



Education

Public Schools NSW

Summer Hill Public School Handbook

At Summer Hill Public School, students are encouraged to strive and reach their full potential.



Summer Hill Public School, established in 1883, is a large inner west city school of approximately 660 students that serves a culturally diverse and educationally aware community. We provide knowledge, skills, values and attitudes by encouraging the growth of our students as caring individuals who enjoy learning. The pursuit of academic excellence is one of many dimensions of our school. The school has offered an Opportunity Class program for Year 5 and 6 students since 1937. Summer Hill Public School provides a variety of programs to enhance and extend students' learning. These include bands and orchestras, choir, chess, debating, music, drama and PSSA sport. The school is supported by an enthusiastic and active P&C and its sub-committees.

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SUMMER HILL PUBLIC SCHOOL MASCOTS

Baruwaluwu Garada



Wiritjirabin Ngununy

These animals represent the school Mascots.

All Artwork is borrowed from:
Ngununy - by Ray Hurst, Title - Grey headed flying fox
Wiritjirabin - Instruction.greenriver.edu
Garada - by Peter Edward
Baruwaluwu-
Arakwal.com.au

MESSAGE TO PARENTS

This handbook is designed to provide you with information about the procedures and programs of Summer Hill Public School. If you become familiar with its contents and consult it as need arises, you should find it a useful reference during your child's school career.

You will find that changing circumstances will require alterations to be made to this document from time to time.

OUR VISION

We create positive teaching and learning environments that enable the development of healthy, happy, successful and productive individuals, who have a positive sense of belonging.

We continually seek to improve ourselves and our practice to provide opportunities for students to achieve meaningful goals and equip them for the future. Teachers, parents and carers actively participate in supporting and reinforcing student learning and wellbeing.

SCHOOL AIMS AND OBJECTIVES

Our success is underpinned by three key elements that promote the quality teaching and learning programs within our school:

1. Our highly dedicated staff work collaboratively to provide teaching and learning programs that engage and challenge our students within an inclusive environment. Students are encouraged to achieve their personal best and to set their own learning goals.
2. Our students are motivated to learn and participate in a range of educational opportunities provided by the school. They personify the qualities of **respect**, **responsibility** and **resilience** in their everyday learning and play.
3. Summer Hill Public School enjoys tremendous support from our parent body and local community.

Students at Summer Hill Public School have the opportunity to engage with a wide range of activities and programs made available to them through the commitment of staff and a highly supportive school community.

SCHOOL CONTACT INFORMATION

Office Hours: 8.30 am - 3.30pm (Monday to Friday during school terms)
Tel: 9797 8160

Address: Moonbie St
Summer Hill
PO Box 242
Summer Hill 2130

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

Web: summerhill-p.schools.nsw.gov.au/

Department of Education Web: education.nsw.gov.au

ENROLMENT POLICY

- Government regulations require that all children between the ages of 6 and 17 must attend school.
- Children may enrol at the beginning of kindergarten in the appropriate year if they turn five years of age on or before 31 July of that year. Documentation providing proof of age (for example, a birth certificate) is required on submission of the application for enrolment. Proof of identity will be required. This may be either Australian citizenship or details of visa/residency status.
- All students who live in the school's zoned area automatically qualify for a place at Summer Hill Public School and will be enrolled at any time throughout the year at a parent/caregivers' request. The residential address provided by the parent/caregiver as the child's permanent place of residence is the address used to determine in-zone qualifications.
- All children including those with additional learning and support needs, will be enrolled under appropriate Department/Government guidelines if relevant criteria are met.
- Parents/caregivers' may seek to enrol their child at Summer Hill Public School, however limitations as prescribed in this policy directed by Department/ Government regulations will be observed.

As part of the enrolment process complete an *Expression of Interest* online and then apply to enrol also online via the school's website under enrolments.

At enrolment you must produce proof of age for your child. This could be any of the following documents:

- a. Birth certificate
- b. Passport
- c. Up to date immunisation record

Proof of residency is to be provided by all applicants at the time of submitting an enrolment application. Proof of residency may take the form of a current bill, (for example, electricity, telephone or rates notice) a letter from a solicitor or real estate agent stating that the family have rented or bought a property, or a statutory declaration by a Justice of the Peace.

Parents/caregivers are encouraged to indicate to the school when they may have kindergarten children enrolling and submit an enrolment form in the year prior to starting at school. Due to the pressure of numbers at the school, proof of address for kindergarten children will be required when they start.

Proof of residence is required to substantiate all applications. The **100 Point Residential Checklist** may be found on the school website under "enrolments".

The ability of the school to confirm acceptance of a 'non-local' application is dependent on many factors including the number of vacancies and local enrolment trends. The school endeavours to inform parents as soon as possible however parents must understand that this may not be possible until the commencement of the new school year. An "out of area" application is found under the enrolment tab on the school website.

STAFF AT SUMMER HILL PUBLIC SCHOOL FOR 2023

Leadership team

Principal	Natalie Armstrong
Deputy Principals	Tina Simou (relieving) Nhu Morris
Assistant Principals:	
Early Stage 1	Nikki Logan (Mon, Tues, Wed) Ingrid Johnson (Thurs, Fri)
Stage 1	Melissa Stafford (relieving AP)
Stage 2	Melanie Wilkinson (relieving AP)
Stage 3	Sarah Weston

Teaching staff

Kindergarten	Ingrid Johnson, Fiona Donnelly, Effie Lekkas, Isabelle Prax, Nikki Logan, Alison Humphries
Year 1	Annisa Chan, Teresa Duggan, Lyndal Taylor, Juliana Ma
Year 2	Vera Valente, Cherie Flusk, Melissa Stafford, Lucy Genie
Year 3	Amanda McLean, Melanie Wilkinson
Year 4	Pam Carroll, Kristina Kepars, Stephanie Hughes
Year 5	Michaela Apostolov, Nhu Morris, Adam Williams, Sharon Pillay, Con Stamacostas
Year 6	Holly Wright, Shannon Payne, Elena Schumacher, Sarah Weston
Drama	Francyne Gioia
Music	Vanessa Cartwright, Rachael Donato
Library	Claire McLennan, Maria Wong (Tuesday)
Learning and Support Teacher	Vanessa Freijinger
English as an Additional Language/dialect	Jacqueline Biffin
School Counsellor	Caitlin Jurd

School Administrative and Support staff

School Administration Manager	Carolyn Hajdu-Campbell
School Administration Officers	Eve Bailey, Kathy Timmins, Sarah Davies, Georgia Nohra, Teresa Simone
School Learning and Support Officers	Frances Ross, Sheila Rogulj, Lorraine Lacey, Teresa Simone, Tiziana Sciami, Alessio Serdoz, Kirsty Ross
General Assistant	Steve Bruce

Other support staff

Band and Orchestra	Cathy Chan, Teresa Simone
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GENERAL INFORMATION

Academic Competitions

Summer Hill Public School may enter students in Years 4 - 6 in selected University of NSW competitions. These competitions are developed and marked by the University of New South Wales with students receiving certificates at various levels based on their performance in the competition.

Allergies

Summer Hill Public School has a number of students who are extremely allergic to food items such as peanuts, nuts and associated nut products. These students can have a severe anaphylactic reaction (in some cases, life threatening) if they consume or touch these products or traces of these products.

The school has consulted our local area health service and developed health care plans for these students. Prevention is much better than reaction.

The canteen has agreed not to sell products which contain peanuts and nuts. The P&C supports this action.

Appointments

Requests for appointments to meet with staff can be made by emailing the school with your request. The email is forwarded to the staff member you need to see. The staff member will then contact you to arrange a suitable time for the appointment. Appointments with class or specialist teachers are not available during teaching hours or just before school commences.

Further information can be found in our 'Community guide for contacting our school'.

Assemblies

Assemblies are an important part of Summer Hill Public School's culture. Assemblies provide opportunities for our students to perform for their peers and parents and enable the school to acknowledge the achievements of our students.

Dates for assemblies are advertised in the Summer Hill Newsletter and families and friends are encouraged to attend. Regular assemblies include: K-2 assemblies are held fortnightly on Thursdays at 2.15pm in the hall. Years 3-6 assemblies are held fortnightly on Thursdays at 2.15pm in the hall.

Student Parliament Assemblies are held once a term.

Assessment of Student Achievement

The achievements and application of students are assessed continually by their teachers. The information gathered is analysed to ensure that teaching programs are suitable, and students are progressing. Teachers spend significant periods of time discussing trends and sharing ideas at the year level to achieve uniformity across the year.

Teachers use a variety of data and consistent teacher judgements (CTJ) to gain information. Techniques include direct observation, analysis of work samples, discussions with students, listening to students, assessment tasks, assignments and projects. Peer and self-evaluation are an important part of this process. The analysis and evaluation of this data form the basis of reports to parents.

Attendance

Parents/caregivers are responsible for guaranteeing the regular attendance of students. Attendance is essential to ensure progress and a student should not be absent without a good reason.

The school maintains daily records of attendance including partial attendance and students who are late. Parents must send a note to the class teacher explaining any absence or partial absence within seven days of the absence.

Executive staff are responsible for monitoring student attendance and will inform parents as soon as possible of any case of truancy or of any unexplained absences. The Department of Education also monitors attendance and punctuality. Continual absences may result in the school referring students to the Home School Liaison Officer.

Arrival at school

Students must not arrive at school before 8.45am unless they have a rehearsal, tutorial or training session. The playground is supervised from 8.45am and the school cannot accept any responsibility for students before this time.

Before school care is available through a number of organisations as noted in this handbook. Students must be booked into these centres. See "Before and after school care"

Late for school

Punctuality is crucial as important information is provided in the morning and students arriving late interrupt classes.

