



Seven Hills North Public School



Information Book



A quality education in a caring environment

Welcome

Seven Hills North Public School is a unique, small school, often referred to as “a country school in the middle of the city”. We have had great success educating local children for over 130 years. The knowledge, enthusiasm and creativity of our highly qualified staff inspire our students to explore their individual interests in different subjects. We offer extra programs to extend students' abilities and passions. Our students have gone on to achieve success in their secondary and tertiary education and adult lives. Our school has a strong emphasis on literacy and numeracy, with support programs if needed. Our excellent results in nationwide tests are evidence of our success.

Our school boasts beautifully landscaped grounds with plenty of open space and shaded areas. We have a well-resourced library, excellent technology facilities, comfortable classrooms and flexible learning spaces.

The cornerstone of our school and its supportive community is respect. The students, staff and parents demonstrate this core value every day. The entire staff work relentlessly to, not only help all children achieve their potential, but also to provide a multitude of additional, exceptional experiences. Working alongside the staff are a host of wonderful supporters – mums, dads, caregivers, grandparents and community members. This highly valued partnership enables us to provide a quality education in a caring environment.

We at Seven Hills North share and are committed to the core values of the NSW Public Education System. These are:

- **Integrity** – Being consistently honest and trustworthy.
- **Excellence** – Striving for the highest personal achievement in all aspects of schooling and individual and community action, work and life-long learning.
- **Respect** – Having regard for yourself and others, lawful and just authority and diversity within Australian society and accepting the right of others to hold different or opposing views.
- **Responsibility** – Being accountable for your individual and community's actions towards yourself, others and the environment.
- **Cooperation** – Working together to achieve common goals, providing support to others and engaging in peaceful resolution of conflict.
- **Participation** – Being a proactive and productive individual and group member, having pride in and contributing to the social and economic wealth of the community and the nation.
- **Care** – Concern for the wellbeing of yourself and others, demonstrating empathy and acting with compassion.
- **Fairness** – Being committed to the principles of social justice and opposing prejudice, dishonesty and injustice.
- **Democracy** – Accepting and promoting the rights, freedoms and responsibilities of being and Australian citizen.

In all that we do at Seven Hills North we are constantly encouraging our students to strive towards achieving and living these values.

We are now over 130 years old, having started as a one-teacher school in 1883. Twice in its history our school was in danger of being closed, but the spirit of the school community, which is still proud and strong, resulted in our school continuing on and going from strength to strength. In the early 1990s, our school and its community determined that our school was here for this purpose:

To strive to provide all students with the opportunity to achieve their personal best in a supportive and caring school environment.

This still holds true today, and complements the school motto: *Strive to do our best.*



All at Seven Hills North remain committed to:

- Providing a balance of academic, cultural, sporting and social programs;
- Promoting the welfare and development of students through a comprehensive student welfare program;
- Ensuring quality teaching and learning through planned professional learning programs;
- Ensuring a strong partnership continues to exist between the community and its school;
- Empowering students to take increasing responsibility for their own actions and learning;
- Promoting the excellent achievements of the school and the public education system; and
- Ensuring that the school environment is pleasant and well maintained so as to aid and encourage effective learning.

An innovative creative arts program offering drama, dance, art and music fosters the individual talents and interests of each student. We regularly participate in major performances at local and regional levels. Our sports program builds on a tradition of achievement. Participation in sports builds teamwork, confidence and leadership in our students.

Seven Hills North Public School provides enrichment and extension programs within the classroom for gifted and talented students and specialised support for students with learning difficulties.

Our school recognises the importance of student welfare and building the capacity and confidence of students to adapt and be successful in the 21st century. Our Student Council provides a forum where students can discuss issues which affect them, voice ideas as well as develop proposals to take to their wider school community. Our student leadership team is provided with a range of opportunities and experiences which develop leadership skills within and beyond schooling.

Seven Hills North Public School students prosper in a safe and nurturing learning environment that develops respect, understanding and responsibility. We have an effective wellbeing and discipline policy that focuses on individual responsibility, social skills, decision making and citizenship. Our students, staff and parents are committed to celebrating the diversity and inclusion of all students in all aspects of school life at Seven Hills Public School including academic, social, cultural and sporting endeavours.

We are a friendly open school community with strong cooperative relationships with our parents and local community. Our parents make valuable contributions to the educational and managerial aspects of the school at all levels. We are open and accountable to our community, meeting local needs and national standards.

Seven Hills North Public School students learn in a stimulating and challenging environment and are encouraged to reach their full potential.

Strong academic programs, highly dedicated staff and excellent facilities offer your child the very best opportunities for success. We look forward to working in partnership to provide excellence in education for your child.

Cathy Francis
Rel. Principal



Seven Hills North Public School

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ANTI-BULLYING

- Students at Seven Hills North Public School attend school to participate in a quality of education that provides them with skills and knowledge to contribute to the wider community.
- Each student has a right to feel safe and secure at all times within the school. Bullying will not be tolerated.
- Students, teachers and parents have a shared responsibility to create an environment that is conducive to learning and is free from bullying; allowing everyone to work and learn in a safe, secure environment.
- For further information see the Anti-Bullying Policy attached as **Appendix A**.

ASSEMBLIES

Parents are welcome

Assemblies	-	Two assemblies per term Friday afternoons from 2pm (even weeks)
Special Assemblies	-	Presentation Assembly (End of Year)

- Students are expected to sit still, pay attention, not talk, applaud when appropriate, sing the National Anthem and School Song enthusiastically and appropriately and to display good manners when receiving awards.
- Students are expected to enter and leave the assembly area quietly and orderly.
- Parents are expected to model appropriate audience behaviours and exercise courtesy by not speaking during assemblies.
- *Please note that these assemblies may be impacted by any Public Health Order restrictions that are applicable.*

ATTENDANCE

- Regular attendance and punctuality at school are legal requirements.
- All attendance is monitored daily and poor attendance will be followed up with the parents and possibly with the Home School Liaison Officer—in accordance with the policy of the Department of Education.
- Written notes (or explanations through the parent portal) are required for all absences, clearly giving reasons. If you wish to verbally inform the school of your child's absence, please phone the school office on the morning of the absence.
- Doctor's appointments should, wherever possible, be made out of school hours.
- Overseas trips and absences from school for a period of 5 days or more require permission from the Principal. Parents must fill in the extended leave form available on our website and return it to the school Office with information about departure and return dates.
- Students who are late and arrive after morning assembly must report to the school office for a late note, **accompanied by their parent**. A record of lateness is kept.
- Early leave notes must be obtained from the school office by a parent. This note is given to the class teacher or teacher on duty.
- We ask that children **do not arrive at school before 8.30am**, as there is no supervision prior to this time.

