



HORNSBY SOUTH PUBLIC SCHOOL



57-63 Clarke Road HORNSBY NSW 2077
Darug and Garigal Land
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www.hornsbysth-p.schools.nsw.edu.au

NSW DEPARTMENT OF EDUCATION CRICOS CODE 00588M

ACKNOWLEDGEMENT OF COUNTRY



We would like to acknowledge the Darug and Guringai peoples as the sovereign owners of the lands on which we live and learn. We pay our respects to the Elders past, present and emerging, for they hold the memories, the traditions, the culture and hopes of Aboriginal and Torres Strait Islander peoples across the nation. We recognise the linguistic and cultural knowledge and expertise held by the members of the oldest living culture on Earth.



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A MESSAGE TO PARENTS

Welcome to Hornsby South Public School. This booklet contains information we hope will assist you to become familiar with Hornsby South Public School.

At Hornsby South Public School, we take great pride in developing successful school community partnerships to support the academic, social and emotional development of each child. The strategic directions of the school are included in the school plan which is available on our website.

Every effort is made to ensure your child's relationship with Hornsby South is an enjoyable and rewarding experience.

Please do not hesitate to contact the school office on 9489 2410 if you require further assistance.

Jennifer Davey
Principal – Hornsby South Public School

SCHOOL VISION

Our vision is to create a connected learning community focused on wellbeing, educational aspiration and ongoing improvement. Learning opportunities incorporate effective, evidence-based teaching strategies, ensuring that individual students' needs are catered for and all students connect, succeed and thrive.



SPECIAL EVENTS

During the school year, the children take part in many special activities that complement their education. Information about these activities/events is sent to you via the weekly newsletter and/or on the School Enews app. Listed below is a summary of activities which may take place in any school year.

Multicultural Day
Education Week Open Day
Harmony Day
ANZAC Ceremony
Easter Parade/Crazy Hair Day/Grandparent's Day
Easter & Christmas Combined Scripture Services
Book Week Activities
Cyber Safety
Anti-Bullying Presentations (Brainstorm Productions)
Presentation Day
Information Evening, Kindergarten Orientation, Play Groups and Beginner Groups Programs
Aboriginal & Torres Strait Islander Cultural Activities
Science Fun Day
Coding Club
Swimming Carnival
Cross Country Carnival
Athletics Carnival
Zone Carnivals in Swimming, Cross Country, Athletics and Ball Games
Sports coaching clinics
HZAA (PSSA) sporting opportunities
National Assessment in Literacy and Numeracy
Debating
Robotics club
REACH Competitions
Maths Olympiad
Multicultural Perspectives Public Speaking Competition
Chess
Life Education
Writers' Club
Kindergarten Signing Choir
Drama Club
Primary Proms & Festival Choral Concerts
School Concerts
Twilight Christmas Concert
Musical performances for the community
Band Camp and Band performances
Dance Group performances
Musical Soiree
Musica Viva
Choir
Visiting musical and dramatic performances
Environmental workshops
Earth Club
Peer Support Programs
Student Representative Council Mufti Days
Positive Behaviour for Learning (PBL)
Overnight excursions to Canberra/Snowy or Camp for students in Years 5 and 6
Variety of class/grade excursions
Parent Information sessions
Swim Scheme
Mother's Day and Father's Day Breakfast
Premier's Spelling Bee
Premier's Reading Challenge
Premier's Sporting Challenge
NSSWE Spring Music Festival
AGHS Musicale
Music Count Us In

POSITIVE BEHAVIOUR FOR LEARNING

Our school community has three expectations on which we build our PBL model. These are 'Respectful', 'Responsible' and 'Aspire'.

PBL is a school-wide program promoting a positive and encouraging learning environment, where students know what is expected of them, are taught the required skills, understand the benefits in behaving responsibly and respectfully, and aspire to achieve their personal best.

Our statement of purpose is:

To provide students with a positive and engaging learning environment, allowing them to grow with knowledge, and develop the skills and values to contribute positively to a culturally diverse community.

Our school mascot "Koala Blue" appears on our expectations you see displayed around our school. A copy of the general expectations can be found on the following page. The PBL expectation focus is outlined in the school newsletter.

Teachers will be on the lookout to hand out 'Koala Blues' and 'Bluey' Awards to children who are following these expectations across various settings in the school. The 'Bluey' Awards match the colours of our three expectations. Each of these expectations will be taught in class. Teachers will facilitate explicit lessons to ensure children understand the expected behaviour across the various school settings. The reward system is a progressive reward system.

10 Koala Blues = 1 Bluey Award
5 Bluey Awards = 1 White Merit Award
5 White Merit Awards = 1 Bronze Award
3 Bronze Awards = 1 Silver Award
2 Silver Awards = 1 Gold Award, 1 Gold Pin and Principal's Lunch
2 Gold Awards = 1 Platinum Award, 1 Platinum pin and Platinum medal at Presentation Day



PBL mascot - Koala Blue



General Expectations

Respectful

- I will allow others to learn.
- I will be polite and kind to others.
- I will take pride in myself, my school uniform and the school environment.



