

*Welcome To  
Seven Hills West  
Public School*



*Information Book  
2018*

## Principal's Welcome



Dear Parents and Caregivers,

# ***Welcome to our school!***

This booklet is designed to give you an insight into the way in which our school operates and to hopefully answer any questions or concerns you may have in light of your child's transition into our school.

Please feel welcome to come and talk to us with any concerns you may have. It is very important to Seven Hills West Public School that clear, positive communication exists between school and home.

At our school the decisions we make are **"in the best interests of the student(s)."** This is our priority.

At Seven Hills West Public School, you will find committed teachers who have a genuine concern for your child(ren). All have been active at various levels in making sure that programs are stimulating and that we are keeping up best practice in terms of the teaching experiences we offer to the students.

The management of schools is somewhat different now to the way it was in the past. It involves a greater degree of control and decision making at our local level. We have a greater say in the way our school operates. It also provides further opportunity for parents to become actively involved in school happenings. There are broad ranges of levels on which your involvement may occur and we encourage you to assist us in strengthening the links between the home and the school.

I would like to take this opportunity to welcome you and your child(ren) to Seven Hills West Public School. We hope that you take the opportunity to support us, to get involved, so that your child(ren)'s time at Seven Hills West Public School will be both happy and successful.

***Mrs Kylie Becker***  
***Principal***



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## Our Vision

**The Seven Hills West community strives to collaboratively provide students with high quality, differentiated and challenging learning opportunities to encourage equity and excellence. We aspire to continuous professional growth and development to promote lifelong learning as the foundation for the development of confident and informed citizens.**

## Our Values

Seven Hills West Public School embraces, actively teaches and rewards the Department of Education's core values through ***Positive Behaviour for Learning*** (PBL). It employs a whole school system approach to recognise and acknowledge positive behaviour and to increase its effects on student outcomes and on the school community as a whole. PBL encourages positive behaviour from students, which has been shown to improve their self-concept and motivation to learn.

Our goal is to create a school environment that encourages, teaches, expects and fosters four expectations. Through links with home, school and community, we aim to become a school of ***PBL Superheroes*** and to



***BE RESPECTFUL***  
***BE SAFE***  
***BE RESPONSIBLE***  
***BE A LEARNER***





## Our School

Seven Hills West Public School provides a comprehensive educational program catering for students from Preschool to Year 6. As well as mainstream classes, our school has a Support Unit of five classes, which caters for students with special learning needs.

The school prides itself on the provision of quality programs to develop students academically, physically, socially and emotionally. Seven Hills West Public School endeavours to provide a supportive and safe learning environment for all students. The school encourages all of our students to do their best, strive for excellence and care for others.

## Our School Creed

Seven Hills West is our school.  
May we value friendship, loyalty and tolerance.  
Let service, honour and wisdom be our companions.  
As we strive to become sports people, students and citizens  
Worthy of our school and country.

## Our School Song *(To the tune of "Botany Bay")*

With service and honour and wisdom.  
The motto that we think is best.  
Great sports people, students and citizens.  
You'll find them at Seven Hills West.  
Our school days we'll always remember,  
With loyalty, pleasure and pride.  
Our name will be famous forever.  
Sing of Seven Hills West far and wide.



## School Details

### Seven Hills West Public School

Address:	Cnr. Lucas Road and Sackville Street Seven Hills 2147
Phone number:	9622 2136
Fax number:	9831 6437
E-mail:	<a href="mailto:sevenhillw-p.school@det.nsw.edu.au">sevenhillw-p.school@det.nsw.edu.au</a>
Facebook:	Seven Hills West Public School with School Logo



## School Times

School starts	9:00 a.m.
Morning Session	9:00 a.m. - 11:00 a.m.
Recess	11:00 a.m. - 11:20 a.m.
Middle Session	11:20 a.m. - 1:10 p.m.
Lunch eating time	1:10 p.m. - 1:20 p.m.
Lunch activity time	1:20 p.m. - 2:00 p.m.
Afternoon Session	2:00 p.m. - 3:00 p.m.
School finishes	3:00 p.m.

**Children should arrive at school after 8.30am and gather in the asphalt area where playground supervision is available.**



## Absences and Attendance

Children are required to attend each day.

Each class teacher keeps an attendance roll. This roll is a legal document that indicates the numbers and names of children attending the school. When your child is absent for reasons of illness, dental or medical appointments, family holidays and the like, a written and signed explanation by the parent is legally required. If your child is going to be absent for 3 days or more and you are aware of this, it would be appreciated if you could send a note with the child prior to their absence.

If your child is to be absent from school for more than 15 days it is necessary to seek an exemption from school for this period. This can be done by contacting the school office to fill in the appropriate forms.

