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CONTACT INFORMATION

Address Moonbie Street
Summer Hill 2130

Postal Address PO Box 242
Summer Hill 2130

Telephone 9797 8160 9799 2280
Fax 9716 8003
Email summerhill-p.school@det.nsw.edu.au
Website www.summerhill-p.schools.nsw.edu.au

Office Hours 8.15am – 3.45pm (Mon – Fri)

Summer Hill News available on website updated each Wednesday

Department of Education and Communities
35 Bridge St Sydney 2000
www.det.nsw.edu.au
9561 8000
Academic Competitions
Summer Hill Public School enters students in Years 3 - 6 in selected University of NSW competitions. These competitions are developed and marked by the University of New South Wales with students receiving certificates at various levels based on their performance in the competition.

Allergies
Summer Hill has a number of students who are extremely allergic to food items such as peanuts, nuts and associated nut products. These students can have a severe anaphylactic reaction (in some cases, life threatening) if they consume or touch these products or traces of these products.

The school has consulted our local area health service and developed health care plans for these students. Prevention is much better than reaction.

The canteen has agreed not to sell products which contain peanuts and nuts. The P&C supports this action.

Parents are requested to consider eliminating peanut, nut and chocolate products that their child may bring to school in his/her lunch. Due to these allergies please no birthday cakes. This request is designed to reduce the potential for accidental exposure in the school playground.

Summer Hill knows that some students like peanut, nut and chocolate products very much. The school just asks that each family think seriously about this issue.

Appointments
Requests for appointments to meet with staff can be made directly to the teacher: via letter, email or through the school office. Appointments will be made for mutually agreeable times. Appointments with class or specialist teachers are not available during teaching hours or just before school commences.

Assemblies
Assemblies are an important part of Summer Hill Public School’s culture. Assemblies provide opportunities for our students to perform for their peers and parents and enable the school to acknowledge the achievements of our students.

Twice a term, a combined K-6 Assembly is held in the School Hall on Mondays. Dates for combined assemblies are advertised in the Summer Hill News and parents and friends are encouraged to attend.

Other regular assemblies include:
- K-2 assemblies held fortnightly on Tuesdays at 1.20pm in the Hall.
- K-2 also holds a short Awards assembly in the hall on Friday mornings at 9.15am.
- Years 3-6 assemblies are held weekly on Fridays at 11.30am.

Assessment of Student Achievement
The achievements and application of students are assessed continually by their teachers. The information gathered is analysed to ensure that teaching programs are suitable and students are progressing. The staff spends significant periods of time discussing trends and sharing ideas at the grade level to achieve uniformity across the grade.

Teachers use a variety of data and consistent teacher judgements (CTJ) to gain information. Techniques include direct observation, analysis of work samples, discussions with students, listening to students, tests, assignments and projects. The analysis and evaluation of this data form the basis of reports to parents.

Attendance
Parents/caregivers are responsible for guaranteeing the regular attendance of students. Attendance is essential to ensure progress and a student should not be absent without a good reason.

The school maintains daily records of attendance including partial attendance and students who are late. Parents must send a note to the class teacher explaining any absence or partial absence within seven days of the absence.

The Deputy Principal (Student Welfare) is responsible for monitoring student attendance and will inform parents as soon as possible of any case of truancy or of any unexplained absences. The Department of Education and Communities also monitors attendance and punctuality. Continual absences may result in the school referring students to the Home School Liaison officer.

Arrival at School
Students must not arrive at school before 8.45am unless they have a rehearsal, tutorial or training session. The playground is supervised from 8.45am and the school cannot accept any responsibility for students before this time.

Before school care is available through a number of organisations as noted in this handbook. Students must be booked into these centres.
Late for School

Punctuality is crucial as important information is provided at morning lines and students arriving late interrupt classes.

Parents are responsible for ensuring their child arrives at school between 8.45am and 9.15am.

Students who are late must obtain a late note from the school office. The Deputy Principal (Student Welfare) will inform parents if their child is continually late for school. Continual lateness may result in the school referring students to the Home School Liaison officer.

Short Absences

It is not necessary to phone the school if your child is unwell and will be absent from school for a day or two. However, all students are required to bring a note explaining the absence on their return to school.

Long Absences

The school should be notified if your child will be away for more than three days. A phone call is all that is needed. Please send a note explaining the absence when the student returns to school.

In accordance with Department of Education and Communities policy regarding extended student absences, any leave of more than 15 school days (in addition to sick leave) must be formally applied for. The application forms are available at the front office, and a separate form must be completed for each student seeking leave. Please request an application form for your child (or children) as soon as you know you might be going away for more than 15 school days (available at office).

Absence During School Hours

When students are required to leave during school hours, parents are required to complete a leave of absence form obtainable from the school office before they collect their child.

Students will not be released on their own - they must be collected by a parent/caregiver or nominated adult.

For excursions, students are expected to travel with the school group and return to be dismissed from school. If parents want this procedure to be varied, a request in writing prior to the excursion is required.

Medical and Dental Appointments

Parents should always endeavour to make medical, dental and other appointments out of school hours.

Family holidays should coincide with school vacations and only in extraordinary circumstances should holidays be arranged during school terms. The Principal or Deputy Principal must be notified if the student is to be absent for period exceeding 15 school days and an Application for Leave form will be required to be filled out (available from the office).

Bands and Orchestras

Summer Hill Public School is very fortunate to have an excellent Stage Band and Chamber Orchestra, as well as a Senior Band, Concert Band, Training Band, Symphony Orchestra and Training Orchestra.

Students in Years 3 - 6 are eligible to be involved in the instrumental music program and can usually play the instrument of their choice. Participation involves an individual tutorial and rehearsal each week. Tutorials and rehearsals are held before and after school.

The Music Support Group, a sub-committee of the P&C, supports the instrumental music program. This committee contracts professional band directors and organises tutors.

Before and After School Care

Summer Hill Kids

Summer Hill Kids is a private, registered on-site organisation which provides before and after school care during school terms only for students K-6.

Hours are as follows:
Before School Care 7.30 - 9.00 am
After School Care 3.00 - 6.00 pm

For further information regarding fees and availability please email summerhillkids@gmail.com

SHARE Cooperative Society

SHARE (9799 7393) is a community-based cooperative that provides childcare for students K-6 during both school terms and vacation periods.
Before School Care  7.00am - 9.00 am  
After School Care  3.00pm - 6.00 pm  
Vacation Time  7.00am - 6.00 pm

SHARE operates from a building in Darrell Jackson Gardens, Smith Street, Summer Hill. Students walk to and from school each day accompanied by SHARE staff. SHARE students meet in the covered area located outside the school hall. Students must be enrolled at SHARE before they attend. For more details regarding enrolment, fees and activities offered, please contact SHARE.

AKOOSH - Ashfield Kids Out Of School Hours  
AKOOSH (9798 5611) provides care for children aged 5-12 years old. The Centre is located in Ashfield Public School, Cr Liverpool Rd and Murrell St Ashfield. Hours are as follows:
Before School Care  7.00am-9.00am  
After School Care  3.00pm-6.00pm  
Vacation Care  7.00am-6.00pm

Book Week
Book Week occurs in August and is designed to highlight the importance of books and the library. Special activities are organised and parents are invited to donate books to the library. A Book Week Character Parade is often held during this week.

Buddy Classes
Students in all classes support younger students by becoming buddies.

Activities occur regularly in classrooms and informally in the playground. This program helps senior students to develop a sense of responsibility and teaches them co-operation and tolerance. For younger students, the program provides security and helps them settle into school.

