



Hunters Hill Public School Handbook

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**GENERAL INFORMATION**

Contact Details

Hunters Hill Public School

17 Alexandra Street

Hunters Hill

New South Wales 2110

Phone: (02) 9816 4404

(02) 9817 3406

Email: [huntershil-p.school@det.nsw.edu.au](mailto:huntershil-p.school@det.nsw.edu.au)

Website: <https://huntershil-p.school.nsw.gov.au>

Before & After School Care Phone: (02) 9816 1903

Attendance requirements

School hours: 9:00am – 3:00pm

Teachers are on duty from **8:30am**. Unless attending a supervised activity students who arrive before this time are required to attend Before School Care.

The bell times are:

Supervision Bell: 8:30am

Start Bell: 9:00am

Recess: 11:00am -11:30am

Lunch: 1:00pm -1:45pm

Final Bell: 3:00pm

Punctuality and routine is important for children. Students who arrive late to school must go directly to the office, provide an explanation for their lateness and receive a late note before going to class. This information is then recorded on the class roll.

Department Home School Liaison Officers regularly check rolls and work with schools, staff, families and students to improve student attendance if it does not reach the minimum standard.

Any person wishing to collect a student during school hours, including at break times, must come directly to the office to obtain a release slip. Students will be advised and meet you at the office. This procedure is in place for the safety of students and must be respected and observed by parents.

Under no circumstances will a student be allowed to leave the school by themselves during school hours, or wait for a parent/caregiver outside the school grounds or at the gate. Students must be collected from the school office and the above procedures followed.

For further information regarding attendance requirements please refer to the Department of Education’s Attendance Policy. The policy can be found at the following web address: <https://education.nsw.gov.au/policy-library/policies/school-attendance-policy>

School houses

All students are allocated to a school house for sport carnivals and school activities. The three houses and their colours are:

|  |  |  |
| --- | --- | --- |
| **CHISHOLM** | **FARRER** | **LAWSON** |

School creed

*This is our school*

*Let peace dwell here*

*Let the rooms be full of contentment*

*Let love abide here*

*Love of one another*

*Love of all people*

*Love of life itself and*

*Love of God*

*Let us remember*

*That as many hands build a house*

*Many hearts make a school*

School motto

The school motto is *Amity* which means friendship. It appears on  
the school badge, banner, letterhead and related school   
articles. The fortnightly communication to parents is called the

*Amity Newsletter*. The school’s social committee, the *Amity*

*Committee*, also use this motto.

School song

*Where waters meet and jacarandas bloom*

*Here at Hunters Hill today*

*We sing of our school and its history*

*Starting in eighteen seventy*

*And we learn through work and play*

*Strong buildings made of stone*

*Serving generations*

*Strong visions as we grow*

*Built on firm foundations*

*Amity, amity*

*Friendships made that last forever*

*Seek with pride through our lives*

*Knowledge, truth and amity*

*Words and music by Pam Coleman*

lOST PROPERTY

There are lost property baskets located in the Stone Building (K-2) and Wet Area (3-6). Please clearly label all clothing and property with the student’s name. Periodically, unclaimed items with labels are returned to the students and items without labels are either donated or disposed of.

stewart house

Stewart House is the major charity supported by the school community. Each year 1 800 disadvantaged public school children attend Stewart House at no cost. Students are provided with dental, optical, hearing and medical screening and treatment during their stay. Students participate in educational programs and excursions designed to develop their social and emotional skills, build self-esteem and improve their overall wellbeing.

traffic & parking

Hunters Hill Public School fronts an arterial road and students entering and leaving the school via Alexandra Street must use the pedestrian crossing which is supervised by a RMS School Crossing Supervisor. Students entering and leaving via Stanley Road must cross near the Hunters Hill Hospital with caution, however, this is not recommended and it is preferred that all students enter and exit via the Alexandra Street gate. Under no circumstances are students permitted to enter or leave the school via the staff car parks. This is very dangerous and to reinforce this, the school insists that parents do not escort their child/ren through the staff car parks at any time.

There is a ‘Pick Up and Drop Off Zone’ at the front of the school. This is not for parking and parents must remain in their vehicles. Students should alight from and enter vehicles quickly.

opal cards

Free bus travel is currently available to all students who live more than 1.6kms from school and all K - 2 students on application. Details of conditions for eligibility and application forms are available from the school office.

The school expects its students to exhibit pride in their school and conduct themselves accordingly when in public and travelling to and from school.

The principal may withdraw free bus passes from students whose conduct is considered unsatisfactory.

