonable price. It is open 5 days a week and is operated by 'DELISHE'. They aim to promote healthy foods in line with the Department of Education and Training's recommendations.

Recess and lunch may be ordered by putting correct money into a paper bag and clearly labelling bag with child's name, class and food order. Price lists are available from the Office or Canteen.

### School Library

The school library at Quakers Hill Public School is a well-resourced centre of learning within the school. Students from Kindergarten to Year 6 visit the library for lessons and to borrow resources. A computer lab is installed to enable lessons in enquiry and literacy skills. Students develop research skills utilising a variety of resources including books, computer programs and the Internet.

Library bags are a necessity and can be purchased from the library. Please encourage your child to be careful of library books and to return them on the due date.

### Book Club

Children will bring home Book Club forms from Scholastic Book Club twice a term. You are under no obligation to buy these books, although each child is automatically given free membership. The club provides a variety of books at different reading and interest levels. The books are paper-backs and are very reasonably priced.

Orders should have the child's name, class and the correct money enclosed in a sealed envelope and should be sent to the library.



### **Educational Excursions and Performances**

From time to time various classes will undertake educational excursions or Department of Education and Communities approved performances. These are an integral part of the child's education and every effort should be made to see that all children participate. Details of excursions and performances will be explained prior to the date and a consent note signed by the Parent/Guardian must be obtained before any child is permitted to participate.

### **Scripture**

Visiting clergy and lay teachers visit the school every Tuesday. Unless notified otherwise, children will attend lessons according to the religious denomination indicated on their enrolment form. Classes during this time are Protestant, Roman Catholic and Non Scripture. All students must attend Scripture classes unless their parents ask in writing that they be excluded.

### **Student Assistance Scheme**

Each year funding is received from the State Government to assist families who may be having difficulty meeting the educational needs of their children. A committee manages the fund and can approve funding for assistance for such items as textbooks, uniforms and educational excursions. If at any time you feel you may need this assistance please contact the office for more details.

### **Technology**

All classrooms are well equipped with fully networked computers, and interactive whiteboards. Quakers Hill Public School has three computer labs, equipped with PC computers, as well as interactive whiteboards, data projectors and digital photography equipment.

The school is a wireless hot spot, allowing the students to utilise a bank of iPads and netbooks in their learning.

A connected classroom has been installed which provides a set of tools to meet the technological needs of today's learners, such as interactive whiteboards and video conferencing.

The school's internet/intranet webpage provides students the opportunity for research by utilising links which the school has previewed and determined as appropriate.

### **Secure Internet Browsing**

Students are provided with an Internet and email account to enable learning opportunities in a protected and secure environment. Students must abide by the school's policy when using the Department of Education and Training Internet and email services. Parents will need to inform the school in writing if they do not want their child to have access to the NSW DET Internet and email facility.

### **Student Representative Council (SRC)**

The Student Representative Council, which consists of a representative from each class in Years 2 – 6 and school prefects, is an important and integral group within the school. They meet fortnightly to represent the student body and air the views of the students. The SRC provides students with varied opportunities to develop leadership, communication and decision making skills. It empowers students to solve problems that will improve the school climate and learning environment for all students.

### **Aboriginal Education**

Quakers Hill Public School has built strong relationships with local Aboriginal communities with the aim to improve student learning outcomes for Aboriginal students, and improve student attitudes towards learning. NAIDOC Day celebrations each year expose all students to Aboriginal culture, with activities including dance, music, art and storytelling.

### **Primary School Sports Association (PSSA)**

Students in Years 3 – 6 are able to participate in variety of sports across summer and winter periods. Quakers Hill Public School has a proud tradition of competing against other schools in the district with a high degree of sportsmanship and skill. Students wishing to participate are encouraged to try out for the school team. They are then expected to attend training sessions on a weekly basis during lunch or after school.

### **School Band**

Auditions are held at the beginning of each school year for students in Years 3 – 6 who wish to join the school band. The school has a range of instruments for hire or students can use their own instrument. Tutoring is provided by 'Music Corp', who visit the school weekly to give lessons. Band fees are paid directly to Music Corp.

The School Band performs at various functions, including the Blacktown Music Festival, Education Week performances at local shopping centres, the Yamaha Band Festival, school assemblies, etc.