Bullying
Summer Hill Public School does not tolerate bullying in any form. Our community is committed to ensuring a happy, safe and caring learning environment.

Please inform the school of any bullying concerns.

The information provided in this section is a summary of a brochure, "Bullying: Information for Parents" supplied by the Department of Education and Communities.

Bullying among children at school is a serious matter. It can seriously harm a child physically and emotionally. Children sometimes do not tell because they feel powerless or ashamed, or afraid that telling will make things worse.

Some tell-tale signs are:
- any injury your child can't explain
- damaged clothing
- unexplained tears or depression or outbursts of temper, or
- not wanting to go to school or play with friends

Children who are bullied need to -
- be encouraged to talk about what has happened and be listened to
- develop trust in how parents will handle it
- gain some control over what is happening
- learn things they can do to protect themselves and
- regain self confidence

Once you have a clear picture of the situation, and some idea about how you and the child would like to handle it, contact the school.

Never try to sort out the bullies yourself. This rarely works and often makes matters worse.

Information on anti-bullying can be found at the following websites - www.schools.nsw.edu.au/studentsupport/behaviourpgrms/antibullying/index.php and www.bullyingnoway.com.au

Canteen
Our canteen implements the NSW Healthy School Canteen guidelines.
The canteen provides healthy and nutritious morning teas and lunches for our students five days per week. The canteen is leased and managed by an independent proprietor.

Lunches are ordered by lodging an order written on a lunch bag, with payment, at the canteen before school. Lunches are delivered to classrooms by class monitors just before lunch. Students in Years K - 6 can purchase items over the counter at recess and after they have eaten their lunch. However, for their own safety, Kindergarten children are encouraged not to buy over the counter until Term 3. Please ensure you order your child's lunch before school otherwise it can not be guaranteed.

Casual Teachers
Casual teachers are placed on classes during periods of teacher leave or when teachers are involved in professional development. We are fortunate to have a pool of casual teachers who are very familiar with the school. Every effort is made to ensure continuity of casual teachers on a class but this is not always possible.

Change of Address and Contact Information
Parents are responsible for informing the school office of any change of address, telephone number, emergency contact or the child’s medical status.

Up to date details are crucial in case of an emergency.

In term 2 of each year a Contact Detail Update form is sent home for students in Years 1, 3 and 5 (mainstream). Please complete this form carefully and return to the office by the due date.

Please notify the school by email or complete the appropriate form available from the website or office immediately if
- your address changes at home—proof may be requested
- your telephone number changes—mobile, at home or work
- your child’s designated emergency contact person’s name or phone number changes
- your child’s custody or access arrangements change. Copies of Court Orders must be provided.

Changes to Student Routines
Teachers must be advised, in writing, of any change to a student’s routine (e.g. a change in after school arrangements). This information must be given to the teacher before the change of routine to ensure the safety of the student.

Messages telephoned to the school office will only be passed on in emergency situations.

Chess
Chess is available to students as a recreational activity and as a competitive activity in inter-school competitions. Coaching (for a fee) is available before school on Tuesday, Wednesday and Friday mornings in the School Library. Competitive chess occurs after school Friday afternoons during Term 2. Parents provide transport to the various venues.

Choirs
Summer Hill Public School currently has two choirs that rehearse regularly. The choirs perform at school assemblies, local venues and at the Opera House.

Class Organisation
Summer Hill has thirty classes catering for approximately 780 students. The criteria for class placement are:
- Multi age classes - suitability for the multi-age learning environment, average to above average literacy and numeracy skills, social cohesion and special factors
• Regular classes - balance of academic ability, social cohesion and special factors
• OC classes - information from home school, analysis of Higher Performing Students Unit information and gender balance

Academic ability is based on student performance throughout the year. Social cohesion is based on observation and information from staff and special factors relate to individual circumstances.

**Multi-age (composite) classes** are a necessary pattern of organisation in many government and non-government schools across NSW and Australia. Multi-age classes are usually formed because of the uneven pattern of enrolment in the school.

Educational research continues to confirm that multi-age classes do not disadvantage students academically and may benefit them socially and emotionally. The determining variable is the quality of teaching and learning.

The Summer Hill staff take considerable time and care in allocating students to classes. Parents are given the opportunity to provide the school with information regarding their child's placement in the next year. The school considers this information but does not guarantee that requests will be fulfilled.

**Communicating with School**
Summer Hill Public School actively supports an 'open door' policy and transparency in all that we do. Parents are encouraged to communicate openly with staff.

**What do I do if I want to discuss an issue?**

**Issue**: Something happened in class  
**What to do**: Make an appointment to see teacher, Implement strategies agreed upon. If the issue is not resolved, make an appointment to discuss the issue with Grade Teacher.

**Issue**: Student Behaviour or Student Welfare  
**What to do**: Contact or make an appointment to meet with Deputy Principal-Student Welfare.

**Issue**: School Management or Policy  
**What to do**: Contact or make an appointment with Principal.

**Issue**: Special Learning Assistance  
**What to do**: Contact or make an appointment with Assistant Principal-Learning Support.

**Issue**: A Teacher  
**What to do**: Make an appointment to see the teacher. If the meeting does not resolve, make an appointment to see the Grade Leader (in the first instance) and then the Principal.

**Curriculum (What we teach!)**
Summer Hill Public School provides instruction in all six key learning areas as required by the Education Reform Act, 1990. Each key learning area is developed by the Board of Studies, New South Wales, and endorsed by the Department of Education and Communities.

The six key learning areas are:

- English
- Mathematics
- Creative Arts
- Human Society and Its Environment
- Personal Development, Health, Physical Education
- Science and Technology

In addition, the following educational programs and perspectives are incorporated into the Summer Hill Public School program:

- Aboriginal Studies
- Child Protection
- Drug Education
- English as a Second Language or Alternative Language/Dialect
- Environmental Education
- Gifted and Talented
- Information and Communications Technology
- Interrelate for Year 6
- Learning Support
- Library and Research Skills
- Multicultural Education
- Restorative Practice
- Road Safety (including Bicycle, Passenger and Pedestrian safety)
- Social Skills
- Specialist programs in the Creative and Performing Arts
- Sport
- Student Welfare
- Sun Safety
- Values

The attainment of 'Basic Skills' and appropriate social skills are emphasised at Summer Hill. Our school policy specifies that a significant proportion of teaching time will be spent on the learning of reading, writing, spelling, grammar, handwriting, listening, speaking and mathematics.

Emphasis is also placed on teaching students 'how to learn' so that they will be able to apply their knowledge and skills in their rapidly changing environment and develop an understanding of the need for life long learning. Problem solving, thinking skills and co-operative learning are actively pursued at all levels within Summer Hill.

Aspects of the various key learning areas are often taught as part of one unit of work. Information and com-
Syllabus documents can be downloaded from the NSW Board of Studies website.  
www.boardofstudies.nsw.edu.au

Debating and Public Speaking
Debating and Public Speaking are a part of many class programs especially in the senior years of the school. Summer Hill Public School extends these programs by offering extra curricular debating/public speaking with a teacher who has expertise in this area.

Discipline
Summer Hill Public School pursues a positive approach to ensuring good discipline and effective learning. Our school’s approach is based on Restorative Practice and the following policies:

* Student Anti-bullying  
* Student Behaviour  
* Student Merit Award System  
* Student Travel to and from school  
* Student Use of Playground

These policies set out the principles and processes used to maintain good discipline and effective learning.

Summer Hill works in partnership with parents to find positive solutions to the vast majority of situations. However, there are times when support processes put in place do not achieve the desired outcome, or the behaviour displayed is so unacceptable that serious action must be taken. These situations are rare but there are times when the Principal will suspend a student from school.