Latecomers: Students need to be lined up with their respective class under the COLA or Canteen by the bell at 9:00am. Any students arriving late at school should proceed to the Administration Office where they will be issued with a late note. This should be handed to the class teacher.

Children Leaving Early: Children are not permitted to leave the school during the day unless the parent obtains a permission slip from the Office. Children cannot be collect from the classroom until they have obtained an early leavers pass from the Office.

Children may not leave Sports Carnivals or Special Event venues in the company of anyone other than their own parent UNLESS the class teacher has sighted written permission. At 3pm students in Kindergarten, Year 1 and Year 2 must be collected by a parent or sibling in Year 3 and above, from their classroom. Teachers will not allow students to leave on their own in grades K-2.

## Accidents

If a child has an accident at school the supervising teacher will arrange for appropriate assistance. Children who have been in sick bay receive a note to inform parents that their child was unwell at school. In an urgent situation parents will be notified via phone. Parents will always be verbally notified of head injuries in case of delayed concussion.



## Assemblies

All students line up under the COLA each Monday at 9:00am for a brief Assembly. Parents and caregivers are invited to attend.

**K-2 Assemblies** are held each fortnight in the **ODD** school weeks at 2:00pm on Monday afternoons in the school hall.

**Years 3-6** Assemblies are held each fortnight in the **EVEN** school weeks at 2:00pm on Monday afternoons.

In addition to these smaller assemblies K-6/whole school **Super Hero Assembly** is held in Week 10 of each term and in Week 5 of Terms 2 and 3. Parents are most welcome to attend these assemblies.

## Book Club

Several times each year students receive brochures offering books for sale from the Scholastic Book Club. The club encourages children to read a variety of books and is designed to appeal to children of all ages and abilities. There is no obligation to purchase books. Costs vary but are very reasonable. If you wish to purchase a product from book Club, payment and orders are **now to be completed online**.

## Buses

All students are entitled to SCHOOL ONLY OPAL Card enabling free travel whilst they are in classes from Kindergarten to Year 2. Applications should be made online. Students in Years 3-6 should check with the school to see if they are entitled to apply for a SCHOOL ONLY OPAL Card. If an OPAL Card is lost, parents must contact Transport NSW. A replacement cannot be obtained through the school.



## Canteen

There is a school canteen on the school grounds open daily, for the students to purchase recess and order lunches, should they wish to do so. Canteen funds raise money for the students' needs at school. A Canteen price list is placed in the Kindergarten Orientation pack and is available on request.

We are aware there may be some children allergic to certain foods and/or additives. All care is taken, by the helpers in the canteen, so that 'cross contamination' does not occur between foods whilst they are preparing lunch orders and other foods. However, should your child be allergic to any food product, it is necessary to advise us each and every time their lunch is ordered.

## Car Parks

**Staff only vehicular access** is via the two driveways in Lucas Road. The car parks **ARE NOT** available for parent use. This includes picking up and delivering students. Students are not permitted to walk through car parks. Please use the front and back entry gates and walkways for entering and leaving the school grounds.

## Change of Address

In the event of any change of address or phone number, the school office should be notified immediately.

## Custody Arrangements

A register is kept in the Office informing the school of any arrangements made for children in this situation. Please notify us immediately if there are any changes to custody arrangements so we can best assist your family. Documentary proof must be provided before such assistance is available, eg original court orders etc. (not photocopies).



## End of Day

For Kindergarten children in particular, it is most important that an adult comes to the school to collect them. Small children become easily confused, and should there be any change to normal practice at the end of a school day, a note should be sent to the teacher explaining this change.

Pedestrian access is available via Lucas Road and Sackville Street. The pedestrian gates may be closed, however they are not locked. We request that as you enter or leave the school grounds, you close the gate.

## Enrolment Forms

Parents fill out one of these when their child enrolls. Please ensure the information stays up to date. (Phone numbers, particularly, and more than one if possible.) It is important that these forms contain current contact numbers and details.

There is no greater distress for a sick child if we cannot contact the appropriate person. Notification of changes to information supplied on enrolment forms should be made to the school office.

## Excursions

SHWPS strive to extend the students' knowledge of the world around them by participating in educational excursions that relate to class work units. Some excursions involve walks within our own community and observing its resources, whilst others take students further afield to places and activities not available here.

A signed permission note is always required before a child may leave the school grounds. The number of students estimated to attend the excursion, plus the buses, determines the total cost of the excursion and this must be paid in advance.

Overnight camps may also be organised for students in Year 6, ranging from one night to four nights



At times, Department of Education approved performances are also scheduled during the year and may take place within the school. These are called *incursions*.

In special circumstances financial assistance may be available to assist in the cost of excursions and incursions. Please see the front office staff if you require this support.

