Dear Parents/Caregivers,

Welcome to Winston Hills Public School.

As a school we are proud to reflect the family values and beliefs of the wider community. The staff at Winston Hills are committed to providing a challenging, supportive learning environment. Emphasis is placed on providing quality teaching and learning experiences across all areas of the school curriculum. We aim to promote the social, academic, physical and emotional development of our children in an environment that encourages and recognises “personal best” from all students.

We believe in building strong partnerships between school and home so that our students, your children, feel safe and happy at school. We look forward to working with parents to ensure that the children attending Winston Hills Public School are provided with a safe and happy environment in which they are able to realise their full potential.

This booklet contains information about the school which we hope will be helpful to you. Please keep it handy for future reference.

Maxelle Matthews
Principal
# SCHOOL INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Winston Hills Public School</th>
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<tbody>
<tr>
<td>Principal</td>
<td>Maxelle Matthews</td>
</tr>
<tr>
<td>Address</td>
<td>Hillcrest Avenue, Winston Hills</td>
</tr>
<tr>
<td>Telephone Number</td>
<td>9639 8518 / 9639 1931</td>
</tr>
<tr>
<td>Fax Number</td>
<td>9686 3274</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:winstonhil-p.school@det.nsw.edu.au">winstonhil-p.school@det.nsw.edu.au</a></td>
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<td>Web page</td>
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</tr>
<tr>
<td>School Hours</td>
<td>9.00am to 3.00pm</td>
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<tr>
<td>Office Hours</td>
<td>8.15am to 3.15pm</td>
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<td>Entrances</td>
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<td>Bus Stop</td>
<td>Hillcrest Avenue</td>
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<tr>
<td>Before / After School Care</td>
<td>YMCA – OSHC</td>
</tr>
<tr>
<td></td>
<td>Coordinator: Suzie Ibrahim</td>
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<tr>
<td></td>
<td>Phone: 0429 388 359</td>
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</tbody>
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A-Z GENERAL SCHOOL INFORMATION

Award System
As part of the Student Welfare program at Winston Hills Public School, the Merit Award system rewards the positive aspects of student’s performance, application and behaviour. The system is supported by staff who issue merit certificates to students, both in class and at assemblies. These awards count towards cumulative totals.

Award Levels

<table>
<thead>
<tr>
<th>Number of Awards</th>
<th>Award</th>
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<tbody>
<tr>
<td>10</td>
<td>Honour Certificate</td>
</tr>
<tr>
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<td>Honour Certificate</td>
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<tr>
<td>30</td>
<td>Small Banner</td>
</tr>
<tr>
<td>40</td>
<td>Honour Certificate</td>
</tr>
<tr>
<td>50</td>
<td>Bronze Medal &amp; Morning Tea with the Principal</td>
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<tr>
<td>60</td>
<td>Honour Certificate</td>
</tr>
<tr>
<td>70</td>
<td>Honour Certificate</td>
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<td>80</td>
<td>Large Banner</td>
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<td>90</td>
<td>Honour Certificate</td>
</tr>
<tr>
<td>100</td>
<td>Silver Medal &amp; Morning Tea with the Principal</td>
</tr>
<tr>
<td>110</td>
<td>Honour Certificate</td>
</tr>
<tr>
<td>120</td>
<td>Honour Certificate</td>
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<tr>
<td>130</td>
<td>Small Banner</td>
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<tr>
<td>140</td>
<td>Honour Certificate</td>
</tr>
<tr>
<td>150</td>
<td>Gold Medal and Morning Tea with the Principal</td>
</tr>
</tbody>
</table>

Attendance
Attendance at school is compulsory by state law. Children may only be absent for reasons such as illness. Parents are strongly urged not to send sick children to school. Appointments for doctors and dentists should be made for out of school hours.

A written note is required for all absences, addressed to the class teacher, indicating the dates of the absence and the reason. Should your child be absent for more than 3 days a doctors certificate is required.