ATTENDANCE (continued)

What should it do if my child won't go to school?

You should contact the school as soon as possible. The Principal, the Counsellor, the class teacher and the Home School Liaison Officer can all help you. Act early and don't let a pattern of non attendance develop.

How can I support my child's attendance?

- Make school a priority even on birthdays, excursion days, sports days and special home visitor days.
- Teach your child that being on time is important
- Help your child have a good start to the day.
- Develop a positive attitude to school from the very beginning even if your school experiences were not favourable ones.
- Support the teachers by discussing concerns privately.
- Provide absence notes as soon as your child returns to school.
- Encourage friendships so your child has a sense of belonging and acceptance.
- Be firm and consistent in establishing regular routines.
- Establish good relationships with school and become involved.

BEFORE AND AFTER SCHOOL CARE/VACATION CARE

SHNOOSH (Seven Hills North Out Of School Hours) is run by Wesley Mission they care provide before and after school care and vacation care on site at Seven Hills North — you must contact them directly on **9626 6620**.

BOOK CLUB

Order forms go home once a term and parents may purchase suitable children's books at reasonable prices.

Orders are placed through the scholastics book club website.

<http://www.scholastic.com.au/schools/book club/>

Parents can register for Book Club LOOPS and will be able to add their child to their class for easy delivery.

BUS PASSES/STUDENT TRANSPORT

Seven Hills North Public School do not have a dedicated school bus service.

- Opal passes are available for all K-2 children if required. However, once a child progresses to Year 3 they are only available if a child lives more than 1.6 kilometres from the school. Applications can be made through Department of Transport at **www.transportnsw.info/school-students**.
- Teachers may, from time to time, need to transport students to events at other locations, e.g. inter-school debates or public speaking competitions. In all cases, written permission will be sought from parents.



CHARITIES

The main charity SHNPS supports is Stewart House. This charity is supported by staff and students of NSW State Schools. Stewart House is a holiday house for children who really need a break for health, economic or emotional reasons.

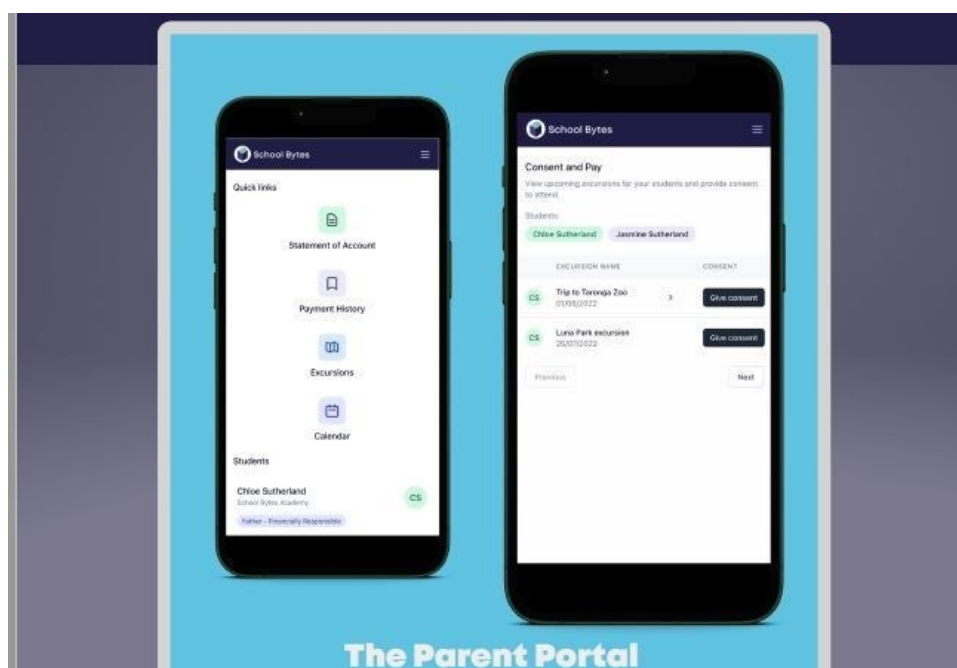


We also support many other charities on a regular basis and some when a particular need arises.

Charity appeal days follow a variety of themes to create and maintain student interest and input.

COMMUNICATION

- School Office - 02 9624 1275
- School Fax - 02 9838 7839
- School Website - www.sevenhilln-p.schools.nsw.edu.au
- School Email - sevenhilln-p.school@det.nsw.edu.au
- Appointments with Teachers - If you wish to make an appointment to speak with your child's teacher, please write to the teacher to organise a mutually convenient time. Please refer to the Contacting the School—A guide for families **Appendix B**
- Parent/Teacher Interviews - Will be organised through the Parent Portal. If you need to speak with the teacher about your child outside of this time please organise a mutually convenient, instead of trying to catch them before or after school. Teachers are usually on duty or are running extra-curricular activities.
- Parent/Student Details - Emergency information is sent home for confirmation in Term 1 each year. Parents MUST notify the school immediately of any changes in address or phone numbers. Any custody arrangements and court orders should also be addressed so that the school can better assist your family.
- SHNPS Facebook - Updated regularly with event information or photos



COUNSELLOR

The school counsellor attends the school 1 day per week and supports teaching, learning and welfare programs through educational testing, counselling, referrals and advice. The counsellor works with students, parents or carers and teachers in a variety of ways. The counsellor's work includes:

- counselling students
- assisting parents or carers to make informed decisions about their child's education
- assessing students' learning and behaviour
- assisting schools to identify and address disabilities that affect students' learning
- liaising with other agencies concerned with the well-being of students.

School counsellors are members of the school's student wellbeing and Learning Support Team (LST). With the agreement of parents or carers, school counsellors will pass on to teachers information that will assist them to better meet the needs of their students.

Referrals to the counsellor may be initiated by the student, their parent or carer, or by their teacher. Where the parent or carer refers their child, additional information may be sought for the class teacher or LST.

School counselling is a confidential service and school counsellors will check before passing on information to others. This presumption of confidentiality can be overridden only by specific legal requirements or where someone may suffer harm if information is withheld.

CRUNCH AND SIP

Crunch & Sip® is a set break to eat fresh fruit or vegetables and drink water in the classroom. Students 're-fuel' with fruit or vegetables during the morning assisting physical and mental performance and concentration in the classroom.



Each day students bring fresh fruit or vegetables to school to eat in the classroom at a set time. Each child should also bring a small bottle of water to drink at this time.