Summer Hill believes that school begins when students leave home for school and finishes when students arrive home from school. Our approach to discipline extends to situations in the community when the student is representing the school or wearing the uniform of the school.

Discrimination
Discrimination or harassment of any kind does not have a place at Summer Hill Public School. The school has developed procedures for dealing with bullying and grievances about race and gender.

Parents will be informed promptly by the school’s Anti-Discrimination Officer or the Deputy Principal if their child is involved in incidents concerning bullying or discrimination. The school treats such issues seriously and expects parents to take an active role in preventing issues from arising.

Dogs

Dogs are not allowed within the school perimeter, even if they are on a leash. Dogs found wandering in the school grounds will be restrained and the local council contacted to collect them.

Education Week
Education Week is held annually. This celebration provides the school with opportunities to highlight the achievements of our students. Parents are invited to visit the school on Open Day.

Emergency Evacuation and Lockdown Procedures
Summer Hill Public School has emergency evacuation and lockdown procedures to deal with a variety of situations. The students and staff practise these procedures at regular intervals during the year.

English as a Second Language or Alternative Language/Dialect
An English as a Second Language or Alternative Language/Dialect (EAL/D) program is provided by two specialist teachers to support the English language development of students whose first language is not English. Students eligible for EAL/D support include students newly arrived in Australia and Australian born students from a language background other than English, who require further development of their English language skills.

Enrolment
Children are eligible to enrol at Summer Hill Public School if:

- they are of school age (i.e. turn five years of age by 31 July in the year they start Kindergarten); and
- their principal place of residence is within the Summer Hill Public School boundaries as defined by the Department of Education and Communities

Children who fulfil both of these conditions are automatically accepted.
Children who are of school age but live outside the school’s boundaries are able to apply for a ‘non-local’ enrolment. The criteria for ‘non-local’ enrolment is set out in the school’s Enrolment Policy.

The ability of the school to confirm acceptance of a ‘non local’ application is dependent on many factors including the number of vacancies and local enrolment trends. The school endeavours to inform parents as soon as possible but parents must understand that this may not be possible until the commencement of the new school year.

Environmental Education
Environmental issues are integrated into all areas of school life. Students are encouraged to think and act in ways that are environmentally responsible.

Conservation and efficient use of resources are a priority at the school.

Summer Hill Public School’s environmental program is directly supported by the Grounds Committee, a P&C sub-committee, which organises projects to improve the school grounds.

Excursions
Excursions are an essential part of a student’s learning program as they provide students with first hand learning experiences that enhance and support classroom studies. While excursions are an important part of the teaching/learning process, students who present a risk to the safety of themselves, other students and/or staff on excursions may be excluded from an excursion.

All school excursions involving water activities or where an overnight stay is required must be attended by a teacher who has training in resuscitation techniques. On all other excursions, one staff member must have completed an emergency care course.

Consent notes are issued for each excursion providing details of the activity. If water activities are involved, the consent notes will require that parents provide information about whether the student is allowed to participate in swimming activities, the status of the student’s swimming abilities and special requirements for students (e.g. whether they need a flotation device). Parents should ensure the school is aware of any pre-existing medical conditions before the excursion.

The school sends home an account covering most excursion fees each term. There are times when an opportunity arises which could not be planned. In these cases, a note will be sent home through the term. Parents with financial difficulties are asked to contact the school so that confidential assistance can be worked out. All requests are handled with sensitivity and respect for privacy.

Consent notes for excursions and other activities must be returned on time. The school will not contact parents for permission on the day of the excursion or activity. Students without permission will not be permitted to attend an excursion.

Family Law
FAMILY LAW ISSUES AND THE DEPARTMENT OF EDUCATION AND COMMUNITIES
We know that some families experience breakdown. In meeting our obligations to students and parents, the Department of Education and Communities relies on a number of basic principles. Among the most important is that schools’ decisions in relation to family issues will be based on what is considered to be in the best educational interests of the child.

Also of paramount importance is the continued effective and efficient operation of the school.

We do not believe that schools are the place to resolve family disputes. Nor should school staff be involved in such disputes.

We have developed detailed guidelines to help schools deal with family law related issues. The guidelines are designed to balance the obligations and responsibilities of parents with the legal obligations of the school and its staff.

Parents have a responsibility to advise the school immediately if any change to family circumstances occur which has the potential to impact on the relationship
between the school and the parents and/or students.

If court orders are obtained by one or both parents, a copy of the orders should be provided to the school as soon as possible. The school’s decisions will be consistent with the court orders.

Unless schools are informed otherwise (eg by providing a copy of the court orders), they will assume that both parents retain a shared and equal parental responsibility for their children. This means that the school will recognise that each parent has equal duties, obligations, responsibilities and opportunities in relation to matters involving their children’s education at the school.


Fees
Our school sends home a class activity statement once a term to cover the cost of class or grade activities. Costs can include text books, excursions, visiting performances, camps and programs (eg swimming and gymnastics). This statement is designed to assist families by advising of all costs at once so that families can budget more effectively.

The school offers a secure DEC online payment facility which is accessed through the (school’s) website.

Students who participate in other activities such as band, chess, choir, drama and orchestra and PSSA sport will receive additional invoiced statements.

Gifted and Talented Students
Summer Hill provides a wide variety of programs and opportunities for identified students. Provisions include user pay programs such as music, chess, debating and PSSA.

Competitions and holiday programs may be advertised through the newsletter and classroom teacher.

Students are supported through the Opportunity classes and differentiated programming through the Quality Teaching curriculum in mainstream classes.

Head Lice
Check regularly for head lice and nits. Don’t be surprised or upset if your child is affected, as head lice are common where many people work and play together. Please contact the school if your child is affected by head lice. Ask your chemist for an appropriate solution or treatment and treat all members of the household at the same time.

Minimising head lice outbreaks
Check weekly, treat quickly and tell the school
Check the heads of everyone in your house using conditioner and combing.
• at least once a week or
• every two days if someone around you has head lice.
If you find head lice, treat and check for effectiveness. Remember to notify the school.

Health Care Plans
Summer Hill has a number of students who have serious allergies or medical conditions. Health plans are developed by parents and the school in association with medical personnel to cater for the special needs of these students. These plans are developed within the resources available to the school. Remember school staff are not trained health personnel.

Homework
The Summer Hill Public School community supports homework. Homework provides students with an opportunity to consolidate their classroom learning experiences and to develop essential home study skills.

While homework is set on most occasions, there will be times when it is not set. This does not mean that students do not have anything to do for homework. Reading, practising skills, learning spelling and completing unfinished work are activities that are always available.

Immunisation & Infectious Diseases
Parents enrolling Kindergarten students need to present the school with an immunisation certificate. Under the Public Health (Amendment) Act 2010 children without a certificate might be sent home during an outbreak of a vaccine-preventable disease. However, no child will be prevented from enrolling.

Infectious Diseases
Please refer to www.health.nsw.gov.au/factsheets/infectious/index.asp for up to date information on symptoms and care regarding these diseases.

With all illnesses, your child should see your family doctor and be guided by their advice. Children should be
sent to school only when they have fully recovered from an illness.

**Injured and Sick Students**

*Children who are sick must not be sent to school.*

Sending a sick child to school endangers the health of other students and staff and impairs the child’s ability to learn effectively. Children should remain at home until they have recuperated.

Students who are sick or injured at school are taken to the sick bay for attention from one of our administration staff trained in first aid. Minor injuries will be treated by the administration staff and parents notified. An ambulance will be called for significant injuries or illness. Parents are notified immediately in these cases.