Parents are responsible for ensuring their child arrives at school between 8.45am and 9.15am.

Students who are late must obtain a late note from the school office. A member of the executive staff will contact parents if their child is continually late for school. Continual lateness may result in the school referring students to the Home School Liaison Officer.

Absences

If your child is unwell and will be absent from school for a day or more parents and carers are to notify the school through either School Bytes, school email or phone call. All students are required to bring a note explaining the absence on their return to school.

In accordance with Department of Education policy regarding extended student absences, extended leave (5 or more days) must be formally applied for. The application forms are available on the website. Please complete an application form for your child (or children) as soon as you know you might be going away for an extended period. Please bring the completed forms plus travel documentation to the office for Principal's approval.

Absence during school hours

Parents should endeavour to make medical, dental and other appointments out of school hours if possible. When students are required to leave during school hours, parents are required to sign out their child at the office before they collect them. If the child is coming back to school after their appointment, they are required to be signed back in. Students will not be released on their own – they must be collected by a parent/caregiver or nominated adult. For excursions, students are expected to travel with the school group and return to be dismissed from school. If parents want this procedure to be varied, a request in writing prior to the excursion is required.

Before and After School Care

3 Bridges (1300 327 434) (childcare@3bridges.org.au) is located on the school grounds and provides childcare for students K-6 during both school terms and vacation periods.

Hours are as follows:

Before School Care	7.30 - 9.00 am
After School Care	3.00 - 6.00 pm
Vacation Care	7.00am - 6.00 pm

For further information regarding fees and availability please visit www.afterschoolcare.org.au

SHARE Cooperative Society

SHARE (9799 7393) (care@shareoosh.com.au) is a community-based cooperative that provides childcare for students K-6 during both school terms and vacation periods.

Before School Care	7.00am - 9.00 am
After School Care	3.00pm - 6.00 pm
Vacation Care	7.00am - 6.00 pm

SHARE operates from a building in Darrell Jackson Gardens, Smith Street, Summer Hill. Students walk to and from school each day accompanied by SHARE staff. SHARE students meet in the covered area located outside the school hall. Students must be enrolled at SHARE before they attend. For more details regarding enrolment, fees and activities offered, please contact SHARE.

Book Week

Book Week occurs in August and is designed to highlight the importance of books and the library. Special activities are organised and parents are invited to donate books to the library. A Book Week Character Parade is often held during this week.

Buddy Classes

Students in all classes support younger students by becoming buddies. Activities occur regularly in classrooms and informally in the playground. This program helps senior students to develop a sense of responsibility and teaches them co-operation and tolerance. For younger students, the program provides security and helps them settle into school.



Anti - Bullying

Summer Hill Public School does not tolerate bullying in any form. Our community is committed to ensuring a happy, safe and caring learning environment.

Please inform the school of any bullying concerns.

The information provided in this section is a summary of a brochure, 'Bullying: Information for Parents' supplied by the Department of Education.

Bullying among children at school is a serious matter. It can seriously harm a child physically and emotionally. Children sometimes do not tell because they feel powerless or ashamed, or afraid that telling will make things worse.

Some tell-tale signs are:

- *any injury your child can't explain*
- *damaged clothing*
- *unexplained tears or depression or outbursts of temper, or*
- *not wanting to go to school or play with friends*

Children who are bullied need to:

- *be encouraged to talk about what has happened and be listened to*
- *develop trust in how parents will handle it*
- *gain some control over what is happening*
- *learn things they can do to protect themselves and*
- *regain self confidence*

Once you have a clear picture of the situation, and some idea about how you and the child would like to handle it, contact the school.

Never try to sort out the bullies yourself. This rarely works and often makes matters worse.

Information on anti-bullying can be found at the following websites:

www.schools.nsw.edu.au/studentsupport/behaviourpgrms/antibullying/index.php

www.bullyingnoway.com.au

Canteen

Our canteen implements the NSW Healthy School Canteen guidelines. The canteen provides healthy and nutritious morning teas and lunches for our students five days per week. The canteen is leased and managed by an independent proprietor.

Lunches are ordered by lodging an order written on a lunch bag, with payment, at the canteen before school. Lunches are delivered to classrooms by class monitors just before lunch.

Ordering on-line is available and can be accessed through the link on the school's website or at www.flexischools.com.au.

Students in Years K - 6 can purchase items over the counter at recess and after they have eaten their lunch. However, for their own safety, Kindergarten children are encouraged not to buy over the counter until Term 3. Please ensure you order your child's lunch before school otherwise it cannot be guaranteed.

Casual Teachers

Casual teachers are placed on classes during periods of teacher leave or when teachers are involved in professional development. We are fortunate to have a pool of casual teachers who are very familiar with the school. Every effort is made to ensure continuity of casual teachers on a class; however this is not always possible.

Change of Address and Contact Information

Parents are responsible for informing the school office of any change of address, telephone number, emergency contact or the child's medical status. Up to date details are crucial in case of an emergency.

In Term 1 of each year a Contact Detail Update form is sent home for students in Years 3 and 5 (mainstream). Please complete this form carefully and return to the office by the due date.

Go to website below for a copy of the form.

https://summerhill-p.schools.nsw.gov.au/content/dam/doe/sws/schools/s/summerhill-p/localcontent/change_of_contactdetails.pdf

Please notify the school by email or complete the appropriate form available from the website or office immediately if:

- your address changes at home — proof needs to be provided
- your telephone number changes — mobile, at home or work
- your child's designated emergency contact person's name or phone number changes
- your child's custody or access arrangements change. Copies of Court Orders must be provided.

Changes to Student Routines

Teachers must be advised in writing of any change to a student's routine (for example, a change in after school arrangements). This information must be given to the teacher before the change of routine to ensure the safety of the student. Messages telephoned to the school office will only be passed on in emergency situations.

Chess

Chess is available to students as a recreational activity and as a competitive activity in inter-school competitions. Coaching (for a fee) is available before school on Tuesday, Wednesday and Friday mornings. Competitive chess occurs after school Friday afternoons during Terms 2 and 3. Parents provide transport to the various venues.

Class Organisation

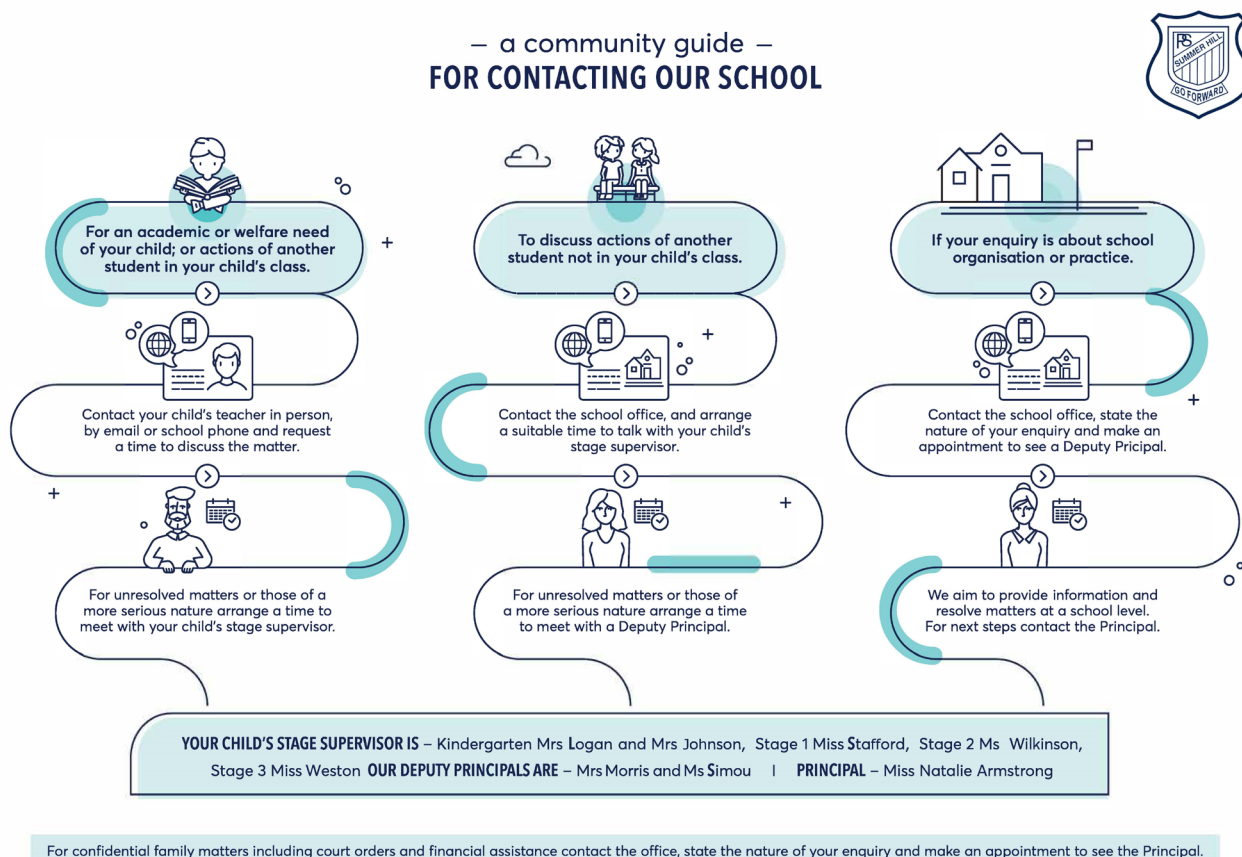
Class sizes are dependent on the enrolment each year. Classes will include single grade, composite and OC classes. Staff take considerable time and care in allocating students to classes.

