Welcome to Our School
Address: 156 Rifle Range Road.
Bligh Park
NSW 2756

Phone: 45743070

Fax: 45743074

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

Website: www.windsorpk-p.schools.nsw.edu.au

Principal: Mrs Joan Kahl

Assistant Principal: Mr Simon French

Assistant Principal: Mr Robert Pearce

Assistant Principal: Mrs Robyn Pearce

Assistant Principal: Miss Natalie Jay

Administration Manager: Ms. Joan Young

School Counsellor: Ms Chris Roever

Revised Edition 2015
Situational Analysis

Windsor Park Public School opened in 1996 and is situated in Bligh Park. The school currently has an enrolment of 250 students. Nine mainstream classes are in operation and three Support Classes who cater for eighteen students with moderate to severe physical and intellectual disabilities.

Students are drawn from Bligh Park and Windsor Downs. A mixture of private and public housing ensures a variety of backgrounds. School programs have been designed to cater to the diverse learning and behavioural needs of the students.

The School’s staff is experienced at classroom, ancillary and executive levels.

The school is fully air conditioned and has twelve home base classrooms with withdrawal/single teaching rooms plus three Support Classes, a Library and Computer Lab, all with computers and internet access. The school also has a large school Hall, a privately run Canteen and a Community Room. Each classroom is installed with Interactive Whiteboards.

The grounds are shaded by trees and include a Covered Outdoor Learning Area (COLA), shade shelter and a nature reserve adjacent to the eastern side of the playground.

Special events during the year include Anzac Day commemorations, Athletics, Swimming and Cross Country Carnivals, Book Week, Multicultural / Access Asia Day, Charity Fundraising events and Education Week. Parents are welcomed into the school to participate in all of these activities.

The school also provides many extra-curricular activities in which the students can be involved e.g. Choir (school and PULSE), Dance Groups, Djembe Drumming Group, Public Speaking, and Debating Competitions, Rugby League and Gifted and Talented Programs.
School Purpose

Our school promotes the development of a quality education in a happy and safe environment.

Mission Statement

We have a mission to ensure that all students strive to do their best and develop a love of learning as they prepare for their future in the 21st Century. We aim to achieve this mission through the participation of students, parents and staff working co-operatively in a stimulating whole-school community environment. High priority is given to student welfare and the integration of students with special needs. Whilst recognising the individual differences of students, we aim to develop student outcomes in all Key Learning Areas (KLAs), soundness in the basic skills, and understanding of our social and physical environment and provide significant opportunities for creative and cultural pursuits.

SCHOOL HOURS

- School commences 9:00am
- Morning Recess 11:00am – 11:30am
- Lunch – eating 1:15pm - 1:25pm
- Lunch – play 1:25pm – 2:00pm
- End of Day 3:00pm
- Office hours 8:30am - 3:00pm (Phone enquiries: 8:30am - 3:15pm)

In the interest of safety, children are not to arrive at school before 8:30am as supervision is not provided. There may be no-one to attend to their needs in an emergency. Teachers are not required to commence duty until ½ hour before school commences. There will be a teacher on playground duty from 8:30am to 9:00am.

Administration Staff are not permitted to supervise students.

Parents/Caregivers are requested to leave the school grounds at 9:00a.m. Parents/Caregivers are requested to collect their children promptly in the afternoon from under the COLA area at 3pm and not from the classrooms.

SCHOOL DEVELOPMENT DAYS

The first day of Terms 1, 2, and 3 and the last two days of Term 4 are when all Staff is involved in professional training and the development of curriculum and policies. These are School Development Days and students do not attend on these days.
Strategies to Achieve Our Mission

We organise our school and our resources to achieve our mission, with high priority given to:

- Provision for students with special needs, including students with severe disabilities and students integrated into mainstream classes
- Maintenance of student welfare programs and processes for the care and supervision of students
- Provision of relevant and meaningful learning programs
- Development of student independence through the Student Representative Council and other activities
- Encouragement for students to “have a go”
- Display of students’ work to demonstrate that it is valued
- Establishment of Primary and High School links
- Considerations of emerging student learning needs
- Regular recognition of student achievement through awards and celebration of success
- Use of whole-school assemblies to promote communication of ideas, good behaviour, team spirit and pride in achievements
- Recognition of outstanding achievements in community based activities
- Provision of opportunities for gifted and talented students and extra-curricula activities such as choir, dance groups, sporting competitions and debating.
- Maintenance of equity programs including Aboriginal Education and Multicultural Education
- Maintenance of a bright, cheery, friendly, safe and clean environment
- Development of the school grounds and facilities
- Fundraising activities to support school development programs
- Continuing acquisition of appropriate resources
- Development of the school library as a central resource area
- Implementation of organisational policies and routines
- Collaborative processes for ongoing staff welfare, training and development
- Implementation of Peer Tutoring and “Parent Helper” programs
- Close co-operation in the work of students, parents and staff
- Ongoing evaluation of school programs
- Participation of all stakeholders in the decision-making process
- Promotion of a collaborative learning and decision-making environment
- Regular communication of relevant information to all stakeholders
- Promotion of school achievements in the wider community
Our Values and Beliefs

At Windsor Park Public School, much of the learning and development that takes place is strongly influenced by the shared and agreed values and beliefs that we hold in common within our school community. Whilst our school caters for students with a wide diversity of backgrounds and needs, we all share a common set of values and beliefs. These are the values we teach:

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTEGRITY</td>
<td>Being consistently honest and trustworthy</td>
</tr>
<tr>
<td>EXCELLENCE</td>
<td>Striving for the highest personal achievement in all aspects of schooling, individual and community action, work and lifelong learning</td>
</tr>
<tr>
<td>RESPECT</td>
<td>Having regard for yourself and others, lawful and just authority and diversity within Australian society and accepting the right of others to hold different or opposing views</td>
</tr>
<tr>
<td>RESPONSIBILITY</td>
<td>Being accountable for your individual and community’s actions towards yourself, others and the environment</td>
</tr>
<tr>
<td>CO-OPERATION</td>
<td>Working together to achieve common goals, providing support to others, and engaging in peaceful resolution of conflict</td>
</tr>
<tr>
<td>PARTICIPATION</td>
<td>Being a proactive and productive individual and group member, having pride in and contributing to the social and economic wealth of the community and the nation</td>
</tr>
<tr>
<td>CARE</td>
<td>Concern for the wellbeing of yourself and others, demonstrating empathy and acting with compassion</td>
</tr>
<tr>
<td>FAIRNESS</td>
<td>Being committed to the principles of social justice and opposing prejudice, dishonesty and injustice</td>
</tr>
<tr>
<td>DEMOCRACY</td>
<td>Accepting and promoting the rights, freedoms and responsibilities of being an Australian citizen</td>
</tr>
</tbody>
</table>
We demonstrate these values and beliefs through:

- Recognition that every person is valued
- Respect for individuals and individual differences
- Promotion of friendliness and helpfulness
- A sense of pride in self and school
- Encouraging achievement of personal best
- Developing self esteem and self confidence
- Promoting responsibility for our own learning
- Recognition through reward for effort
- The importance of celebrating success
- A sharing and caring school community
- Promotion of honesty, truth, loyalty and happiness
- The importance of responsible actions and co-operation with others
- The importance of good manners
- Promotion of teamwork
- Acceptance of the rules and expectations of the school
- Respect for democracy and democratic processes
- The importance of “fairness"
- Commitment to the peaceful resolution of conflict
- Equality of opportunity for all
- Respect for authority
- Respect for the property of others
- Respect for the school environment
- Preparation for life and the future
- A love of knowledge and love of learning

COMMUNITY LINKS

- Students, parents and teachers working co-operatively
- Servicing the needs of the school community
- Participation of all stakeholders in decision making