It is crucial that contact details are accurate and up to date at all times.

**Jargon**

The Department of Education and Communities (DEC) has its own jargon. The most common terminology is included so that parents can interpret the code.

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>AP</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td>CAPA</td>
<td>Creative and Performing Arts</td>
</tr>
<tr>
<td>CTJ</td>
<td>Consistent Teacher Judgement</td>
</tr>
<tr>
<td>DP</td>
<td>Deputy Principal</td>
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</tbody>
</table>
| EAL/D   | English as a Second or Alternative Lan
| GA      | General Assistant                     |
| HSIE    | Human Science and Its Environments    |
| KLA     | Key Learning Area                     |
| LAST    | Learning & Support Teacher            |
| LOTE    | Languages other than English          |
| P & C   | Parents’ and Citizens’                |
| PD/H/PE | Personal Development, Health and Phys
| PSSA    | Primary Schools’ Sports Association   |
| SAM     | School Administrative Manager         |
| SAO     | School Administrative Officer         |
| SASS    | Schools Administrative Support Officer|
| SLSO    | Schools Learning Support Officer      |
| SRC     | Student Representative Council        |

**Learning Support**

Students requiring learning support are assisted by:

- their class Teacher
- the Reading Recovery Teacher (Year 1 students)
- the School Counsellor
- the school’s Learning Support Team and
- the Learning & Support Teachers

Early identification and intervention are features of the school’s approach.

**Library**

The library program fosters the enjoyment of reading and literature and the development of competence in research skills.

The school library is the main resource area for the school and provides access to information from both traditional and electronic sources. The teacher librarian provides lessons in literature and research skills. Classes come to the Library on a regular basis. A time is available for each class to borrow and return books during class times. Students are also welcome to borrow from 1.00 - 1.20 pm on Monday, Tuesday and Thursday. The Library is also open from 8.45 am - 9.15 am on Thursday.

Students may borrow books on the following basis.

- Yrs K-1, 1 book
- Yr 2, 2 books
- Yr 3, 3 books
- Yr 4, 4 books
- Yr 5, 5 books & Yr 6, 6 books

at a time.

If a child has an overdue book, no further borrowing is allowed. Any lost or damaged book/s must be paid for. Students are encouraged to use a library bag to protect books.
Lost Property
Labelled clothing / property will be returned to the owner if possible. Any unlabelled lunch boxes, neglected property, dirty and damaged clothing will be disposed. Undamaged clothing will be sent to a charity.

Expensive clothes and personal items are not to be brought to school.

Lunch Procedure
Lunch is from 12.40 pm to 1.20 pm. The students are seated for a 20 minute eating period (12.40pm - 1.00pm). Students must order their lunch from the school canteen before school. Lunches are delivered to the classrooms by lunch monitors. Children are permitted to purchase other items from the canteen at lunchtime after 12.50pm. The canteen is also open at recess.

Medications at School
The school must be informed if medications are brought to school. All medications are to be handed in at the school office and a request to administer medication form must be filled in. Except for asthma 'puffers', under no circumstances are medications to be kept in school bags or uniform pockets.

Parents of students with conditions that require regular medication should ensure that the school is aware of the student’s condition. Parents are requested to timetable medication dosages out of school hours if it is possible. However, if it is necessary for prescribed medication to be taken during school hours, parents must send a signed letter giving permission for administration staff to supervise the administration of the medication. The letter must include specific instructions regarding dosage and administration procedures. All medications must be labelled clearly with the dosage and the student’s name. Students are required to attend sick bay to take the medication.

Staff are not able to provide students with any medication, including headache tablets.

Mobile Phones
Mobile phones are not encouraged at school. Mobile phones are a major distraction for students and they present major risks with regard to theft, vandalism and harassment from other students.

Students are required to hand phones in to the school office on arrival and collect them at 3.00pm. The school will not take responsibility for such equipment if a student brings a mobile phone to school.

Money Collection

Fees and Voluntary Contributions
Parents are issued with a class activity statement with details of activities, excursions and voluntary contribution for each term during the year. A due date for payment and return of consent form is given on each statement.

Excursion Payments
Students will have the opportunity to participate in a variety of excursions and cultural visits. This will usually involve one payment per term. All excursion consent forms and payments should be given to the class teacher/or dropped off at the school office with the students name on each form.

The cost of an excursion is based on the number of students who have indicated they will be attending. Non-attendance at an event will usually result in the school being unable to refund payment. There will of course be provision for exceptional circumstances in that policy. Please discuss any such instance with the Principal.

Our preferred method of payment is through the school’s online payment facility. If paying by cheque please ensure that your child’s name and class are written on the reverse of all cheques and that the cheque is payable to Summer Hill Public School.

If paying by cash please ensure that the money is in a secure and sealed envelope with your child’s name and class on it. The school is normally unable to provide change for cash payments.

Should financial difficulty be a problem for an excursion, please contact the Principal for a confidential interview.

Band and Orchestra Fees
Band fees will be notified at the commencement of each school term. Payments should be paid directly to the school office in the manner advised previously.
Multicultural Education

Multicultural Education at Summer Hill Public School focuses on developing in all students an understanding of the role that cultural and linguistic diversity plays in our society and ensuring that students from non-English speaking backgrounds have equal access to educational opportunity.

National Assessment Program - Literacy and Numeracy (NAPLAN)

In 2008 the National Assessment Program - Literacy and Numeracy (NAPLAN) was introduced for all students in Years 3 and 5, in all government and non-government schools. This program, which has the support of all State and Territory Education Ministers, will assess the literacy and numeracy learning of students in all Australian schools.

Newsletter

Summer Hill News

Summer Hill News is available on our website and is updated each Wednesday.

The newsletter is a very important source of communication between the school and home. It provides information on activities, policies and future plans for the school.

Parents and students may have information included in the newsletter, however the school reserves the right to judge appropriateness of items. Suitable items may include community news, sport and student successes. All items for inclusion must be received at the office or by email summerhill-p.school@det.nsw.edu.au by Tuesday midday.

Limited hard copies are available by request or from the office.

Opportunity Classes (OC)

Four senior primary classes are selective classes for students who are identified as academically gifted.

Each year there is an intake of 60 students (two classes) into Year 5 from a wide variety of schools. Students from Summer Hill gain placement through the same process as those from other schools.

Students must compete academically with all other candidates for entry to an OC Class. Academic merit is determined mainly by the combination of the results of the state wide OC Placement Test in English language, mathematics and general ability together with the school assessments of student performance in English and mathematics.

Students entering Year 5 OC classes will usually be aged between 9 and 11 on 31 January of the year they enter Year 5 and are normally in Year 4 when they apply for placement.

Students must be Australian citizens or holders of a visa granting permanent residence in Australia. Parents must be living in NSW at the beginning of the school year in which the student enters Year 5.

The selection process usually follows this timeline:-

May Application forms issued and returned to school
July Student complete statewide test
October Parents are informed of the outcome.

More information is available from the High Performing Students Unit 1300 880 367
www.schools.nsw.edu.au/ocplacement

Outcomes

Outcomes express the intended results of the teaching of a syllabus. Outcomes provide clear statements of the knowledge, understandings, skills, values and attitudes expected to be gained by most students at the end of a Stage as a result of effective teaching and learning of a key learning area.

An overview of the primary syllabus documents and a complete list of outcomes can be downloaded from the Board of Studies website.


Parent Involvement

Parents are encouraged to take part in a wide variety of school activities and programs.