Family holidays outside vacation periods should be discussed with the school principal. The Department of Education and Training requires parents to inform the school of periods of absence eg. holidays during school terms. If you are planning an extended holiday, you will need to complete an ‘Application for Extended Leave - Travel’ form which is available at the office or on our website www.winstonhil-p.schools.nsw.edu.au. This form needs to be submitted well before your child’s last day at school together with a copy of their itinerary or flight details.
Arriving Late or Leaving Early
If your child arrives late you must report to the Office with them, before going to their class. An electronic slip will be completed by the office staff which includes details of their name, reason for being late and time of arrival. This slip is then given to the class teacher.

If you wish for your child to leave early, please visit the office and the office staff will issue you with an Early Leave slip, before picking up your child. This slip is then given to the class teacher.

Book Club
Winston Hills Public School participates in Scholastic Book Club each year. Twice a term during the school year your child will receive a Book Club flyer with a different selection of books offered. You’ll find award-winning books, as well as old and new favourites that span a wide range of children’s reading levels and interests at very reasonable prices (some books cost as little as $2).

Every order from Scholastic Book Club attracts reward points, which can be redeemed by the school to obtain free books for the Library, Reading Recovery Program and classrooms. Over the last year the school has received over $5,000.00 in rewards which equates to lots of wonderful resources.

Ordering is easy - your child will bring home brochures which are appropriate to their grade and if you wish to purchase any items we encourage you to order online at www.scholastic.com.au/LOOP or download the iPhone and iPad app from the App Store or get it on Google Play for Android. Orders must be placed by the due date on the brochure. The due date for ordering is always stamped on the brochures and there are reminders in the school newsletters and term calendars. We will also have a collection day at the school which will be a Friday morning from 8.40am – 9.15am and will be advertised in the newsletter. We will be phasing these out over the year as most people are now paying online.

We look forward to you joining the many other families who support the school through this activity.

Bicycle Safety Guidelines – Riding Bicycles to School
Students may ride bicycles to school and store them in the school’s bike racks provided the student and parent/carer has completed the appropriate ‘Bicycle Rider’s Agreement’ and parents/carers have completed a ‘Bicycle Rider Permission Note’. Students riding bikes to school must follow the school’s Bicycle Safety Guidelines which clearly sets out bicycle management practices eg. entry gate, walking bikes through school grounds, bike licences, bike maintenance, the wearing of helmets etc.
Information packs are available from the office or may be downloaded from our school website at http://www.winstonhil-p.schools.nsw.edu.au/our-school/rules-policies
Birthday Treats
While birthdays are an exciting time that give our children an extra spring in their step for the day, unfortunately the tradition of sharing a birthday cake or treats at school has disappeared due to the ever increasing prevalence of food allergies. Parents are advised that teachers will not be able to share any birthday treats. Some parents have brought in small token gifts for their child’s classmates. While not necessary, this is a safe alternative to cake and other treats that may contain ingredients that some students cannot eat.

Before and After School Care - YMCA OSHC
The YMCA is a not-for-profit community based organisation committed to listening to and actively responding to the community’s needs. Their Children's Services programs are designed to impart positive values and partnerships within the wider community. They provide a safe, nurturing environment where children can develop social skills, learn through play and build personal assets that assist them in becoming positive, healthy young people who reach their full potential.

Care is available Monday to Friday during school terms and also every school holidays including School Development Days.

Coordinator: Suzie Ibrahim
Phone: 0429 388 359

Before School Care operates between 6.30am to 8.30am. The program delivers a fun and educational opportunity for all children which include programmed and spontaneous experiences. Nutritional breakfast choices are also available.

After School Care operates between 3.00pm to 6.00pm and also offers a wide range of different activities. Children can participate in a variety of experiences including arts, crafts, music, cooking and sports. With the support of our qualified, experienced and passionate educators, children have the opportunity to plan their own activities. In consultation with parents, educators can also supervise homework. Nutritional afternoon tea is included.

