Hinchinbrook

Public School

Parent Information Book



School Contact Information

Address: Corner Hinchinbrook Dr & Keppel Crt

 Hinchinbrook NSW 2168

Telephone: (02) 9826 7855 Fax: (02) 9826 7894

Email: hinchinbro-p.school@det.nsw.edu.au

Website: [www.hinchinbro-p.schools.nsw.edu.au](http://www.hinchinbro-p.schools.nsw.edu.au)

Principal: Mrs Karen de Falco

Deputy Principal: Mrs Tina McCosker

School Colours: Navy Blue, White and Lemon

School Motto: Learning Together

**At Hinchinbrook Public School…**

We are a Learning Community striving to provide quality learning opportunities for all students within a positive, safe and supportive learning environment

*Our purpose is to:*

* focus on students and their learning
* guide the development and growth of the whole person
* develop students who are empowered to take responsibility for their own learning and behaviour
* create a positive and secure learning environment
* encourage the participation of our school community

*We achieve this through:*

* A collaborative learning environment
* A dynamic climate for learning
* Individual dignity and worth
* Respect, care and trust
* Open communication
* High expectations

**ACCIDENTS/ILLNESS AT SCHOOL**

Health, safety and happiness are important issues at our school. However, from time to time accidents or illness occur while children are at school.

Children who have an accident or become ill visit the Sick Bay where First Aid as appropriate is provided. In serious cases parent contact is made, if possible, and medical attention sought. All parents are asked to notify the school immediately there is a change in contact address or telephone number.

**ATTENDANCE**

*Absences:*

When your child is absent from school, please send a letter explaining the reason for that absence to your child’s teacher. If your child is going to be absent for more than three days, please notify the school. A letter will still be required when your child returns to school.

*Early departure:*

If you wish to collect your child from school during school hours (eg for a medical appointment), please send a note to your child’s teacher on the day noting the time your child will be collected. If you need to collect your child early because of an emergency, please inform the office. An Early Departure slip, from the office, must be signed by the person collecting your child in either case.

*Late arrival:*

Children arriving at school after 8:50am are required to go to the office for a *Late Note* and will be asked to give a reason for their late arrival.

**ASSEMBLIES**

* Each Monday morning (at 8:50 am) there is a brief assembly for all students where events for the week are announced.
* A K-2 assembly is held every EVEN week on Wednesday at 2:00pm in the hall.
* A Year 3-6 assembly is held every ODD week on Wednesday at 2:00pm in the hall.
* At the end of each term, a combined K-6 assembly is held to present “Blue Awards” to students. These assemblies are advertised in the newsletter and are held at 2:00pm.

Assemblies celebrate achievements of the students. Groups of students share what they have been doing in the classroom, items are presented, reports are made and awards received. Parents are most welcome to attend our assemblies.

**AWARDS**

At Hinchinbrook we consistently build upon self esteem and encourage self discipline in children by recognising appropriate behaviours. Issuing Merit Awards is just one way we do this. When your child has received 10 merit awards he/she brings them back to the class teacher. Your child will be acknowledged at an assembly and receive a Green Award. On receiving 3 Green Awards your child will be rewarded with a special ‘Yellow Award’, a canteen voucher and their name in the Newsletter.

 10 merit awards = 1 Green Award

 3 Green Awards = 1 Yellow Award and canteen voucher

 3 Yellow Awards = 1 Blue Award and Lunch

 3 Blue Awards = Hinchinbrook Medallion

**BEHAVIOUR**

Our school has a positive approach to school discipline and a Fair Discipline Code. Together with our focus on learning, this helps promote a secure, ordered and well-disciplined environment allowing all students to learn as much as they can. Drawn up by the whole school community, the code sets out the school’s rules, rewards and punishments and is based on expectations of appropriate and responsible behaviour:

* Respect yourself, others and property.
* Work and learn as much as you can.
* Be in the right place at the right time.
* Behave fairly and safely.
* Wear your full school uniform.

Copies of our ‘Student Discipline’ policy and practices are available from the office.

**BUS PARKING BAY**

Please leave this area clear for buses between 8:30 and 9:30am and 2:30 and 3:30pm (or as otherwise signposted).