Classroom and Excursions

Throughout the year, teachers may request help in the classroom and on excursions. Assistance may be provided by listening to children read, helping them write stories, helping small groups of children with mathematics or going on excursions. If you are able to assist, please inform your child's teacher.
Committees
A number of committees operate in which parents can become involved. These are under the auspices of the P&C and include the:

- Canteen Committee
- Fundraising Committee
- Grounds Committee
- Music Committee
- Sustainability Committee
- Finance

Sport
Assistance may be needed at the school's annual swimming and athletics carnivals, coaching sporting teams or as requested via the school's newsletter.

Fundraising
Various fundraising events are held throughout the year, including the Spring Fair.

The Spring Fair requires a great deal of planning and is run entirely by the parents. Each year a Fundraising Committee is formed to discuss new ideas and put them into practice. You may have a particular talent or expertise which you would like to offer. No matter what you choose to do, there is some way in which you can help to enrich your child's time at school.

If you would like to help, please register your interest and availability by way of a note to the P&C (hand in at the office) and someone on the Fundraising Committee will contact you. This will not be taken as a commitment, just a point of contact for discussion. Watch out for information in the school's newsletter - it is a vital communication between the school and parents as well as a way of requesting help.

P&C Meetings
These are held on the third Tuesday of every month, in term time. Meetings start at 7.30pm and are held in the library. This is the official parent body of the school, and involvement in it provides an opportunity to comment on policies and activities and be involved in decision making. The P&C successfully supports and enriches the quality education of our students through

- the support of staff
- participation in school decision making processes
- promoting social gatherings
- supporting the needs of parents

Surveys
From time to time the school recognises the difficulty for some parents to get to meetings and share their views. To this end we provide surveys to gather feedback and information to assist us in the formation of school directions.

Parent - Teacher Communication
Effective communication between teachers and parents is vital to ensure the best learning environment for each student. If at any time you would like to discuss an issue regarding your child's progress, contact the school to arrange an interview with your child's teacher. If in doubt, always make an appointment!

The school communicates with parents through a variety of processes. These processes include:

- Meet the teacher meetings at the beginning of the year
- The Summer Hill newsletter which is published weekly
- Individual interviews at the request of the teacher or parents
- Mid year and yearly written reports
- Parent - teacher interviews
- Parent and Citizens Association meetings
- Informal contacts throughout the year

Meet the Teacher Evenings
Meet the Teacher evenings are designed to provide parents with general information about the organisation of the class and the activities planned throughout the year.
Teachers discuss their approach and leave time for questions.

These meetings are not designed to discuss individual students. If you wish to discuss your child’s education, please make an appointment with the class teacher.

**Parent - Teacher Interviews**

Formal interviews with teachers are conducted during Semester 1 or an appointment can be made through the school office or with the individual teacher at any time during the year. Teachers are not available for interviews during class times and rostered duty times. Parents are requested not to approach teachers as classes are about to commence.

**Reporting to Parents**

Parents are provided with reports on their child’s progress at the end of Term Two and Term Four. Reports are sent home before the end of term so parents have the opportunity to organise an interview with the class teacher if it is required.

The school publishes an annual report. The report focuses on the features of our school, the achievements of the students and the school and indicates school improvement targets for the following year.

**Creative & Performing Arts Program**

The school has specialist teachers who provide a Kindergarten to Year 6 developmental program for music and drama. All students engage in these activities.

For those who wish to be involved, there is also the opportunity to participate in practice and performance in a school band and/or orchestra (Years 3-6), a string ensemble, recorder groups, and a drama group.

**Personal Property**

Students are responsible for their own clothing and belongings. Staff will assist students to find lost or misplaced items but it is not the responsibility of staff to locate misplaced items or to ensure that items are not misplaced/lost. Please ensure that your child’s items have a name and current class on it.

Parents are strongly advised to label each item of clothing and other belongings clearly with their child’s name. Students often pick things up in a hurry and they can inadvertently acquire items which do not belong to them. Parents are requested to check belongings regularly and return items to school if they do not belong to their child.

**Pedestrian and Road Safety**

Parents are strongly encouraged to constantly reinforce and model road safety with their child.

Please support the staff and ensure the safety of our students by demonstrating the correct use of the road rules.

**Parking**

Road safety cannot be stressed too greatly and illegal parking by parents is a major risk factor for students especially at the pedestrian crossings. Parents are asked to abide by the parking notices and road rules thereby educating our students and helping to ensure their safety. Please read the parking signs carefully to avoid unwanted fines.

Please do not double park or park in our neighbors driveways. Council Rangers and Police regularly patrol around the school.

**Pedestrian Crossing Supervisor**

The Road and Traffic Authority (R.T.A.) employ a crossing supervisor before and after school to assist with safety on the Junction Road crossing. Parents are requested to support the crossing supervisor by following instructions and using the crossing according to the road rules. Comments regarding this service should be directed to the R.T.A.

**Photographs at School**

Occasionally photographs are taken of individual students or classes at school. These photographs may be used in our newsletter, website or other publications originating from the school. If you do not wish your child to be photographed please contact the office in writing.
**Playground**

Summer Hill Public School playground is supervised by staff. Teachers supervise the playground before school from 8.45 till 9.15 am, at recess and lunch. The playground is monitored after school to ensure the students leave the school safely. The school's playground policy encourages a K - 6 flavour across our school. Rostered grades are able to use school equipment during the second half of lunch and staff emphasise co-operative play. The library is available during the second half of lunch (Monday, Tuesday and Thursday.)

Games involving physical contact (e.g. tackling, pushing, kicking or throwing objects at others) are not permitted. Students must wear their school hat or “No Hat, Shade Play”. The shade play area is called the COPA. All rubbish must be placed in garbage bins.

**Privacy**

Summer Hill Public School collects personal information from students and their families. Our school must take such steps as are reasonable in the circumstances to ensure that, before the information is collected or as soon as practicable after collection, the parent(s) to whom the information relates is made aware of the following:

- the fact that the information is being collected,
- the purposes for which the information is being collected,
- the intended recipients of the information,
- whether the supply of the information by the individual is required by law or is voluntary, and any consequences for the individual if the information (or any part of it) is not provided,
- (e) the existence of any right of access to, and correction of, the information,
- the name and address of the agency that is collecting the information and the
- agency that is to hold the information.

The Department of Education and Communities Privacy Code of Practice is available at the following site.


Typical advice on an excursion note would be:

The information provided in this form is being obtained for the purpose of ensuring the care and safety of students on a school excursion. It will be used by the Department of Education and Communities for this purpose only. Other persons and/or agencies that will be provided with this information are SHPS for the purpose of student care and safety. Provision of this information is voluntary. It will be stored securely. If you do not provide all or any of this information then your child may not be able to participate in some of the planned activities. You may correct any personal information provided at any time by contacting the school office.

**Prohibited Items**

A variety of items and substances are prohibited at Summer Hill Public School to ensure the safety of our students, staff and community. The following list includes, but is not limited to, the items or substances students are prohibited from bringing to school.

- Knives (except a plastic knife used for eating lunch)
- Slingshots and catapults (including home made devices)
- Blow guns or any similar device capable of projecting a pellet (including paper pellets)
- Weapons or replicas of weapons
- Any imitation or replica of any firearm
- Any illegal or dangerous substance
- Medications unless with the written permission of the parent in which case the medication must be handed in to the school office. Asthma puffers may be kept by students.
- Rollerblades and skateboards

**Racism**

Racism, in all its forms, is not tolerated at Summer Hill Public School. Our school has an anti-racism contact officer (ARCO) who is available to help parents or students experiencing problems with racism. The anti-racism contact officer will listen to the problem and, with the Deputy Principal (Student Welfare), find ways to resolve it as quickly as possible. Summer Hill Public School has developed processes to resolve problems with racism. The anti-racism officer can be contacted through the school office.