Composite (multi age) classes are a necessary pattern of organisation in many government and non - Government schools across NSW and Australia. Composite classes are usually formed because of the uneven pattern of enrolment in the school.

Educational research continues to confirm that composite classes do not disadvantage students academically and may benefit them socially and emotionally. The determining variable is the quality of teaching and learning.



Communicating with School



The school also has their own Audiri app (applicable for iPhone and Android) to further communicate effectively with parent/student community.



Newsletter

Summer Hill News is available on our website and is updated in Week 2, 6 and 10 on Wednesday. The newsletter is a very important source of communication between the school and home. It provides information and links on activities, policies, and future plans for the school.

Parents and students may have information included in the newsletter; however, the school reserves the right to judge appropriateness of items. Suitable items may include community news, sport and student successes. All items for inclusion must be received at the office or by email at: summerhill-p.school@det.nsw.edu.au by the Wednesday of publication. Limited hard copies are available by request or from the office.

Audiri App

Summer Hill Public School uses the Audiri App to communicate instantly to our parents. Parents can also notify the school of student absences via the App. Search for Summer Hill Public School in the App Store on your phone and download our App. Summer Hill Public School will provide the username and password to access school communications.

Creative and Performing Arts Program

The school has specialist teachers who provide a Kindergarten to Year 6 developmental program for music and drama. All students engage in these activities.

For those who wish to be involved, there is also the opportunity to participate in practice and performance in:

- Instrumental ensembles (Years 3-6)
- Recorder groups (Juniors Year 2 and Seniors 3-6)
- Choir (Singlets Year 1, Intermediate Years 3 and 4, Senior Years 5 and 6)
- Ukulele (Beginners and advanced)
- Drama group

NOTE: These are offered to students if and when they are available.

Bands and Orchestras

Summer Hill Public School is very fortunate to have a renowned Stage Band and Chamber Orchestra, as well as a Wind Ensemble, Concert Band, Training Band, Symphony Orchestra, and Training Orchestra.

Students in Years 3 - 6 are eligible to be involved in the instrumental music program and can usually play the instrument of their choice. Participation involves an individual tutorial and rehearsal each week. Tutorials and rehearsals are held before and after school.

The Music Support Group, a sub-committee of the P&C, supports the instrumental music program.

Choirs

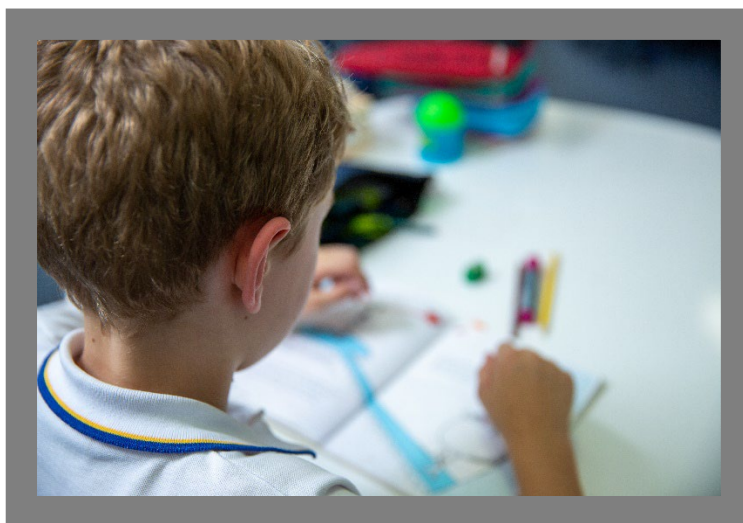
Summer Hill Public School currently has two choirs that rehearse regularly. The choirs perform at school assemblies, local venues and at the Opera House, Sydney Town Hall and Qudos Bank Arena.

Recorder Groups

Summer Hill Public School currently has several recorder groups that rehearse regularly. The recorder groups perform at various school assemblies and functions. The senior group may also perform at local venues and at the Opera House.

Ukulele

Summer Hill Public School currently has a Beginner and Advanced Ukulele group. The students rehearse weekly before school and have the opportunity to perform at the school's music concerts and community events.



Curriculum (What we teach)

Summer Hill Public School provides instruction in all six key learning areas as required by the Education Reform Act, 1990. Each key learning area is developed by the NESA (NSW Education Standards Authority) and endorsed by the Department of Education.

The six learning areas are:

- English
- Mathematics
- Creative Arts
- History and Geography
- Personal Development, Health, Physical Education
- Science and Technology

In addition, the following educational programs and perspectives are incorporated into the Summer Hill Public School program:

- Aboriginal Studies
- Child Protection
- Drug Education
- English as an additional Language/Dialect
- Environmental Education
- High Potential and Gifted Education
- Information and Communications Technology
- Interrelate for Year 6
- Learning and support
- Library and research Skills
- Multicultural Education
- Restorative Practice
- Road Safety (including Bicycle, Passenger and Pedestrian safety)
- Social Skills
- Specialist programs in the Creative and Performing Arts
- Sport
- Student Welfare
- Sun Safety
- Sustainability
- Values

The attainment of basic skills and appropriate social skills are emphasised at Summer Hill Public School. Our school policy specifies that a significant proportion of teaching time will be spent on the learning of reading, writing, spelling, grammar, handwriting, listening, speaking and mathematics.

Emphasis is also placed on teaching students 'how to learn' so that they will be able to apply their knowledge and skills in their rapidly changing environment and develop an understanding of the need for lifelong learning. Problem solving, thinking skills and co-operative learning are actively pursued at all levels within Summer Hill Public School.

Aspects of the various key learning areas are often taught as part of one unit of work. Information and communication technology supports learning in all areas and is not seen as a separate area.

Syllabus documents can be downloaded from the NSW Education Standards Authority (NESA) website:
www.educationstandards.nsw.edu.au

Debating and Public Speaking

Debating and Public Speaking are a part of many class programs especially in the senior years of school. Summer Hill Public School extends these programs by offering extracurricular debating/public speaking with a teacher who has expertise in this area.

Discipline

Summer Hill Public School pursues a positive approach to ensuring good discipline and effective learning. Our school's approach is based on Restorative Practice and the following guidelines:

- Student Anti-bullying
- Student Behaviour
- Student Merit Award System
- Student Travel to and from school
- Student Use of Playground

These guidelines set out the principles and processes used to maintain good discipline and effective learning. Summer Hill Public School works in partnership with parents to find positive solutions to the vast majority of situations. However, there are times when support processes put in place do not achieve the desired outcome, or the behaviour displayed is so unacceptable that serious action must be taken. These situations are rare however there are times when the Principal will suspend a student from school.

Summer Hill Public School believes that school begins when students leave home for school and finishes when students arrive home from school. Our approach to discipline extends to situations in the community when the student is representing the school or wearing the uniform of the school.

Discrimination

Discrimination or harassment of any kind does not have a place at Summer Hill Public School. The school has developed procedures for dealing with bullying and grievances about race and gender.

Parents will be informed promptly by the school's Anti-Discrimination Officer or the Deputy Principal if their child is involved in incidents concerning bullying or discrimination. The school treats such issues seriously and expects parents to take an active role in preventing issues from arising.

Dogs

Dogs are not allowed within the school perimeter, even if they are on a leash. Dogs found wandering in the school grounds will be restrained and the local council contacted to collect them.

Education Week

Education Week is held annually. This celebration provides the school with opportunities to highlight the achievements of our students.

Emergency Evacuation and Lockdown Procedures

Summer Hill Public School has emergency evacuation and lockdown procedures to deal with a variety of situations. The students and staff practise these procedures at regular intervals during the year.

English as an Additional Language/Dialect

An English as an Additional Language/Dialect (EAL/D) program is provided by specialist teachers to support the English language proficiency of students whose first language is not English. Students eligible for EAL/D support include students newly arrived in Australia and Australian born students from a language background other than English.

Environmental Education

Environmental education is integrated into all areas of school life. Students are encouraged to think and act in ways that are environmentally responsible. Conservation, sustainability and efficient use of resources are a priority at the school. Summer Hill Public School's environmental program is directly supported by the Grounds Committee, a P&C sub-committee, which organises projects to improve the school grounds.

Excursions

Excursions are an essential part of a student's learning program as they provide students with firsthand learning experiences that enhance and support classroom studies.

If consent is required for an activity or excursion, parents will be sent an email notification with a link to click that opens a secure web page version of the consent form to complete and submit.

All school excursions involving water activities or where an overnight stay is required must be attended by a teacher who has training in resuscitation techniques. On all other excursions, one staff member must have completed an emergency care course.

The school emails home a statement of account covering most excursion fees each term. There are times when an opportunity arises which could not be planned. In these cases, a note will be sent home through the term. Parents with genuine financial difficulties are asked to contact the school to apply for assistance. All requests are handled with sensitivity and respect for privacy.

Consent for excursions and other activities must be returned on time. The school will not contact parents for permission on the day of the excursion or activity. Students without permission will not be permitted to attend an excursion.

Family Law and the Department of Education

We know that some families experience breakdown. In meeting our obligations to students and parents, the Department of Education (the Department) relies on a number of basic principles. Among the most important is that schools' decisions in relation to family issues will be based on what is considered to be in the best educational interests of the child. Also of paramount importance is the continued effective and efficient operation of the school.

We do not believe that schools are the place to resolve family disputes. Nor should school staff be involved in such disputes.