ENROLMENTS

- Local enrolment areas (boundaries) exist for all public schools.
 - All Government Primary Schools require 100pts of ID upon enrolment of your child, for further information about how to achieve 100pts please see the schools website or the Department of Education Enrolment Policy.
 - To enrol in Kindergarten, a child must turn five years of age on or before 31 July in the year of enrolment. A Birth Certificate or Passport must be shown as evidence of date of birth.
 - Eligible students can be enrolled at any time for the current or following year (we do not keep a waiting list for future years students)
 - Children transferring from one government school to another school must advise their previous school that they are leaving.
 - When enrolling your child, if they have special educational or medical requirements it would be ideal if you have information about these to hand into the office. Extra forms may need to be filled in and signed by doctors.
 - All information regarding enrolments can be obtained from the school office.
 - Kindergarten Orientation takes place in Term 4 each year.
 - Enrolment of a child can be sought in a non-local school who have not exceeded their cap. A school panel will consider any application and base their decisions on a set of specific criteria.
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EQUIPMENT

Exercise books, arts/crafts supplies and some other selected stationery are provided by the school.

Stationery that students are expected to have will vary from class to class and year to year. The following is a general guide, teachers may request other items throughout the year.

Years 5-6

1 x earphones for computer—high quality
1 x boxes of tissues
1 x painting shirt
3 x large glue sticks (preferably Bostic, no glue pens please)
3 x A4 20 page display folder
1 x library bag
1 x set of 12 Textas
4 x HB lead pencils
1 x pencil sharpener
1 x set of coloured pencils
2 x blue pens
2 x black pens
2 x red pens
1 x highlighter pen
1 x 30cm ruler
1 x eraser
1 x small pair of scissors
1 x small pencil case or tin—to keep desktop materials
1 x larger pencil case
1 x bottle of liquid soap

Years 1-2

1 x earphones for computer—high quality
1 x boxes of tissues
1 x painting shirt
3 x large glue sticks (preferably Bostic, no glue pens please)
2 x pack of baby wipes
1 x A4 20 page display folder
1 x A4 book for homework
1 x library bag
1 x set of 12 Textas in a small pencil case
4 x HB lead pencils
1 x pencil sharpener
1 x set of coloured pencils
1 x pencil case to hold all the pencils

Years 3-4

1 x earphones for computer—high quality
1 x boxes of tissues
1 x painting shirt
3 x large glue sticks (preferably Bostic, no glue pens please)
3 x A4 20 page display folder
1 x library bag
1 x set of 12 Textas
4 x HB lead pencils
1 x pencil sharpener
1 x set of coloured pencils
2 x blue pens (Year 4 only)
2 x black pens (Year 4 only)
2 x red pens
1 x A4 ruled book (for homework)
1 x 30cm ruler
1 x eraser
1 x small pair of scissors
1 x small pencil case or tin—to keep desktop materials
1 x larger pencil case
1 x bottle of liquid soap
1 x A4 sketch book

Kindergarten

1 x boxes of tissues
1 x painting shirt
4 x large glue sticks (preferably Bostic, no glue pens please)
1 x library bag
Empty Ice Cream containers (with lids)
1 x earphones for computer—high quality
4 x good quality whiteboard markers
2 x plastic A4 document wallets

* All equipment must be clearly labelled with child's name.

EXCURSIONS/PERFORMANCES

- A varied K-6 excursion program operates throughout the year.
 - All children are expected to attend excursions and performances.
 - Notes are sent home in advance, providing all the relevant information.
 - Payments can be made through the Parent Portal, via EFTPOS in the office or in an envelope with your child's name, class and excursion on the front.
 - Students in Years 5 and 6 are strongly encouraged to attend the school camp each year.
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HEALTH



Medicines and Drugs

- When a medical practitioner has **prescribed medication** that must be administered during the school day, the staff will assist ONLY if a Administration of Medication Form is sent with the child and the medicine has the child's name on it. Even then it is entirely up to the staff member as to whether they feel comfortable administering that particular medication. NO herbal or over-the-counter medication will be administered.
- An Administration of Medication Form must be filled out and is available from the office or on the schools website. Please send medication in its original container.
- All medicines must be taken to the office. No medication should be kept in school bags. The exception to this rule is an appropriate asthma reliever, if the student is identified as being asthmatic and the parent has provided permission to carry.

Diabetes, Asthma and Allergies

If your child suffers from diabetes, has severe asthma or allergies or any other life threatening condition you will need to make an appointment with the Principal to discuss the management of their condition and to organise a Health Care Plan.

Children who have asthma puffers are encouraged (from Year 3) to carry them at all times. Disposable spacers and Ventolin are stored in our first aid room for emergency use or if your child forgets to pack theirs.

Children who have Epi-pens must bring them to the office where they will be stored in the first aid room. The Epi-pen will be placed in a special pack (with your child identification attached) this can be taken with the child on excursions and to sporting events. Please note that it is the responsibility of parents/carers to replace any out of date medication.

Sick or Injured Children

Occasionally children become sick at school and we place them in our First Aid room. Parents are strongly advised not to send sick children to school. It is vital that all contact details for your child are up to date and accurate in case we need to get in touch with you through the day. Basic first aid for injuries suffered at school are administered.

An ambulance will be called to transport a child to hospital should the need arise. Every effort will be made to contact the parents prior to calling an ambulance. A staff member will accompany the child to hospital and stay with them until a parent/carer arrives.

Contagious Diseases—Children must stay away from school for the following conditions:

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|-------------------------------------|--|
| • <i>Chicken Pox</i> | At least 5 days after rash appears or until blisters have scabbed over. |
| • <i>Conjunctivitis</i> | While there is discharge from the eye. |
| • <i>Gastroenteritis</i> | At least 24 hours after diarrhoea stops. |
| • <i>German Measles</i> | At least 4 days after rash appears. |
| • <i>Hand/Foot and Mouth</i> | Until blisters have dried. |
| • <i>Hepatitis A</i> | 2 weeks after first symptoms or 1 week after onset of jaundice. |
| • <i>Hepatitis B</i> | If they have symptoms |
| • <i>Impetigo (School Sores)</i> | Until treatment starts. Sores need to be covered by a watertight dressing. |
| • <i>Influenza</i> | Until they feel better. |
| • <i>Measles</i> | At least 4 days after rash appears. |
| • <i>Meningococcal</i> | Seek medical help immediately. Hospital treatment will be required. |
| • <i>Mumps</i> | 9 days after onset of swelling. |
| • <i>Ringworm</i> | 24 hours after treatment has begun. |
| • <i>Scabies</i> | 24 hours after treatment has begun. |
| • <i>Scarlet Fever</i> | 24 hours after treatment has begun and the child is feeling better. |
| • <i>Whooping Cough (Pertussis)</i> | After 5 days of antibiotics. |
| • <i>Head Lice</i> | Until hair treatment occurs. |

All children starting Kindergarten are required to provide an immunisation certificate, a record of your child's immunisation status. These can be obtained from Medicare.