**Recorder Groups**

Summer Hill Public School currently has a recorder group that rehearses regularly. The recorder group performs at various school assemblies and functions. The senior group may also perform at local venues and at the Opera House.

**Restorative Practice**

Restorative Practice is how we manage conflict, when, for whatever reason, Our Values and Stop, Think, Do have been unable to prevent a conflict situation from arising. Restorative Practice uses an explicit framework designed to re-establish significant relationships following behavioural incidents. It seeks to ensure that the
consequences for misbehaviour have relevance and meaning within the school community context, fostering individual responsibility and helping develop empathy. Punitive measures such as removal from class, attendance at the STOP THINK DO Room and suspension can be part of Restorative Practice when they are used and seen as opportunities to learn and restore relationships.

Riding Bicycles to School
Students in Years 1-6 are permitted to ride bicycles and scooters to school with the permission of their parents/carers. Parents/carers are required to inform the Deputy Principal, Student Welfare, in writing if their child is going to ride to school. The conditions under which the school expects a student to ride a bicycle or scooter to school are:

- the student rides safely to and from school
- the student wears a helmet while riding the bicycle or scooter
- the student does not ride the bicycle or scooter in the school grounds and
- the student provides a chain and padlock to secure the bicycle or scooter to the student bike rack's during school hours.
- The school does not accept any responsibility for the care of the bicycle or scooter or associated equipment during the school day.

Safety Issues
Both the school and family have a responsibility to ensure the safety of students. There are a number of safety issues that all members of the school community can assist with.

- Adhering to school times for the start and finish of school.
- Encouraging children to follow the school rules about early or late arrival.
- Ensure children come to school each day with appropriate sun protection and hat.
- Bringing a healthy and balanced lunch including fruit and water.
- Obeying road rules, to protect student pedestrians, by parking correctly & driving safely.
- Helping students to be familiar with all school rules which are on display in various locations throughout the school.

School Colours
The school colours are Royal Blue and Gold.

School Counsellor
The school counsellor is a psychologist employed by the Department of Education and Communities. The school counsellor can assist students who experience a range of personal, social, psychological and learning problems.

The school counsellor is available at school on selected days or at other times in urgent situations. The school counsellor can be contacted through the school office. All interviews are treated confidentially and students do not see the school counsellor without the permission of their parent(s).

School Development Days
School development days enable the entire staff and interested parents to participate in activities aimed at the overall development of the school. Topics relate to implementing the Department of Education and Communities priorities and school priorities outlined in the management plan.

Five school development days are held throughout the year. These days are on the first day of terms 1, 2 and 3; and the last two days of Term 4. These days are student free days.

School Holidays
Family holidays should coincide with school vacations and only in extraordinary circumstances should holidays be arranged during school terms. The Deputy Principal must be consulted if the student is to be absent for an extended period.

Please note that the first day of terms 1, 2 and 3 and the last two days of term 4 are staff development days.

Information regarding future vacation and term dates can be obtained from the following internet site.
www.schools.nsw.edu.au/calendar

School Hours
Morning Supervision: 8.45am - 9.15am
Commencement: 9.15 am
Recess: 10.45 to 11.05 am
Lunch: 12.40 to 1.20 pm
Dismissal: 3.00 pm

Please ensure that your child arrives at school on time and is collected promptly at dismissal time. In the case of an emergency, kindly notify the school when you cannot be on time to collect your child. Children should wait in the school office until they are collected.

Parents are requested to collect their child promptly when school finishes and students who walk home are expected to leave the school grounds quickly. Students who catch the bus home must wait quietly until the bus arrives and board the bus in an orderly manner. Students
are not allowed to remain in the playground to play after school.

Children not collected by 3.15pm will be taken to the office and parents contacted. Parent must come into the office to collect children when late and must see a member of staff.

School Houses
The house system actively contributes to school spirit through whole school activities such as sport and carnivals.

Our school houses are:
Border Blue
Campese Red
Flemming Green
Lewis Yellow
Students are placed into houses from Year 2.
Students without an older sibling in the school, or a previous family claim, are allocated to houses on the basis of equality of number and gender between the houses.

Scripture and Ethics Classes
Visiting volunteer scripture teachers take classes on Thursday mornings
Years K - 2: 9.15am - 9.45am
Years 3 - 4: 9.45am - 10.15am
Years 5 - 6: 10.15am - 10.45am

The denominations on offer are
- Greek Orthodox
- Protestant - incorporating Anglican, Uniting, Presbyterian and Methodist
- Roman Catholic

Scripture classes will be set on information provided on the original enrolment application. Students who do not attend scripture are supervised by a teacher. All Scripture teachers have authorisation to participate as teachers in this program. Enquiries should be directed to the Deputy Principal at school.

Students in Years 1-2, 3-4, 5-6 whose parents have requested exemption from special religious education (SRE) may be given an option to attend a course in special education in Ethics. This request must be done in writing.

Special education in Ethics is education in ethical decision making, action and reflection within a secular framework, based on a branch of philosophy. St James Ethics Centre is the initial approved provider of these classes.

Enquiries should be directed to the Deputy Principal at school.

Security
The local neighbourhood is the best protection for our school. The co-operation of the school community and local residents is appreciated in encouraging respect for school property. If you are concerned about activities of people within the school grounds or you suspect the school has been broken into or vandalised, do not hesitate to contact:

ASHFIELD POLICE
9797 4099
OR
DEPARTMENT OF SCHOOL EDUCATION SECURITY
1300 880 001

Entry to the school grounds is a privilege not a right. School grounds are 'inclosed lands' under the Inclosed Lands Protection Act, 1901 and as such are not public property. Parents and community can be denied access to the school grounds under this legislation. The Crimes Amendment (School Protection) Act reinforces the message to the community that schools are valued as special places and will be treated as such at law.

Offences under this Act are:
- A person who assaults, stalks, harasses or intimidates a member of staff or students on school property without causing bodily harm is guilty of an offence. Maximum penalty of 5 years imprisonment.
- A person who assaults, stalks or harasses a member of staff or a student entering or leaving school property for the purposes of school work or duty is guilty of an offence. Maximum penalty of 5 years imprisonment.
- A person who assaults staff or students on school property causing actual bodily harm is guilty of an offence. Maximum penalty of 7 years imprisonment.
- A person wounding or inflicting grievous bodily harm on a member of staff or student on school property is guilty of an offence. Maximum penalty of 12 years imprisonment. This same penalty applies if the wounding occurs whilst a member of staff or student is entering or leaving school premises.
Selective High Schools
Students in Year 6 have the opportunity to apply for placement in a Selective High School. Students must compete academically with all other candidates for entry to each selective or agricultural high school.

Academic merit is determined by the combination of the results of the Selective High Schools Test in English language, writing, mathematics and general ability together with the school's assessments of students' performance in English and Mathematics.

Students must be Australian citizens or holders of a visa granting permanent residence in Australia. A family placement claim may be made if a brother, sister or parent/guardian currently attends or previously attended the school.

The selection process usually follows this approximate timeline.

November: Applications forms issued and returned to school by Year 5 students
March: Students complete the test
July: Parents informed of outcome

More information is available from the High Performing Students Unit on 1300 880 367 or www.schools.nsw.edu.au/learning/k-6assessments/selectiveschools.php

Special Events
Summer Hill Public School holds a number of special events during the year. Some events are held annually while others occur when the opportunity arises. Special events may include:
- Grandparents Day
- Easter Hat Parade
- ANZAC Day Commemoration
- Clean Up Australia Day
- NAIDOC
- Education Week
- Book Week
- Musicale
- Year 6 performance

Parents are invited to participate in all these events.

