Staff for the Administration Office consist of two permanent and a number of casual staff members -
Administration Manager: Joan Young
Administration Officer: Majella Eamiguel
Temporary Administration Officer: Karen McKune
Casual Admin Support Officers: Lucinda Brown, Carolyn McKinnes, Michelle Young

The office is open from 8:30am to 3:00pm.
Phone enquiries are taken from 8:30am to 3:15pm.
If the office is staffed.
(p) 4574 3070 (f) 4574 3074

This booklet has been collated to help you with the schools present policies and procedures in relation to particular key areas.

SCHOOL UNIFORM and SCHOOL HATS
School Caps are available for purchase from the school office.
The P&C is responsible for the ordering and payment of these caps so the correct money should be placed in an envelope with the child’s name and class on it. The P&C will issue a receipt to the child.
The school office does not give nor carry any change.
The money is passed directly to the P&C association.
CAPS cost $15.00 - one size only.
All school uniform items except the hats are now available from:
Brynöm’s Fab Fabrics,
Shop, 32B Windsor Street, Richmond
(P) 4578 2860 (F) 4578 4186

WORKING WITH CHILDREN CHECK
As per the Departmental Policy on Child Protection, before any person can volunteer to work with children either in the classrooms, the canteen, with sporting/fitness activities, on excursions, transporting students to and from venues or any other activities which involve working with students of our school they MUST complete a Volunteer Working with Children Check / Prohibited Employment Declaration Form. 100 Point, Proof of Identity must be produced when completing this form before working within the school as a volunteer. (Original documents for Office to copy)
If you are volunteering to transport students you MUST also provide the school with a copy of your current Driver’s License and Car Insurance.
Under the WH&S policy All VOLUNTEERS OR VISITORS must report to the main office to sign into the Visitors/Volunteers Book, attach the appropriate badge and/or show identification if requested and receive and read the Workplace Health & Safety Brochure before going to classrooms, canteen, and activities or to undertake works of any kind.

FAMILY / STUDENT INFORMATION UPDATE FORM
Whenever there is a change in your address, contact numbers, emergency contacts or student medical information we ask that the Family Information Update Form is completed and returned to the Office so the school records can be updated.
These forms are available from the office foyer

SCHOOL STARTING TIMES AND SUPERVISION
Supervision for students begins at 8:30am every morning and all students need to be lined up outside their classrooms at the 8:55am bell.
Teachers do not start playground duty before 8:30am and Administration staff is not allowed to supervise students, so please try to make other arrangements to avoid your child arriving before 8.30am.

NOTE:
Children who are being picked up after 3pm are placed under the supervision of the teacher on bus duty. The teacher is located outside the Administration office under the covered walkway.
Unless a child is participating in an organised after school event or unless the school has been notified that the parent will be late, the school is legally bound to phone the police to come and collect children who have not been picked up from the school by 4:00pm.
Therefore we ask that you notify the school if you are going to be late picking children up or make suitable arrangements for your child to be picked up so they arrive home safely.

SCHOOL CAR PARK
If you drive your child/children to school please drop them off outside the school gates.
Please arrive and leave the school grounds by the paths, not through the car park. The children know the car park is out of bounds and if they are walking through it with parents or carers this rule can be confusing for them.
The children in the Support Classes are dropped off outside their classroom door by taxi in the morning and afternoon. Our own school bus also needs to be able to move freely within the car park.
The car park is also very busy in the morning and all students need to be placed under the supervision of the teacher on bus duty. Therefore we ask that you notify the school if you are going to be late picking children up or make suitable arrangements for your child to be picked up so they arrive home safely.

NOTE:
The school car park is out of bounds and if they are walking through it with parents or carers this rule can be confusing for them.
Children in the Support Classes are dropped off outside their classroom door by taxi in the morning and afternoon. Our own school bus also needs to be able to move freely within the car park.
The car park is also very busy in the morning and afternoon with staff arriving or leaving and with buses from Before and After School Care facilities arriving and leaving.
During these times there can also be trucks entering or leaving the car park for a delivery for the school.
Therefore the area behind the Hall is for deliveries or for picking up of sick or injured children only.
Thank you for your co-operation in helping to ensure the safety of the students.
STUDENTS ARRIVING LATE (after 9am) or LEAVING THE SCHOOL EARLY (before 3pm)

Students that arrive after the starting bell MUST report to the Administration office.
A Partial Absence note may need to be completed before the child goes to class.
If accompanied by an adult the note must also be signed by that adult.