**BOOK CLUB**

A Book Club operates at our school with information sheets sent home regularly. To order, return the order form with a cheque or credit card details as outlined on the documentation. Please note that ordering from Book Club is a cashless transaction.

**CANTEEN**

The school canteen is open each day. To order lunches, write your child’s name, class and order on a paper bag and place money inside the bag. Orders should be dropped into the canteen before school starts each morning. A menu and price list is sent home at the beginning of each term.

**CLOTHING AND BELONGINGS**

Please ensure that all your child’s clothing and belongings are clearly marked with his or her name. Children are responsible for their own belongings at school and are encouraged to search the lost property box in the office at lunch time if they lose something.

**COMMUNICATION**

*Interviews:*

If you wish to discuss any matter with your child’s teacher, please make arrangements for a suitable time either by contacting the teacher or by going through the school office. If, for any reason, your child seems unhappy at school, please let us know so that we can sort out the situation together as soon as possible.

*Newsletter:*

A newsletter is sent home each fortnight. The newsletter contains important information and items which may be of interest to you. Please encourage your child to pass on the Newsletter and any other notes when unpacking his or her bag after school.

*Reporting to Parents:*

We report student achievement and progress to parents in a written format twice each year, (June & December). A ‘Meet The Teacher’ evening and parent/teacher interview is held early each year while a parent-student- teacher conference is held in June each year. Additional meetings are available on request.

**CONTRIBUTIONS**

Funds raised through voluntary school contributions are used to supplement our school’s educational resources and programs. Payment of this contribution is a matter for decision by individual parents. Our school would welcome your contribution as this will significantly enhance the resources made available to children.

**COUNSELLOR**

Our school counsellor is available on a regular basis to talk to you about any concerns you may have regarding your child’s work or behaviour. Please arrange a suitable time to talk to your child’s teacher if you think this may be necessary.

**CURRICULUM**

All learning activities of the school make up the school curriculum. The curriculum involves studies from each of the Key Learning Areas, as specified in the syllabuses produced by the NSW Board of Studies:

* English
* Mathematics
* Human Society & its Environment
* Creative Arts
* Science & Technology
* Personal Development, Health & Physical Education

Teachers provide students with many educational opportunities which help them to learn more than one Key Learning Area at the same time.

**ENGLISH AS AN ADDITIONAL LANGUAGE/DIALECT (EAL/D)**

Teachers of *English as an Additional Language/Dialect* assist students from non-English speaking backgrounds to develop their skills in the English language and learn about life in Australia.

**EQUIPMENT AND TEXT BOOKS**

Much of the equipment children need at school is bought with funds supplied by the Department of Education and Communities. This is supplemented by the school’s parent groups and by individual parents. Items such as pencils, pens, ruler, eraser, paste, scissors and some special exercise books are common requirements but vary according to age. At the beginning of each year your child’s teacher will notify you of particular equipment your child will need at school.

Grades may use selected text books to provide students with a source of activities, exercises and information. To reduce costs the school organises a bulk-buy scheme. Details of costs will be sent early in the year. In recent years photocopying of teacher made or selected work has replaced many text books, allowing more teacher input to the program and reducing costs to parents. Included with the text book cost is a small levy to help cover some of the cost of photocopying.

**EXCURSIONS AND ENTERTAINMENT**

From time to time, excursions and visits from entertainers may take place. All children should attend these arranged activities as they are part of our educational program. In cases of financial hardship, parents are requested to contact the Principal or School Administration Manager as it is our endeavour that no child should miss an activity for financial reasons. All arrangements of this nature remain strictly confidential.

**GIFTED AND TALENTED CHILDREN**

Special programs are provided to encourage children to explore their particular talents. These programs may be held in or between classes, at other schools or at a district level.

**HEAD LICE**

Head lice are not uncommon in schools and can be caught by anyone. Please check your child’s head regularly and if lice or eggs are observed, not only treat your child, but notify the school so that other children can be checked and, if infested, treated. It is suggested that the following procedures be adopted to ensure complete eradication:

* Treat the whole family with an approved shampoo.
* Wash all linen, towels, etc. used by infested family members, in very hot water
* Vacuum mattresses, pillows, lounge chairs, etc.
* Attempt to remove as many eggs as possible. (if you don’t do this, it is virtually impossible to tell if there is a reinfestation)
* Re-treat child in approximately a week.
* Continue to search for and remove eggs.