Responsible

- I will be accountable for my actions.
- I will look after my personal belongings and school property.
- I will actively participate in all available learning opportunities.



Aspire

- I will be resilient and reflective.
- I will be academically courageous.
- I will be involved in my school and my community.



WHERE EVERY FACE HAS A PLACE

PBL FLOWCHART FOR REWARDING POSITIVE BEHAVIOURS

PLATINUM AWARD + PIN

Platinum Medal at end of year Presentation Day



2 Gold Awards = 1 Platinum Pin

GOLD AWARD + PIN

And end of term lunch with the Principal



2 Silver Awards = 1 Gold Award

SILVER AWARD

SILVER AWARD

3 Bronze Awards = 1 Silver Award

BRONZE AWARD

BRONZE AWARD

BRONZE AWARD

5 White Merit Awards = 1 Bronze Award



5 Bluey Awards = 1 White Merit Award



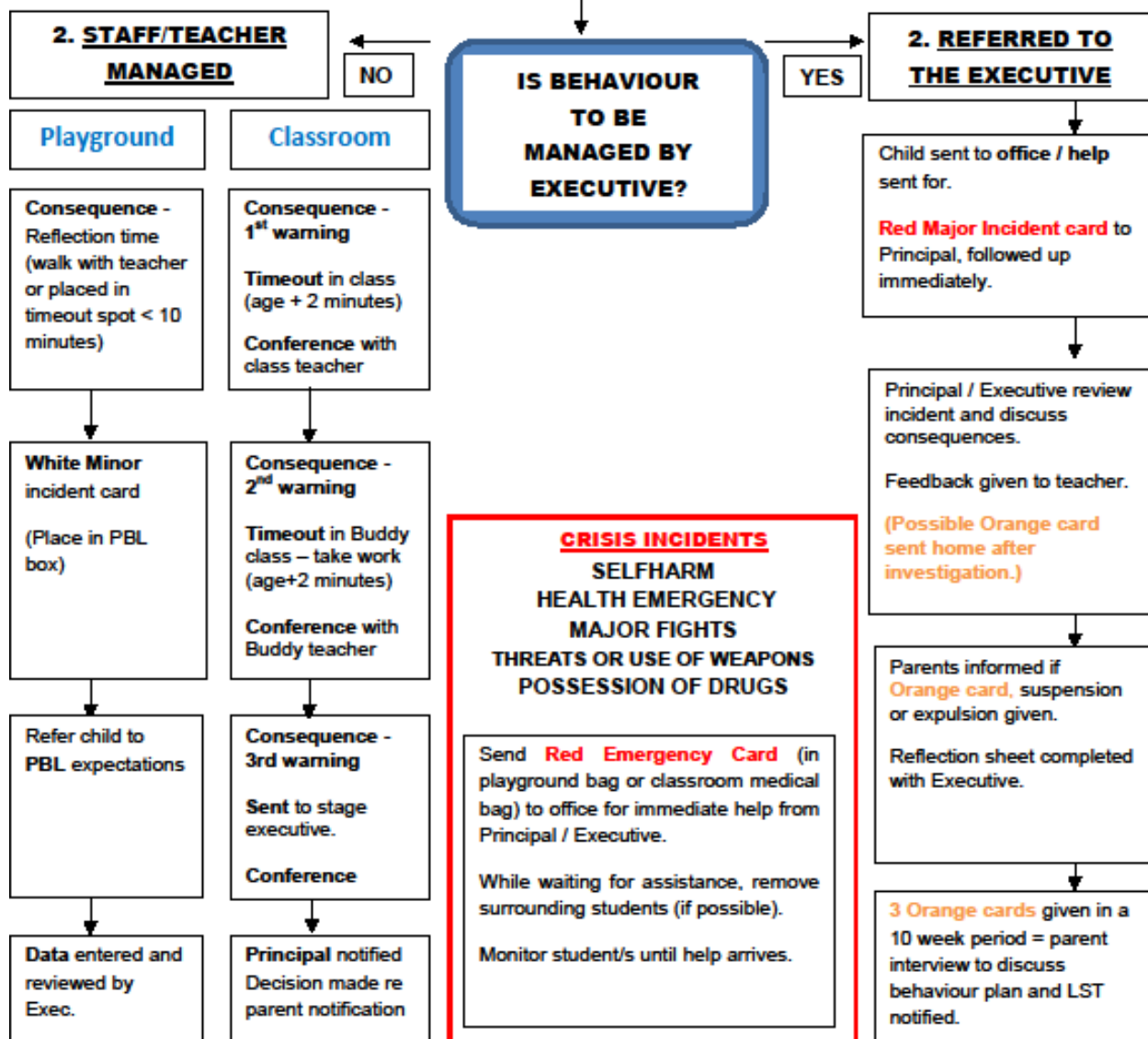
10 Koala Blues = 1 Bluey Award = 1 House Point



Flowchart for Managing Inappropriate Behaviours

A PROBLEM BEHAVIOUR IS OBSERVED

1. WARNING/CONFERENCE WITH STUDENT BY TEACHER	
STAY CALM	BE CONSISTENT
BE BRIEF	BE IMMEDIATE
BE RESPECTFUL	
	WORDS/ACTIONS AN ADULT CAN USE
PROMPT	Provide verbal and/or visual cue. Low key responses.
REDIRECT	Restate the expected behaviour.
RE-TEACH	State and demonstrate the positive behaviour expectations. Have student/s demonstrate it or say it back to you. Provide immediate feedback.
PROVIDE CHOICE (re-engage or have a consequence applied)	A statement of two alternatives- the preferred or desired behaviour and a less preferred choice (logical consequence). Pause after providing the choice and when the student chooses wisely, provide positive feedback.
APPLY LOGICAL CONSEQUENCE	Consequence is applied. If student does not choose desired behaviour. Go to Step 2.