Vacation Care operates every school holidays between 7.00am to 6.00pm. The program includes themed day camps, incursions and excursions. Children enjoy a wide variety of experiences under the supervision of educators. Programs vary every school holidays and are based on children’s and families ideas and suggestions.
Canteen
Our school canteen is under the operation of ‘Healthy Canteens Australia’. The canteen hours of trade are 8.30am to 2.00pm, Monday to Friday, offering breakfast, recess and lunch trade. Recess and lunch orders can be placed in person each morning prior to 9.00am directly at the canteen. Just simply write your order on a paper bag and insert the money. In the instance that you may need change, this will be taped to the lunch order bag for your child to bring home. Alternatively, you may choose to register your child with ‘Flexischools’ at flexischools@com.au with the canteens convenient cashless online ordering system. This is a fast and secure way to order and pay and very easy to set up.

The canteen has a broad range of everyday menu items, as well as some great value "Meal Deals" giving you the option to select a complete meal for your child, tailored to their tastes. Look out for the current canteen menu for further information. If your child orders ice blocks, noodles or similar items that will melt or spill in the lunch order basket, they will receive a special canteen stamp on their lunch order bag, and will be able to join the express line (with their lunch bag) to come and collect directly from the canteen at lunch time. If your child has particular dietary requirements, please ask the canteen for guidance, as they can prepare items that are diabetic friendly, gluten free, vegetarian and halal. It is the aim of the canteen to offer our students a menu that consists of nutritional, well prepared meals, using only quality ingredients. The canteen endeavours to offer each child a friendly and courteous service and the canteen staff are approachable at all times.

Children Arriving At School Early
The school's supervision roster starts from 8.30am. There are no adult staff available to ensure the safety of children in the playground prior to that time. We well understand that many parents have commitments at work which require them to leave their children/child at school before 8.30am. However, there is available within the school a ‘Before and After School Care’ service which operates from 6.30am every school morning. Alternatively, you may be able to make arrangements with friends or neighbours for the supervision of your children. Some families in the school with working parents take turns to take each other’s children to school. As well, many employers will be sympathetic to parents with responsibilities for caring for children and will allow some flexibility in parents’ working hours. By law, employers are restricted from treating an employee detrimentally on the grounds of their status as a carer.

Whatever arrangements you make, you need to understand that you remain legally responsible for the child prior to 8.30am when supervision begins.
Children Not Collected After School
The school’s after school supervision responsibility ends at 3.00pm for children who are picked up and 3.15pm when the last bus leaves.

We understand that many parents have work commitments which require them to collect their children after work. However, parents need to consider making provision for the children to be collected expediently after school. Whatever arrangements you make, you need to advise the school prior. If an emergency arises which results in your child being collected later than the usual time, you must notify the school immediately.

Communication
We have an “Open Door Policy” and encourage communication between parents and staff. It is important however, to make an appointment with staff, rather than just “turn up”.

Child Protection
As a compulsory part of the Personal Development, Health and Physical Education curriculum a program of Child Protection Lessons is run every year for all students K-6.

The program’s lessons help students to identify dangerous, uncomfortable and abusive situations and to develop their own strategies for minimising risk and seeking help.

The Child Protection Lessons have been developed by the Department of Education and they are an important priority for schools.

Custody of Children
The Principal should be fully informed of any custody matters relating to your children. Please remember the school cannot prevent access of a non-custodial parent unless we have a copy of the current court order preventing access. Relevant documentation regarding access and custody arrangements should be passed on to the Principal and school office. This will be treated in strict confidence. Please note the following important information from the Department regarding Family Law Court related issues in schools.

The Department of Education recognises that some families will be subject to family breakdown. In the absence of any notification to the contrary, it will be assumed that both parents retain a shared and equal parental responsibility for their children and have been involved in making any decisions regarding their children’s education. This means that the school will recognise that each parent has equal duties, obligations, responsibilities and opportunities in relation to matters involving the school.

If any changes occur in your family relationships which have the potential to impact on the relationship between the school and your family, you are required to advise the school immediately. This includes providing copies of any court orders that may be obtained.
Emergency Procedures
The school has emergency procedures in place to address emergency situations. The procedures for evacuation and lockdown are displayed in each classroom. All students are made aware of these through participation in whole school drills.