### **Extra Curricula**

Other extra curricula activities offered at Quakers Hill Public School include:

- Dance groups – boys and girls
- School Concert Band
- Junior and Senior Choirs
- Keyboard, Guitar – Years 2 – 6, conducted by a private tutor
- Debating
- Public Speaking





## **School Support Services and Special Programs**

### **School Counsellor**

The Counsellor is available 2 days per week to counsel and assess students when the need arises. Children may be referred to the counsellor by their teacher, the Principal or by their parents. Parental permission is required before a student visits the Counsellor.

### **Support Teacher Learning Assistance (STLA)**

A specialist teacher works with classroom teachers to develop and implement programs for children who are having difficulties with their learning.

### **English As A Second Language Teacher (ESL)**

This is a specialist teacher whose task it is to assist classroom teachers in catering for the needs of students whose first language is one other than English.

### **Early School Support Program (ESSP)**

A specialist teacher works with children in the regular classroom in Kindergarten, Year 1 and Year 2, who have been identified with a mild intellectual disability.

### **Reading Recovery**

This program assists children who are having difficulty learning to read to catch up with other children in their class by giving them extra help while they are still very young, ie in their second year at school. A specially trained Reading Recovery teacher works with individual children.

### **Learning Support Team (LST)**

This team consists of the support teachers, executive and school counsellor. The team meets once a week to discuss teacher referrals about students having difficulty with learning or their behaviour.

### **Opportunity Classes (OC)**

Quakers Hill Public School has a Year 5 and Year 6 class designed to cater for children who are Gifted and Talented. Students sit a state wide test in Year 4 to gain placement in these classes for the following two years. The assessment is conducted by the Selective Schools Unit.

### **Child Protection**

Quakers Hill Public School is committed to this program. The aim of the program is to assist in reducing the incidence of child sexual assault in our society. The program is designed to help our children, not frighten them. The units operate on the basis that an informed child is a safer child.



## **Other Important Information**

### **Homework**

Quakers Hill Public School has a homework policy. Students are given an outline noting the expectations for the homework each year.

### **Custody Of Children**

The Principal and classroom teacher should be fully informed of any legal or custody matters related to your child. This will enable us to provide your child with a safe, secure and stable learning environment. Copies of legal documents stating custody or access arrangements are required.

### **Transfers**

If you are moving to another area or interstate, please let the school know. Students transferring to another Government School in NSW need to obtain a transfer certificate from the office.

### **General School Contribution – Voluntary Fee Contribution**

Each year parents are asked to contribute a fee, which in recent years has been kept at \$30 per child or \$60 per family. This contribution assists the school in providing valuable teaching and learning material for students.

### **Money**

When sending money to school please place it in an envelope (with the signed note if needed) and write your child's name, class and purpose on the outside. Money envelopes are to be placed through the slot in the door outside the office.

### **Security**

Local residents are requested to phone the police without delay if they have reason to suspect the actions of people on school premises out of hours.

Education Security may be contacted on 1800 809604 twenty four hours a day.

### **Smoking**

Smoking is prohibited anywhere in the grounds of all NSW Government Schools.

## Communication

### Newsletters

The school sends home a newsletter each Wednesday and it is also placed on the school website. An emailed copy can also be sent to parents if requested. This, as well as other communications to families, are sent home with the eldest child, and inform parents of school/class activities and coming events. Please check your child's school bag for notices, etc. It is essential that parents keep informed of school news and events.

Our school website is regularly updated with current happenings, events, excursion notes, term calendars, etc. We encourage you to visit the website – [www.quakershil-p.schools@det.nsw.edu.au](http://www.quakershil-p.schools@det.nsw.edu.au)

### Assemblies

It is intended that the school assembly is a pleasurable experience for students. Through assemblies we aim:

- to build school morale
- to develop and extend student leadership opportunities
- to deepen and broaden student interest
- to give training in the audience situation
- to recognise and reward commendable achievements
- to provide an avenue for student performance

Parents are very welcome to attend our assemblies. Students enjoy having an audience other than their peers to perform for.

A whole-school assembly and acknowledgement of country takes place every Wednesday morning.