HELPFUL INFORMATION

ABSENCES FROM SCHOOL

Regular attendance at school is essential if students are to reach their potential. In accordance with the Department of Education Student Attendance in Government School Procedures, parents must ensure:

- children of compulsory school age are enrolled in a government or registered non-government school or, registered with the NSW Education Standard Authority (NESAs) for Home Schooling.
- their children who are enrolled at school must attend school every day with a minimum of **92%** attendance.
- they provide an explanation for absences to the school within 7 days from the first day of any period of absence. On the day of an absence, an SMS will be sent. Replying to this SMS is the quickest way to resolve absences. Within 7 days, staff will make subsequent contact with parents who do not respond to the SMS. The 7 day timeframe for explaining absences is a requirement of the Education Act (1990).
- they work in partnership with the school to plan and implement strategies to support regular attendance at school. This includes communicating with the school if they are aware of issues impacting on their child's attendance or engagement with school.
- International students are required to provide a doctor's certificate for absences of **three days or more**. If your child is absent for one or two days, a **letter** of explanation must be provided. Further information is located under International Students heading.

Parents arriving to collect their children during school time **must proceed to the school office** before collecting their children. The school office will ask you to sign an Early Departure Slip prior to you collecting your child. If your child arrives after school has commenced, an adult is required to accompany them to the school office and acquire a Late arrival Slip before proceeding to their classroom.

In addition to school-based monitoring of attendance, at fortnightly Learning Support meetings student attendance is monitored each term by the Home School Liaison Officer. This includes partial and whole day absences.

Following Department of Education – Student Attendance in Government Schools Procedures, from the beginning of 2015, family holidays and travel are not considered valid under the Exemption from School – Procedures. Travel or holidays outside the school vacation periods are recorded as absences for statistical purposes. A Certificate of Exemption will not be granted. Parents are required to complete an *Application for Extended Leave – Travel* and forward this to the school office if the leave will be more than 5 school days. Reasons for travel should be included in the application. If a *Certificate of Extended Leave – Travel* is not issued, the travel will be recorded as an absence rather than leave. Please inform your child's class teacher in writing prior to travel if your child will not be attending school.

Absences from school of 100 or more consecutive school days need the approval of the Director of Educational Leadership, Public Schools, Hornsby Network. Forms are available from the office and must be completed and returned to school at least three weeks prior to the planned absence.

Absences from school of 5 or more consecutive school days need the approval of the school Principal. Forms are available from the office and must be completed and returned to school at least three weeks prior to the planned absence.

ASSEMBLY

The whole school meets twice each term. This assembly is conducted by the students and is a time of sharing and learning. Separate assemblies for Years K-2 and Years 3-6 occur approximately three times per term.

ASSESSMENT AND REPORTING

Regular student assessment provides the class teacher with important student achievement information to ensure teaching and learning programs cater for differing student ability. A variety of assessment tools are implemented throughout K-6. Class teachers provide:

- ✓ Parent/Teacher Interview, end of Term 1
- ✓ Semester 1 report, end of Term 2
- ✓ Semester 2 report, end of Term 4

Student progress in literacy and numeracy are monitored using the NSW Literacy and Numeracy Progressions. Student data is recorded using PLAN2 software in Week 10 of each term. PLAN2 software provides valuable whole school information on students' achievement in literacy and numeracy and informs school programs and initiatives.

ASTHMA

All children with asthma are required to have an Asthma action plan signed by their doctor every 12 months.

If you wish for your child to keep their reliever medication in their school bag, please complete a 'Request for student to carry his/her own asthma reliever medication' form and return it to the Front Office with a current Asthma plan.

In addition to carrying a reliever inhaler (blue puffer), the Department of Education (DoE) requires all children with asthma to provide the school with a reliever inhaler (blue puffer) to be stored in the First Aid room with their Asthma plan. Please provide a reliever inhaler (blue puffer) to the Front Office clearly labelled with your child's name.

The school also carries General Use Asthma reliever inhalers in the first aid kits with disposable spacers and a copy of the Asthma First Aid – Schools and Child Services plan. However, asthma reliever inhalers (blue puffers) can only be given to students that are diagnosed as asthmatic and have an action plan.

In a breathing emergency, if the student has been diagnosed with asthma as well as anaphylaxis and has been prescribed asthma reliever medication, the EpiPen will be administered first, before the student is given asthma reliever medication.