ENVIRONMENT

- Development of environmentally pleasing areas: gardens and covered areas
- The school strives to reduce its environmental footprint
- Water Smart - the school has two 5,000gallon water storage tanks that collect storm water runoff
- The environment is visually stimulating, bright, cheery, friendly, safe and clean

STUDENT WELFARE

- Priority given to student welfare
- Integration of students with special needs
- Personal development encouraged
- Encouraging students to ‘have a go’
- Opportunities given for creative / cultural pursuits
- Promotion of a collaborative learning and decision making environment
EDUCATIONAL PROGRAMS

- High priority given to environmental studies
- Learning programs are child-centred
- Children’s work is valued and displayed
- Establishing a learning continuum -Preschool-Primary-High School
- Recognition given to different learning styles
- Developing soundness in basic skills
- Recognising individual differences
- Communicating relevant information to all stakeholders

OUR GOALS and PRIORITIES

As we strive for quality education in our school we will:

- Provide students with the knowledge, understanding, skills and values for productive and rewarding lives
- Provide a well-rounded education that values and supports the intellectual, creative, physical, social and emotional development of each child
- Develop student outcomes in the Key Learning Areas of English, Mathematics, Science & Technology, Human Society and Its Environment (HSIE), Personal Development / Health/Physical Education (PDHPE) and Creative Arts.
- Develop student outcomes in the use of technology
- Provide students with information and communication technology skills to enable them to explore their world
- Provide learning programs that are meaningful and relevant to the learner
- Strive for success and seek continuing improvement in all areas
- Promote staff development and training in areas that will benefit our students
- Develop the most effective teaching practices and support the delivery of curriculum for all students
- Develop outcomes for students with special needs
- Provide a safe, secure, well managed, stimulating, quality-learning environment
- Maintain supportive student welfare programs
- Cater for students from all backgrounds
- Provide opportunities for every student to succeed
- Promote self-motivation and responsibility for our own learning
- Encourage all students to develop a love of learning, a strong sense of belonging and self-worth, and pride in their school
- Use school activities to provide children with a memorable childhood
- Ensure our children have adequate life skills such as social skills, drug education and child protection skills
- Assist students to lay the foundations for lifelong learning
- Involve parents, caregivers and the local community in the day-to-day operation of the school
- Engage parents and community in decision-making processes
General Information

ABSENCES
Parents/Caregivers must obtain a Leaving Early Docket or an Out of Class Docket from the School office whenever they take their child out of school during school hours. Accordingly any child arriving late to school must obtain a Late Arrival Docket from the School office, before they go to class, to give to their teacher.
If a student is absent, for any reason, parents are required to write a note explaining the reason for the absence within three days, or alternatively, the office can be contacted and a Verbal Notification of Absence note can be completed by the office staff and this will be passed onto the teacher.
Students leaving school grounds (to get something from home, etc.) during school hours must have permission approved by the Principal or an Assistant Principal.
Class Rolls are marked by teachers each morning. Students who have unexplained absences or habitual late arrivals after the school bell may be referred to the Home School Liaison Officer for further investigation.
Parent/Caregivers whose children may be on leave for 5 days and over can apply for special permission from the Department of Education and Communities via the school Principal.
Note: Exemptions can no longer be requested or approved for parents/caregivers going on holidays during a school term. These absences are marked as leave and are counted in the student’s attendance record.

ADMINISTRATION
Please note any enquiries or concerns about Administration or Sick Bay procedures are dealt with at a school level and need to be addressed to:
The Administration Manager and Supervisor, Ms Joan Young or Mrs Joan Kahl, School Principal.

ASSEMBLIES
Whole school assemblies are held on Fridays from 9.00am. Classes are rostered on and students conduct the assembly and present items. Parents of the presiding class are especially invited to attend the assembly in our school hall. All parents/caregivers, grandparents and community members are welcome.