EMERGENCY PROCEDURES

Emergency procedures for the orderly evacuation of classrooms and all school buildings have been devised. All staff and students are made aware of the procedures.

UNIFORMS

GIRLS

|  |  |  |  |
| --- | --- | --- | --- |
| **SUMMER (Terms 1 & 4)** | | **WINTER (Terms 2 & 3)** | |
| Tunic  OR  Shirt and Skort | Blue and white check with Peter Pan collar  Short sleeve white polo with HHPS logo and navy skort | Tunic  AND  Blouse | Navy and grey check  White long sleeve cotton with Peter Pan collar |
| Socks | White (above ankle) | Socks | Navy socks or tights |

BOYS

|  |  |  |  |
| --- | --- | --- | --- |
| **SUMMER (Terms 1 & 4)** | | **WINTER (Terms 2 & 3)** | |
| Shirt | Short sleeve white polo with HHPS logo | Shirt | Long sleeve white polo with HHPS logo |
| Shorts | Navy shorts (no cargo pockets) | Pants | Navy long Gabardine trousers (elastic waist) |
| Socks | Navy with double white stripe | Socks | Navy |

UNISEX

|  |  |
| --- | --- |
| Jumper | Navy V-neck with HHPS logo |
| Jacket | Navy zip front jacket with HHPS logo |
| Hat | Navy with HHPS logo |
| Shoes | Black leather school shoes |

SPORT UNIFORM (UNISEX)

|  |  |
| --- | --- |
| Shirt | Short sleeve white polo, navy collar, with HHPS logo |
| Shorts | Navy microfibre with HHPS logo |
| Track Pants | Navy with zip ankles (only from uniform shop) - OPTIONAL |
| Socks | White (above ankle) |
| Shoes | Sports shoes |

**SCHOOL/HOME COMMUNICATION**

CHANGES TO PERSONAL DETAILS

It is of paramount importance that all student details be correct and up to date. The school office must be advised immediately of any changes to home, mobile or business contact numbers or addresses as well as emergency contact names and numbers. It is also important to inform the school of other general procedures such as arrangements for picking up students. Notification of changed custody arrangements is also critically important.

ABSences

In NSW students must attend school regularly. All students between the ages of six and seventeen are legally required to attend school. Attendance is recorded daily.

School rolls are official documents and must be accurately kept by teachers with specific entries. The Department of Education states that students must attend school unless:

* They are too sick to leave their home;
* The student has an infectious disease like chicken pox, mumps, measles etc.;
* The student is incapacitated by injury;
* The student has to honour a religious commitment.

Any absence from school should be provided on the day of the absence but must be explained within seven days. Explanation of absence must be in writing and can be made via email or using the Sentral portal and app. Explanations must be explicit eg “Please excuse John’s absence from school on Monday, 24 February, as he was suffering from a heavy cold”.

newsletters

Each fortnight the Amity Newsletter is distributed to families and members of the school community. This newsletter is the main form of communication by the school to our community. Please ensure you take time to read it each fortnight to keep up to date with school information and events.

Parent teacher interviews

Parents seeking interviews with teachers or executive staff should ring, email the school, or enquire at the school office. Requests are then passed on to the teacher who will organise an appointment time. Teachers are only available for interviews outside of class time. Occasionally, problems arise which cause teachers to seek interviews with parents. While the principal is always willing to discuss problems, the class teacher is the first point of contact, followed by the supervising assistant principal.

assessments & reports

Formative and summative assessment takes place throughout the year. Assessment is designed to guide teaching and learning programs, and monitor and assess student progress.

Student reports provide an assessment of strengths and weaknesses in academic subjects, conduct, attitude and social development. It is important that parents contact us if they know of anything which may affect their child’s progress and learning.

The reporting schedule is:

Term 1 Parent/Teacher Interview

Term 2 Written report

Term 3 Parent/Teacher Interview

Term 4 Written report

family law related issues

In meeting our obligations to students and parents, the Department of Education 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 studies. This advice will be held in the strictest confidence. 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 Department of Education does not believe that schools are the place to resolve family disputes. Nor should school staff be involved in such disputes. Unless schools are informed otherwise, they will assume that both parents retain a shared and equal parental responsibility for their child/ren.

**FINANCIAL MATTERS**

fees

There are three types of fees:

* Voluntary;
* Textbook; and
* Participation.

A fee statement will be issued yearly and/or termly which will clearly identify voluntary and participation fees. As the name suggests, voluntary contribution fees are optional. Participation fees apply to additional or extra-curricular activities that must be paid in order for students to participate.