Before children return to school it is important that they:

* Be treated with an appropriate medicated shampoo.
* Have nits (eggs) removed from the hair. This is necessary so that reinfestation can be monitored.

**HEALTH**

*Emergency information:*

Please notify the school immediately if your address or emergency contact telephone number changes.

*Immunisation:*

The NSW Department of Health advises that all children should be immunised before starting school. Immunisation is necessary against diphtheria, polio, measles, mumps and whooping cough. An immunisation certificate must be sighted at the school before enrolment takes place.

*Asthma:*

Please advise the school if your child is asthmatic and what action you wish us to take in the event of an attack at school. Children needing their puffer during the day should keep it with them and use it as you have instructed.

*Medication:*

Parents of children with conditions requiring regular medication should ensure the Principal is aware of the condition. All medicines must be brought to the office with instructions as to its administering. A permission note must be signed and the medicine left in the office. Please note that it is DEC policy that only medication prescribed by a doctor can be administered.

*Allergies:*

Please advise the school of any allergies and what action you wish us to take in the event of an allergic reaction. Please don’t assume it won’t happen at school.

**HELP! (…and how to get it)**

If you experience problems with your child’s schooling it is important to have those problems addressed quickly. Parents should first approach the class teacher.

Class Teacher: can advise about student progress/behaviour.

Assistant Principal: can assist parents when problems arise in either area.

Deputy Principal: can assist parents when problems arise where matters need to be looked at in greater depth

School Counsellor: can help students who experience a range of personal, social, psychological and learning problems and is available to discuss relevant issues with parents when requested.

Principal: can assist parents if problems arise and is responsible for the overall running of the school.

**HOMEWORK**

Homework provides children with an opportunity to consolidate their classroom learning experiences. It is also a way for parents to follow the experiences and progress of their child at school. Your child’s class teacher will provide information about homework procedures early in the school year, if there are any problems please discuss it with your child’s class teacher.

**HOUSES**

Children at Hinchinbrook PS are placed into one of four house groups which are used for Athletics and Swimming Carnivals:

 Hamilton - red Hayman - yellow

 Brampton - blue Keppel - green

**LEARNING DIFFICULTIES**

Students with learning difficulties receive help from the Learning and Support Teacher. This teacher provides individual assessment and assists in developing individual and group programs particularly in the areas of English and Mathematics.

**LEARNING RESOURCE CENTRE (Library)**

The library is open from Monday to Friday in the second half of lunch for borrowing and returning books, completing homework and requesting assistance with project work. Students can also participate in alternative play activities during this time.

Each class attends the library each week for teaching and learning sessions where subject matter being treated in class is emphasised through information and locational skills. Students may also borrow and return during these sessions.

**LUNCHES**

We encourage children to bring healthy food to school for recess and lunch. Please do not send chewing gum or bubble gum to school. Drinks in glass bottles are not safe and must not be brought to school or taken on excursions.

**MOBILE PHONES**

The school understands the need for some children to travel to and from school with a mobile phone. As per associated DEC policy, if your child brings a mobile phone to school, they must drop the phone into the front office on arrival to school and pick it up in the afternoon. No mobile phones are permitted in the classrooms or playgrounds.

**MONEY COLLECTION**

From time to time you are asked to pay for resources or school events and excursions. When paying money to the school, please place the correct money in an envelope, clearly marked with your child’s name, class, amount and the event/excursion/resource that you are paying for. Envelopes are deposited in the “letterbox” slot in the front office. We ask that money is deposited prior to 9:00am where possible. Receipts will be issued for all money collected and returned via your child.

**PARENT PARTICIPATION**

Children learn best when parents and teachers work together in partnership, and when parents and teachers share the responsibility for this partnership. Parents are welcome to participate in class and school activities. Please ask your child’s class teacher for details.