Sport
Sport is a valued part of the school program as it contributes to the development of each student through providing opportunities to gain confidence and to develop a variety of skills for participation in lifelong recreation.

Sport at Summer Hill Public School includes:
- a skills program
- specialist dance program
- gymnastics
- school carnivals
- PSSA sport
- swimming

Gymnastics
Selected classes are involved in a specialist gymnastics program for one term. There is a cost associated with this activity which is paid by families.

School Carnivals
Carnivals are held in age divisions. The age a student turns that year indicates their age division. For example, if a student turns 10 on 31 December, the student participates in the 10 years age division.

Athletics Carnival
Students in Years 2 - 6 participate in the Athletics carnival. The carnival has a dual purpose of participation and the competitive element of selection for the school athletics team. It is the responsibility of individual students to enter events and participate during the day.

The carnival is a school house event and support for the student’s house is an important aspect of the carnival.

The carnival includes track and field events. The field events are held at school in the weeks leading up to the carnival.

Cross Country Carnival
Students in Years 2 - 6 participate in this carnival in their age division. The distances run are:
- 7 - 10 years old 2000 metres
- 11, 12 & 13 years old 3000 metres.

The carnival is competitive and held to select a school team for the zone cross-country carnival. The carnival is a house event and support for the student’s house is an important aspect of the carnival.
Swimming Carnival
The swimming carnival for students in Years 3 - 6 is held at a local pool. Competent swimmers in Year 2 who are 8 years old are invited to participate. The carnival is competitive and held to select a school team for the zone swimming carnival. Students are responsible for entering events with the assistance of House Captains and House Vice Captains. The carnival is a house event and support for the student’s house is an important aspect of the carnival.

Selection in Teams for Zone Carnivals
Teams are selected on performance at the school carnivals and in accordance with the rules of each sport set by the NSW Primary Schools’ Sport Association.

Age divisions vary according to sport and event. Some sports use age such as 8 years, 9 years, 10 years, 11 years and 12 years while other sports conduct competition in divisions such as Junior (8 - 10 years combined), 11 years, 12 & 13 years and Open (8 years - 13 years). A combination within sports is also possible. The 8 years age is the youngest group in PSSA sport.

Primary Schools Sports Association (PSSA)
The PSSA organises primary school sport at the zone, area, state and national levels. Summer Hill Public School participates in PSSA zone carnivals and competitions. Many of our students progress to regional and state competitions.

PSSA Sport
Students from Years 4-6 compete for places in representative teams for both summer and winter competitions. Currently sports available are cricket, softball, netball, touch football and soccer. Membership of a team requires exemplary behaviour and the signing of a code of conduct. Any breaches of the code of conduct will result in the student’s position being relinquished.

Parents pay a participation fee and for bus travel. Accounts are sent home at the beginning of each season.

The following are suggestions to ensure the safety of children participating in PSSA sport

All students to bring a drink bottle of water.
All students to wear the school hat.
Mouth guards are recommended for all sports.
Students playing soccer must wear shin pads and boots are recommended.
Students with asthma must take their puffer.
All students must inform the teacher or umpire if they are feeling unwell.

Fair play and sportsmanship are expectations of all Summer Hill students. Parents are requested to remind their children of these important values and to reinforce them at all times.
Students are reminded that the Summer Hill Values applies at PSSA events as the students are representing their school. Students who do not follow the school’s Values code may have the privilege of participating in PSSA withdrawn.

Swimming
Swimming caters for all children in Years 2 - 4 in Intensive Swimming Programs.

Stages of Learning in Primary Schools
Each key learning area is divided into stages of learning. The stages are:

<table>
<thead>
<tr>
<th>Stage</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early</td>
<td>Kindergarten</td>
</tr>
<tr>
<td>Stage 1</td>
<td>1 and 2</td>
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<tr>
<td>Stage 2</td>
<td>3 and 4</td>
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<tr>
<td>Stage 3</td>
<td>5 and 6</td>
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</tbody>
</table>

Most students will take eighteen months to two years to achieve the outcomes in each stage. Some students will be working on outcomes below or above the stage aligned with chronological age.
Student Leadership
Summer Hill Public School provides an extensive range of opportunities for students to develop and implement leadership skills. These include Year 6 leadership roles, buddies classes and Student Representative Council (SRC). Roles available are:

- Prefects
- Library Monitors
- Chess Captains
- Debating Captains
- Music Captains

Stop, Think, Do Program

When things may not be going the way we want them to, Stop, Think, Do is a process that helps remind us to do the right thing.

“Stop” means stop the bad habits and look and listen instead. Ask the questions “What is the problem?” and “What are my feelings?”

“Think” means think about options and consequences. Ask the questions “What could I try?” and “What might happen?”

“Do” means do the option with the best consequences. Ask the questions “What is the best option?” and “How can I do it?”

Stop, Think, Do aims to:
- develop a positive school culture;
- develop children’s emotional intelligence and thereby increase their self-esteem;
- empower children by teaching them self-control, decision-making and positive actions;
- teach children responsibility, respect and concern for others;
- prevent current and long-term adverse consequences resulting from poor social skills and peer friendships;
- improve social skills and peer friendships of children experiencing social difficulties.

Student Representative Council
The SRC is the voice of the student body. Students from each class in Years 1 - 6 elect two representatives (1 male and 1 female) each semester to form the Student Representative Council (SRC). The SRC meets fortnightly to consider issues brought to the meeting from individual class meetings. Suggestions brought forward from the SRC are considered by the school executive.

An important role of the SRC is in the support of many charities. This support includes fundraising and disbursement of relevant information about volunteer associations.

Student Welfare
Summer Hill Public School strives to promote the welfare of our students through personal development and welfare programs, based on positive values and a safe, happy and secure learning environment. These programs empower students through developing confident, responsible and independent decision makers who have the knowledge, skills, attitudes and security to adapt to their rapidly changing world.

Our Values provide the underpinning philosophy for the student welfare programs.

Personal development programs focus upon the development of leadership, confidence and self discipline. Teaching programs are supported by a strong commitment from our staff and parents and a range of services is available to the school from within the Department of Education and Communities.

Each student is treated as an individual. The emphasis is placed on developing each student to the best of his/her ability and fostering co-operative skills enabling productive and satisfying interaction in group situations.

Leadership is strongly encouraged within the school. Students of all ages are provided with opportunities to develop their talents.

Students with Disabilities
Summer Hill is an inclusive school. The decision to enrol a student with a disability will depend on the following factors:

- The student’s educational needs
- The expressed desires of the parents/caregivers
- The capacity of the Department of Education and Communities to provide the appropriate level of specialist support at Summer Hill
- The availability of support services at alternate locations.

Each student will have a full appraisal of their educational needs. Parents will be involved in the appraisal which covers curriculum, mobility, personal care, communication and behaviour. Consideration of supporting documenta-
Suggestions and Complaints
Parents have the right to register any suggestions or concerns they might have about any aspect of school life. Complaints can usually be resolved easily at school by approaching your child’s teacher first, then the team leader or the Principal.

Summer Hill Public School actively supports an ‘open door’ policy and looks at suggestions and complaints as opportunities for discussion and improvement.

The Department of Education and Communities policy on Responding to Suggestions, Complaints and Allegations can be obtained from the Department’s website.