AWARDS

Student achievement is recognised throughout the year in a number of ways both at a class and school level. Assemblies include presentation of awards. Ribbons are awarded to place winners in sporting carnivals. Presentation Day is held at the end of the year to acknowledge outstanding academic, athletic, artistic and social achievements. Positive behaviours are rewarded and aligned to our School PBL reward system.

BEFORE & AFTER SCHOOL CARE (OSHClub)

Before School Care begins at 7.00 am and After School Care operates until 6.30 pm each school day. Information regarding OSHClub can be found on the school website. There is also an information sheet available from the school office. Please call the centre if you require additional information on 0438 248 018 or email hornsbysouth@oshclub.com.au

BUS

A school bus departs from Hornsby Station at 8.45am each morning. Students who travel by bus in the afternoon are required to line up outside the office and are supervised by members of school staff. When the bus arrives, students are escorted by staff across the road to the bus stop in Neutral Road.

Students who qualify for a bus pass will need to apply for an Opal card online. Information is available in the school office or online at www.opal.com.au (click on “Get an Opal Card” and scroll down to “School Opal Card”).

Students who are Eligible for a Bus Pass

All K-2 students are eligible to receive free bus travel. Only those primary students who live **outside** a boundary limit defined by the Department of Transport are eligible for free travel. There are also some restrictions on eligibility based on particular visa types held by students. For further information, contact the school office. International students are not eligible for the free school student transport scheme. However, they are eligible for a school concession card. Please contact the school office for further assistance and the application process. Further information can be found at: <http://www.transportnsw.info>

CHANGE OF FAMILY INFORMATION

It is most important to notify the school of any changes to the information provided upon enrolment, to ensure our records are kept up-to-date. Please notify the school **in writing or through an email to the school** as soon as possible if you move, change phone numbers, implement court orders and/or change work or emergency contact numbers.

For the same reasons as stated above, it is essential that the school knows your place of employment and the phone number, even if you work only one or two days per week. If you are not working now, but start to work at any time, please remember to notify us **in writing** of the details. Information about a change in place of work is also required as soon as possible.

Please ensure the school always has an emergency contact person other than an immediate parent. This should be a local resident.

CLASSROOMS

Students and parents are requested **not to** enter classrooms without the permission and supervision of a class teacher.

COLLECTION OF MONEY

All money sent to school should be handed in at the school office. To assist with processing payments, please pay by the due date specified on the excursion note or invoice. You are able to send cash or a cheque made payable to Hornsby South Public School. You may pay online through our school website or School Enews app and select the \$Make a Payment option.

Money collections organised through the P & C should be deposited in the P & C box located in the office foyer. Money collections organised through the school band should be deposited in the ‘Band Box’ located in the office foyer.

COMMUNITY INVOLVEMENT

Throughout the year, many parents become involved in school programs and special projects. Parents help with the organisation of functions, transport, reading, library, excursions, sporting functions, assemblies and in classrooms. If you can assist in any way, your time and help would be appreciated. Please speak with your child’s class teacher if you are willing to offer your assistance. All parent volunteers who are part of a formal mentoring program will be required to obtain a Working with Children Check Clearance. All other volunteers need to provide 100 points of identification and complete the required paperwork. Please contact the school office for further details. All volunteers must show proof of their vaccination status.

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

Students from language backgrounds other than English are assessed by EAL/D teaching staff to inform the planning of an appropriate program to assist in their English language development. Additional New Arrival Programs are implemented to support students requiring more intensive assistance.

EXCURSIONS

Educational excursions are encouraged and supported by the school as a way of developing concepts being taught in class. Parents receive detailed information and a permission note for each excursion. No child is allowed on an excursion without parental permission.

HOMEWORK

Homework is organised by each classroom teacher and supports learning undertaken in the classroom. Please contact your child's classroom teacher if you require additional information regarding homework activities.

HOUSES

Our sport houses are named after famous Australian poets. Children are allocated to a house on enrolment. They retain this house placement throughout their association with the school. House points are awarded through participation in swimming, athletics and cross-country carnivals and when students demonstrate positive behaviour. The houses are:

KENDALL

GORDON

LAWSON

PATERSON

INFORMATION AND COMMUNICATIONS TECHNOLOGY

At Hornsby South Public School, we integrate ICT capabilities into our teaching, learning and assessment to develop the knowledge, skills, understanding, attitudes and behaviours to assist students to live and work successfully in a diverse, technologically advanced world.

Students from Kindergarten to Year 6 engage in a diverse range of practical experiences and develop knowledge and understanding of contemporary and advancing technologies. They develop solutions to identified problems and situations and explore the impact of technologies on the individual, society and the environment.

INTERNATIONAL STUDENTS

Mrs Campbell and Mrs Jerram are our International Student Coordinators. Please call the school office at any time if you require any assistance or require further information about school initiatives or events. The coordinator will assist you or direct you to the appropriate staff member.

- Attendance

Your child must attend a minimum of 80% of all scheduled classes. If your child does not meet attendance requirements he/she will be reported to Immigration, unless there are compelling or compassionate circumstances (Appendix 2). An attendance warning letter will be issued to students who are at risk of not meeting, or who have failed to meet 80% attendance for a term.