Before students can leave their class or the school grounds during school hours a Partial Absence Note for leaving early must be collected from the Administration Office. This note must be signed by the accompanying adult and passed onto the teacher.

The only exception to this rule is when it is for a regular appointment each week at the same time. In this case a letter must be written for the teacher AND a copy given to the Administration office, stating the length of time over which this is to happen, the dates, the day and the time at which the student will be leaving. This letter must be signed by a parent or caregiver.

PICK UP OF STUDENTS DURING SCHOOL HOURS

Other than for an organised activity students are not permitted to leave the school grounds unless a Partial Absence note has been signed by the accompanying adult. Only persons 18 years and over are permitted to pick up students during school hours.

If a person is not on the student records as a contact the school must be contacted via phone to give the name of the nominated person PRIOR to the time of the student being picked up. Identification of the nominated person will need to be presented to the Office Staff before a Partial Absence note will be provided and the child/children are allowed to leave the school grounds.

NOTE: If a parent or caregiver has been entered on the enrolment form as “Other Parent- Not Residing at the Residential Address”, but has permission from the custodial parent to pick up a child/children, their information will not show up as a contact and the Office staff will still need to contact the custodial parent to seek verification that they can pick up the child. To avoid this situation the custodial parent can have the “Other Parent” entered as an Emergency Contact alleviating the necessity for the Office Staff to phone. This change of information must be provided in writing to the School office and signed and dated by the custodial parent.

These procedures are put in place to protect your child and execute our duty of care as a school. If you could please adhere to this process it would avoid any inconvenience to you, caused by the Office staff needing to contact you to verify arrangements.

Please ensure your emergency contacts are in the priority in which they are to be contacted.

COURT ORDERS

The school should be provided with copies of any relevant papers, AVO or court orders if they are to support a custodial parent request.

Any information provided will be treated with strict confidence. Should custody arrangements change at any time, it is essential that we be advised as soon as possible.

STUDENTS TRAVELLING BY BUS:

If your child catches a bus on a regular basis, please ensure the office has this information so that the bus rolls are accurate for the teacher that is on bus duty each day.

If your child is to catch a bus as a “one off” please ensure you write the class teacher a note with this information as it will be the teacher’s responsibility to ensure they catch the bus and also notify the office so it can be noted on the daily bus roll.

This includes the Westbus, Collith Avenue BAASC and Head Start BAASC bus services.

Applications for travel on Government school buses and the timetable for our area are available from the Administration office.

NOTE: We often have children who come to the office at 3pm stating they do not know how they should get home; ensure if they are to catch the bus, walk or are being picked up. Some get quite distressed. Please ensure you tell your children or write a note for them or give a picture of how they are to get home as the buses leave at 3.02pm and 3.05pm and trying to contact a parent to verify can sometimes take a significant amount of time.

SAFE TRAVEL TO AND FROM SCHOOL

Both school and parents share responsibility for promoting appropriate behaviour and safety of students travelling to and from school. To preserve student safety in this regard, the following will apply:

Students walking to and from school will be expected to travel via the most direct route without detours and observe all road safety practises e.g. use of crossings. If possible it is best practice to try and ensure your child has someone or a group of other students to walk with.

Parents bringing students to and from school by motor vehicle will be expected to park, pick up and set down only in designated parking locations.

Students travelling by bus will be expected to comply with the required standards of behaviour to retain the privilege of a free travel pass.

Students riding bikes to school will be expected to comply with the Cyclist’s Code of Behaviour. The school will monitor the safety of students travelling to and from school and bring any concerns about dangerous practises to the attention of parents and the appropriate authorities.
MESSAGES FOR STUDENTS

Please understand that messages the office pass on to children are only in relation to an issue of urgency, different arrangements as to who is picking them up or of how they are to get home. Messages must be phoned through to the office NO LATER than 2:50pm. Messages received as the children are leaving at 3pm or later cannot be passed on.

We do not pass on messages reminding students to take something home. Please give your child a note to give to the class teacher in the morning. That way the class teacher can remind them.

If it looks like rain please make prior arrangements with your child as to where they are to meet you or what they are to do. Once again a note can be written for the teacher so that they can remind your child.

For your child's safety if you cannot pick them up on time and have not notified the school please instruct your child to go to the Bus lines so they can wait for you with the Teacher on bus duty and not be standing in an area of the school were they cannot be seen.

PERMISSION NOTES FOR EXCURSIONS, IN SCHOOL PERFORMANCES or OTHER

A signed Permission note is required for all Excursions and most “In School Performances” or activities that may or may not have a fee attached if your child is to participate. These notes must be signed by parents or caregivers before a child is permitted attend.