ASSESSMENTS AND REPORTS
A written report is issued in June and December. Parent/Teacher interviews occur at the end of Term Two. If you would like to discuss your child’s progress at any time, please do not hesitate to contact the School office staff who will take your information and pass on to the teacher so a mutual and convenient appointment time can be arranged.
Assessment of students is ongoing. Many forms of assessment are used by teachers including work samples, observation, profiling, quizzes, projects and tests. Years 3 & 5 now participate in the National Assessment Program (NAPLAN) in May each year. Parents receive a comprehensive report on attainments in Literacy and Numeracy.
As an Extra Curricular activity, Students from Years 3 to 6 have the opportunity to undertake the University of N.S.W. Maths, Science, English, Spelling, Writing and Computer Competitions. The outcome of these tests has no relevance to the student’s school reports.

Revised Edition 2015
BICYCLES
Children from 10 years of age are permitted to ride their bicycles to and from school. Younger children may only ride their bikes to school if accompanied by an adult. All children are required, by law, to wear an approved safety helmet. It is advisable that children use a safety chain to secure their bikes during the day.

Note: No responsibility is undertaken by the school in case of theft or damage of bicycles and equipment whilst on school grounds. Children are to walk their bikes in and out of the school grounds using the eastern gate. Children who do not comply with these requirements may have their parents contacted to arrange alternative transport home from school.

The Bike Safety Policy has a permission slip attached that must be signed by a Parent or Caregiver. These forms are available from the School office. This policy has been developed by the school to ensure the safety of students travelling to and from school by bicycle.

Roller blades, scooters and skates are not to be brought to school.

BUS PASSES
Application Forms for bus passes are available at the School office. Kindergarten, Year 1 and Year 2 students are entitled to a free bus pass. Students in Years 3-6 are eligible if they live more than 2.3km walking distance from the school. Full conditions of eligibility are attached to the bus pass application.

Busways is the company that services our school.

Approval of Application is done by NSW Student Transport Department and not by the school.

If your child loses or has their bus pass stolen a new pass is to be applied for directly from Student Transport (there is a cost involved for the new pass).

CANTEEN
The canteen operates every day. The most current menu can be obtained from the Canteen. The Canteen is privately managed by Healthy Canteens Australia Pty Ltd.

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 Supported 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 during these times there can also be trucks entering or leaving the car park making a delivery for the school. Therefore the area behind the Hall is for deliveries or for picking up of sick or injured children only.

COMMUNITY USE OF FACILITIES
Application for use of school facilities must be approved by the Principal. A Community Use Agreement/Contract is to be raised in regard to use and payment upon receiving required paperwork as stated in agreement/contract. Parental supervision must be provided at all times and breakages, damage or losses are the responsibility of the user. School based activities will take preference over all other activities.

Revised Edition 2015
CUSTODY
The school should be provided with relevant and up to date copies of any relevant papers or court orders if they are to act on a custodial parent request. The school should be advised in writing of any special or unusual custodial arrangements concerning children. If a parent or persons are denied access to a child, then this type of information should be passed on to us at the school. Any information provided will be treated in strict confidence. Should custody arrangements change at any time, it is essential that we be advised as soon as possible.

DOGS
Dogs are NOT allowed in the school grounds, even on a leash, as per council regulations. This regulation, and others, appears on Dog registration forms. Re: (NSW Companion Animals Act 1998 – Sect 14)

EMERGENCY EVACUATION, LOCKDOWN, BUSHFIRE ALERT DRILL
The safety of our students and adults is of paramount importance. We follow a well-documented policy with regard to Emergency Evacuation, Lock Down of our school buildings and Bushfire alert. Drills are conducted regularly to ensure fast and safe evacuation during a real emergency. All persons at the school (including all parents and visitors) are expected to follow the drill outlined in Windsor Park PS WH&S Booklet and the posters located in each room of the school.