You must provide a doctor's certificate for any of your child's absences of three days or more. The doctor must be a registered medical practitioner. If your child is absent for one day or two days, a letter of explanation must be provided to the classroom teacher.

- Student Progress

Student progress is monitored to ensure students are meeting appropriate curriculum requirements. Student data is monitored throughout each term. Students requiring additional assistance will be monitored through the school Learning Support Team. Individual learning action plans are developed in consultation with the classroom teacher, EAL/D teachers and parents.

- **Conditions of Enrolment**

- You must notify the school of your residential address within seven days of arriving within Australia and notify any changes of address and contact details within seven days.
- You are required to remain with your child while he/she is enrolled in primary school Years K-4. If you need to return to your home country, your child must accompany you. If your child is in Years 5-6, he/she must reside with a direct blood relative (approved carer).
- Your child must adhere to school expectations and the terms and conditions of enrolment as stated on the International student enrolment form. Your child will receive information about school rules and expectations at orientation. Your child's enrolment may be suspended or cancelled on grounds of misbehaviour.
- If you want to transfer your child to another government school, you must provide a written request to the school.
- If you want to change provider, you must provide a written request to the school. For further information concerning visa regulations about changing provider, refer to the DIBP website www.border.gov.au and the International Student Coordinators (Mrs Campbell and Mrs Jerram).
- If at any stage students feel unsafe inside or outside the school, please contact the International Student Coordinators (Mrs Campbell and Mrs Jerram).

- **Local Area Information and closest services**

- Telephone 000 in case of emergency (Ambulance, Police and Fire Brigade)
- Hornsby Police Station
292 Peats Ferry Road Hornsby
Ph: 9476 9799
- Medical Centre
Waitara Family Medical Practice
1/75-77 Pacific Highway Hornsby
Ph: 8038 1070
- Hornsby Ku-ring-gai Hospital
Palmerston Road Hornsby
Ph: 9477 9123
- Banks
Commonwealth Bank – Westfield, Hornsby Hunter Street Shop 1067/8 Ph: 9482 0222
Bank West - Westfield Hornsby, Hunter Street and Florence Street Shop 1059/60 Ph:131719
St George – 33 Florence Street Hornsby Ph:133330
- Shopping Centre – Westfield Hornsby 236 Pacific Highway Hornsby Ph: 9477 5111

- **Australian Laws and Regulations**

Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the Education Services for Overseas Students (ESOS) Act 2000 and the National Code 2007. For a summary of the ESOS Framework see: <http://www.iinternationaleducation.gov.au>

For information about student visa requirements, refer to the Department of Immigration and Border Protection (DIBP) website: www.border.gov.au

Information on Australian Laws and Regulations can be found at: <http://www.lawstuff.org.au/>

Further information can be found at: www.internationalschool.edu.au.

INTERPRETER

An interpreter service is available if required. This must be arranged by appointment through the school. Please let the class teacher know if you require an interpreter.

INTERVIEWS

The school encourages contact with parents. Please make an appointment with the class teacher if you are concerned about your child's welfare or progress.

LATE ARRIVALS/EARLY LEAVERS

Students who arrive after the 9.10am morning bell must report to the school office with a parent to be recorded as a partial attendance. If you need to take your child out of school before 3.00pm you please proceed to the school office before taking your child from their classroom. The school office will provide a late arrival/early leaver slip to give to the classroom teacher.

LEARNING SUPPORT TEAM

The school's Learning Support Team co-ordinates programs and resources to support the needs of students underperforming or experiencing learning and behavioural difficulties. The team meets weekly and identifies strategies to assist student development. Students on the Learning Support Team caseload are monitored throughout the year at Learning Support meetings, through NCCS and Wraparound meetings.

LIBRARY

Our library is open five days per week. Children are encouraged to borrow books and read a wide variety of materials from our library collection. Children should have a library bag to protect borrowed books. Special library/excursion bags are available at the uniform shop.