The Department has developed detailed guidelines to help schools deal with family law related issues. The guidelines are designed to balance the obligations and responsibilities of parents with the legal obligations of the school and its staff. Parents have a responsibility to advise the school immediately if any change to family circumstances occur which has the potential to impact on the relationship between the school and the parents and/or students.

If court orders are obtained by one or both parents, a copy of the orders should be provided to the school as soon as possible. The school's decisions will be consistent with the court orders.

Unless schools are informed otherwise (for example, by providing with a copy of the court orders), they will assume that both parents retain a shared and equal parental responsibility for their children. This means that the school will recognise that each parent has equal duties, obligations, responsibilities and opportunities in relation to matters involving their children's education at the school.

A copy of the Department's Dealing with Family Law Related Issues in Schools and TAFE NSW – Guidelines for School and Institute Staff is available here at www.schools.nsw.edu.au/media/downloads/schoolsweb/gotoschool/familylaw/familylawguide.pdf

Fees

Each term the school will issue a Statement of Account for the cost of programs and requirements for the term. Costs can include workbooks, excursions, visiting performances, camps and programs (for example, swimming and gymnastics). This statement is designed to assist families by advising of all costs at once so that families can budget more effectively. The Statement of Account will be sent directly to parents via email and will make a unique link to make secure payments online.

Students who participate in other activities such as band, chess, choir, drama, orchestra and PSSA sport will receive additional invoiced statements.

The school requires prompt payment of all family accounts. Non-payment may unfortunately result in your child being unable to access the appropriate resources and/or participate in the corresponding programs.

Financial Assistance

The school can assist those families experiencing genuine financial difficulties in setting up a payment plan or providing financial relief. An application form is available upon request. The completed form must be sighted and authorised by the Principal.

High Potential and Gifted Students

Summer Hill Public School provides a wide variety of programs and opportunities for identified students. Provisions include user pay programs such as music, chess, debating and PSSA.

Competitions and holiday programs may be advertised through the newsletter and classroom teacher. Students are supported through the Opportunity classes and differentiated programming through the curriculum in mainstream classes.

Head Lice

Check regularly for head lice and nits. Don't be surprised or upset if your child is affected, as head lice are common where many people work and play together. Please contact the school if your child is affected by head lice. Ask your chemist for an appropriate solution or treatment and treat all members of the household at the same time.

Health Care Plans

Summer Hill Public School has a number of students who have serious allergies or medical conditions. Health care plans are developed by parents and the school in association with medical personnel to cater for the special needs of these students. These plans are developed within the resources available to the school. Remember school staff are not trained health personnel.

Homework

The Summer Hill Public School community supports homework. Homework provides students with an opportunity to consolidate their classroom learning experiences and to develop essential home study skills. Please contact your child's teacher if you would like to discuss homework arrangements.

While homework is set on most occasions, there will be times when it is not set. This does not mean that students do not have anything to do for homework. Reading, practicing skills, learning spelling and completing unfinished work are activities that are always available.

Immunisation and Infectious Diseases

Parents enrolling Kindergarten students need to present the school with an immunisation certificate. Under the *Public Health (Amendment) Act 2010* children without a certificate might be sent home during an outbreak of a vaccine-preventable disease. However, no child will be prevented from enrolling.

Infectious Diseases

Please refer to www.health.nsw.gov.au/factsheets/infectious/index.asp for up-to-date information on symptoms and care regarding these diseases.

With all illnesses, your child should see your family doctor and be guided by their advice. Children should be sent to school only when they have fully recovered from an illness.

Injured and Sick Students

Children who are sick must not be sent to school. Sending a sick child to school endangers the health of other students and staff and impairs the child's ability to learn effectively. Children should remain at home until they have recuperated.

Students who are sick or injured at school are taken to the sick bay for attention from one of our administration staff trained in first aid. Minor injuries will be treated by the administration staff and in some instances parents notified. An ambulance will be called for significant injuries or illness. Parents are notified immediately in these cases. It is crucial that contact details are accurate and up to date at all times.

Jargon

The NSW Department of Education (the Department) has its own terminology. The most common terminology is included so that parents can interpret the code.

AP	Assistant Principal
CAPA	Creative and Performing Arts
COLA	Covered Outdoor Learning Area
DP	Deputy Principal
EAL/D	English as an Additional Language/ Dialect
GA	General Assistant
HSIE	Human Society and Its Environments
KLA	Key Learning Area
LaST	Learning and Support Teacher
LBOTE	Language Background Other Than English
LST	Learning Support Team
OC	Opportunity Class
P & C	Parents' and Citizens'
PD/H/PE	Personal Development, Health and Physical Education
PSSA	Primary Schools' Sports Association
SAM	School Administrative Manager
SAO	School Administrative Officer
SAS	Schools Administrative Support staff
SLSO	School Learning and Support Officer
PRC	Parliament Representative Council

Key Learning Support

Students requiring learning support are assisted by:

- Class teacher
- Learning and Support Teacher
- School Counsellor
- Learning and Support Team
- School Learning and Support Officers (SLSOs)

Early identification and intervention are features of the school's approach. If you would like more information about support for your child, please contact your child's teacher or our Learning and Support Team Co-ordinator.

Library

The library program fosters the enjoyment of reading and literature and the development of competence in research skills.

The school library is the main resource area for the school and provides access to information from both traditional and electronic sources. The teacher librarian provides lessons in literature and research skills. Classes visit the library on a regular basis. A time is available for each class to borrow and return books during class times. Students are also welcome to borrow at the following times:

2nd half of Recess on the following days:

Mondays Years 3-4, Tuesdays Years K-2, Thursdays Years 5-6

The library is also open from 8.45 am - 9.15 am on Tuesday, Wednesday, and Thursday.

Students may borrow books on the following basis:

Year K	1 book
Years 1- 2	2 books
Years 3-4	3 books
Years 5-6	5 books

If a student has an overdue book, no further borrowing is allowed. Any lost or damaged book/s must be paid for. Students are encouraged to use a library bag to protect books.



Lunch Procedure

Lunch is from 11.15am to 11.45am. The students are seated for a 15-minute eating period (11.15 to 11.30). Students who order their lunch must do so from the school canteen before school. Lunches are delivered to the classrooms by lunch monitors. Students are permitted to purchase other items from the canteen at lunchtime after 11.30. The canteen is also open at recess.

Medications at School-prescription and “over the counter”

The school must be informed if medications are brought to school. All medications are to be handed in at the school office and a request to administer medication form must be filled in. Except for asthma 'puffers', under no circumstances are medications to be kept in school bags or uniform pockets.

Parents of students with conditions that require regular medication should ensure that the school is aware of the student's condition. Parents are requested to timetable medication dosages out of school hours if it is possible. However, if it is necessary for prescribed medication to be taken during school hours, parents must send a signed letter giving permission for administration staff to supervise the administration of the medication. The letter must include specific instructions regarding dosage and administration procedures. All medications must be labelled clearly with the dosage and the student's name. Students are required to attend sick bay to take the medication. If the medication is ongoing parents will need to complete appropriate forms from the office. Staff are not able to provide students with any medication, including headache tablets.

Mobile Phones / Electronic Devices

Summer Hill Public School acknowledges that students may need to be in possession of a mobile telephone at school for reasons relating to their safety in travelling to and from school. However, they must not use their mobile phone to make telephone calls, or for any other means of communicating and socialising during the school day. Phones must be switched off on in their bag.

Summer Hill Public School also acknowledges that it is essential that technologies are used as part of the curriculum in relevant ways; and that students' personal devices may be used in meaningful ways to support student learning and engagement at school. Students participating in our school's Bring Your Own Device (BYOD) program will be invited to bring their devices to school. Students and their parents will be required to sign an agreement for use.

Money Collection

Fees and Voluntary Contributions

Parents are issued with a class activity statement with details of activities, excursions and voluntary contribution for each term during the year. A due date for payment and return of consent form is given on each statement.

Excursion Payments

Students will have the opportunity to participate in a variety of excursions and incursions. This will usually involve one payment per term. Permission notes are sent to parents electronically using a program called School Bytes.

The cost of an excursion is based on the number of students who have indicated they will be attending. Non-attendance at an event will usually result in the school being unable to refund payment. There will of course be provision for exceptional circumstances in that policy. Please discuss any such instance with the Principal.

Our preferred method of payment is through the school's online payment facility. If paying by cheque, please ensure that your child's name and class are written on the reverse of all cheques and that the cheque is payable to Summer Hill Public School. No Eftpos facility is available at the school.

If paying by cash, please ensure that the money is in a secure and sealed envelope with your child's name and class on it. The school is normally unable to provide change for cash payments. Should genuine financial difficulty be a problem for an excursion, please contact the office to arrange a confidential interview with the Principal.

Band and Orchestra Fees

Band fees will be notified at the commencement of each school term. Payments should be paid directly to the school office in the manner advised previously.

Multicultural Education

Multicultural Education at Summer Hill Public School focuses on developing in all students an understanding of the role that cultural and linguistic diversity plays in our society and ensuring that students from non-English speaking backgrounds have equal access to educational opportunity.

National Assessment Program - Literacy and Numeracy (NAPLAN)

In 2008 the National Assessment Program - Literacy and Numeracy (NAPLAN) was introduced for all students in Years 3 and 5, in all government and non-government schools. This program, which has the support of all State and Territory Education Ministers, will assess the literacy and numeracy learning of students in all Australian schools. The NAPLAN test is held in May each year.

Opportunity Classes (OC)

Students must compete academically with all other candidates for entry to an OC Class. Academic merit is determined mainly by the combination of the results of the state-wide OC Placement Test in English language, mathematics and general ability together with the school assessments of student performance in English and mathematics.