Parent online portal

The Parent Online Portal (POP) is a secure payment system hosted by Westpac to ensure that your credit/debit details are captured in a secure manner. These details are not passed back to the school and are not stored by Westpac.

Parents and caregivers can make online payments for term accounts via the link which is emailed directly to parents each term.  Payments can be made using a Visa or Mastercard and will be processed via a secure payment page hosted by Westpac.  Debit cards are also accepted.

The advantages of POP are:

* Secure payments – no more sending your credit card details to school.
* Parents can print their own receipt or have it emailed to them.

FINANCIAL ASSISTANCE

Confidential financial assistance may be available upon application. Please contact the school office if applicable.

**SCHOOL SUPPORT SYSTEMS**

THE LEARNING SUPPORT TEAM

The Learning Support Team is made up of the principal, school counsellor, learning and support coordinator and a teacher representative from Early Stage 1, Stage 1, Stage 2, Stage 3 and support staff.

school counsellor

A school counsellor is usually based at Hunters Hill Public School one day per week. The counsellor works with students referred by the Learning Support Team to support with academic, social and emotional development.

At this time, school counsellors are in very short supply and from Term 2 we will not have a counsellor on site. Student referrals can be made to the pool of school counsellors within our network for counsellor support.

All referrals to the counsellor are made through the Learning Support Team by teachers. If parents are seeking counsellor support for their child/ren, they should contact their child’s class teacher.

support staff

The school is allocated an entitlement of support staff based on identified need. Support staff include:

* Learning and Support (LaST);
* English as an Additional Language or Dialect (EALD);
* Support Teacher Learning Assistance (STLA).

Using equity funding the school supplements this entitlement to provide additional staff to support student achievement in English and mathematics.

School Learning and Support Officers (SLSOs) are employed to support teachers of students with identified disabilities who attract additional department funding. Employment is based on funding provided.

**TEACHING AND LEARNING**

key learning areas

Key learning areas for all students K-6 are:

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

LIBRARY

The school library is open on Mondays, Tuesdays and Wednesdays. All classes, K-6, visit the library each week for lessons and borrowing.

Library bags are available for purchase from the school uniform shop.

sport

**K-2**

School Sport

All students in Years K-2 participate in a physical education lesson each week. One term per year, K-2 students participate in a gymnastics program facilitated by trained coaches from an outside agency.

All students are required to wear their school sports uniform on the day/s allocated.

Carnivals

K-2 students participate in a modified athletics carnival. Activities include running and novelty races. Students in Year 2 who are turning 8 years old may also be eligible to participate in 3-6 carnivals (see following).

**3-6**

Students in Years 3-6 participate in sport each Friday. This is either school sport or PSSA. One term per year, 3-6 students participate in a gymnastics program facilitated by trained coaches from an outside agency.

All students are required to wear their school sports uniform on the day/s allocated.

School Sport

Students participate in a variety of activities designed to develop fundamental movement skills supporting their ability to participate in a series of modified team games and sports.

PSSA (Primary School Sports Association)

Our school forms part of the Ryde PSSA. We select representative teams to participate in a weekly round robin competition for Summer sports in Terms 1 and 4 and Winter sports in Terms 2 and 3.

|  |  |
| --- | --- |
| **Summer** | **Winter** |
| Cricket | Netball |
| T-Ball | AFL |
| Softball | Soccer |

Students who excel are invited to trial for a wide range of sports in the selection of Ryde, Sydney North or NSW teams at various times throughout the year.

Carnivals

Each year students participate in three carnival events each year:

Swimming (Term 1)

Cross Country (Term 2)

Athletics (Term 2 or Term 3).

Parents are welcome at all carnivals and sporting events and are encouraged to be involved in assisting with coaching and transport.

Our school sends students who are successful at school level carnivals to district carnivals run by Ryde PSSA.

technology

Technology is part of every subject and laptops and iPads are used as part of regular classroom practice. The NSW Department of Education and Training provides each student with an Internet and email account to improve their learning opportunities in a safe environment.

There are interactive whiteboards in each classroom and the school library also houses a Connected Classroom (video conferencing) facility as well as a ‘technology lab’ with 30 desktop computers.

New and emerging technologies are integrated into teaching and learning programs as appropriate.

additional creative arts opportunities

There are opportunities for dance group involvement and various local visual arts competitions and exhibitions in which we participate. The school holds a biennial concert and annual Christmas concert hosted by Year 2, providing the platform for dramatic opportunities.

Please also see information under ‘Parent Organisations’.