Stage assemblies are held regularly in the school hall and include award presentations such as Student of the Week and Merit Awards.

K - 6 Principal's Awards assemblies are held twice a term. Parents of students receiving a Principal's Award are notified in writing of these assemblies.



## Approaching our School

From time to time parents or other members of the school community may need to approach the school in order to:

- Discuss the academic progress or welfare of your own child;
- Express concern about actions of another student(s); or
- Enquire about school policies or practices.

It is therefore necessary to have procedures that will help solve problems as soon as possible so that a safe and harmonious school environment is maintained. The best results usually flow from working together.

These guidelines aim to:

- provide a guide in order that concerns are dealt with in an open and fair manner;
- ensure that the rights of students, teachers and parents are respected and upheld;
- support sensitivity and confidentiality; and
- help reach an agreed solution in a timely manner.

On occasion, concerns may cause frustration and anxiety. At such times it is always important to organise a time to talk with school staff in a time appropriate and confidential atmosphere.

- Trying to talk to teachers when they are trying to teach, manage children or engaged in another conversation is totally inappropriate.

CONCERN	APPROPRIATE ACTION
The academic progress of your own child	<ul style="list-style-type: none"><li>• Directly contact the child's teacher either by note, by phone or in person to arrange a suitable time to discuss any issues.</li></ul>
The welfare of your own child	<ul style="list-style-type: none"><li>• For minor issues, contact your child's teacher to clarify information.</li><li>• For more serious concerns, contact the office. State nature of concern and arrange a suitable time to talk with the class teacher or the appropriate executive staff.</li><li>• To convey information about change of address, telephone number, emergency contact, custody details, health issues etc. Please contact the office.</li></ul>
Actions of other students	<ul style="list-style-type: none"><li>• Contact the class teacher for a classroom problem.</li><li>• Contact the executive staff for playground issues.</li></ul> <p><b>AT NO TIME SHOULD A PARENT APPROACH ANOTHER CHILD OTHER THAN THEIR CHILD TO ADDRESS AN ISSUE AT SCHOOL</b></p>
School policies or practices	<ul style="list-style-type: none"><li>• Contact the office. State nature of concern and make an appointment to see the principal and/or appropriate member of staff.</li></ul>

## Reporting To Parents

Quakers Hill Public School regularly reports on student progress and achievement. We use a combination of teacher written reports and parent/teacher interviews.

### Term 1

- Meet the teacher. An afternoon/evening meeting is planned in the early weeks of the term. This is a whole class meeting to allow the teacher to talk about class programs and expectations.
- Parent/Teacher Interviews.

### Term 2

- Semester One Report

### Term 4

- Semester Two Report.
- Parent/Teacher Interviews, as requested.

### End Of Year Presentation

A K – 6 Presentation Assembly is held at the end of each school year where medallions and certificates are awarded in each class.

Sporting achievements are also recognised at the end of year presentation.

## Parent Community Involvement

### Parents and Citizens Association

The school has an active P. & C. Association which meets on the 3<sup>rd</sup> Wednesday of each month at alternatively, 9.30am or 7.00pm in the Staffroom.

### Functions

- act as a link between the school and its community
- provide services and support to the school and its programs
- raise money for the school to help purchase equipment and teaching and learning resources.

It is assumed that you will be interested in being an active member of this organisation and we look forward to meeting you at the monthly meetings.

### Voluntary Helpers

Parent Helpers are an important way in which the school and parents can build the partnership between home and school. Parents have many and varied skills and can help school and teachers in many ways to make the school a more successful learning environment for our children. We strongly encourage you to consider how you can contribute to our school.

There are many ways you can become involved at school:

- talking positively about our school
- encouraging your child to like school
- talking to your child's teacher about anything that concerns you
- helping in the classroom
- helping with sport
- supporting fund raisers
- attending special days, functions and school assemblies
- returning notes promptly

Parents are required on a yearly basis to complete a prohibited person's declaration and undertake our school based training that looks at a number of important issues that volunteers in our school may encounter. Once trained you will be issued with an identification badge that must be worn at all times when you are working with us. It is also a safety requirement that you sign in and out at the front office when working in the school.