Students entering Year 5 OC classes will usually be aged between 9 and 11 on 31 January of the year they enter Year 5 and are normally in Year 4 when they apply for placement.

Students must be Australian citizens or holders of a visa granting permanent residence in Australia. Parents must be living in NSW at the beginning of the school year in which the student enters Year 5.

The selection process usually follows this timeline:

May	Application forms issued and returned to school
July	Student complete state-wide test
October	Parents are informed of the outcome

More information is available from the High Performing Students Unit on 1300 880 367 or at www.schools.nsw.edu.au/ocplacement

Outcomes

Outcomes express the intended results of the teaching of a syllabus. Outcomes provide clear statements of the knowledge, understandings, skills, values and attitudes expected to be gained by most students at the end of a stage, as a result of effective teaching and learning of a key learning area



Parent Involvement

Parents are encouraged to take part in a wide variety of school activities and programs.

Classroom and Excursions

Throughout the year, teachers may request help in the classroom and on excursions. Assistance may be provided by listening to students read, helping them write stories, helping small groups of students with mathematics or going on excursions. If you are able to assist, please inform your child's teacher. Parents are required to complete a Working With Children Check (WWCC) Declaration for Volunteers and Non Child Related Contractors form. This can be obtained from the office during school hours.

Committees

A number of committees operate in which parents can become involved. These are under the auspices of the P&C and include the:

- Welcome Breakfast
- Disco
- Ride To School Day
- MASP Breakfast
- FASP Breakfast
- Wear It Purple
- Adult Event
- Art Show
- Spring Fair

Sport

Assistance may be needed at the school's annual swimming and athletics carnivals, coaching sporting teams or as requested via the school's newsletter.

Fundraising

Various fundraising events are held throughout the year, a number of which are dependent on parent volunteers.

Each year a Fundraising Committee is formed to discuss new ideas and put them into practice. You may have a particular talent or expertise which you would like to offer. No matter what you choose to do, there is some way in which you can help to enrich your child's time at school.

If you would like to help, please register your interest and availability by way of a note to the P&C (hand in at the office) and someone on the Fundraising Committee will contact you. This will not be taken as a commitment, just a point of contact for discussion. Watch out for information in the school's newsletter - it is a vital communication between the school and parents as well as a way of requesting help.



P&C Meetings

These are held on the third Tuesday of every month, during school terms. Meetings start at 7.15pm and are held in the tech space. This is the official parent body of the school and plays an active role in the education of their children at Summer Hill Public School. The P&C successfully supports and enriches the quality education of our students through:

- Promoting the interests of the school by bringing parents, citizens, students and teaching staff into close co-operation; and
- Providing facilities and equipment for the school and in promoting the recreation and wellbeing of the students

Surveys

From time to time the school recognises the difficulty for some parents to get to meetings and share their views. To this end we provide surveys to gather feedback and information to assist us in the formation of school directions.

Parent - Teacher Communication

Effective communication between teachers and parents is vital to ensure the best learning environment for each student. If at any time you would like to discuss an issue regarding your child's progress, contact the school to arrange an interview with your child's teacher.

The school communicates with parents through a variety of processes. These processes include:

- Meet the teacher evening at the beginning of the year
- The Summer Hill newsletter
- ClassDojo
- Individual interviews at the request of the teacher or parents
- Mid-year and yearly written reports
- 3 Way Parent, Student, Teacher interviews are held in Semester 1
- Parent and Citizens meetings
- Informal contacts throughout the year
- Class Parents
- Class Dojo

Meet the Teacher Evenings

Meet the Teacher evenings are held at the beginning of each year and are designed to provide parents and caregivers with general information about the organisation of the class and the activities planned throughout the year. Teachers discuss their approach and leave time for questions.

These meetings are not designed to discuss individual students. If you wish to discuss your child's education, please make an appointment with the class teacher.

2-way and 3-way interviews

During Term 1, parents and carers are invited to attend an interview with their child's teacher to discuss individual goals-a literacy goal, a numeracy goal and a personal goal. Students in Year 3 to Year 6 are also invited to participate in the discussion. Progress toward learning goals is then included in each child's Semester 1 (Term 1 and 2) and Semester 2 (Term 3 and 4) reports.

As 2-way and 3-way interviews are conducted early in the year, classroom teachers will not use this time to discuss your child's academic achievement. Academic achievement is largely based on formal assessment results. Formal assessment takes place throughout Semester 1(end of term and during term 2) and Semester 2(end of Term 3 and during term 4). Results are used to inform students' progress and achievement which is reported on in your child's report.

If you would like to discuss matters beyond goal setting with your child's teacher, an appointment can be made at other times throughout the year.

Teachers are not available for interviews during class times and rostered duty times. Parents and carers are asked not to approach teachers as classes are about to commence.

You will be given the opportunity to book a 12 minute interview with your child's classroom teacher at the time of 2-way and 3-way interviews

Reporting to Parents

Parents are provided with reports on their child's progress at the end of Semester 1 and Semester 2. Reports are sent home before the end of term, so parents have the opportunity to organise an interview with the class teacher if it is required.

The school publishes an Annual Report. The report focuses on the features of our school, the achievements of the students and the school and indicates school improvement targets for the following year. Our Annual Report is located on our school's website.

Personal Property/Lost Property

Labelled clothing / property will be returned to the owner if possible. Any unlabelled lunch boxes, neglected property, dirty and damaged clothing will be disposed. Undamaged clothing will be sent to a charity. Expensive clothes and personal items are not to be brought to school. Our P&C collect all unclaimed lost property at the end of each school term for resale to families at our second-hand uniform shop.

Students are responsible for their own clothing and belongings. Staff will assist students to find lost or misplaced items however it is not the responsibility of staff to locate misplaced items or to ensure that items are not misplaced/lost. Please ensure that your child's items have a name and current class on it.

Parents are strongly advised to label each item of clothing and other belongings clearly with their child's name. Students often pick things up in a hurry and they can inadvertently acquire items which do not belong to them. Parents are requested to check belongings regularly and return items to school if they do not belong to their child.

Pedestrian and Road Safety

Parents are strongly encouraged to constantly reinforce and model road safety with their child. Please support the staff and ensure the safety of our students by demonstrating the correct use of the road rules.

Parking

Road safety cannot be stressed too greatly and illegal parking by parents is a major risk factor for students especially at the pedestrian crossings. Parents are asked to abide by the parking notices and road rules thereby educating our students and helping to ensure their safety. Please read the parking signs carefully to avoid unwanted fines.

Please do not double park or park in our neighbours' driveways. Council rangers and police regularly patrol around the school.

Pedestrian Crossing Supervisor

The Roads and Maritime Services (RMS) employ a crossing supervisor before and after school to assist with safety on the Junction Road crossing. Parents are requested to support the crossing supervisor by following instructions and using the crossing according to the road rules. Comments regarding this service should be directed to the RMS. There is an additional children's crossing in Moonbie Street.

Drop off and Pick up areas.

The school has 2 allocated zones for children to be picked up and dropped off, Moonbie Street and Junction Street. Parents are to stay for 2 minutes and move on, remain within 3 meters from vehicle and give way to pedestrians. Read the School Parking and Road Safety information on the School website at www.summerhill-p.schools.nsw.edu.au/form-for-parents/traffic-changes

Photographs at School

Occasionally photographs are taken of individual students or classes at school. These photographs may be used in our newsletter, website or other publications originating from the school. If you do not wish your child to be photographed, please contact the office in writing.

Playground

Summer Hill Public School playground is supervised by staff. Teachers supervise the playground before school from 8.45 to 9.15am, at recess and lunch. The playground is monitored after school to ensure the students leave the school safely.

The school's playground policy encourages K - 6 play across our school. Rostered year groups are able to use school equipment and staff emphasise co-operative play. The library is available during the second half of lunch Monday, Tuesday and Thursday.

Games involving physical contact (for example, tackling, pushing, kicking or throwing objects at others) are not permitted. Students must wear their school hat or "No Hat, No Play". All rubbish must be placed in a garbage bin.



Privacy

Summer Hill Public School collects personal information from students and their families. Our school must take such steps as are reasonable in the circumstances to ensure that, before the information is collected or as soon as practicable after collection, the parent(s) to whom the information relates is made aware of the following:

- the fact that the information is being collected,
- the purposes for which the information is being collected,
- the intended recipients of the information,
- whether the supply of the information by the individual is required by law or is voluntary, and any consequences for the individual if the information (or any part of it) is not provided,
- the existence of any right of access to, and correction of, the information,
- the name and address of the agency that is collecting the information and the
- agency that is to hold the information.

The Department of Education Privacy Code of Practice is available at the following site: www.det.nsw.edu.au/policies/student_admin/enrolment/release_info/PD20050088.shtml

Typical advice on an excursion note would be:

The information provided in this form is being obtained for the purpose of ensuring the care and safety of students on a school excursion. It will be used by the Department of Education for this purpose only. Other persons and/or agencies that will be provided with this information are SHPS for the purpose of student care and safety. Provision of this information is voluntary. It will be stored securely. If you do not provide all or any of this information, then your child may not be able to participate in some of the planned activities. You may correct any personal information provided at any time by contacting the school office.

Prohibited Items

A variety of items and substances are prohibited at Summer Hill Public School to ensure the safety of our students, staff and community. The following list includes, but is not limited to, the items or substances students are prohibited from bringing to school.