Excursions
During the school year, classes go on excursions from the school to visit places or see things of educational value. On all occasions a teacher will accompany the children and be responsible for their supervision and safety. Often parents are asked to accompany groups. Children must obey instructions from teachers and from assisting parents.

Notes detailing information concerning all proposed excursions will be sent home to parents. The written permission of the parent and payment is required before any child is allowed to participate in a school excursion. It is expected that students will attend organised excursions.

Emergency Contact Information
Parents are asked to fill out Emergency Contact Information for each of their children. Information supplied is treated as confidential but is essential to ensure prompt contact can be made in emergency situations. If emergency contact information on the form changes during the year please contact the school office as prompt contact in an emergency is dependent on accurate information supplied by parents.

Extra Curricula Activities
As children proceed through the school they are strongly encouraged to participate in extra curricula activities including public speaking, debating, band, choir, dance, the student representative council and a wide variety of sporting and social activities. These groups can perform at school, regional and state levels. Activities are enthusiastically undertaken by staff and students bringing great credit to the school.

Facebook
Facebook is a communication device for our school community. Winston Hills Public Schools official Facebook page can be found at: https://www.facebook.com/winstonhillsps?ref=hl

First Aid/Sick Students
Occasionally children become sick or have an accident at school and we place them in our Sick Bay. Worst cases are sent home where possible.

Parents are strongly urged not to send sick children to school. Basic first aid is administered for injuries suffered at school. Injured students must be picked up by parents so treatment can be arranged. In all cases where the injury is more than minor we make a special effort to contact parents or emergency contacts.

A member of staff holds a First Aid Certificate.
Health

- Good health is vital to school progress. The importance of personal hygiene is regularly reinforced. Children are asked to ensure they always wash their hands after visiting the toilet and before eating. Parents are asked to provide their children with healthy food choices for recess and lunch and extra drinks particularly in hot weather.
- Our school participates in the ‘Crunch & Sip’ program. Each day at mid-morning all classes take a short break from their lessons. During this time the students may have a fresh fruit or vegetable snack brought from home and a drink of water.
- As a number of children in the school suffer from a severe allergy to NUTS parents are asked to help minimise the risk of a reaction by not including products such as peanut butter, Nutella and all types of nuts in their child’s lunch box.
- At certain times there are outbreaks of common childhood diseases. To prevent the spread of infection, exclusion is necessary. Children may be excluded if suffering from contagious diseases such as: Chicken Pox, Mumps, Measles, German Measles, Impetigo, Conjunctivitis, Diarrhoea, Ringworm.
- Please contact the school if your child is suffering from one of these to confirm the number of days the child is to be absent.

Learning Support Team

The Learning Support Team is a committee established to support students with special needs. The team is led by the Deputy Principal and the members include the Principal, Team Co-ordinators, School Counsellor, Learning and Support Teachers, English as a Second Language Teacher and other teachers as appropriate. The team establishes guidance and support for class teachers so they can cater for students with special needs.

Library

Each class has a rostered lesson each week with a specialist Teacher Librarian. At lunchtime four times a week the library is open for students to browse, quietly read or play board games. The library is computerised and students can use computers to access information not found in the books on the shelves.

Lost Property

Parents and children are encouraged to find their own lost property. At certain intervals during the year all lost property is displayed in the playground for parents and children to try and locate any missing items. Any unclaimed clothing in good condition is washed and given to the second hand clothing stall. The money raised from the sale of items is donated to the school for educational purposes. Any items not in good repair are disposed of at the end of the term. To avoid your child’s clothing ending up as lost property please label everything.
Medication

On-going Medication
Policy statements from the NSW Department of Education outline procedures which must be followed when a child requires ongoing daily medication to be administered at school. The Department requires the school to maintain the following records:

- Detailed written advice from the student’s medical practitioner
- A written request with a statement of the child’s condition and requirements from the parent/guardian.
- A written statement from the parent/guardian granting information to be supplied and discussed by the staff.
- Forms are available at the school office or from the school website

Administering Prescribed Medication at School
Only prescribed medication will be administered at school. Most medication can be administered at home. This is the safest and most preferred method. When a medical practitioner has prescribed medication that must be administered during the school day, parents are responsible for:

- Bringing this need to the attention of the school
- Completing a written request
- Supplying the medication and any ‘consumables’ necessary for its administration. The medication must be supplied in the container/box/bottle in which it was dispensed by the chemist, clearly marked with the correct dosage. When medication is required daily, pills should be dispensed in a Webster packs.
- Collaborating with the school in working out arrangements for the supply and administration of the prescribed medication
- It is the child’s responsibility to report to the office at the arranged time for administration of medication.
- NO CHILD IS PERMITTED TO HAVE MEDICATION IN HIS/HER POSSESSION (asthma puffers excluded).
- These procedures have been devised to protect everybody – should any parent wish this matter clarified, please contact the Principal.

Asthma Treatments
Students are allowed to keep their own asthma medication with them.

Money Matters
Each term parents are sent a term account and permission notes for various school activities which needs to be paid by the due date. Please note that permission notes should also be sent to the teacher by the due date.

- Term accounts include: school/grade/stage based fees, excursions and school/grade activities
- All extra-curricular activities are 'pay as you go', that is, payment must be returned with the permission note eg. swimming scheme, dance groups, choir, PSSA teams, zone sport, UNSW competitions, support unit activities etc
There are 2 methods for payment:

- **An online** payment portal is linked to our school’s website to make it easier for parents to pay for school accounts and related payments. This is a secure payment page hosted by Westpac. Log onto our school website at www.winstonhil-p.schools.nsw.edu.au and click on ‘$Make a Payment’. Payments can be made using either a Visa or MasterCard credit or debit card. Please write the receipt number on the permission slip and return to the teacher by the due date.

- **Cash or cheque** payments must be sent to the school in a sealed envelope with the permission note, clearly marked with the student’s name and class. All money and permission notes go directly to the class teacher, who sends this to the office each morning.

If financial assistance or an extension of time is required, please do not hesitate to contact the Principal or School Administration Manager.

**Newsletter ‘The Winston Whisper’**
The school’s newsletter, ‘The Winston Whisper’, is published fortnightly on a Tuesday and is a valuable part of our home/school communication. The newsletter includes important dates and information about activities and events at the school. *Please always check the newsletter before phoning the school if you are unsure of events.*

The Newsletter can be downloaded via our new ‘Skoolbag’ App. This is a great school to parent communication tool. We encourage all parents to download this App onto their phone or tablet.

We would prefer you to receiving the newsletter via the Skoolbag App as this has many advantages including:

- Reduced photocopying and paper costs to the school
- Supporting our environmental initiatives
- Saving in administration time
- Your child can’t forget or lose the newsletter
- Access to the newsletter if your child is absent from school

However, if you do not have access to the App or Internet, please complete the return slip on the note available at the office, requesting a hard copy of the newsletter each fortnight.

**Parents and Citizens Association**
The P&C meet in Weeks 4 & 8 of each term in the staffroom on Tuesdays at 7.30pm. All parents are welcome and encouraged to attend these meetings. The school has a very supportive and active P&C which coordinates a number of activities within the school. These include the uniform shop, fundraising, school band and book club. New volunteers are always welcome to assist in the running of these areas.
Parent Volunteers

Signing on
For safety and security reasons, all parents and volunteers who help in classrooms or other school activities are asked to sign the visitor’s book at the office when they arrive, collect a Visitor's Badge and sign out when leaving.

Working with Children Check
The Working With Children Check is an important part of the Department’s recruitment process to prevent unsuitable people from working with children in schools. The Department’s commitment to ensuring the welfare of students is a paramount consideration when reviewing the suitability of employees. All employees, including volunteers, in Departmental workplaces who are performing work that primarily involves direct contact with children are required to complete a Working With Children Check Declaration and provide Proof of Identity. This includes parents who help in the classroom, and help at other activities, e.g. school sport, P&C discos etc. Forms are available from the school office. If you volunteer in any capacity in our school you will need to complete one of these forms.