We look forward to as many of you as possible contributing to our school's success.

### Student Banking

The P & C offers all students the opportunity to do banking with the Commonwealth Bank at school. Only deposits can be made at school. Banking day is Wednesday. Banking information packs and applications forms are available at the office.

## Attendance

All children are required by law to attend school between the ages of 6 and 15 years. Many children begin school below the age of 6. That is fine, but once the child is enrolled, it is expected that he/she will attend as often as everyone else in the class.

Attendance is important from the first day a child enters school. Much of the play that goes on at school teaches your child many skills. It has been shown that poor attendance in primary school leads to worse attendance at high school.

Children should attend school every day, including sports carnivals and excursions.

## Absences

The Department of Education and Training accepts very few reasons for absences from school. The most valid ones are:

- ✓ illness
- ✓ injury
- ✓ religious commitment
- ✓ family holiday

Dental and Doctor appointments should, where possible, be made after school.

Children who are absent from school for any reason must have a note from their parents explaining the reason for each absence. This note is to be given to the class teacher on the day of returning to school.

## Punctuality

Classes begin at 9.10am each day. Children should be at school in time for classes at 9.10am. Children who arrive at school after 9.10am should provide a late note explaining the reason.

## Student Welfare

### Positive Behaviour for Learning (PBL)

Positive Behaviour for Learning (PBL) is a school-wide support system proven to reduce disciplinary incidents, increase a schools positive environment and improve academic outcomes and social success of all students. PBL is not a program but a process that supports the school to design, implement, and evaluate effective school-wide, classroom, non-classroom, and individual student discipline strategies. It links with and supports other strategies used to improve learning and behaviour.

PBL is intended to support all students and staff across the school setting and incorporates a team-based process that is designed for systemic problem solving, planning, and evaluation.

All students require a safe, caring, happy learning environment in which to work. At Quakers Hill Public School we believe that all programs and initiatives must directly or indirectly focus on the children we teach and these programs must be relevant and meet the ever changing needs of the local community. The wellbeing of the 'whole child' is critical to the success of our students. At Quakers Hill Public School we focus strongly on building upon each child's resilience and emotional well being.

### Student Conduct Code

The aims of the Quakers Hill Public School Discipline Policy are:

- to recognise and reward responsible behaviour
- to provide an incentive for responsible behaviour through a progressive merit system, which culminates in school-wide recognition of well-behaved students
- to establish clear guidelines for students, parents and teachers regarding procedures and consequences for inappropriate behaviour

The Discipline Policy has two parts. The **Appropriate Behaviour** section which emphasises and recognises the many children who are responsible and well behaved and the **Inappropriate Behaviour** section which has procedures for students whose behaviour is inappropriate.

### Appropriate Behaviour

When a child receives fifteen **Good Behaviour Awards** (blue slips), an **Assistant Principal's Award** is presented at assembly. After obtaining fifteen more blue slips, the student is presented with a **Deputy Principal's Award**. After obtaining fifteen more blue slips, the student is presented with a **Principal's Award** and **Principal's Medallion** at a special Principal's Award assembly.



## **Inappropriate Behaviour**

Quakers Hill PS operates on a six level system for inappropriate behaviour. The levels are:

1. verbal warning
2. name on the board in the classroom
3. time out within the classroom
4. time out with a buddy class (pink slip sent home)
5. time out with Assistant Principal (orange slip sent home)
6. time out with Deputy Principal/Principal (red slip sent home)

At the commencement of each day all children begin on O level (smiley face).

**Pink Slips** indicate that a child has been sent to time out in a buddy class and serves as communication between the school and home. Pink slips are signed by parents and returned to the class teacher.

**Orange Slips** indicate that a child has been sent to the Assistant Principal (level 5). Orange slips carry some consequences such as a detention. Orange slips are signed by parents and returned to the class teacher.

**Red Slips** indicate that a child has been sent to the Deputy Principal/Principal (level 6). Red slips carry consequences such as, detention, loss of privileges, formal meeting with parent, formal letter of warning, loss of camp or excursion, etc. Red slips are signed by parents and returned to the class teacher.

At every level student behaviour is discussed in relation to the school's expectations – 'safe, responsible, proud learners'.

## Notes