- Knives (except a plastic knife used for eating lunch)
- Slingshots and catapults (including homemade devices)
- Blow guns or any similar device capable of projecting a pellet (including paper pellets)
- Weapons or replicas of weapons
- Any imitation or replica of any firearm
- Any illegal or dangerous substance
- Medications unless with the written permission of the parent in which case the medication must be handed in to the school office. Asthma puffers may be kept by students.
- Rollerblades and skateboards

Racism

Racism, in all its forms, is not tolerated at Summer Hill Public School. Our school has an anti-racism contact officer (ARCO) who is available to help parents or students experiencing problems with racism. The anti-racism contact officer will listen to the problem and, with the Deputy Principal, find ways to resolve it as quickly as possible. Summer Hill Public School has developed processes to resolve problems with racism. The anti-racism contact officer can be contacted through the school office.

Restorative Practice

Restorative Practice is how we manage conflict, when for whatever reason our values of Respect, Responsibility, Resilience (3Rs) and Stop, Think, Do programs have been unable to prevent a conflict situation from arising. Restorative Practice uses an explicit framework designed to re-establish significant relationships following behavioural incidents. It seeks to ensure that the consequences for misbehaviour have relevance and meaning within the school community context, fostering individual responsibility and helping develop empathy. Measures such as removal from class, attendance at the STOP THINK DO Room and suspension can be part of Restorative Practice when they are used and seen as opportunities to learn and restore relationships.

Riding Bicycles to School

Students in Years 1-6 are permitted to ride bicycles and scooters to school with the permission of their parents/carers. Parents/carers are required to inform the Deputy Principal in writing if their child is going to ride to school. The conditions under which the school expects a student to ride a bicycle or scooter to school are:

- the student rides safely to and from school
- the student wears a helmet while riding the bicycle or scooter.
- the student does not ride the bicycle or scooter in the school grounds and
- the student provides a chain and padlock to secure the bicycle or scooter to the student bike racks during school hours.
- the school does not accept any responsibility for the care of the bicycle or scooter or associated equipment during the school day.

Safety Issues

Both the school and family have a responsibility to ensure the safety of students. There are a number of safety issues that all members of the school community can assist with.

- Adhering to school times for the start and finish of school.
- Adhering to school signage, such as gate opening and closing times and procedures and use of toilets
- Encouraging children to follow the school rules about early or late arrival.
- Ensure children come to school each day with appropriate sun protection and hat.
- Bringing a healthy and balanced lunch including fruit and water.
- Obeying road rules, to protect student pedestrians, by parking correctly and driving safely.
- Helping students to be familiar with all school rules which are on display in various locations throughout the school.

School Colours

The school colours are Royal Blue, White and Gold.

School Counsellor

The school counsellor is a psychologist employed by the Department of Education. The school counsellor can assist students who experience a range of personal, social, psychological and learning problems.

The school counsellor is available at school on selected days or at other times in urgent situations. The school counsellor can be contacted through the school office. All interviews are treated confidentially, and students do not see the school counsellor without the permission of their parent(s).

School Development Days

School development days enable the entire staff to participate in activities aimed at the overall development of the school. Topics relate to implementing the Department of Education priorities and school priorities outlined in the school plan.

Six school development days are held throughout the year. Two days at the start of Term 1, one day at the start of terms 2 and 3; and the last two days of Term 4. These days are student free days, parents are asked to make alternative arrangements for their child.

School Holidays

Family holidays should coincide with school vacations and only in extraordinary circumstances should holidays be arranged during school terms. The Principal must be consulted if the student is to be absent for an extended period.

Information regarding future vacation and term dates can be obtained from the following internet site www.schools.nsw.edu.au/calendar

School Hours

Morning supervision:	8.45am - 9.15am
Class starts:	9.15am
Lunch:	11.15am - 11.45am
Recess:	1.15pm - 1.45pm
School days ends:	3.00pm

Please ensure that your child arrives at school on time and is collected promptly at 3pm. In the case of an emergency, kindly notify the school when you cannot be on time to collect your child. Children should wait in the school office until they are collected and will need to be signed out.

Parents are requested to collect their child promptly when school finishes and students who walk home are expected to leave the school grounds quickly. Students who catch the bus home must wait quietly until the bus arrives and board the bus in an orderly manner. Students are not allowed to remain in the playground to play after school.

Children not collected at 3pm will be taken to the office and parents contacted. Parent must come into the office to collect children when late and must see a member of staff and sign their children out.

School Houses

The house system actively contributes to school spirit through whole school activities such as sport and carnivals. Our school houses are:



Dolphin
Baruwaluwu



Black Cockatoo
Garada



Flying Fox
Ngununy



Lyrebird
Wiritjirrabin

Students are placed into houses from Kindergarten. Students without an older sibling in the school, or a previous family claim, are allocated to houses on the basis of equality of number and gender between the houses.

Scripture and Ethics Classes

Visiting volunteer Scripture and Ethics teachers take classes on Thursday mornings at the following times:

Years K - 2:	9.15am - 9.45 am
Years 3 - 4:	9.45am - 10.15 am
Years 5 – 6:	10.15am -10.45am

The denominations on offer are:

- Greek Orthodox
- Protestant - incorporating Anglican, Uniting, Presbyterian and Methodist
- Roman Catholic

Scripture classes will be set on information provided on the original enrolment application. Students who do not attend scripture are supervised by a teacher. All Scripture teachers have authorisation to participate as teachers in this program. Enquiries should be directed to the Deputy Principal at school.

Students in Years 1-2, 3-4, 5-6 whose parents have requested exemption from Special Religious Education (SRE) may be given an option to attend a course in special education in Ethics. This request must be done in writing. Class size is limited so if the class is full your child will be put on a wait list until a place becomes available.

Special Education in Ethics (SEE) is education in ethical decision making, action and reflection within a secular framework, based on a branch of philosophy. St James Ethics Centre is the initial approved provider of these classes. Enquiries should be directed to the Deputy Principal at school. Further information can be found on the Primary Ethics website.

Security

The local neighbourhood is the best protection for our school. The co-operation of the school community and local residents is appreciated in encouraging respect for school property. If you are concerned about activities of people within the school grounds or you suspect the school has been broken into or vandalised, do not hesitate to contact:

**ASHFIELD POLICE 9797 4099
OR
DEPARTMENT OF EDUCATION SECURITY
1300 880 001**

Entry to the school grounds is a privilege not a right. School grounds are 'inclosed lands' under the Inclosed Lands Protection Act, 1901 and as such are not public property. Parents and community can be denied access to the school grounds under this legislation. The Crimes Amendment (School Protection) Act reinforces the message to the community that schools are valued as special places and will be treated as such at law.

Offences under this Act are:

- A person who assaults, stalks, harasses or intimidates a member of staff or students on school property without causing bodily harm is guilty of an offence. Maximum penalty of 5 years imprisonment.
- A person who assaults, stalks, or harasses a member of staff or a student entering or leaving school property for the purposes of schoolwork or duty is guilty of an offence. Maximum penalty of 5 years imprisonment.
- A person who assaults staff or students on school property causing actual bodily harm is guilty of an offence. Maximum penalty of 7 years imprisonment.
- A person wounding or inflicting grievous bodily harm on a member of staff or student on school property is guilty of an offence. Maximum penalty of 12 years imprisonment. This same penalty applies if the wounding occurs whilst a member of staff or student is entering or leaving school premises.

Selective High Schools

Students in Year 5 have the opportunity to apply for placement in a Selective High School. Students must compete academically with all other candidates for entry to each selective or agricultural high school.

Academic merit is determined by the combination of the results of the Selective High Schools Test in English language, Writing, Mathematics and General Ability together with the school's assessments of students' performance in English and Mathematics.

Students must be Australian citizens or holders of a visa granting permanent residence in Australia. A family placement claim may be made if a brother, sister or parent/guardian currently attends or previously attended the school.

The selection process usually follows this approximate timeline.

October: Application forms issued and returned to school by Year 5 students
March: Students complete the test
July: Parents informed of outcome

***More information is available from the
High Performing Students Unit on 1300 880 367 or
www.schools.nsw.edu.au/learning/k-6assessments/selectiveschools.php***

Special Events

Summer Hill Public School holds a number of special events during the year. Some events are held annually while others occur when the opportunity arises. Special events may include:

- Grandparents Day
- Easter Hat Parade
- ANZAC Day Commemoration
- Clean Up Australia Day
- NAIDOC
- Education Week
- Book Week
- Concerts
- Art Show
- Year 6 Film Festival

Parents are invited to participate in all these events.

Sport

Sport is a valued part of the school program as it contributes to the development of each student through providing opportunities to gain confidence and to develop a variety of skills for participation in lifelong recreation.

Sport at Summer Hill Public School includes the following activities (which students will take part in at some time during their time at Summer Hill)

- An athletics program
- Specialist dance program
- School carnivals
- PSSA sport
- School sport and fitness

Gymnastics

Classes maybe involved in a specialist gymnastic program for one term. There is a cost associated with this activity which is paid by families.

School Carnivals

Carnivals are held in age divisions. The age a student turns that year indicates their age division. For example, if a student turns 10 on 31 December, the student participates in the 10 years age division.

Athletics Carnival

Students in Years 2 - 6 participate in the Athletics carnival. The carnival has a dual purpose of participation and the competitive element of selection for the school athletics team. It is the responsibility of individual students to enter events and participate during the day. The carnival is a school house event and support for the student's house is an important aspect of the carnival. The carnival includes track and field events. The field events are held at school in the weeks leading up to the carnival.

Cross Country Carnival

Students in Years 2 - 6 participate in this carnival in their age division. The distances run are:

7 - 10 years old	2000 metres
11, 12 and 13 years old	3000 metres.

The carnival is competitive and held to select a school team for the zone cross-country carnival. The carnival is a house event and support for the student's house is an important aspect of the carnival.