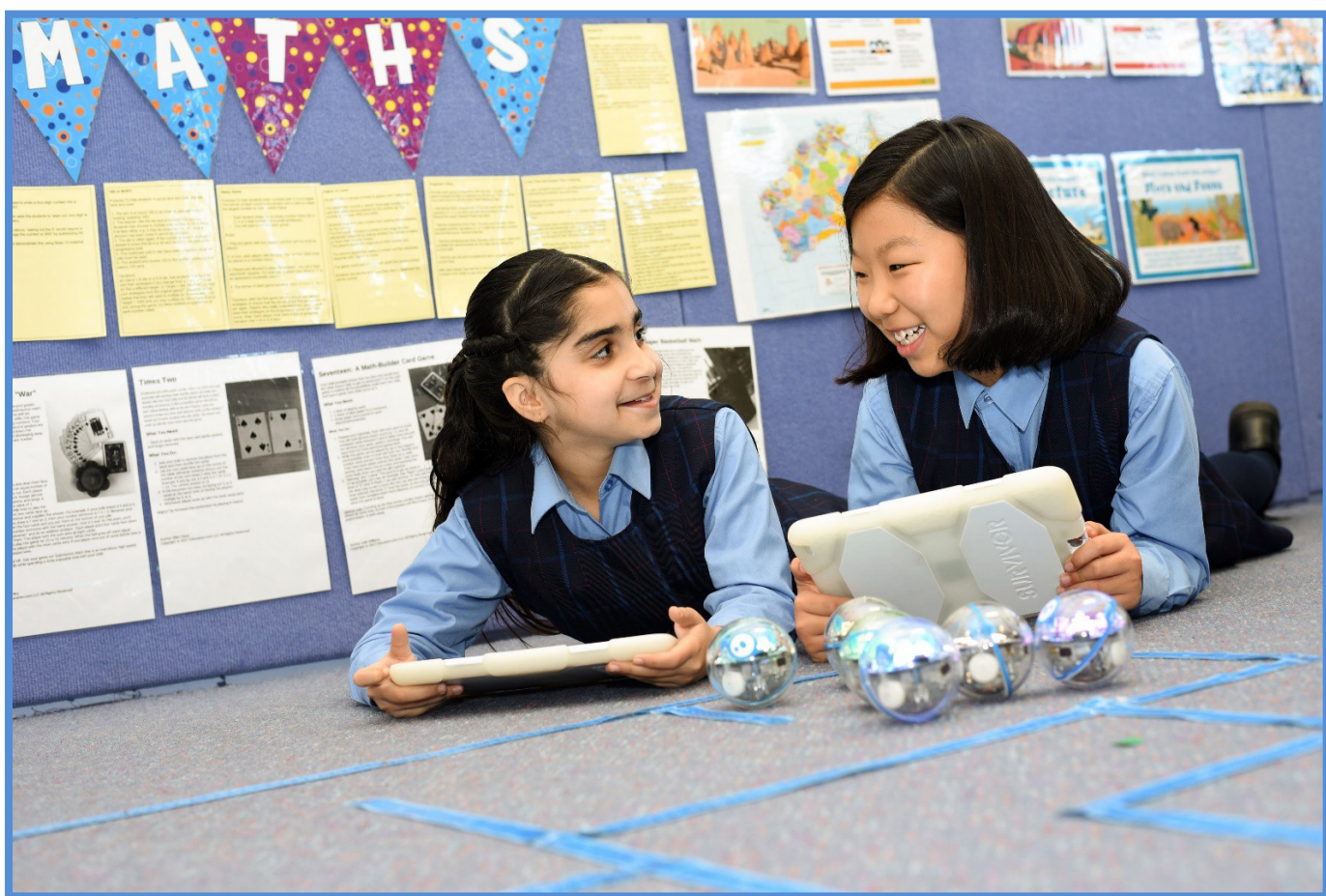
LOST PROPERTY

All lost property is stored outside the Uniform Shop. Parents are requested to ask their children to check as soon as possible after an item is lost. Each term, excessive items not claimed are donated to local charities or the Uniform Shop for 2nd hand items. **Please make sure all items of clothing, lunch boxes and drink bottles are clearly marked with your child's name.**

NEWSLETTER

Each fortnight, a newsletter is distributed to the school community. The newsletter contains information regarding school events, school organisation, P&C news and acknowledgment of student achievement. To receive an electronic copy, parents need to log-on to the school website or School Enews app and subscribe. The newsletter is also posted on the schoolwebsite.

- Visit the school website <http://www.hornsbysth-p.schools.nsw.edu.au>
- Select the 'Newsletters and Notes' tab
- Under 'Email Subscribe', click on 'Newsletters' and the year group/s of your child/ren



OCCUPATIONAL THERAPY / FINE MOTOR SKILLS NEEDED FOR SCHOOL READINESS

Fine motor skills are important in building the future academic success of your child. Students beginning Kindergarten are expected to be able to competently complete simple fine motor tasks such as:

- Cut a piece of paper in half and cut out a circle shape
- Move the paper while cutting along a line with scissors
- Use a glue stick
- Unbutton large buttons
- String beads on a thread
- Touch the tip of each finger to their thumb
- Colour a picture with no more than 1/2cm deviation outside the lines
- Complete puzzles of 4-5 pieces
- Use a fork correctly
- Get dressed and undressed without help
- Grasp a pencil correctly
- Draw a person with at least 6 different body parts
- Open and close their lunch box
- Open and close zippers
- Begin to write their name
- Begin to tie their shoes.



PARENTS AND CITIZENS ASSOCIATION (P&C)

The Parents and Citizens Association meet every third Wednesday of each month. Dates are published in the school newsletter. The P & C supports the school in a variety of ways including the operation of the Canteen, Uniform Shop and School Bands. All parents are encouraged to become involved.

PARKING

In the interests of safety, please do not use the staff car parks between 7:30am and 4:00pm. If you are accessing OSHClub, you will need to park on the street during these hours. Drivers are advised to comply with the parking signs in Clarke Road as these are often monitored by Council Parking Officers.