KINDERGARTEN

- Parents are invited to take Kindergarten children direct to their classroom for the first day only, to help with settling into school. However, after that, it is important that they will then participate in the daily morning assembly so they become familiar with routines and separation.
- The children can be collected under the COLA (covered outdoor learning area) where they will be directly supervised by their own teacher for the first 2 weeks only. This is to enable a safer establishment of home time routines for the children and parents.
- Please note that the above information may be subject to the change in light of any current Public Health Orders.

KISS AND DROP

- All kiss and drop students line up outside the school office at **3.00 pm** and are taken to the kiss and drop zone.
- We ask parents and younger siblings to remain in the car to wait.
- Please supply your registration numbers to the office to make identifying the vehicles a quick and easy process for the teacher on duty.
- The kiss and drop zone has a **2 minute** stay during the hours of **8am to 9.30am** and **2.30pm to 4pm**. There is not time limit outside these hours. Fines will be issued by rangers if you are caught not using the kiss and drop zone correctly.
- Vehicles must display the names of students, in the windscreen, on approach. Name cards are provided.



LEARNING

Key Learning Areas

There are six Key Learning Areas:

English

- Oral language and communication
- Vocabulary
- Phonological awareness*
- Print conventions*
- Phonic knowledge*
- Reading fluency
- Reading comprehension
- Creating written texts
- Spelling
- Handwriting
- Understanding and responding to literature

*K-2 curriculum only

Mathematics

- Number and Algebra
- Measurement and space
- Statistics and Probability

Science and Technology

History and Geography

Personal Development, Health and Physical Education

Creative Arts

- The syllabus for the Key Learning Areas work students through Stages.

Early Stage 1	Kindergarten
Stage 1	Year 1 and 2
Stage 2	Year 3 and 4
Stage 3	Year 5 and 6
- Students work towards achieving Learning Outcomes appropriate to their ability and age/stage of development.



LEARNING (continued)

Assessment and Reporting

- Assessments are made at individual, class, grade, school and state levels.
- Written reports are provided at the end of Semester 1 (Term 2) and Semester 2 (Term 4), they will be made available through the Parent Portal and a printed copy will also be sent home.
- Parent/teacher interviews are encouraged and take place following reports going home. Appointments with teachers can be made in writing at a mutually convenient time.

Check In Assessments

Check In Assessments are online assessments for students in Years 3-6. They are mapped to the NSW Syllabuses + National Literacy + Numeracy Progression. All students complete a reading assessment and a numeracy assessment. Year 6 students also complete a writing task (Semester 2 only).

The assessment schedule is as follows:

Term 2 - Years 4 and 6
Term 3 - Year 6
Term 4 - Years 3, 4 and 5

NAPLAN

- National Literacy and Numeracy tests will occur in Term 1 for students in Year 3 and Year 5. Parents will receive a report and be able to discuss the results with relevant teachers if desired.

Year 1 Phonics Screening Check

The Year 1 Phonics Screening Check is a short assessment that tells teachers how students are progressing in phonics.

Homework

Homework encourages educational links between the home and school, as well as developing student's interests, knowledge and skills.

Children from Kindergarten to Year 6 will receive homework aimed at their level of learning. While homework is an important component of education, schools recognise that it is important for students to have time for play, leisure and physical activities outside of school.

For our complete policy on homework please read **Appendix C**

Technology

The school has a very advanced computer network with wireless operating so that teachers and children can have a high level of internet access from anywhere in the school. The school has a state of the art video conferencing room where classes are able to participate in virtual excursions or link with other schools to enrich learning.

There are laptops and iPads so that teachers can use technology in their teaching and interactive whiteboards are in each classroom. Children develop amazing skills in the use of digital movie making, claymation, blogs, wikis and podcasts.

Aboriginal Programs

Our school has a strong commitment to Aboriginal and Torres Strait Islander programs. All indigenous students have their own personalised learning plan and we have regular meetings for our students and parents to discuss their plans.

Best Start– Kindergarten

When children enter Kindergarten they are assessed on their knowledge, skill and understanding that they bring to school in the areas of literacy and numeracy. Teachers use this information to develop quality teaching and learning programs for each student which will continue through their early years of schooling.

Parents are given a report with practical advice and information about how they can best support their child's early literacy and numeracy development and reinforce at home what is being taught at school.

Learning Support

Specialist staff provide support to students including:

- English as a Second Language or Dialect (EAL/D)
 - Learning and Support Teacher (LaST)
 - Literacy/Numeracy Support Programs
 - Teacher/Librarian
 - School Learning Support Officer (SLSO)
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Academic Performance

It is expected that students will:

- make a good effort with the schoolwork
 - regularly complete their homework
 - participate well in class lessons and activities
 - neatly and carefully present their schoolbooks and work
 - demonstrate progress and learning
 - participate fully in discussions within class, with teachers and with school staff
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LIBRARY

- The children come to the library each week, where they are allowed to borrow books that they take home in their library bag. During this time, the children develop library skills. Older children develop early research skills in preparation for their primary years. There are a wide selection of both fiction and non-fiction books available and the children always manage to find reading material that they really enjoy.
 - Formal weekly lessons develop the students confidence to access books, magazines, pictures and other items for recreational reading or gathering information. Networked computers are available in the library.
 - Students have the opportunity to participate in the Premiers Reading Challenge.
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MONEY COLLECTION

At times, students have to bring money to school for sporting events, excursions and the like. It safeguards your money and makes it much easier if you enclose the correct amount and note (if applicable) in a sealed envelope and put all details such as name, class, amount and purpose on the front. This envelope should then be placed in the money collection box (in the front office).