Swimming Carnival

The swimming carnival for students in Years 3 - 6 is held at a local pool. Competent swimmers in Year 2 who are 8 years old are invited to participate.

The carnival is competitive and held to select a school team for the zone swimming carnival. Students are responsible for entering events with the assistance of House Captains and House Vice Captains.

The carnival is a house event and support for the student's house is an important aspect of the carnival.

Selection in Teams for Zone Carnivals

Teams are selected on performance at the school carnivals and in accordance with the rules of each sport set by the NSW Primary Schools' and Sport Association.

Age divisions vary according to sport and event. Some sports use age such as 8 years, 9 years, 10 years, 11 years and 12 years while other sports conduct competition in divisions such as Junior (8 – 10 years combined), 11 years, 12 and 13 years and Open (8 years -13 years). A combination within sports is also possible. The 8 years age is the youngest group in PSSA sport.

Primary Schools Sports Association (PSSA)

The PSSA organises primary school sport at the zone, area, state and national levels. Summer Hill Public School participates in PSSA zone carnivals and competitions. Many of our students progress to regional and state competitions. Any enquiries regarding PSSA events must come via the school.

PSSA Sport

Summer Hill Public School is in Inner West PSSA zone.

Students compete for places in representative teams for both summer and winter competitions. Sports offered to our students are determined by IWPSSA and our teachers volunteering as coaches in sports they are familiar and confident with. Some sports are offered in the Winter season (generally Soccer/Netball/Touch) and some in Summer season (generally Softball/Cricket/AFL).

Generally, trials for each season are held over the two Fridays prior to the start of the competition. Students in Years 4 to 6 can try out for one sport for each season. If numbers permit students in Year 3 may be invited to try out.

Membership of a team requires exemplary behaviour and the signing of a code of conduct. Any breaches of the code of conduct will result in the student's position being relinquished. Parents pay a participation fee and for bus travel. Accounts are sent home at the beginning of each season.

The following are suggestions to ensure the safety of children participating in PSSA sport:

- All students to bring a drink bottle of water. All students to wear the school hat.
- Mouth guards are recommended for all sports.
- Students playing soccer must wear shin pads and boots are recommended.
- Students with asthma must take their puffer.
- All students must inform the teacher or umpire if they are feeling unwell.

Fair play and team spirit are expectations of all Summer Hill PS students. Parents / carers are requested to remind their children of these important values and to reinforce them at all times. Students are reminded that the Summer Hill values apply at PSSA events, as the students are representing their school. Students who do not follow the school's values code may have the privilege of participating in PSSA withdrawn.

For annual information about Summer / Winter sports and competition dates refer to this link <https://www.innerwestpssa.nsw.edu.au/>

Stages of Learning in Primary Schools

Each learning area is divided into stages of learning. The stages are:

Early Stage 1	Kindergarten
Stage 1	Year 1 and 2
Stage 2	Year 3 and 4
Stage 3	Year 5 and 6

Most students will take eighteen months to two years to achieve the outcomes in each stage. Some students will be working on outcomes below or above the stage aligned with chronological age.

Student Leadership

Summer Hill Public School provides an extensive range of opportunities for students to develop and implement leadership skills. These include Year 6 leadership roles, buddy classes and Student Parliament Representative Council (PRC). Roles available include- Student Parliament, Sports Captains, Chess Captains, Debating Captains, Music Captains, Library Monitors and IT Team.

Stop, Think, Do Program



When things may not be going the way we want them to 'Stop, Think, Do' is a process that helps remind us to do the right thing.

'Stop' means when something upsets us, don't react straight away, look and listen instead. Ask the questions "What is the problem?" and "What are my feelings?"

'Think' means think about options and consequences. Ask the questions 'What could I try?' and 'What might happen?', 'What is the best option', and 'How can I do it? Do I need help from an adult?'

'Do' means do the option with the best outcome.

Stop, Think, Do aims to:

Develop a positive school culture;

Develop children's emotional intelligence and thereby increase their self-esteem;

Empower children by teaching them self-control, decision-making and positive actions;

Teach children responsibility, respect and concern for others;

Prevent current and long-term adverse consequences resulting from poor social skills and peer friendships; and,

Improve social skills and peer friendships of children experiencing social difficulties.

Student Parliament

The Student Parliament model is seen as a means of empowering students through active involvement in a fully functioning democratic model. Student Parliament consists of a Prime Minister and Deputy Prime Minister as well as 6 Ministers. Each of the Ministers is responsible for a portfolio. For example, Welfare, Culture, Technology, Environment, Sport, Communication, Justice and Education. They communicate with staff who are responsible for these areas.

Student Parliament is elected each year by the students. Students from Year 2-5 are involved in the election of the School Parliament and the outcomes are listed below:

Outcomes:

- Students gain an appreciation of the benefits of a democratic society.
- Students will learn to act on their beliefs in a socially responsible manner. Students will be able to identify, express and act upon his/her concerns. Students will respect the differing attitudes and values of others.
- Students will realise that the giving of one's service to one's fellow students, teachers and the school in general, results in a better school community.
- Students will experience the democratic process first-hand.
- Students will have an awareness of the structure/role of Government and Parliamentary procedures. Parliamentary decisions will be seen to have an influence on school activities.
- Members of Parliament will exhibit strong leadership skills.
- Ministers of Parliament will provide an exemplary role model for all students.
- Members of Parliament will realise that through the democratic process each person has the right to free expression of ideas, together with responsibility for the wellbeing of all.

The parliamentarians, including the Prime Minister and Deputy Prime Minister, represent students at official functions and lead assemblies. Motions put forward by the parliament are discussed with the principal and staff.

Parliament Representative Council (PRC)

The PRC is the voice of the student body. Students from each class in Years 1 - 6 elect two representatives each semester to form the Student Parliament Representative Council (PRC).

The PRC meets fortnightly to consider issues brought to the meeting from individual class meetings. Suggestions brought forward from the PRC are considered by the school executive. An important role of the PRC is in the support of many charities. This support includes fundraising and disbursement of relevant information about volunteer associations.

Student Wellbeing

Summer Hill Public School strives to promote the wellbeing of our students through programs based on positive values and a safe, happy and secure learning environment. These programs empower students by developing confident, responsible and independent decision makers who have the knowledge, skills, attitudes and security to adapt to their rapidly changing world. Our values provide the underpinning philosophy for the student welfare programs. Student awards are linked to the qualities of *Respect, Responsibility and Resilience*.

Personal development programs focus upon the development of leadership, confidence and self-discipline. Teaching programs are supported by a strong commitment from our staff and parents and a range of services is available to the school from within the Department of Education.

Each student is treated as an individual. The emphasis is placed on developing each student to the best of his/her ability and fostering co-operative skills enabling productive and satisfying interaction in group situations. The Student Merit Award system has been designed to recognise individual and group achievement.

Leadership is strongly encouraged within the school. Students of all ages are provided with opportunities to develop their talents.

[Student wellbeing guidelines can be found on the school website on the Student Welfare Policies page.](#)

Students with additional learning and support needs

Summer Hill Public School is an inclusive school. The decision to enrol a student with a disability will depend on the following factors:

- The student's educational needs
- The expressed desires of the parents/caregivers
- The capacity of the Department of Education to provide the appropriate level of specialist support at Summer Hill Public School
- The availability of support services at alternate locations

Each student will have a full appraisal of their educational needs. Parents will be involved in the appraisal which covers curriculum, mobility, personal care, communication and behaviour. Consideration of supporting documentation from medical practitioners and other health and education professionals is part of the process.

Suggestions, complaints and communicating with the school

Parents have the right to register any suggestions or concerns they might have about any aspect of school life. Complaints can usually be resolved easily at school by approaching your child's teacher first, then the stage supervisor or the principal.

Summer Hill Public School actively supports an 'open door' policy and looks at suggestions and complaints as opportunities for discussion and improvement.

The Department of Education School Community Charter can be found at the address below <https://education.nsw.gov.au/public-schools/going-to-a-public-school/media/documents/school-community-charter.pdf>. The School Community Charter includes a guide about the Departments' complaints process.

Sun and Skin Safety

Summer Hill Public School has a 'Skin Safe' Policy. Hats are a compulsory part of the school uniform all year round. This initiative is backed up by the policy of '*no-hat, no play*' for recess and lunchtimes. Wearing sunscreen and protective clothing is constantly encouraged by staff.



Supervision of Students Leaving School

The staff are very conscious of the safety of our students when leaving school to go home. Staff are aware of each child's routine and they need to know if there is a change. Please give notice of changes in routine, in writing, before the change occurs.

Telephone messages will only be passed on in emergencies. Students are not permitted to stay at school to play after school.

Students leave school in a variety of ways. The following indicate the procedures followed for each situation.

Students collected by an older person

Students collected by a parent, another adult authorised by the parent, or an older sibling become the responsibility of that person when the student is released from class.

Students who catch the bus

Students line up inside the school grounds adjacent to the bus stop on Junction Road or at the bus stop on the northern side of Junction Road.

Students who catch the train

Students are to walk directly to the station and catch the first available train.

Students attending SHARE

Students are collected at the hall, and they are supervised by staff from SHARE.

Students who walk home from school

Student must leave the school grounds straight after being released from class and walk directly home from school by a predetermined route nominated by their parents. Parents are strongly encouraged to warn their child against loitering on the way home, visiting friends without permission or going anywhere with people they do not know.

Students who remain after school

Students who remain after school for rehearsals, tuition, or training are the responsibility of the person or group organising the activity. Students need to be supervised by an adult and are not the responsibility of the school unless it is an activity organised by the school.