Sun and Skin Safety
Summer Hill Public School has a ‘Skin Safe’ Policy. Hats are a compulsory part of the school uniform all year round. This initiative is backed up by the policy of ‘no-hat, no play’ for recess and lunchtimes. The wearing of sunscreen and protective clothing is constantly encouraged by staff.

Supervision of Students Leaving School
The staff are very conscious of the safety of our students when leaving school to go home. Staff are aware of each child’s routine and they need to know if there is a change. Please give notice of changes in routine, in writing, before the change occurs.

Telephone messages will only be passed on in emergencies.

Students are not permitted to stay at school to play after school.

Students leave school in a variety of ways. The following indicate the procedures followed for each situation.

Students collected by an older person
Students collected by a parent, another adult authorised by the parent or an older sibling become the responsibility of that person when the student is released from class.

Students who catch the bus
Students line up inside the school grounds adjacent to the bus stop on Junction Road or at the bus stop on the northern side of Junction Road.

Students who catch the train
Students are to walk directly to the station and catch the first available train.

Students attending SHARE
Students are collected at the hall and they are supervised by staff from SHARE.

Students who walk home from school
Students must leave the school grounds straight after being released from class and walk directly home from school by a predetermined route nominated by their parents.

Parents are strongly encouraged to warn their child against loitering on the way home, visiting friends without permission or going anywhere with people they do not know.

Students who remain after school
Students who remain after school for rehearsals, tuition, or training are the responsibility of the person or group organising the activity. Students need to be supervised by an adult and are not the responsibility of the school unless it is an activity organised by the school.

Technology
Summer Hill Public School has extensive access to computers, including a computer lab with 31 Mac computers. We have two class sets of notebook computers with wireless connection which can be used across the school. Each classroom has computers with broadband internet access. Nearly all of our classrooms have interactive white boards (IWB).

Transfers to other public schools
Families leaving Summer Hill to transfer to another public school in NSW should please inform the school of the final date of attendance in writing. A Transfer Certificate will be issued on the last day at our school. This is not needed for transfer interstate or to non-Government schools. Please check that any books and school equipment have been returned and outstanding school accounts are finalised.

Travel Passes
To be eligible for subsidised travel under the School Student Transport Scheme students must:
- be an infant student; i.e. attending Kindergarten, Year 1 and Year 2 classes, irrespective of the distance from home to school;
- be a primary student (Years 3-6), and reside more than 1.6 kilometres (radial distance) from Summer Hill Public School, or 2.3 kilometres or more by the most direct practicable walking route to the nearest physical entry to the school.
Forms are available upon request from the school office. Please allow two to three weeks processing time. Travel passes will then be handed out to the student.

Lost bus and rail passes can be replaced for a fee. A form to replace a travel pass is available from the school office. It is the responsibility of parents to forward the form with payment. Students need to be made aware and comply with the Department of Transport’s Code of Conduct which is outlined clearly on the cover sheet of the application form.

Uniform

Summer Hill has a very comfortable and flexible school uniform. Our school’s “Code of Behaviour” states that students “will wear the school uniform with pride at school, while travelling to and from school and while representing school”.

Parents are expected to strongly support the school by encouraging their child to wear the uniform properly.

Hats are part of the uniform and every student is expected to wear the school hat each day. School hats are the only hats to be worn to school. It is the school policy that students who do not wear hats in the playground must sit in the shade areas designated by the staff. This rule applies to ensure the safety of our students. Wearing sandals presents significant safety concerns for students. The school strongly requests that students wear enclosed shoes to protect their feet.

The colours of the uniform are white, royal blue and gold. All students are expected to wear the uniform.

Summer Uniform
- White short sleeved polo shirt with school crest
- Blue shorts or skirt
- Blue and white checked dress
- Blue legionnaire, bush or Alice hat
- White socks, black shoes

Winter Uniform
- White long sleeved polo shirt with school crest
- Blue track suit top with gold school crest
- Blue bootleg pants (girls) or track pants
- Girls winter tunic or skirt
- Boys Cargo pants
- Jackets available in fleece or polar fleece
- Vest in polar fleece
- White socks, black shoes

Please Note: It is policy for all students to wear uniform. Those without hats will be sent to designated shaded areas. Baseball type caps are not accepted as an appropriate hat.

Uniform Shop

The uniform shop is operated by Pickles Uniforms, an outside supplier. It is situated off the Primary Court-yard, and is open on Tuesday and Friday mornings 9am-10am and Friday afternoons from 2.30pm to 3.30pm. The uniform shop accepts cash, cheques and credit cards.

If you are unable to attend the Uniform Shop at these times, you may place an online order through www.youruniformshop.com.au. Order forms are available from the school office. The order, when filled, will be delivered to your child’s class.

Values

We see our school Values as the way we conduct ourselves in our daily interactions with each other.

Our Values are the foundation for all school programs and activities, and we believe the responsibility for teaching and reinforcing our Values is shared between all members of our community.

Our Values are:
- Care and Compassion - We take care of ourselves and others.
- Doing Our Best - We try hard and strive to achieve our personal best.
- Fair Go and Cooperation - We work together for the common good, where all people are treated fairly.
- Honesty, Trustworthiness and Sincerity - We are honest, sincere and seek the truth.
- Peacefulness and Patience - We are calm and patient.
- Respect - We respect ourselves and treat others with consideration. We respect others’ points of view.
- Responsibility - We are responsible for our actions. We contribute to our community and take care of the environment.
- Understanding, Tolerance and Inclusion - We are aware of, accept and value our differences.

Visiting Performances

Several times a year, the school invites groups of artists to perform for the students. Performances can include drama, puppetry, mime, cultural activities from other countries, music and dance.

The permission of a parent is required for a student to attend each performance. The attendance fee is included in the excursion and activities account sent home each term.
Visitors
Visitors must register at the school office on arrival, sign the visitors' book and obtain a visitors' badge. This is important for security reasons and it also ensures that the school can entertain our guests properly.

Visitors and parent helpers are provided with a badge to wear while in the school indicating that they are authorised to be on the school grounds. This measure is to maximise the safety of our students and staff.

Voluntary School Contribution
Summer Hill Public School requests parents to support our learning programs through voluntary financial contributions. School contributions are an essential part of the school budget.

Volunteers
Throughout the school year teachers and the school need volunteers to assist in classrooms, excursions, transport to activities (such as Chess) and around the school in many facets of our students' education.

Volunteers include, but are not limited to:
- parents;
- grandparents;
- community members;
- people who take children on excursions;

As of July 2013 it is a departmental requirement for volunteers to complete a working with children check.

Responsibilities of Volunteers
Parents and other volunteers assist with activities on the following understandings.
- The teacher(s) is/are responsible for the programs operating within the classroom and/or school.
- The teacher(s) has/have ultimate responsibility for students' safety, welfare and care.
- Volunteers accept active responsibility for children under their care under the guidance of the teacher(s).
- Volunteers' conduct and manners should at all time be acceptable and an appropriate model.
- Volunteers must refrain from smoking in the presence or sight of students. Smoking is not permitted at school or on school activities (eg excursions).
- Volunteers must not consume or have consumed alcohol or prohibited substances prior to working with students.

Upon completion Prohibited Employment Declarations are to be retained at the school in secure storage, accessible only to the Principal, for five years after the work performed as a volunteer has been completed. The forms will then be disposed of in a secure manner.

The service of a volunteer requested to complete a Prohibited Employment Declaration will not be used if:
- they refuse to complete the Prohibited Declaration, or
- they indicate they are a prohibited person.
Welcome!

We hope you enjoy the Summer Hill Experience.