ENROLMENT APPLICATIONS - General
Enrolment packs are available from the School office. These contain, the school’s Information Booklet, Student Welfare: Discipline and Anti-Bullying Policy, Canteen information, Brynorms Uniform price list, Bicycle policy, Scripture group note, Photo/Video permission note, Child Protection and Internet permission note. The following checks are necessary when enrolling your child:

- Original Birth certificate or appropriate identifying documents must be provided if starting Kindergarten, transferring from an interstate school or first time enrolling a child in an Australian Government School.
- Appropriate Proof of address, to ensure that you are in our school zone area.
- Proof of Immunisation if starting Kindergarten or coming from an Interstate school or a Non-Government school.
- The school is provided with a Transfer form from the other public school in NSW if transferring to our school.
- Copies of any family law or other relevant court orders.

If your child is not a permanent resident, you will need to provide
- Passport or travel documents
- Current visa and previous visas

If your child is a temporary visa holder you will also need to provide:
- Authority to Enrol- issued by the Temporary Visa Holders Program Unit
- Authority to Enrol or evidence of permission to transfer Issued by the International Student Centre
- Evidence of visa the student has applied for (if the student holds a bridging visa)
ENROLMENT APPLICATIONS - KINDERGARTEN

Children who are starting Kindergarten must be five before the end of July in the year they commence school e.g. for enrolment in 2015 your child must turn five by the 31st of July 2015.

- When returning your enrolment application to the School office, the child’s original Birth Certificate must be produced so a copy can be taken which is kept in the child’s records.
- Appropriate Proof of address must be sighted and will be copied to ensure it is not an out of area enrolment.
- Before your child starts Kindergarten proof of complete immunisation must be produced so a copy can be taken which is kept in the child’s records.

For all Out of Area Applications procedures as stated previously will be adhered to.

ENROLMENT APPLICATIONS - OUT OF AREA (or NON LOCAL)

The current procedure for Out of Area enrolments in keeping with Department of Education and Communities Policy in the Blacktown/Windsor Districts are as follows:

- Persons seeking to enrol must first approach their local school to enquire about an enrolment application.
- School Enrolment Form plus a pink Out of Area Form is to be completed by the Parents/Caregivers.
- The Principal will determine and/or the Out of Area Committee will meet to determine:
  1) if there is a vacancy in the Scholastic Year required for the student/s.
  2) the Out of Area application meets the set criteria for an enrolment to be accepted.
- Parents/Caregivers will be notified accordingly.

EXCURSIONS

Excursions and In-School Performances/Activities are planned to give our students a broader understanding of work undertaken during normal routines.

Permission notes are required for all excursions and most in school performances and activities.

These notes must be signed by Parents or Caregivers before a child is permitted to attend or be involved.

Student Assistance may also be available to supplement payment for excursions. A Student Assistance Request form is available from the School office.

Refunds on an excursion, In-School Performances/Activities, are processed only if your child is unable to attend due to sickness or injury or if there is a family matter which prevents them from attending.

The cost of the bus cannot be refunded as it is booked on numbers attending prior to the excursion. Payments cannot be refunded if a student just chooses not to participate in an event that the school has had to pre pay for a venue or activity.

With introduction of a new Finance system these procedures will change, parents will be notified when these changes occur.
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 is 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. First Aid staff may be instructed to send back to class or if no improvement occurs Office staff to contact the Parents or Caregivers.

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

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

If a student has a mishap with toileting (as often happens with kindergarten) a change of clothes (if available) is given by First Aid Staff if not, Parents/Caregivers to be 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 to be notified by First Aid Staff 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.

Asthma: Parents/Caregivers are to complete an Asthma Registration form for their child. Students who can self-administer and have permission can 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 FIRST AID STAFF WILL CONTACT AN EMERGENCY CONTACT AS NOTED ON THE CHILD’S RECORDS

Revised Edition 2015
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 School Medical forms available from the School Office. This includes any tablets, medicines, creams, eye drops, 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 to administer.

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

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. Permission to carry must be given by the Principal—refer section in School Medical Form that is to be completed. All medication (e.g. Cold and Flu tablets, rash creams, eye ointment, Panadol, etc.) must be kept in a secure location inaccessible by other students. 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) or a copy of the new prescription. 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 Department’s 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 an 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 resealable lid, clearly marked with the child’s name, name of medication and amount of medication to be administered.