Technology

Summer Hill Public School has extensive access to computers, including a computer lab, iPads, and notebook computers with wireless connection which can be used across the school. Each classroom has computers with broadband internet access. All classrooms have interactive white boards (IWB) or equivalent. Bring Your Own Device (BYOD) is available to Years 3-6 students.

Transfers to other public schools

Families leaving Summer Hill Public School to transfer to another public school in NSW should inform the school of the final date of attendance in writing. Please check that any books and school equipment have been returned and outstanding school accounts are finalised.

Travel Passes/Opal Cards

To be eligible for subsidised travel under the School Student Transport Scheme students must:

- be enrolled in Kindergarten, Year 1 and Year 2, irrespective of the distance from home to school; or,
- be enrolled in Years 3-6 and reside more than 1.6 kilometres (radial distance) from Summer Hill Public School, or 2.3 kilometres or more by the most direct practicable walking route to the nearest physical entry to the school.

The School Opal card can be provided to students once the online application has been submitted. For more information go to www.opal.com.au and follow the instructions for School Students.

Uniform

Summer Hill Public School has a very comfortable and flexible school uniform. Our school's 'Code of Behaviour' states that students 'will wear the school uniform with pride at school, while travelling to and from school and while representing school'. Parents are expected to strongly support the school by encouraging their child to wear the uniform properly.

Hats are part of the uniform, and every student is expected to wear the school hat each day. School hats are the only hats to be worn to school. It is school policy that students who do not wear hats in the playground must sit in the shade areas designated by the staff. This rule applies to ensure the safety of our students. Students must wear enclosed shoes to protect their feet.

The colours of the uniform are white, royal blue and gold. All students are expected to wear the uniform.

Summer Uniform

- White short sleeved polo shirt with school crest
- Blue shorts or skort
- Blue and white checked dress
- Blue hat or cap (years 3-6)
- White socks, black shoes

Winter Uniform

- White long-sleeved polo shirt with school crest
- Blue track suit top with gold school crest
- Blue bootleg pants or track pants
- Winter tunic or skirt
- Cargo pants
- Jackets available in fleece or polar fleece
- Vest in polar fleece
- White socks, black shoes

Sports Uniform

- PSSA shirts available
- House coloured polo shirt (optional)

Please note: It is policy for all students to wear uniform. Those without hats will be sent to designated shaded areas.

Uniform Shop

The uniform shop is operated by Pearl Pacific, an outside supplier. It is situated off the Primary Courtyard and is open on Monday mornings from 8.30am to 10.00am and Wednesday afternoons from 2.30pm to 3.30pm. The uniform shop accepts cash, cheques and credit cards.

If you are unable to attend the Uniform Shop at these times, you may place an online order through www.sustainableschoolshop.com.au/sumhillps. Order forms are available from the school office. The order, when filled, will be delivered to your child's class.

Second-hand uniforms can be purchased on particular days as an event from the volunteer run stand located outside of the P&C storeroom. They have an online link-summerhillpandc.org

Values

We see our School Values as the way we conduct ourselves in our daily interactions with each other.

Our Values are the foundation for all school programs and activities, and we believe the responsibility for teaching and reinforcing our Values is shared between all members of our community.

Our Values are:

Care and Compassion	We take care of ourselves and others.
Doing Our Best	We try hard and strive to achieve our personal best.
Fair Go and Cooperation	We work together for the common good, where all people are treated fairly.
Honesty, Trustworthiness and Sincerity	We are honest, sincere and seek the truth.
Peacefulness and Patience	We are calm and patient.
Respect	We respect ourselves and treat others with consideration. We respect others' points of view.
Responsibility	We are responsible for our actions. We contribute to our community and take care of the environment.
Understanding, Tolerance and Inclusion	We are aware of, accept and value our differences.

Visiting Performances

Several times a year, the school invites groups of artists to perform for the students. Performances can include drama, puppetry, mime, cultural activities from other countries, music and dance.

The permission of a parent is required for a student to attend each performance. The attendance fee is included in the activities statement sent home each term.

Visitors

Visitors must register at the school office on arrival, they can sign the visitors' book and obtain a visitors badge or QR code in. If they don't have a phone they can use the sign in iPad. This is important for security reasons and it also ensures that the school can entertain our guests properly.

Visitors and parent helpers are provided with a badge to wear while in the school indicating that they are authorised to be on the school grounds. This measure is to maximise the safety of our students and staff.

Voluntary School Contribution

Summer Hill Public School request that parents support our learning programs through voluntary financial contributions. School contributions are an essential part of the school budget.



Volunteers

Throughout the school year teachers and the school need volunteers to assist in classrooms, excursions and around the school in many facets of our students' education.

Volunteers include, but are not limited to parents, caregivers, grandparents, community members, and adults who take students on excursions.

Responsibilities of Volunteers

Parents and other volunteers assist with activities on the following understandings:

- Teachers are responsible for the programs operating within the classroom and/or school.
- Teachers have ultimate responsibility and duty of care for students' safety, welfare and care.
- Volunteers accept active responsibility for children under their care under the guidance of the teachers.
- Volunteers' conduct should be acceptable at all times.
- Volunteers must refrain from smoking in the presence or sight of students. Smoking is not permitted at school or on school activities such as excursions.
- Volunteers must not consume or have consumed alcohol or prohibited substances prior to working with students.

The services of a volunteer requested to complete a *Prohibited Employment Declaration* will not be used if:

- they refuse to complete the *Prohibited Employment Declaration*; or,
- they indicate they are a prohibited person.

Upon completion Prohibited Employment Declarations are retained at the school in secure storage, accessible only to the principal, for five years after the work performed as a volunteer has been completed. The forms will then be disposed of in a secure manner.

We ask that all Volunteers complete a Working with Children Check for Volunteers. This can be done online via the Office of the Children's Guardian (www.kidsguardian.nsw.gov.au). Complete instructions and requirements can be found on this website. Once the online application is completed you are then required to take your identification to your nearest RMS for verification. Please provide the school with your WWCC number.



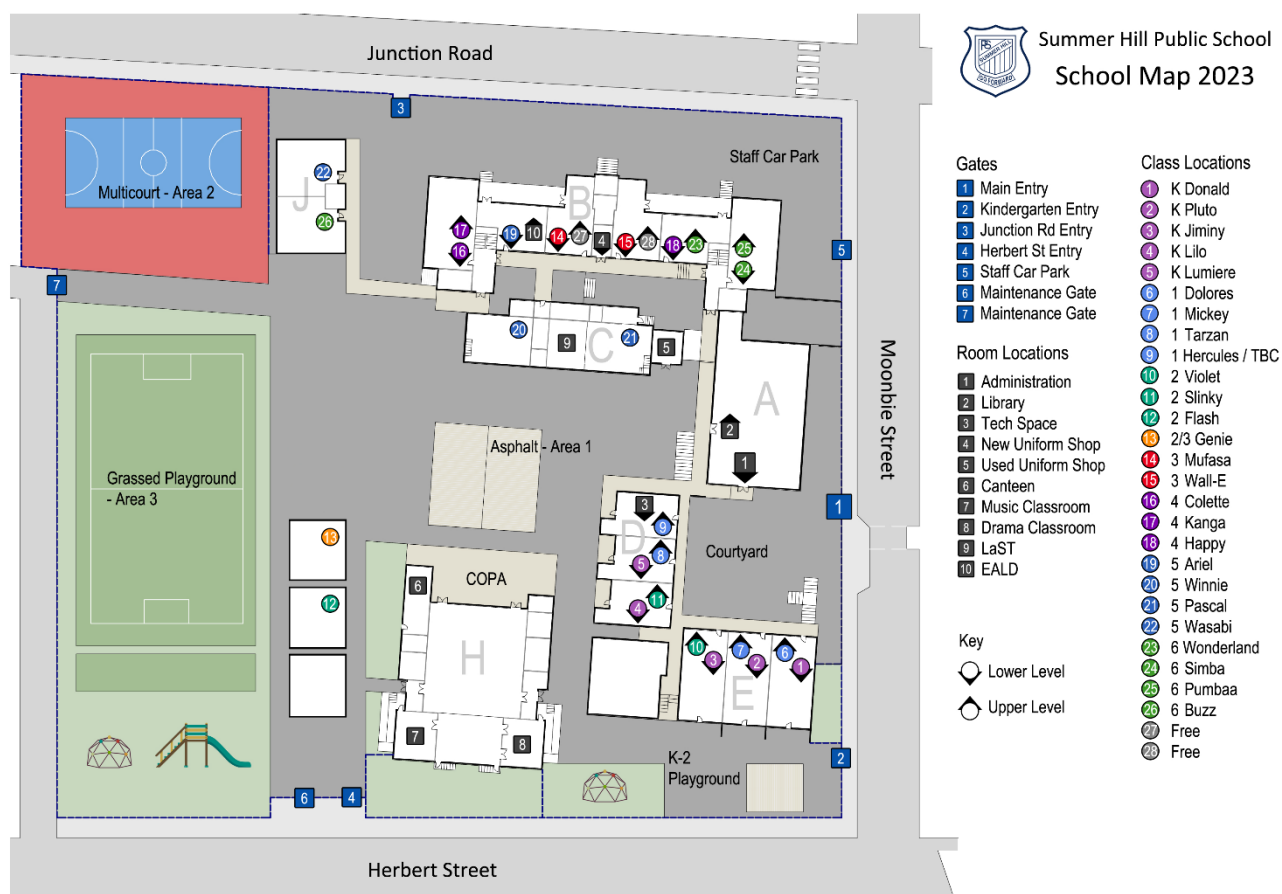




Welcome!

We hope you enjoy the
Summer Hill experience.





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