Peer Support
A Peer Support Program operates within the school that provides the senior students with an opportunity to develop and refine their leadership skills. Each year our Year 6 students are trained as Peer Support Leaders. Once trained, the leaders take a small group of students from K-5 through a variety of activities which promote self esteem, co-operation and responsibility.

Religious Education
These classes are held every Thursday at the following times:

9.30 – 10.00 Years 5-6
10.00 – 10.30 Years 3-4
10.30 – 11.00 Years 1-2

Religious education is provided for Combined Protestant, Roman Catholic, Greek Orthodox and Muslim groups. A note is required for students to attend or change scripture class. Students not attending a religious education class will attend a non – scripture group.
Reporting
A thorough program of reporting student achievement to parents exists at the school. This reporting process uses a variety of assessment tasks and tools to collect information on student learning. It is as follows:

| TERM 1 | Early in the term teachers conduct information sessions to explain classroom practices and expectations. |
| TERM 2 | Formal written reports are sent home at the end of Term 2. These reports detail achievement and application in each of the Key Learning Areas and provide information on social and personal development. |
| TERM 3 | Parent/Teacher Interviews are conducted early in Term 3 to discuss the Semester 1 Reports. |
| TERM 4 | A final report is issued at the end of Term 4 again reporting details of achievement and application in each of the Key Learning Areas and providing information on social and personal development. |

School Rules
In 2012, Winston Hills Public School introduced our new school rules and our mascot ‘Winnie the Wallaby’.

Our School Rules are:

- We are safe
- We are respectful
- We are responsible

All students are expected to follow the school rules in classrooms, the playground, representing the school and while travelling to and from the school. Students who follow our school rules can be rewarded with a ‘Winnie Award’ which is part of our House Point system.

All students are allocated a ‘House’ on enrolment. Our school houses are named after famous Australian sports people. They are Fraser (blue), Bradman (green), Clarke (red) and Laver (yellow).
**School Counsellor**
Our school has regular access to the expertise of a school counsellor who gives guidance to the students, parents and teachers. Our counsellor contributes information, understanding and advice on the learning and behaviour of students. This enables the teachers and parents to better meet the student’s individual needs. Parental permission forms will be sent home before a student sees the counsellor.

**School Times and Routines**
Teachers commence early morning duty at 8.30am. Students are not permitted to be in the playground before this time for safety reasons. The school day is organised as follows:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>8.30am</td>
<td>Early morning duty (children arrive after this time)</td>
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<tr>
<td>9.00am</td>
<td>Music/Bell rings, students assemble for assembly in designated areas</td>
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<tr>
<td>11.00am</td>
<td>Recess</td>
</tr>
<tr>
<td>11.25am</td>
<td>Music/Bell rings, students go to the toilet, gather their belongings and move to the assembly area.</td>
</tr>
<tr>
<td>1.00pm</td>
<td>Students eat their lunch with their teacher</td>
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<tr>
<td>1.10pm</td>
<td>Bell rings for Lunch Play Time</td>
</tr>
<tr>
<td>2.00pm</td>
<td>Music/Bell rings, students go to the toilet, gather their belongings and move to the assembly area.</td>
</tr>
<tr>
<td>3.00pm</td>
<td>Bell rings for home.</td>
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</tbody>
</table>

In the playground all students are to play where the teacher on duty can see them. K-2 play in the infants’ area and sand pit, with 3-6 allocated grass and concrete playgrounds.

Students are encouraged to play safely, with rough or dangerous play, bullying or teasing not being tolerated. Any such incidences are to be reported immediately to the teacher on duty. Yellow cards will be issued to students not following the school playground rules.