Other alternative payment options include:

- Payment via the schools website with a credit/debit card.
 - EFTPOS at the front office.
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PARENT HELPERS

- Parents can assist the children at school in many ways (eg: reading groups, math groups, participation in event days etc.) and this help is greatly appreciated by teachers.
 - It is a Department of Education requirement that all volunteers are required to fill in a Volunteer Declaration found on our School website under Notes and Forms. You will then need to be screened prior to volunteering.
-

PARENTS AND CITIZENS

- Seven Hills North Public School has a committed and enthusiastic P&C Association which meets on the second Tuesday of each month at 7.00pm, in the library.
 - The P&C meets to discuss what is happening at the school, to organise fundraising activities and discuss educational issues.
 - Parents, as partners in education, are encouraged through P&C to play an active role in the education of their children.
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POSITIVE BEHAVIOUR for LEARNING (PBL)

Our school embeds the Positive Behaviour for Learning (PBL) framework across all school systems to enhance academic and social behaviour outcomes for students. PBL is a school-wide behaviour initiative that employs a whole school systems approach to address problem behaviour and reduce 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. PBL operates as a systemic umbrella for a broad range of programs in our school, including values education, anti-bullying and the learning support team.

PBL is an evidence-based whole school systems approach that:

- addresses the diverse academic and social needs of all students to support them to be successful
- supports students in early childhood settings through to senior years of schooling
- enables schools to establish a continuum of supports that are intensified to meet the needs of all students
- is team driven, using a problem solving approach (data, systems and practices) that engages students, parents and all school staff
- establishes positive social expectations for all in the school community
- provides a framework for the school and its community to collectively support the wellbeing of all students.

When implemented well:

- students respond positively as they have been taught what is expected of them
- staff deliver consistent responses to student learning and behaviour
- students feel safe and cared for at school
- Their parents, family and community are more involved in their school
- unproductive and challenging behaviour can be significantly reduced for most students.

SCHOOL EXPECTATIONS

At Seven Hills Public North School, our students are expected to be safe, be a friend and be a respectful learner across all settings. All staff model and explicitly teach these expectations to all students.

 Seven Hills North Public School		
Be safe	Be a friend	Be a respectful learner
<ul style="list-style-type: none">• Walk on hard surfaces and stairs• Keep your body to yourself• Be in the right place at the right time• Use equipment appropriately	<ul style="list-style-type: none">• Be kind and polite• Report problems to a teacher• Treat others the way you want to be treated• Be a problem solver	<ul style="list-style-type: none">• Listen attentively and follow teacher instructions• Be prepared• Have a go and stay on task• Wear school uniform with pride

STUDENT WELLBEING

Behaviour Code for Students

Seven Hills North Public School is committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

In our school, as in all NSW public schools, students are expected to:

- Respect other students, their teachers and school staff and community members;
- Follow school and class rules and follow the directions of their teachers;
- Strive for the highest standards in learning;
- Respect all members of the school community and show courtesy to all students, teachers and community members;
- Resolve conflict respectfully, calmly and fairly;
- Comply with the school's uniform policy or dress code;
- Attend school every day (unless legally excused);
- Respect all property;
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools;
- Not bully, harass, intimidate or discriminate against anyone in our schools

Our school takes strong action in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning.

Behaviour Code for Students: Actions

Promoting the learning, wellbeing and safety of all students in NSW Public Schools is a high priority for the Department of Education and all staff at our school.

We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour. To ensure the wellbeing of all our students, our school holds the following high expectations:

Respect

- Treat one another with dignity
- Speak and behave courteously
- Cooperate with others
- Develop positive and respectful relationships and think about the effect on relationships before acting
- Value the interests, ability and culture of others
- Dress appropriately by complying with the school uniform or dress code
- Take care with property

Safety

- Model and follow departmental, school and/or class codes of behaviour and conduct
- Negotiate and resolve conflict with empathy
- Take personal responsibility for behaviour and actions
- Care for self and others
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour

Engagement

- Attend school every day (unless legally excused)
- Arrive at school and class on time
- Be prepared for every lesson
- Actively participate in learning
- Aspire and strive to achieve the highest standards of learning

By setting these high standards and expectations, our school strives to maintain discipline and provide a safe, supportive and responsive learning environment for all students. We appreciate the support of our parents and carers in assisting our students to uphold these standards for the benefit of our whole school community.

Source: <https://education.nsw.gov.au/student-wellbeing/attendance-behaviour-and-engagement/student-behaviour/behaviour-code>

SCHOOL EVENTS

A calendar of events is available through the School Bytes calendar which can be synced with your phone. The term planner can also be found on the school website.

Annual events may include:

- ANZAC Day Celebrations
- Assemblies
- Athletics Carnival
- Book Parade
- Cross Country Carnival
- Debating
- Discos
- Easter Hat Parade
- Education Week/Open Day
- Mufti Days
- Public Speaking
- School Camp
- School Photographs
- SHNPS Idol
- Swimming Carnival
- Swimming Scheme
- Year 6 Farewell



SCHOOL HOURS

8.57am	Students line up at classrooms
9.00am	Official start time
11am to 11.30am	Recess
1.20pm	Students eat lunch in class groups
1.30pm to 2pm	Recreation (Lunch break)
3.00pm	Kiss and Drop students line up for pick up
	Official finish time

The school office is open from **8.30am to 3.15pm**.

SCHOOL PLEDGE and SCHOOL SONG

Pledge

Seven Hills North is our school.
Together we come to learn and play.
We are Australian and proud.

Help us to be good citizens,
not only at school, but everywhere we go.

Let us work to the best of our ability,
be caring, supportive and good team members.
Let us remember that if we all work together,
show respect for the people who teach us,
and respect for our flag,
our school will always be a wonderful place.



Song

From humble, stark beginnings,
Our school began to thrive.
When children came from near and far,
Our school became alive.

Where learning was placed at the top,
The school began to grow.
The students and the teachers
Met along Old Windsor Road.

And we are proud, proud of our history,
We've been here since 1883
When our bell rings, it shows that we are...
Striving to do our best, there at Seven Hills North.

So, today, in celebration
We meet here with our friends.
To learn the things we need to learn
The world is in our hands.
We'll take our opportunities,
We'll do our very best
To earn the school a good name.
To show we've passed to test.

And we are proud, proud of our history,
We've been here since 1883
When our bell rings, it shows that we are...
Striving to do our best, there at Seven Hills North.

SCRIPTURE

Scripture lessons are held on Tuesdays. Scripture groups are available for Anglican, Catholic or Hindu and they are taught by people from churches in the surrounding area.

If you do not wish your child to attend Scripture lessons, please notify the school in writing and your child will be supervised in another room by a class teacher doing alternative meaningful activities.

SPECIAL PROGRAMS

Gifted and Talented Programs

There are programs in the school to enable selected students the opportunity to participate in enrichment classes in Mathematics and Literacy.

Recorder Group

The Seven Hills North Recorder Group perform annually at the Sydney Opera House in the Festival of Instrumental Music as well as the Blacktown Music Festival. Many students advance to playing the Tenor and Treble recorders.