Please **DO NOT** park in the disabled car space near the entrance to the car park as this may be used by a special transport van before and after school each day.

PERFORMING ARTS

- **Band**

The school has a Training Band, Concert Band and Performance Band. All students in Years 3-6 are welcome to join the band. All bands attend a Band Camp and perform at various events throughout the year. Please contact the band committee for further details hornsbysouthband@gmail.com.

- **Choir**
Choral groups operate which cater for children from K-6. Our Senior Choir performs at the Opera House Choral Concert and our Junior Choir performs at the Primary Proms Concert. All choirs perform at various school events throughout the year.
- **Dance**
Our Dance groups audition and perform at the Sydney North Dance Festival and/or Wakakirri. This provides students with an opportunity to perform on a professional stage in front of a large audience. Students work on original choreography with a focus on developing rhythm, movement and balance.

REPORTING

Student progress is monitored throughout each term and reported to parents at the end of each semester. EAL/D students who are withdrawn from the class will receive a report outlining their English language acquisition progress using the ESL scales as a reference. International students achieving limited English language outcomes at a limited level or E level, will be referred to the Learning Support Team for an intervention strategy to be implemented.

SCHOOL PSYCHOLOGIST

The School Psychologist is in attendance two days each week (Tuesday and Friday). Their office is located in the main office building. Your first contact should always be through your child's teacher who will refer any concerns to the Learning Support Team. Generally, parent permission is required prior to a student accessing the School Psychologist.

SCHOOL DEVELOPMENT DAYS

The school organises School Development Days for the professional development of teachers and the development of policies and school-based curricula. School Development Days are usually held on the first two days of Term 1, the first day of Terms 2 and 3 and the last day of Term 4. They occur in all government schools. Students do not attend on these days.

SCHOOL HOURS

Supervision is provided for students from 8.40 am until 3.00 pm each day. Classes commence at 9.10 am. It is expected that children will be at school before 9.10 am but not before 8.40 am. A Before School Care service is available for your child from 7.00 am if he/she needs to arrive prior to 8.40 am. It is expected that students will leave the school grounds promptly at 3.00 pm as there is no teacher supervision after 3.00 pm. An After School Care service is provided to care for children after 3.00pm, however students must have been enrolled in this service.

Bell Times	8.40 am	Student supervision
	9.10 am	Lessons commence
	11.10 am – 11.35 am	Recess
	12.55 pm – 1.05 pm	Eating Time
	1.05 pm – 1.40 pm	Lunch
	3.00 pm	Dismissal of classes

SPECIAL RELIGIOUS EDUCATION (SRE) AND SPECIAL EDUCATION IN ETHICS (SEE)

Special Religious Education lessons take place on Tuesdays in two sessions; Years 3 – 6 and K – 2. The lessons available to students are dependent on the availability of Special Religious Education and Special Education in Ethics teachers. Combined scripture services may take place at Easter and Christmas. These are led by senior students and parents are welcome to attend.

SICKNESS

If your child feels sick or has an accident at school, he/she will be treated in the sick bay. If it is determined that the child should not remain at school, you will be contacted at home or work to discuss the action to be taken. In urgent cases medical help will be sought immediately.

Good health is vital to school progress. Please check that your child has been immunised against diphtheria, whooping cough, poliomyelitis, measles and tetanus, and be sure a booster has been received before commencing school.

It is possible that at some time during your child's schooling one of the following common childhood diseases will be contracted.

- **COVID-19**
Advice regarding COVID-19 in schools is constantly changing. You will be provided with up to date advice via the School Enews App.
- **MEASLES**
Child is excluded from school for at least four days from the appearance of the rash or until a medical certificate of recovery is produced.
- **GERMAN MEASLES**
Child is excluded from school for at least four days from the appearance of the rash or until a medical certificate of recovery is produced.
- **MUMPS**
Child is excluded for at least nine days from the onset of swelling.
- **CHICKEN POX**
Child is excluded for at least five days after the first spots appear, or when blisters have all crusted.
- **CONJUNCTIVITIS**
Child is excluded until discharge from the eyes has ceased.
- **RINGWORM / IMPETIGO**
Child is excluded until treated.
- **SLAPPED CHEEK**
Most infectious before the rash appears.

Sick children recover best when kept quietly at home. Please contact the school office if your child requires medication for ongoing conditions such as asthma, diabetes, allergies or anaphylactic allergies. The school office will advise you of school health procedures and requirements.

Medication at School

Only Asthma medication (blue puffers) can be kept by students in their bags upon completion of the required paperwork. If your child needs to take any medication during school hours, it must be handed into the school office and the appropriate paperwork completed.

SPORT

- **K-6 Sport**
The school encourages participation in a variety of sporting activities. Carnivals are held each year for Swimming, Athletics and Cross Country. Qualifying school representatives can compete in Zone, Area and State competitions if they qualify for particular events.