LEARNING SUPPORT
Some students with special physical or intellectual needs may be enrolled under the Disabilities Policy. Additional funding may then be sought for personnel to help implement special programs for these students. Strict guidelines apply for enrolment and additional support.
LIBRARY
The Library is open Monday, Tuesday, Wednesday and Thursday. Children may borrow during the 2nd half of lunch on these days or during the weekly library sessions. K-2 needs to bring a library bag for borrowing books.

LOST PROPERTY
If your child has misplaced an item of school clothing it may be found in our “Lost Property Box” that is located each day outside the School office.
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.
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
Other items e.g. watches, rings, wallets, etc. are kept in the School office until claimed. These are disposed of at the end of each school year.
For valuable items, if unclaimed after advertisement in the school Newsletter they are forwarded to the Windsor Police Station.

NOTE- The Office staff accepts 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.

LUNCHTIME
All children eat their lunches in their classrooms. Teachers reinforce manners and good eating habits. Students eat lunch from 1:15pm to 1:25pm.

MONEY COLLECTION / BANKING PROCEDURES
Money is taken at the School office each day unless stated otherwise.
Money must be handed in to the School 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 written on it.
CORRECT MONEY SHOULD BE INCLUDED 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. If a Parent/Guardian does not receive a receipt, we request that they see the classroom teacher. If the receipt has been mislaid a copy of the receipt can be requested to be processed from the School office.
Money for the Canteen goes to the Canteen.

NEWSLETTERS AND NOTES
There are no paper Newsletters or Notes unless specifically requested. Please notify the School office if this is required.
The fortnightly Newsletter and all School Notes are available online at the schools Website: www.windsorpk-p.schools.nsw.edu.au under the tab Newsletters and Notes or on your mobile device via the School enews App. For your information on how to download and subscribe please see information sheet which is available from the Office Foyer.
PARENTS AND CITIZENS ASSOCIATION
The Parents and Citizens Association meet on the second Tuesday of each month. Meetings are held in the Staffroom commencing at 7:30pm. Daytime meetings may be scheduled throughout the year. All Parents/Caregivers and friends of Windsor Park Public School are most welcome to attend.

PICK UP OF STUDENTS DURING SCHOOL HOURS
Other than for an organised activity students are not permitted to leave the school grounds unless an Early Departure Docket is printed and recorded from the School office.

Only persons 18 years and over are permitted to pick up students during school hours.

NOTE: 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 an Early Departure Docket 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 them.

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, by having to have 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.

SAFETY
We ask that parents/caregivers observe the street signs outside the school and refrain from dropping off and picking up of students in the bus bay.

- The car park is for use by teachers and delivery trucks only. Parents or Caregivers are not to walk through the car park but use the main pedestrian gate.

- Roller blades, scooters and skates are not to be brought to school.

- Children are not to play inside the school grounds outside of school hours.

- Supervision of students by Teaching Staff begins at 8.30am each day. We ask that students are not dropped at school before this time each day. School office Staff is not allowed to supervise students.
SCHOOL COUNSELLOR
At times the teachers may wish students to be referred to the School Counsellor to assess their educational needs. Parents may also discuss their children with the School Counsellor if they have a concern.

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.

SCRIPTURE
Depending on the availability of Scripture Teachers, Scripture lessons are available on

Tuesday  2:00pm-2:30pm for Years K-2
         2:30pm-3:00pm for Years 3-6.

SMOKE FREE ZONE
All school premises are designated non-smoking areas.