Choir

The school choir is available for all students and has a history of involvement in major public school events including the Schools Spectacular, held annually at Sydney Olympic Park, as well as the Combined Choir Choral Concerts held in the city. The choir has also performed at local venues and events in the Blacktown district.

Performing and Visual Arts

The Seven Hills North offers both Senior and Junior dance groups with approximately 30 students each. Our troops annually perform at WestPoint Blacktown as well as at the Blacktown Festival of Performing Arts.

Drama, Music and Art are incorporated in class and stage programs.

Excursions

These visits into the wider community, support the school's educational program by offering first hand experiences.

Examples include: Years 5 & 6 go to Canberra **OR** enjoy a 3 day Sport and Recreation Camp

SPORT

All students participate in sport which is held weekly on Friday and in PDHPE programs that are available through the year.

K to 2 students participate in activities that assist the development of fundamental movement skills; including hopping, skipping, running, jumping, throwing, catching and kicking. Fitness programs promote a healthy life style.

Carnivals

The students compete in three sporting carnivals (Swimming, Athletics and Cross Country) over the year. House colours are worn, banners are made and chants created. The house spirit is very strong on these occasions. Emphasis is on fun, participation, personal achievement and competition.

There are three houses in our school:

Best — **Blue**
Hume — **Red**
Pye — **Yellow**

PSSA (Primary School Sport Association)

Primary children may be selected to participate in PSSA sport such as Netball, Basketball, Aussie Rules, Oztag, Cricket, Soccer or T-ball. These are played against other schools in the area on Friday mornings, student will travel by bus (therefore there is a fee involved).

SRC (Student Representative Council)

- The SRC is a group of students in the school, elected by and from their fellow students, to represent them in the school and organise ways for them to participate in the school.
- Our SRC is made up of our School Captains, School Vice Captains, Prefects and House Captains and Library Monitors. There are also 2 representatives chosen from each class (Kindergarten are represented by Year 6 students).
- The SRC is educational, democratic, responsible, sharing, caring, fun and rewarding.

STUDENT ASSISTANCE

- Some funding is provided to schools under the above scheme to assist parents who find themselves in financial difficulty when money is needed for their child/children to participate in activities for school.
- The school can provide part assistance for the purchase of class equipment, school workbooks, school uniforms and can assist with excursions. The money is limited and is allocated on an annual basis. Parents will need to complete an application form which can be obtained from the office.
- All applications are treated with strict confidence.

STUDENT WELLBEING

- Seven Hills North Public School functions under the umbrella of an effective Student Wellbeing Policy, which is reviewed and revised annually.
- The key element of our Student Wellbeing Policy is the system of rewards and sanctions for Student Behaviour—this is a system of rewards for recognition of effort, excellence and achievement in academic, cultural and sporting activities and a process which students go through if rules are broken for unacceptable behaviour is displayed.
- The overall effect of the Student Wellbeing Policy is to provide the right atmosphere for students to be safe, happy, display caring attributes and develop self-esteem so that their learning can proceed as effectively as possible to the limit of their potential.

UNIFORM SHOP

The school uniform is available from our uniform shop located in the canteen building.

Open: One morning a week, refer Uniform Shop page on the School website for current arrangements.

Extra open days occur around Kindergarten Orientation and Best Start or keep a lookout for our Open Evenings. For Price List see **Appendix D**

GIRL'S SUMMER UNIFORM

- Royal blue polo shirt* with navy blue inserts down the side. The school crest is on the left hand side.
- Navy blue culottes
- White socks
- Black shoes (see accessories below)
- Navy blue fleece jacket* with a school crest on the left hand side
- Navy light weight zipper jacket* with the school crest on the left hand side.
- Navy school hat* with school crest.

BOY'S SUMMER UNIFORM

- Royal blue polo shirt* with navy blue inserts down the side. The school crest is on the left hand side.
 - Dark grey shorts
 - Grey socks
 - Black shoes (see accessories below)
 - Navy blue fleece jacket* with a school crest on the left hand side
 - Navy light weight zipper jacket* with the school crest on the left hand side.
 - Navy school hat* with school crest.
-

GIRLS WINTER UNIFORM

- School winter tunic* with a long sleeved pale blue peter pan collared shirt underneath **OR**
- Long navy blue trousers with the royal blue polo shirt with navy inserts down the side (as above)
- Navy stockings or white socks
- Black shoes (see accessories below)
- Navy blue fleece jacket* with a school crest on the left hand side
- Navy light weight zipper jacket* with the school crest on the left hand side.
- Navy school hat* with school crest.

BOYS WINTER UNIFORM

- Royal blue polo shirt* with navy blue inserts down the side. The school crest is on the left hand side.
- Dark grey long trousers
- Grey socks
- Black shoes (see accessories below)
- Navy blue fleece jacket* with a school crest on the left hand side
- Navy light weight zipper jacket* with the school crest on the left hand side.
- Navy school hat* with school crest.

The school wide brimmed hat must be worn when outside.
The school observes a policy of **'No hat, No play'**.

GIRLS AND BOYS SPORTS UNIFORM

- Navy blue polo shirt* with yellow, blue and red stripes down the right hand side and the school crest is on the left side in pale blue.
- Navy blue shorts* in the same material as the sport shirt
- Navy blue fleece tracksuit pants (bootleg style)
- Navy blue fleece jacket* with a school crest on the left hand side
- Navy light weight zipper jacket* with the school crest on the left hand side.
- White socks
- Sport shoes or joggers
- Navy school hat* with school crest.

* Denotes items that are available at our uniform shop. Other times can be purchased from Best & Less, Target, Kmart, Lowes etc.

Seven Hills North Public School



Parents are strongly advised to have all articles of clothing clearly labelled.
Lost property is kept in a bin outside the office.
Unclaimed, unlabelled clothing is sent to the Clothing Pool at the end of term.

SEVEN HILLS NORTH PUBLIC SCHOOL



Anti Bullying Brochure

All members of the Seven Hills North Public School community are committed to ensuring a safe and caring environment that promotes personal growth and positive self-esteem for all.

Bullying behaviour in any form is **not** tolerated at Seven Hills North Public School

What is Bullying?

Bullying is intentional, repeated behaviour by an individual or group of individuals that causes distress, hurt or undue pressure.

Bullying involves the abuse of power in relationships.

Bullying can involve all forms of harassment, humiliation, domination, intimidation and victimisation of others.