VALUABLES AT SCHOOL

Where possible, valuables should not be brought to school. Money and valuables should not be left in bags. Disc players, computer games, etc are not permitted at any time, including multi days and school excursions. If it is necessary to bring mobile phones to school, they are to be switched off during school hours and are not to be taken out of the student’s bag. No responsibility for their security will be taken by the school. Calls during school hours can be made through our school office if they relate to a school issue and not for arranging activities such as a sleep over, etc.

SCHOOL WATCH PROGRAM

It is hoped that you or your family (as community members) will report any suspicious activity around the school grounds either during or after school hours. The 24hr School Security number is 1300 880 021.

LOST PROPERTY

If your child has misplaced an item of school clothing it may be found in our “Lost Property Box” that is located near the sick bay. If your child does not bring home an item of clothing please check with the class teacher first and then check the Lost Property Box. Unnamed, unclaimed items are available to anyone who may need an extra winter jacket or jumper. Please check the neck or bottom band area of the clothing item for a name before you take it.

NOTE: The Administration staff accept no responsibility for lost property items other than to supply the box to place it in. Any items left at the end of set period are bagged up and passed on to charity. Items such as drink bottles or lunch boxes are not kept in the lost property box so please check with your child’s teacher or at the Canteen.

COLLECTION OF MONEY FOR EXCURSIONS AND OTHER PURPOSES

NEW PROCEDURES WILL REPLACE THOSE STATED BELOW BY THE END OF TERM 1, 2014

Money is taken at Office each day unless stated otherwise. Money must be handed in to the Office by 9:15am and NO money is accepted after 2:00pm. Noted on the envelope should be the child’s name, class, events/activities and the amount of money that is included in the envelope. If an envelope is not available, a press seal plastic bag can be used with all details clearly wrote on it.

CORRECT MONEY SHOULD BE PLACED IN AN ENVELOPE AS THE SCHOOL DOES NOT HOLD MONEY FOR A FLOAT TO GIVE CHANGE. Once all receipting is completed the receipts are sorted into classes and sent to the class teacher for distribution to students.

Money for the Canteen goes to the Canteen.

Money for Book Club goes to the Library.

BIRTHDAY CAKES

We really enjoy celebrating children’s birthdays at Windsor Park Public School. For those parents wishing to send in birthday cakes it would greatly appreciated if you could send in cupcakes, doughnuts or other individual treats. This would make the celebration easier and more manageable for children and staff. Thank you for you co-operation

DOGS NOT PERMITTED IN SCHOOL GROUNDS:

Parents and Caregivers are reminded that dogs are not permitted within the school grounds REGARDLESS of whether or not they are leashed or otherwise controlled. (NSW COMPANION ANIMALS ACT)
ADMINISTRATION OF PRESCRIBED MEDICATIONS

Only School Staff who hold a current Certificate in Administering Prescribed Medication are eligible to volunteer to undertake these duties within school hours. Staff without this certificate cannot be called upon or be expected to perform this duty.

As part of the Department’s policy on Prescribed Medications, anyone requesting that medication be dispensed during school hours needs to provide a copy of the prescription or a letter from the prescribing doctor (on letterhead) and complete the appropriate medication forms available from the Administration Office. This includes any tablets, medicines, creams, eyedrops, eardrops, etc. which are long term medications or medications that may only need to be taken over a few days.

Without this proof of prescription from a doctor we cannot accept the request.

Under NO circumstances can medications purchased over the counter or not prescribed by a Doctor be administered.

Medications are ONLY administered at 11:30am, 12:30pm or 1:15pm

NOTE:
Students are NOT allowed to carry any sort of medication other than an Asthma puffer and/or an Epipen in their bags or on their person as all medication must be kept in a secure location inaccessible by other students. e.g. Cold and Flu tablets, rash creams, eye ointment, Panadol, etc.

These are to be stored at the School office for the child to access to self administer.

If there are any changes to the type, time or amount of medication to be administered, this request must be accompanied by a letter from the Doctor (on letterhead). The forms kept at the School office are to be noted with the change and signed and dated by the parent or caregiver.

IMPORTANT NOTE:
As stated on the Departments Website under “Administering Prescribed Medications at School”
Except in an emergency, only individual staff members who have volunteered and been trained, are to administer prescribed medication to students.

It is the responsibility of the Parents or Caregivers to ensure medications that the school hold are “in date” and that old medications are disposed of and that there is adequate supply of the medication.