All students are required under the school sun safe policy to wear a school hat in the playground. Please ensure your child brings their school hat each day, otherwise students are only allowed to play in the shade.
The **canteen** is open for over the counter purchases at recess and lunch. K-2 may only go to the canteen at lunch and are able to order items for recess if required. All orders for recess or lunch must be at the canteen by 9.00am each morning.

The **library** is open during first half lunch for students if they wish to attend. This is a quiet area and students are expected to follow the library rules once inside.

A **passive play area** is available for students K-6 to play quieter games and structured activities in the old hall.

The **school entrances and exits** are as follows:
- Crossing Gate or Clinic Gate (on Hillcrest Avenue)
- The Back Gate (Ixion Street)

The Taxi Bay (on Junction Road) is only available as a drop off zone after 8.45am each morning, for students in the mainstream classes. For your children’s safety they are asked to leave only through the gates mentioned above, not through the driveway gate or bus gate.

**Students who catch the bus** are to line up outside the Kindergarten rooms where a teacher is rostered onto bus duty. Opal Card or money is required by students taking the bus, and students are expected to behave in an acceptable way whilst on the bus. Any students misbehaving may have their bus pass taken away.

Any **students not picked up** at the end of the school day are instructed to report to the school office where parents will be contacted.

**‘Skoolbag App’**

‘Skoolbag App’ is a school to parent communication tool for iPhones, iPads, android phones, android tablets and windows phones. It is a simple and convenient way to access Newsletters, Permission Notes and important information about our school; keeping you up to date with everything happening at the school. It can be downloaded from the App Store or Google Play.

To download our App simply go to the App store on your phone or device and click on search and then type in “Winston Hills Primary School’ and install our App. Be sure to click yes/ok to receive push notifications so you can receive alerts. Once you download our App go to the ‘More’ button on the App and switch on to alerts relevant to your Child’s year group.

We encourage all parents to download this App onto their phone or tablet.
Support Programs

Reading Recovery
Students experiencing difficulty with reading and writing after one year at school are assessed for inclusion in the Reading Recovery Program. This program provides one to one assistance from a specialist teacher on a daily basis. Students on the program receive individual instruction in both reading and writing skills until they are able to work effectively and successfully in their mainstream classroom.

Learning and Support Teacher
A support teacher is available for students needing assistance with general literacy and numeracy skills. Students to be included in this program are nominated by the classroom teacher. Students usually receive small group instruction in reading, sound work and number skills. This position is dependent on departmental funding and the needs within the school.

English as a Second Language
A specialist teacher is provided for children whose first language is not English. Students receive language assistance in small groups.

Student Representative Council
The Student Representative Council (SRC) is a student elected body that assists with decision making processes within the school. Students from Years 2-6 are elected by their class members to be a part of the SRC. The school prefects and captains form the executive of the SRC. The group meets regularly to discuss issues relating to the student body and plan fundraising activities. New SRC members are elected each year and a special induction ceremony is held each year for the new representatives.

Student Assistance Scheme
The NSW Department of Education has a Student Assistance Scheme designed to assist parents and students who are experiencing financial difficulties or who are unable to meet the cost of uniforms, excursions, text books. Any family interested in obtaining further information about support available from the school should contact the Principal or school office.

Sporting Activities
We are very proud of our school’s outstanding tradition of sporting success and we pride ourselves on the interest, participation and performance of our students.

A comprehensive range of PSSA sports are offered during summer and winter for students in Years 3 - 6. Sport carnivals are conducted in
- swimming,
- athletics and
- cross country.
Students have the opportunity of competing at school, district, regional and state carnivals.
Gymnastics and dance programs operate year about within the school, where students from K-6 participate in a range of activities that develop skills appropriate to their stage of development. Both dance and gymnastics are a mandatory part of the NSW Personal Development, Health and Physical Education syllabus. Specialist teachers are paid to run these programs which are at the parent’s expense.

Fitness activities are conducted throughout the year on a class/year basis. Activities include: health hustle, endurance run, circuit, team games and skills.

Swimming lessons are held for a two week period and usually involve Year 2 and Year 3 students. The program targets non swimmers or those not yet confident at swimming 25m.