Bullying behaviour can be:

- **verbal** eg. name calling, teasing, abuse, putdowns, sarcasm, insults, threats, swearing, demanding money or good.
- **physical** eg. hitting, punching, kicking, scratching, tripping, spitting, pushing, elbowing, throwing things, branding.
- **social** eg. ignoring, excluding, ostracising, alienating, making inappropriate gestures, staring, dismissal, note passing, secrets.
- **psychological** eg. spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS and email messages, inappropriate use of camera phones.

What our school does to prevent bullying.

- Our school rules prohibit any form of bullying.
- Students are taught strategies for dealing with bullying.
- Bullies and victims are offered support and counselling.
- Parents are informed of the school's Anti Bullying policy and procedures.
- All staff are trained to identify bullying and deal with it.

What to do if you are being bullied.

You can control what happens.

1. Ignore it and walk away. Show that it does not upset you. The bully is then not rewarded and may stop

If it does not stop:

2. Talk to the person bullying you. Look them in the eye and in a firm voice tell them to stop. *"Stop that" "Leave me alone" "No, don't do that"*

If it still does not stop:

3. Go straight to the teacher on duty or your classroom teacher and tell them what has happened.

If it still does not stop:

4. Talk to the Assistant Principal or Principal.

Remember

It is your right to tell someone if you or your friends are being bullied.

Don't fight back physically or verbally. It just gets you into trouble too. Do not show fear. If you don't show fear the bully is no longer rewarded and the bullying may stop.

Information for Parents

Your child could be a victim of bullying if he/she:

- Becomes moody
- Has unexplained bruises
- Is unable to sleep
- Suddenly does not want to do to school
- Frequently feels sick

If your child is being bullied:

- Watch for signs of distress in your child.
- Listen to your child. Give assurance and support.
- Discuss and practise some coping strategies with your child.
- Speak to someone on staff if your child is being bullied, or you suspect that this is happening. Instruct your child to 'tell' if they are bullied.

Do NOT approach the students you think are responsible. This is unacceptable.

If your child is being a bully:

- Talk to your child about how their actions are hurting others.
- Do not blame. Try to understand why your child is acting this way.
- Find out all the facts, preferably from the school.
- Emphasis that bullying is not acceptable in your family.
- Work with the school to develop a behaviour plan that outlines the consequences of your child's behaviour

Consequences

What will happen if you bully someone:

- You will talk to the teachers or the Principal about your behaviour.
- You may be removed from the classroom/playground.
- Your behaviour will be recorded and monitored.
- Your parents may be informed.
- You may lose privileges, such as participating in special activities, representing the school etc.
- You will need to offer apologies.
- You may be suspended.
- You will need to show you are able to treat others properly before your privileges are restored.
- In extreme cases, where bullying occurs outside school hours, the police may be informed.

Rights and Responsibilities

Rights	Responsibilities
I have the right to be treated with understanding, respect and politeness	I have the responsibility to treat others politely and with understanding and respect, regardless of individual differences.
I have the right to achieve my personal best in all school activities.	I have the responsibility to be prepared to work to the best of my ability and to allow others to do the same.
I have the right to be treated fairly for my behaviour.	I have the responsibility to learn and practise.
I have the right to a clean and pleasant school.	I have the responsibility to maintain a clean and pleasant school
I have the right to expect that my belongings and I will be safe at school.	I have the responsibility to respect other people and their belongings.
I have the right to expect the community and parents to be aware, appreciative and supportive of the school and my achievements.	I have the responsibility to act and communicate in a manner that will encourage the parents and community to recognise and respect school achievements.
I have the right to a positive classroom environment.	I have the responsibility to maintain a positive environment within which we can all learn.
I have the right to expect that i will spend the school day free from fear of bullying, harassment and intimidation.	I have the responsibility to create a safe and happy environment free from all forms of bullying.
I have the right to access technology to further enhance my learning potential.	I have the responsibility to use the internet correctly, with a teacher's permission, and to report all inappropriate sites encountered.



SEVEN HILLS NORTH PUBLIC SCHOOL

Contacting the School - A Guide for Families

The following has been prepared as a guide for families when contacting the school. Please remember that with most inquiries your child's class teacher is your first port of call.

Questions about...	Action to be taken
My child's welfare, learning or stage activities	1 st Please email your child's teacher, via the office OR 2 nd Please contact the office to organise an interview with the teacher
A school policy or practice	Please contact the office and the appropriate member of staff will respond
The actions of another child towards my child on school grounds	Please inform the class teacher OR the Assistant Principal if it's an urgent matter by emailing or phoning the office
The actions of another child towards my child while travelling to or from school	Please contact the office to inform the Assistant Principal or Principal
The actions of a parent while on school grounds	Please contact the office to inform the Assistant Principal or Principal
The actions of a member of staff (for feedback or clarification)	1 st Please send an email to the teacher concerned or contact the office to organise an interview 2 nd Organise an interview with the Assistant Principal responsible for the stage 3 rd Contact the office to organise an interview with the Principal
Playground accidents	Please contact the office to speak with the Assistant Principal
Lost property	1 st Ask your child to check the lost property box outside the Office 2 nd Check the lost property box yourself 3 rd Send an email to your child's teacher
Sporting or other extra-curricular activities	1 st Check the School Calendar on School Bytes 2 nd Please contact the office and the appropriate member of staff will respond
High school	Please contact the Stage 3 teachers or the Assistant Principal
Student Assistance Scheme	Please contact the office and speak to the Principal



Seven Hills North Public School School Policies



Homework Policy

November 2019

1. Objectives

Homework is a purposeful learning experience. It will consolidate, extend and enrich the school program and promote home study habits in children in an environment of mutual support from teachers, parents and caregivers. Homework is a window for parents into their child's life at school.

2. Purposes of homework

Research indicates that student learning may be enhanced if homework is:

- appropriate for each student's age and ability
- relevant to each student's needs
- purposeful and designed to meet specific learning goals
- varied and challenging, but achievable
- built on knowledge, skills and understanding developed in class
- clearly stated and requirements made explicit during class time
- supported by teacher strategies for students having difficulties with homework.

Homework tasks should be assigned by teachers with a specific, explicit learning purpose. On completion, teachers should acknowledge student effort and provide feedback related to student learning.

3. Audience and applicability

- staff recognise that students engage in a diverse range of activities away from the school
- children are to be encouraged to be responsible for their own learning
- work must be derived from the school program and be consistent with the child's needs
- parents should contact the school if there are difficulties with homework. Work set by the school is expected to be given priority over tasks given by other sources
- a homework routine will be established in class
- parents are aware that students have homework routines
- parents can assist students to do homework but should not do the work for them
- homework is to be neatly presented
- teachers will collaborate to ensure consistency and appropriateness of homework allocations
- The Department of Education recommends homework but does not make it compulsory.