(the school does send the empty container home with the child for it to be refilled. This should be brought back to the school the next school day to ensure the child has a consistent supply of their required medication).

Medication should be provided in a secure container with a sealable lid, clearly marked with the child’s name, name of medication and amount of medication to be administered.

FIRST AID and SICK BAY PROCEDURES

First Aid:

- It is the initial care of the ill or injured.
- First aid is not medical aid.
- The treatment for injuries that occurred at home are usually the responsibility of parents and caregivers.
- It is not the role of the First Aid officer to manage a student’s ongoing condition.

Only School Staff who hold a current First Aid Certificate are eligible to volunteer to undertake this duty within school hours. Staff without this certificate cannot be called upon or be expected to perform this duty.

When sending a student to the School Office for any of the issues noted below they are to have a “Sick Note” completed by the Teacher who sent them with their full name, class and reason for being sent over. This is a legal requirement by the Department.

As this duty is done voluntarily, Administration Staff who have volunteered administer MINOR first aid only. We are not permitted to administer Panadol, Aspirin, apply creams, or take out splinters. Stingose spray for insect bites can be applied upon parental permission. We cannot diagnose an illness or be called upon to determine the extent of an injury if it is not obvious.

The following procedures are followed by the First Aid Officers under instruction from the referring Teacher:

Students with an illness will be permitted to rest for 10 minutes. If no improvement occurs the Parents or Caregivers will be contacted.

If a student has vomited, Staff contact the Parent or Caregiver and ask them to come and pick up their child from sick bay.

Students with an injuy will be treated accordingly and sent back to class or playground if deemed appropriate or be permitted to rest for 10 minutes. If the injury is deemed severe enough or if no improvement occurs the Parents or Caregivers will be contacted.

If a student has a mishap with toileting (as often happens with kindergarten) a change of clothes (if available) is given, if not. Parents/Caregivers are notified and requested to bring change of clothing to school. Clothes given by school are to be washed and returned to the office the next day.

If a student has a head or eye injury Parents/Caregivers are notified and asked to come and check the child. Especially in the case of a head injury it is the parents/caregivers responsibility to ascertain the most appropriate next course of action.

NOTE: Eyes can only be washed out with water.

If your child is diagnosed with Asthma, Parents/Caregivers are to complete an Asthma Registration form for their child. Students who can self administer are permitted to carry their own personal Ventolin for Asthma with them in their school bag.

Note: Due to new guidelines we are no longer able to use Nebulisers as part of Asthma treatment within the school. If a child is on a Nebuliser constantly, then the guidelines are that the child is not well enough to attend school.

In the event of a critical incident e.g. where immediate medical attention is deemed required, an ambulance will be called and the Parents/Caregivers will be notified immediately. The school has full ambulance cover.

IN ALL CASES IF THE PARENT OR CAREGIVER CANNOT BE CONTACTED THE STAFF WILL CONTACT AN EMERGENCY CONTACT AS NOTED ON THE CHILD’S RECORDS
WINDSOR PARK PS NOTIFICATION
OF HEADLICE PROCEDURES

Children are not excluded from school; however, treatment must be carried out as soon as possible. Once your child has been treated, he or she may remain or return to school.

1) Teacher first asks the student if they have permission to check their hair and if they can undo their hair if required (e.g. if their hair is in a ponytail). If the student says, yes, Teacher then uses a pencil to lift the hair to check, to confirm if head lice or lice eggs are visible. At this point if the student says, no, the Teacher cannot check their hair and the student remains in class.

2) If nothing is found or visible the child remains in class.

3) If live lice or lice eggs are found or sighted the student may be sent to the Office.

4) Office staff will then contact a parent to notify them that either live lice, lice eggs or both have been found in their child’s hair after being checked by the Teacher.

5) Office staff may request that the parent takes their child home to treat their hair. Once treated and the parent is sure all the live lice are dead and that the lice eggs have been removed their child may return to school.

6) If a parent declines to pick up their child, the child is sent back to the class with a note explaining this to the Teacher.

7) A general note is then distributed to all classes for all students in the same Stage as the child. The note is a standard note, there are no names attached to the wording.

At a glance:
- Head lice and nits only live on human heads.
- They don't care if the hair is long or short, clean or dirty.
- Head lice are an unavoidable fact of life for all school-aged kids.
- The best and cheapest way to remove them is with inexpensive conditioner and a nit comb.
- You will need to re-treat your child several times before all the eggs will be gone.