- **K-2 Sport**
Sport takes place weekly on a grade basis. Parental assistance may be requested. Activities are curriculum based and designed to develop co-ordination, balance and ball skills.
- **3-6 Sport**
Each Friday, students participate in school sport or HZSS (PSSA). Soccer, cricket, softball/T-ball, touch, AFL and netball are among the major sports enjoyed by students at this school.
- **Fit Futures**
The Fit Futures program operates throughout the whole school to develop students' fundamental movement, dance and gymnastic skills, agility and aerobic capacity. The program is implemented by specialist teachers and is aligned to the Physical Development, Health and Physical Education K-6 syllabus.

STUDENT LEADERSHIP

Leadership qualities are fostered and encouraged throughout the school and all children are given opportunities to display such qualities. In Year 6, students are given the opportunity to be elected as School Captain, Vice Captain or Prefect. Students in other years are elected by their peers to be representatives on the Student Representative Council. Senior students are also elected as House Captains and House Vice-Captains.

- Kindergarten Buddies

Senior students are trained as leaders and are partnered with a pre-school child for Beginner Groups. The following year, Kindergarten children where possible, will retain the same 'buddy' when they start school. This makes the transition to school a little easier. The buddy system supports Kindergarten students' transition to school.

- Student Representative Council

Through the Student Representative Council, the children of Hornsby South raise money for various charities and school equipment. The students are elected each semester by their class members.

SUPPORT SERVICES

The school implements support programs to assist students who are underperforming, experiencing learning and behavioural difficulties or do not have English as their first language. They include PBL Tier 2, EAL/D (English as an Additional Language or Dialect), MacqLit, Multilit, MiniLit, Patch and Learning Support Teacher assistance. The school currently also operates a Speech in Schools and an OT program.

TEXTBOOKS AND ASSOCIATED MATERIALS

The school uses textbooks and other educational materials in some subjects and parents are asked to purchase the items. Textbooks are ordered online and information is sent home in Term 4 for the following year. Staff members conduct an annual review of all textbooks used within the school.

UNIFORMS

It is the policy of this school that all students are requested to wear school uniform. New uniforms are on sale from the School Uniform Shop near the Library. Order forms can be obtained from the school office or from the school website. These are lodged, together with payment, in the P&C and Uniform Orders box in the school office. You can view current opening times under the Community section of our school website. New uniforms are not sold as a profit-making venture but as a means of keeping uniform costs to a minimum.

The changeover from summer to winter takes place at the end of May and from winter to summer at the start of Term 4 (this is a guide only). This school has a strong tradition for wearing uniforms and this has played a major role in establishing positive, healthy school attitudes.

Winter

Navy check tunic with navy tights or white ankle socks OR
Navy long trousers with navy socks
Mid-blue long-sleeved shirt
Maroon tab tie or school tie (optional)
Maroon jacket with school crest
Black shoes
Maroon school hat



Summer

Blue check tunic with white ankle socks OR navy skort
Short-sleeved open-neck mid-blue shirt with navy shorts and navy socks with school colours
Black shoes
Maroon jacket with school crest
Maroon school hat



Sports Uniform

School maroon skort or shorts
Sport polo shirt
White ankle socks
Tracksuit pants/jacket
Joggers

NB Joggers are only to be worn with sports uniform.



APPENDIX 1

REMOVAL OF PAINT FROM CLOTHING

This is the best possible way of washing any of the different sorts of paint used in school out of any type of cloth.

1. Separate the stained garment from the rest of the wash
2. SOAK OVERNIGHT in COLD SOAPY WATER
3. Rinse in COLD WATER
4. HAND WASH in LUKE WARM WATER using ORDINARY SOAP
5. Gently rub soap onto stain
6. Change the water if necessary
7. Continue until the stain has gone

DO NOT USE

- HOT WATER
- DETERGENT
- SPRAY-ON STAIN REMOVER

DO NOT MACHINE WASH

APPENDIX 2

GUIDELINES FOR COMPASSIONATE OR COMPELLING CIRCUMSTANCES

Extended leave (student initiated suspension) or deferment of studies may only be granted in compassionate or compelling circumstances and is not counted in attendance records.

Compassionate or compelling circumstances are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but not limited to:

- illness, where a medical certificate states that the student is unable to attend classes
- bereavement of close family members such as parents or grandparents (where possible a death certificate or other evidence should be provided either prior to departure or on return) or
- major political upheaval or natural disaster in the home country requiring their emergency travel and this has impacted on their studies
- a traumatic experience which could include, but is not limited to: involvement in, or witnessing of an accident, witnessing or being the victim of crime and this has impacted on the student. These cases should be supported by police or psychologists' reports or advice.
- inability to begin studying on the course commencement date due to delay in receiving a student visa

Claims of compassionate, compelling or extenuating circumstances must be supported by documentary evidence.

Guidelines for extenuating circumstances relating to the welfare of the student

Students who are suspended or will be expelled have 20 days to access the appeals process unless extenuating circumstances relating to the welfare of the student apply.

These may include but are not limited to, when the student:

- o refuses to maintain approved care arrangements (under 18);
- o is missing;
- o has medical concerns, severe depression or psychological issues which lead to fears for the student's wellbeing;
- o has engaged or threatens to engage in behaviour which is reasonably believed to endanger the student, other students or staff at the school;
- o is at risk of committing a criminal offence.