4. Context

Homework is a valuable part of schooling. It allows for practising, extending and consolidating work done in class. Homework provides training for students in planning and organising time and develops a range of skills in identifying and using information resources. Additionally, it establishes habits of study, concentration and self-discipline.

5. Responsibilities and delegations

5.1 Principal The principal is responsible for developing and implementing a school homework policy.

5.2 Setting of Homework

Parents will be informed at the beginning of the year of the particular expectations of their child's class teacher concerning homework. A common approach will be adopted across each grade/stage. Homework could include regular components of reading, spelling and mathematics as well as tasks relating to current studies across various Key Learning Areas.

Homework will be set on a regular basis so as to allow students and parents the opportunity to integrate the homework schedule into other family commitments.

5.3 Completion of Homework

A parent, caregiver or other appropriate person should supervise and support the completion of homework. Parents will be asked to check the quality of any written work, support their child to complete tasks and ensure that an environment prevails where children can complete their work free from distraction.

All students will be encouraged to complete homework. Homework is effective when it is completed regularly and routinely. If a student is experiencing difficulty completing homework tasks the teacher and parents will meet to discuss the issue, with a view to resolving any difficulties and, if necessary, establishing a more appropriate homework regime. Some homework will be group marked, other worked will be individually checked by teachers.

If parents do not wish their child to complete homework they should notify the class teacher in writing.

5.4 Checking of Homework

The teacher who set the homework will check all completed homework. Each teacher will keep a record of set homework and their students' performance in that homework. Students are to be given feedback by the teacher on the completed homework.

5.5 Homework Grids

In some classes, homework will consist of a homework grid, to be completed across a week or fortnight. Homework grids were designed by Dr Ian Lillico, a prominent educational researcher and their purpose is to encourage positive family interactions while helping children to practice essential life skills alongside their usual academic work.

Homework grids consist of various tasks and will include activities related to areas such as shopping, housework, family and cultural life, physical activity, art and investigations as well as academic work. Many activities require minimal adult intervention, recognising the busy lives families lead. However, parents are encouraged to support their children to complete activities.

Homework grids will be completed weekly or fortnightly, whereby students complete a variety of tasks in a set number of boxes within the grid. The number of boxes will be dependent upon the age and ability of the students.

6. Monitoring, evaluation and reporting requirements

In consultation with parents and students the homework policy will be reviewed regularly to ensure that it is being used to enhance student learning.

NSW Department of Education link to homework policy
<https://education.nsw.gov.au/policy-library/policies/homework-policy>



Seven Hills North Public School P & C Association

ABN 47 236 716 100

Uniform Price List

Please order online through the School Website

Garment	Size	Price
Summer Uniform		
Polo - Short Sleeve	4 - 16	\$ 26.00
Girls Navy Cullottes	These items are <u>NOT</u> available from the Uniform Shop and can be purchased at Lowes, Big W, Target, Kmart, Best and Less, etc.	
Boys Grey Shorts		
Winter Uniform		
Polo - Long Sleeve (optional)	4 - 14	\$ 28.00
Girls Peta Pan Blouse (only worn with tunic)	4 - 8	\$ 21.00
Girls Winter Tunics	4 - 16	\$ 51.00
Navy Fleecy Zip Jacket	4 - 16	\$ 37.00
Navy Micro Jacket	4 - 16	\$ 49.00
Girls Navy Long Trousers	These items are <u>NOT</u> available from the Uniform Shop and can be purchased at Lowes, Big W, Target, Kmart, Best and Less, etc.	
Boys Grey Long Trousers		
Sports Uniform		
Sports Uniform - Top	4 - 16	\$ 37.00
Sports Uniform - Shorts	4 - 16	\$ 24.00
Navy Blue Tracksuit Pants	These items are <u>NOT</u> available from the Uniform Shop and can be purchased at Lowes, Big W, Target, Kmart, Best and Less, etc.	
Miscellaneous Items		
Navy Slouch Hat (compulsory)	S, M, L	\$ 13.00
Excursion Bag		\$ 12.00
School Bag		\$ 47.00
Sunglasses	S, M, L, XL	\$ 6.00
Second Hand Uniforms can also be purchased online - stocks are limited.		

- Prices subject to change without notice
- All orders can be made via the online store from our school website.
- Please include your child's name and class in the request box prior to clicking check out

Child Restraint Rules

Make the safest choice

Appendix E

The [Child Car Seats website](#) lets you quickly find and compare more than 200 types of forward facing, rear facing and booster seats. You can find details of how the seats are tested and rated. The site has information on how to use seats correctly, check if they are still safe and answers to common questions.

All children must be safely fastened in the correct child car seat for their age and size. A child who is properly secured in an approved child car seat is less likely to be injured or killed in a car crash than one who is not.

			
Up to 6 months Approved rear facing child car seat	6 months to 4 yrs Approved rear or forward facing child car seat	4+ years Approved forward facing child car seat or booster seat	145cm or taller Suggested minimum height to use adult lap-sash seatbelt

National child restraint laws

- Children up to the age of six months must be secured in an approved rearward facing restraint
- Children aged from six months old but under four years old must be secured in either a rear or forward facing approved child restraint with an inbuilt harness
- Children under four years old cannot travel in the front seat of a vehicle with two or more rows
- Children aged from four years old but under seven years old must be secured in a forward facing approved child restraint with an inbuilt harness or an approved booster seat
- Children aged from four years old but under seven years old cannot travel in the front seat of a vehicle with two or more rows, unless all other back seats are occupied by children younger than seven years in an approved child restraint or booster seat
- Children aged from seven years old but under 16 years old who are too small to be restrained by a seatbelt properly adjusted and fastened are strongly recommended to use an approved booster seat
- Children in booster seats must be restrained by a suitable lap and sash type approved seatbelt that is properly adjusted and fastened, or by a suitable approved child safety harness that is properly adjusted and fastened.

If your child is too small for the child restraint specified for their age, they should be kept in their current child restraint until it is safe for them to move to the next level.

If your child is too large for the child restraint specified for their age, they may move to the next level of child restraint.

Child car seat testing

The [Child Restraint Evaluation Program](#) provides independent and consistent information to help you choose safe child car seats. The program tests child car seats and rates their level of protection in a crash.

Correct fitting

Follow the manufacturer's instructions carefully when fitting child car seats. If the instructions have been lost, contact the manufacturer or search for the instructions online.

To ensure correct and safe installation of your child car seat, contact an [Authorised Restraint Fitting Station](#).