**Taxi Bay Rules**
In order to provide a safe pick-up and drop-off zone for our students, parents are asked to take note of the following rules when using the Taxi Bay area.

- No students to be dropped off in the morning before 8.30am.
- **Only students from the Support Unit can be dropped off in the Taxi Bay between 8.30am - 8.45am.** Other students may be dropped off between 8.45am - 9.00am.
- A member of staff must be present before children are allowed to leave vehicles.
- Only students in the Support Unit may use the Taxi Bay in the afternoons.
- Due to ongoing issues with traffic congestion creating unsafe conditions, taxis transporting students from the Support Unit will leave the Taxi Bay at 2.50pm each afternoon.
- When walking through the Taxi Bay area please stay on the footpath and do not walk across the driveway.
- Parents need to stay in their cars in the Taxi Bay at all times. A staff member will walk your child to your car.
- All students must enter and exit cars on the kerb side only.
- When dropping off your child in the morning, please have their bag in the car so they can remove it themselves. If it is necessary to have bags or other belongings in the boot, staff will remove them. **Parents are to remain inside their cars at all times.**
- No overtaking other cars in the Taxi Bay unless directed to by staff.
- As with all of the school’s routines and procedures, we seek to promote independence in children wherever possible. Therefore students are expected to open car doors and retrieve their belongings independently. If there is a child-proof lock on your car door, please indicate this to staff and they will open the door for your child.

Please note that the Taxi Bay area is not the time or place to have conversations with teachers or ask staff to pass on messages. If you need to discuss your child’s progress, please contact their class teacher to make an appointment.
Voluntary Contribution Scheme
Funds raised through this contribution will be used to supplement educational resources and programs in our school.

The payment of the General School Contribution is a matter for decision by individual parents/caregivers and is entirely voluntary. Our school would welcome your contribution, as this will significantly enhance the resources made available to students.

Uniform Shop
The school community has agreed to the wearing of full school uniform. We appreciate parents’ support by ensuring their children wear the correct uniform.

- It is essential that all clothing is labelled with the student’s name for easy identification.
- All uniform items are available at the school uniform shop.
- Our school supports the “No School Hat, No Play” Policy. Students without a school hat are required to sit in a shady spot during recess and lunch breaks.
- The Uniform Shop is located in the back of the old hall where the before and after school care is located.
- Opening Times:
  - Day: Every Thursday from 8.40am – 9.30am
  - Night: The first Thursday of each month from 6.00pm – 7.00pm
The following has been prepared as a guide for families when contacting the school. Please remember that with most inquiries your child’s class teacher is your first port of call.

<table>
<thead>
<tr>
<th>Questions about…</th>
<th>Action to be taken</th>
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</table>
| My child’s welfare, learning or stage activities | **1st** Please write a note to your child’s teacher OR  
**2nd** Please contact the office to organise an interview with the teacher |
| A school policy or practice | Please contact the office and the appropriate member of staff will respond |
| The actions of another child towards my child on school grounds | Please inform the class teacher OR the Deputy Principal if an urgent matter |
| The actions of another child towards my child while travelling to or from school | Please inform the Deputy Principal or Principal |
| The actions of a parent while on school grounds | Please inform the Deputy Principal or Principal |
| The actions of a member of staff (for feedback or clarification) | **1st** Please write a note to the teacher concerned or contact the office to organise an interview  
**2nd** Organise an interview with the Assistant Principal responsible for the stage  
**3rd** Contact the office to organise an interview with the Principal |
| Playground accidents | Please contact the Deputy Principal |
| Lost property | **1st** Ask your child to check the lost property box in the breezeway  
**2nd** Check the lost property box yourself  
**3rd** Please write a note to your child’s teacher |
| Sporting activities | **1st** Read the school newsletter and/or school calendar  
**2nd** Please contact the office and the appropriate member of staff will respond |
| High schools | Please contact the Deputy Principal |
| Student Assistance Scheme | Please contact the office and speak to the Principal |