SPORT
All grades participate in Fitness, P.E. and/or sport each week. Class or grade teachers will notify parents as to when sports uniform is required.
Students will also participate in the following carnivals:

- Term 1 - Swimming
- Term 2 - Cross country
- Term 3 - Athletics

School House names and colours:
- Kookaburras - Yellow
- Herons - White
- Pelicans - Light Blue
- Rosellas - Red

STUDENT WELFARE
A Student Welfare, Discipline and Anti-Bullying Policy has been developed by the school Welfare Committee. This policy sets out the school’s Discipline Code as well as the way in which the school will manage acceptable and unacceptable behaviour. We ask that you and your child are well aware of our school’s rules and of the rights and responsibilities that go with these. This document is available for your perusal from the School Office.
UNIFORM
School uniform is compulsory. School uniform items are available from: Brynorm’s Fab Fabrics, Shop 2, 32B Windsor Street, Richmond, NSW, 2753. (Ph) 02 45 782 860 or 02 45 784 186
Hats and caps are compulsory throughout the year for all students.
The P&C Association sells these through the School office. Money paid goes directly to the P&C; the School office does not carry or give change. Caps and wide-brimmed hats are $15.00 each. Students not wearing hats or caps will be restricted to play in shaded areas only.

SUMMER UNIFORM:

Boys:
- Bottle green dress shorts, mint green short sleeved polo shirt with School Emblem.
- Bottle green socks, black shoes, bottle green hat.

Approved options:
- Hats: either, a bottle green cap, bottle green wide-brim hat or bottle green bucket hat.
- Sandals can be worn but not thongs.

Girls:
- Green and white checked dress, white socks, black shoes, bottle green hat.
- Bottle green socks, black shoes, bottle green hat.

Approved options:
- Bottle green shorts (with cuff) and mint green short sleeved polo shirt with School Emblem.
- Hats: either, a bottle green cap, bottle green wide-brim hat or bottle green bucket hat.
- Sandals can be worn but not thongs.

WINTER UNIFORM

Boys:
- Bottle green trousers, mint green long sleeved polo shirt with School Emblem, bottle green jumper/jacket with School Emblem, bottle green socks, black shoes, bottle green hat.

Approved options:
- Hats: either, a bottle green cap, bottle green wide-brim hat or bottle green bucket hat.
- Bottle green Bomber jacket or zip jacket
- Bottle green track pants

Girls:
- Green tartan tunic or tartan slacks, mint green long sleeved polo shirt with School Emblem, bottle green jumper/jacket with School Emblem, bottle green socks or tights, black shoes, bottle green hat.

Approved options:
- Hats: either, a bottle green cap, bottle green wide-brim hat or bottle green bucket hat.
- Bottle green Bomber jacket or zip jacket
- Bottle green track pants
- Bottle green polyester bootleg pants

Revised Edition 2015
**SPORTS UNIFORM**

**Boys:**
- Bottle green rugby knit shorts, mint green short sleeved polo shirt with School Emblem, bottle green track pants, bottle green jumper/jacket with School Emblem, white socks, white joggers, bottle green hat.

**Approved options:**
- Hats: either, a bottle green cap, bottle green wide-brim hat or bottle green bucket hat.
- Bottle green jumper/jacket
- Black joggers

**Girls:**
- Bottle green rugby knit shorts / sports skirt, mint green short sleeved polo shirt with School Emblem, bottle green track pants, bottle green jumper/jacket with School Emblem, white socks, white joggers, bottle green hat.

**Approved options:**
- Hats: either, a bottle green cap, bottle green wide-brim hat or bottle green bucket hat.
- Bottle green jumper/jacket
- Black joggers

**Note:**
Paint Stains on clothing can be largely avoided by providing your child with a paint smock or an over-sized t-shirt for school use. However accidents do happen! The paint can be removed by using lukewarm/tepid water and soap, rubbing gently. **DO NOT USE HOT WATER!** It will set the stain.

**VOLUNTARY CONTRIBUTION SCHEME**
The school conducts a Voluntary School Contribution scheme which is integral to the school’s global budget. The contribution scheme is a way in which every family can visibly support resource acquisition for the benefit of all students in the school. The annual Voluntary School Contribution is set at $20.00 per child per year.