The Parents and Citizens Association (P&C) is a forum for parent participation in discussion and decision making and all parents are welcome to attend.

**RACISM AND BULLYING**

Racism and bullying in all its forms is rejected at Hinchinbrook PS. An anti-racism contact officer and an anti-bullying contact officer are available to help parents or students experiencing problems with racism or bullying. These teachers will listen to the problem and, with the School Executive, find ways to resolve it as quickly as possible.

**RELIGIOUS EDUCATION (Scripture)**

Recognised representatives of approved religious persuasions provide instruction to students of that persuasion each Thursday at 11:10am. Attendance is voluntary. Parents may withdraw their child from Scripture or indicate a change of persuasion by notifying the Principal.

**ROUTINES**

Children should arrive at school from 8:30am. Please note that there is no playground supervision before 8:20am.

 School begins 8:50am

 Recess 10:50 am – 11:10am

Middle session 11:10am

Lunch 1:00pm (supervised eating time)

 1:10pm (playground)

 Afternoon session 1:50pm

 School ends 2:55pm

**SAFETY AT SCHOOL**

We aim to ensure our school provides a safe learning environment where the rights of all students and staff are protected. As part of our Discipline and Student Welfare Policies, special services are provided for students with behaviour disorders. We also have a range of strategies designed to prevent violence and to promote positive relationships including peer support, programs on conflict resolution, anti-racism programs as well as student leadership and friendship programs.

**SAFETY AND CAR PARKING**

The school car park is for the use of staff and parents who are helping in the school only. Please park in the street when bringing children to school or collecting them and use the pathways provided to enter and leave the school. We ask parents to strictly observe the ‘NO STOPPING’’ and “BUS ZONE” signs. These signs are for the safety of all children.

There is a disabled parking space in the teachers’ car park. This is only a set down/pick up space (that is, no longer term parking).

**SCHOOL DEVELOPMENT DAYS**

School Development Days enable staff to participate in a range of activities aimed at the overall development of the school. This could include: the school’s management plan, setting goals and priorities, curriculum changes, student welfare programs, leadership training etc. School Development Days are usually held on the first day of Terms 1, 2 and 3, and at the conclusion of Term 4.

**SPORT AT SCHOOL**

Sport is a valued and accepted part of the school curriculum because it contributes to the development of the whole student. It also provides opportunities for students to gain confidence and to develop a variety of skills for participation life-long recreation. Sport is compulsory for all students. PSSA (inter-school sport) is available for children in Year 3-6. Swimming and a variety of recreational sports are also on offer.

**SUN SAFETY**

We have a sun-smart program to ensure students are aware of and protected from the damaging effects of the sun. Our school has a no hat, play-in-the shade policy for recess and lunch times to encourage students to wear hats in the playground. It is recommended children use protective clothing and sun screen.

**TRANSPORT**

All Kindergarten, Year 1 and Year 2 students are eligible for free bus travel as well as students from year 3 to Year 6, who live more than 1.6km from the school. Please contact the school if this is applicable for your children.

**UNIFORM**

Our school uniform has been determined by the school community. As Hinchinbrook is a uniform school it is expected that children wear their school uniform to school each day. The school uniform shop is open each week (please check the school office for opening times). Uniform orders (with payment) can always be left at the front office. School uniforms can also be purchased from the suppliers, LUPCO at Unit 18-340 Hoxton Park Road.

Please contact the school if you have any difficulties purchasing a uniform for your child. A uniform list is available from the front office which includes uniform guidelines and prices.

**WASHING SCHOOL PAINT FROM CLOTHING**

Wet paint can be washed out immediately in cold water. If paint has dried, soak the garment overnight in cold soapy water, then handwash in luke warm water using ordinary soap. DO NOT USE HOT WATER, LAUNDRY DETERGENTS OR STAIN REMOVERS. HAND WASH.

**WEBSITE & TWITTER**

Our school website address is: [www.hinchinbro-p.schools.nsw.edu.au](http://www.hinchinbro-p.schools.nsw.edu.au) The website contains excellent information about our school including upcoming events, enrolment forms, copies of school newsletters and permission notes. We recommend bookmarking the site and checking it regularly.

We also have a school Skoolbag app.