## **Homework**

All students are expected to read each and every night. Stage Teams make decisions regarding homework for the students on their stage. Homework may cover reading, revision, integrated topic home tasks, finishing school activities, etc. The aim of homework at all levels is the development of independence, revision of new skills, time management and parental involvement.

## **Immunisation**

The Department of Health recommends that children entering school should be immunised against childhood diseases. This is especially important as your child will be coming into contact with lots of other children and infections can be easily spread.

Immunisation is available from your family doctor, many Council Clinics and some Community Health Centres. (Dates and times of clinics may be obtained from Council). A complete vaccination certificate must be submitted for filing at the school when your child enrolls in Kindergarten. (Government Legislation 1993). If this is not presented, your child will need to be kept at home during the outbreak of any communicable disease.

## **Interviews with Teachers**

Parents/Caregivers (and teachers) may request an interview. This is arranged in advance in order to find a mutually agreeable time. In the early days of school your child's teacher will give you a general answer about your child's progress but for more details, a time must be set aside. At the end of Term 1 each year, Parent-Teacher Interviews are held for all parents of students from Preschool to Year 6.



## Library

The library is a focal point of the school. Well equipped with resources and technology, it is visited by all grades. We encourage our students to utilise the library resources for leisure reading and for research projects.

Students generally borrow books on a weekly basis. As books are very costly items, children must have a cloth book bag to protect the library book between home and school. School library bags are available from the Uniform Shop. If your child loses or cannot return a school library book, they may be given an invoice to replace the book via a cost.

## Lost Property

Your child's name should be marked on all articles of clothing particularly jumpers, jackets and hats. Items such as drink bottles, lunch boxes, pencil containers, and school bags should also be labelled to prevent loss. A lost property basket is to be found in front of the Uniform Shop. At the end of each term unclaimed articles will be donated to a charity.

## Medication

Students on prescription medication are not to bring tablets or medicine to school for self-administration. These should be registered through the front office to ensure appropriate administration.

Students who require asthma inhalers should have these with them at all times. If your child requires an asthma inhaler, it is important that you inform the front office so that the appropriate records can be maintained.

If you have indicated that your child has any health care issues (asthma, anaphylaxis and allergies etc), the school will require a Health Care Plan form completed by a **doctor**. These forms are to be given to the school office and updated when required. If these health issues are severe, you may be required to have an interview with the school to provide more information on their needs.



## Money at School

At times, the students have to bring money in for a collection, an excursion or special event that requires a fee. It safeguards your money and makes the teacher's job much easier if you enclose the correct amount and note (if appropriate) in a sealed envelope and put all details such as a name, class, amount and purpose on the front. This envelope should then be placed in the money collection box at the front office.

Do not allow your child to bring too much spending money to school. Unless they are buying their lunch or recess snack, there is really no reason to bring money at all, under normal circumstances. Please encourage children not to leave money or other valuables in their bags.

## Newsletters and Notes

A digital copy of each newsletter will be available on the school's website every second Wednesday. A hard copy is available if requested.

All school notes are also uploaded to the school's website. Our school website will give you access to more photos, notes, price lists, school information and contact details.

The newsletter and notes always contain vital information for students and parents. Please like our school's **Facebook** page as it is updated with information, photos and notifications frequently.

## Parents' and Citizens' Association

The school is well supported by our Parents' and Citizens' Association (P&C). The P&C is very active in fundraising and assists the school with the purchase of resources to develop and maintain the teaching and learning programs within the school. It also assists in ensuring that our students enjoy a safe and pleasant school environment.

Meetings are held on the third Wednesday of each month at 9:15am in the Library. All parents are most welcome to attend. The meetings provide an opportunity for discussion of school events and educational programs. Meetings are friendly and informal and new parents to our school are especially welcome.



## Parent Helpers

Parents assist the children at school in many ways and this help is greatly appreciated by teachers. Among many other things, parents can assist with:

- Listening to children read;
- Visual Arts programs;
- Maths activities;
- Developmental movement lessons, sport, gross motor;
- Preparation and maintenance of books and equipment in the Library;

If you are interested in helping, please contact your child's teacher or the school office. Any assistance is always appreciated. If you cannot assist within the school itself, because of family commitments, you may be able to assist at home with the maintenance of books. To work in the classroom with students, all volunteers require a Working with Children's Check number. Once you receive the check and number, please give this to the office prior to working on the school grounds.

## People Who Can Help You

Parents are welcome to the school at all times but it is important that appointments be made to see members of staff. There is a number of staff who can assist you. The Principal and Assistant Principals are available to discuss any problems. Appointments should be made by ringing the school office.

Class teachers can assist with problems that relate to in-class or in-school activities.