Homework

Homework should be a purposeful learning experience which may consolidate, extend and/or enrich the school’s program. Formal homework may include literacy and numeracy activities such as spelling, reading, mathematics, or the learning of facts. It may also include project work. Recommended daily time frames for the completion of homework:

Kindergarten & Year 1: Up to 10 minutes

Year 2: Up to 15 minutes

Years 3 & 4: Up to 30 minutes

Years 5 & 6: Up to 45 minutes

Further work can be encouraged at home such as recreational reading, the practice of multiplication tables or research on a topic of interest.

scripture & ethics

Each week students participate in Scripture or Ethics classes. These lessons run for 30 minutes and are taught by volunteers from local religious denominations or volunteer ethics teachers.

Students who have opted not to participate in scripture or ethics classes will be enrolled into “non-scripture” and will be supervised in the school hall by a teacher.

excursions

The purpose of most school excursions is to deepen student understanding of a unit of work being taught. Parents are notified of excursions well in advance. No student is permitted to attend the excursion unless their parent or caregiver signs a permission note and pays the required fee. The costs of excursions are included in the term fees. Deadlines must be set for payments of money so that bookings can be finalised, and must be adhered to. Every effort is made to keep excursion costs to a minimum.

A risk assessment is conducted and a risk management plan developed before the principal approves any excursion.

Overnight trips are undertaken only by Years 5 & 6.

incursions

Throughout the year educational and entertainment items may be presented at school which are selected by teachers to supplement delivery of teaching and learning programs. Again, incursions generally attract a fee, and permission will be sought for students to participate. Participation is dependent upon granting of permission and payment of fees.

**HEALTH**

SICK BAY

Students who become sick or are injured at school are cared for in the sick bay. If the student is seriously ill or injured parents will be contacted to arrange for the student to be taken home. If your child sustains a bump to the head, you will be notified.

Parents are strongly urged not to send sick students to school.

The calling of an ambulance is at the school’s discretion and attracts no fee to the student’s family.

immunisation

Students attending school for the first time are required to show evidence of up to date immunisation against infectious diseases.

If an approved immunisation certificate is not provided at enrolment, students can still be enrolled at school but they will be considered as unimmunised in the school’s immunisation register.

Students without an approved immunisation certificate and those who are unimmunised may be excluded from school if there is an outbreak of a vaccine preventable disease at the school OR if they come into contact with a person with a vaccine preventable disease, even if there is no outbreak at the school.

Further information can be found at the following web address:

<http://www.health.nsw.gov.au/immunisation/Pages/Immunisation-in-schools.aspx>

medications

When a medical practitioner has prescribed medication that must be administered during the school day, parents/carers must:

* notify the school;
* provide up to date information as requested;
* supply the medication and any 'consumables' necessary for its administration.

Parents/carers must complete a written request and consult with school office staff to ensure all requirements are met.

Students must not carry medications on their person or in their bags. All medications must be presented to the school office by a parent/carer.

infectious diseases

Under the Public Health Act and Department of Education regulations some common infectious diseases require students to be kept from school to prevent the spread of infection.

|  |  |  |
| --- | --- | --- |
| **Infectious Disease** | **Usual Time Between Infection & Illness** | **Absence from School** |
| Chicken Pox | 11 – 20 days | 5 days after first spots disappear |
| Infectious Hepatitis | 15 – 50 days | 1 week from the first signs of jaundice |
| Measles | 7 – 14 days | 5 days from appearance of the rash |
| Mumps | 12 – 22 days | Until student has fully recovered and for one week after the appearance of the swelling |
| Rubella (German Measles) | 14 – 21 days | Until student has fully recovered and for at least 6 days after the rash appears |
| Whooping Cough | 6 – 20 days | If the student has not received an (average 7 days) antibiotic treatment then the student should be kept away from school for 3 weeks from the onset of the cough. |
| Impetigo | 5 – 21 days | If the sores are treated and are properly covered by a clean dressing, the student is allowed to attend school. If they are on exposed parts of the body such as scalp, hands or legs, the student should be kept at home until the sores have healed. |
| Head Lice | Lice eggs usually hatch within a week | Treatment to commence immediately. Not necessary to exclude from school. |
| Ringworm | 10 – 14 days | Until appropriate treatment has begun. |
| Scabies | Several days | Until appropriate treatment has begun. |

**STUDENT WELFARE AND DISCIPLINE**

student welfare

Student welfare in public schools:

* encompasses everything the school community does to meet the personal, social and learning needs of students;
* creates a safe, caring school environment in which students are nurtured as they learn;
* is achieved through the total school curriculum and the way it is delivered;
* incorporates effective discipline;
* incorporates preventive health and social skills programs;
* stresses the value of collaborative early intervention when problems are identified;
* provides ongoing educational services to support students;
* recognises the diversity within the school community and provides programs and support which acknowledge difference and promote harmony;
* recognises the role that the school plays as a resource to link families with community support services;
* provides opportunities for students to; enjoy success and recognition, make a useful contribution to the life of the school, and derive enjoyment from their learning.