**VOLUNTEERS, VISITORS or TRADES PEOPLE**
With the introduction of new Workplace Health and Safety (WH&S) Regulations from 2012 all visitors, trades people and people who are doing volunteer work on the school grounds, or within the classrooms must to report to the School office and sign in the Visitors/Volunteer book and collect the an appropriate badge to be worn.

Upon signing in, a copy of the Windsor Park Public School Workplace Health & Safety Booklet must be obtained and read. The badge collected will have a number, which is to be recorded in the book beside your name. The badge is to be handed back in before you leave the school grounds and initialed beside the number.

**Note:** 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 involves 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 providing this form before working within the school as a volunteer. (Original documents for Office to copy)

Revised Edition 2015
WINDSOR PARK PUBLIC SCHOOL HOMEWORK POLICY

At Windsor Park PS we believe that:

Students work hard at school and deserve some time to relax and participate in other activities with their families not related to school. We should value and celebrate students' involvement in sport, hobbies, outings and other activities which students undertake outside school.

Homework should fit the life of the family rather than the other way around. Students should not be penalised if the family has a busy week which means that homework cannot be easily completed in that week.

There is some evidence to suggest that good study habits developed in primary school will assist students to cope with the demands of High School, however, if the amount of homework is such that students become resentful of school, then, this positive effect can be overridden.

Homework should reflect and reinforce the work undertaken during class time; therefore it is not always appropriate for homework to be set on a grade basis, although some teachers on the same grade may choose to give the same homework to their classes.

**Early Stage 1**  
Kindergarten  
Home readers are issued from Term one.  
Sight words and number flash cards are to be read each night.  
Word families are introduced in Term four.

**Stage 1**  
Years 1 and 2  
Home readers are issued from Term 1 and all children are encouraged to read for 10 minutes each night.  
Short practice activities related to class or group literacy and numeracy programs are sent home weekly.  
On occasion, children may be given additional homework such as projects, research and preparation for oral presentations.

**Stage 2**  
Years 3 and 4  
The Homework Grid  
The Homework grid is a solution to the age-old problem of getting kids to do something at home and not opt out of family life. The homework grid will enable parents to get children to do their share of work in the home including housework, shopping, physical activity such as sport training, and family outings such as walking, fishing and exploring their world – activities which enhance family life. It also covers areas such as reading, being read to, playing a game with parents, researching on the computer, music practice and other Key Learning Areas (KLAs).

**Stage 3**  
Years 5 and 6  
A detailed explanation of all homework activities is given at the beginning of each year.

**Privacy Notice - General**  
Any information provided is being obtained for the purpose of the addition/update of the school administration and academic files for students and family. It will be used by the Department of Education and Communities for general administration, communication, academic and other matters relating to the education and welfare of the student. This information will be stored securely. You may access or correct any personal information provided by contacting the school.

Revised Edition 2015
**Australian National Anthem**

Australians all let us rejoice,
For we are young and free;
We’ve golden soil and wealth for toil;
Our home is girt by sea;
Our land abounds in nature’s gifts
Of beauty rich and rare;
In history’s page, let every stage
Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.

Beneath our radiant Southern Cross
We’ll toil with hearts and hands;
To make this Commonwealth of ours
Renowned of all the lands;
For those who’ve come across the seas
We’ve boundless plains to share;
With courage let us all combine
To Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair
Windsor Park School Song

VERSE ONE:

We’re nestled in the Hawkesbury,  
in the shadow of the trees,  
The Dharug peoples birthplace,  
the land of many dreams.  
The cockatoo’s our emblem;  
our banner’s coloured green,  
Commitment and achievement;  
that’s our community.

CHORUS:

This is our school, we make our future  
Through all the things we say and do.  
We share good times and sometimes sadness.  
We care, we are, Windsor Park our school.

VERSE TWO:

We start our days in Kindy where  
we paint and draw and scrawl,  
We learn to read and write;  
to throw and catch a ball.  
To know the wonder of our planet  
the beauty of the stars,  
Our friendship and team spirit,  
help make us who we are.