The School Counsellor's services are available to parents, teachers and children in providing educational guidance. A counsellor is concerned with the investigation and counselling of individual cases, sometimes involving the use of tests and with advice to teachers, parents and children. The Counsellor is based at the school but appointments are essential. Please contact the office to arrange a time.

Support Teacher for Learning Difficulties – contact through school office.

Support Teacher for students with English as a Second Language – contact through school office.



## **Reports**

Mid-year written reports are sent to all parents/caregivers. Written reports are also sent home at the end of the year.

## **Road Safety**

As the school is situated on a very busy road, we ask parents to teach children the basic rules of road safety. The school will reinforce safety first on a regular basis.

The students should be encouraged to use the traffic light crossing in Sackville Street and the pedestrian crossing in Lucas Road. Both roads are 40km/ph zones before and after school to facilitate students crossing prior to school and when school finishes.

## **School Lunch**

Good health is vital to school progress. It is becoming increasingly obvious that correct diet is highly important to the future of your child. Please give your child a suitable sized lunch. A small piece of fruit is sufficient for recess, a sandwich, fruit and drink is plenty for lunch. Don't worry if it comes home uneaten at times.

## **Scripture (Special Religious Education)**

If you have indicated on your child's enrolment form that you wish your child to attend religious instruction he or she will be allocated an appropriate class, providing there is a scripture teacher available. Students who are nondenominational are supervised by one of the classroom teachers at this time. Scripture is on Thursdays.



## Sick Children

Sick children should not be at school, however, even the best of parents do not always know a child is getting sick so we look after children for a short period if they are not well. If their illness continues and/or worsens you will be contacted to collect your child.

## Sport

Students in Kindergarten to Year 6 participate in a variety of sporting activities at both class and grade level.

Selected students from Years 3-6 represent the school in the PSSA inter-school competition on Fridays.

Swimming, Athletics and Cross Country Carnivals are held annually.

Our Sports Houses are:

Kangaroos – Yellow



Koalas – Red



Kookaburras – Green



## Student Financial Assistance

Financial assistance is available from the school to assist parents who are in financial difficulties. Parents should contact the Principal to discuss their needs in the areas of uniforms, text books or excursions.



## Student Representative Council

Nominated class members are elected by their peers to participate in the Student Representative Council. The Council meets regularly to discuss ways in which the student community can raise awareness of significant local and national events. Fundraising for selected charitable organisations is a very important SRC achievement.

## School Uniform

Uniforms are compulsory and are supported by our P & C Committee and monitored by our teaching staff.

*“The community expects that schools will insist on sensible standards of clothing, good grooming and personal cleanliness. The Department of School Education requires students to conform to acceptable general standards of dress including the school’s particular requirements. The wearing of a school uniform makes a valuable contribution towards fulfilling these expectations and requirements.”*

*Department of School Education Memo 89.087*

Seven Hills West Public has a uniform shop operated by the P&C which has available for sale, all the school uniform items at very competitive prices. The uniform shop operates from **8:30am to 9:00am each Friday** with additional opening hours as the need arises.

### **Seven Hills West Public School uniform consists of:**

- Black Shoes with white socks for girls and grey socks for boys.
- Maroon, with school emblem, school legionnaire or slouch hat only must be worn - available only from the uniform shop.
- Blue check dress; Maroon skort (culottes).
- Maroon tracksuit
- Blue polo shirt (with school emblem).
- Blue long sleeved polo shirt (with school emblem).
- For girls who must cover their arms and legs in summer, maroon tailored trousers and light blue long-sleeve shirts or polo shirts may be worn.
- Grey shorts.
- Grey trousers (long).



- Maroon tracksuit.
- Blue polo shirt (with school emblem).
- Blue long sleeved polo shirt (with school emblem).
- Maroon fleece zip jacket (with school emblem).
- Maroon parker jacket.
- Maroon fleece jumper (with school emblem)

*The following additional items are permissible:*

- wristwatch, sleepers or stud earrings and; one signet ring.
- Religious and cultural necklaces (worn under collars) are also permissible.

Transfer tattoos or body ornaments, make up and nail polish **are not permissible**

## Sports Uniform

- Maroon sport shorts.
- Maroon netball skirt with sports briefs.
- Blue polo shirt (with school emblem)
- Appropriate house coloured shirt for carnival days.
- White socks.
- Maroon long football socks for PSSA soccer and football participants.
- White or black joggers.

## Student Wellbeing

Our school recognises that students have different learning needs. These needs are closely monitored by our PBL Team. They use a variety of services such as counselling, learning assessments, psychological intervention, behaviour management programs and parent support programs. Parents are expected to maintain a strong partnership with the school in monitoring and supporting their child's development.