From: <https://policies.education.nsw.gov.au/policy-library/policies/student-welfare-policy?refid=285835>

student welfare and discipline guidelines

School communities have developed their own student welfare policies and practices within the framework of the Student Welfare Policy, introduced in 1986. The policy has now been extensively revised as of July 2020.

As such, our school ‘Student Welfare and Discipline Guidelines’ are also currently under review. Until its completion, the ‘Behaviour code for students’ may provide you with some detail regarding student behaviour expectations.

<https://policies.education.nsw.gov.au/policy-library/associated-documents/behaviourcode.pdf>

wellbeing programs and initiatives

A number of programs and initiatives are undertaken to support students to connect, succeed, and thrive. Such as:

* Student Representative Council (SRC);
* Bounce Back;
* Peer Support;
* Kindy Buddies;
* Extra-curricular opportunities.

**PARENTS & CITIZENS’ ASSOCIATION (P&C)**

Hunters Hill Public School has an energetic and enthusiastic Parents and Citizens’ Association. The P&C has an active team of parents working in support of our students and school. In addition to the P&C executive, the P&C also has a group of sub-committees which facilitate initiatives such as those detailed below. Parents are actively encouraged to join sub-committees, attend meetings and support P&C functions and activities.

before and after school care (hhoosh)

HHOOSH is designed to provide quality care for children, aged 5 -12 years, from Hunters Hill Public School whose parents require care for their children outside of school hours. It is located on the ground floor of the Eulbertie building. Children can attend on a regular or casual basis. A range of craft and sporting activities are available. Both structured and non-structured activities are provided.

Before School Care: 7:15am - 8:45am  
After School Care: 3:00pm - 6:00pm  
Vacation Care: 8:00am - 6:00pm

Phone: 9816 1903  
Mobile: 0424 474 064  
Email: [hello@hhoosh.com.au](mailto:hello@hhoosh.com.au)

canteen

The canteen complies with the Fresh Tastes @ School NSW Healthy School Canteen Strategy and has a NO NUT policy,

The canteen is open Tuesday to Friday for recess and lunch.

All lunch orders are to be placed online via Flexischools. Online ordering is easy and you can order a week, a month or a term in advance. You will be required to top up your pre-paid account as needed.

Children purchase from the canteen at recess. Recess cannot be purchased online.

The cutoff time for lunch orders is 8.45am on the day.

creative workshops

Creative Workshops are after school activities coordinated by parent volunteers. Activities offered vary from term to term and run for 8 weeks. Some activities are facilitated by companies, and others by parents. All activities attract a fee. Students and parents must comply with terms and conditions related to logistics and student behaviour.

For further information please email our Creative Workshops convener at [creativeworkshops@hhps-pandc.org.au](mailto:creativeworkshops@hhps-pandc.org.au) .

performing arts

The Performing Arts Committee coordinates music tuition, school training and concert bands, a school string ensemble, and two school vocal ensembles (K-2 and 3-6). The bands are available to students from Years 3-6, while the String Ensemble requires students to have had a minimum of one-year tuition before they can join the ensemble.

For further information please email our Performing Arts conveners at [music@hhps-pandc.org.au](mailto:music@hhps-pandc.org.au) .

uniform shop

The Uniform Shop is situated in the Eulbertie building for the sale of second-hand clothing or to try on sizes for new uniforms.

Hours of opening are currently Mondays from 11:30am until 12:30pm. All new uniform purchases should be made through Flexischools and they will be delivered to your child’s classroom or to the office.

Uniform Shop Coordinator: [uniformconvenor@hhps-pandc.org.au](mailto:uniformconvenor@hhps-pandc.org.au) .

‘FLEXISCHOOLS’

Set up your account:

1. Download the Flexischools App - Download the app from the App Store or from Google Play.
2. Register - Open the Flexischools App and click 'Like to register?', enter your email address and click 'Register'.
3. Top up your account - To make ordering fast and simple, you can set up automatic top ups.

For more information please visit [www.flexischools.com.au](http://www.flexischools.com.au) .