



Cecil Hills Public School

Student Information Booklet





SCHOOL INFORMATION

<i>Address:</i>	<i>Leopold Place, Cecil Hills 2171</i>
<i>Telephone:</i>	<i>9822 0504 9822 0752</i>
<i>Fax:</i>	<i>9822 0873</i>
<i>Email:</i>	<i>cecilhills-p.school@det.nsw.edu.au</i>
<i>Website:</i>	<i>www.cecilhillspublicschool.com</i>
<i>Principal:</i>	<i>Mr J King</i>
<i>Deputy Principal:</i>	<i>Mrs K Stojanovic Mr L Thom</i>
<i>Assistant Principals:</i>	<i>Ms M Wilkes Mrs M Laurie Mr P Matten</i>

BELL TIMES:

<i>Morning</i>	<i>8.50am</i>
<i>Recess:</i>	<i>10.45am – 11.10am</i>
<i>Lunch:</i>	<i>1.00pm - 1.50pm</i>
<u>END OF DAY:</u>	<i>2.50pm</i>

SCHOOL COLOURS *Navy Blue & White*

An Introduction to CECIL HILLS PUBLIC SCHOOL

Cecil Hills Public School is a modern primary school opened in 2003. It is located within the Cecil Park residential area situated approximately 8km northwest of Liverpool.

The school motto 'Believe and Achieve' was selected as the cornerstone of what the school can offer to all students who strive to do their best. The motto is reflected in all areas of school life at Cecil Hills Public School. A dedicated and enthusiastic staff is working together with parents and students to make Cecil Hills Public School a strong, dynamic learning community.

Cecil Hills Public School aims to equip students for a future of life long learning. Teaching and learning programs focus on developing literacy and numeracy knowledge, skills and values with an emphasis on student centred learning. The school also provides children with opportunities to explore creative skills through the performing and creative arts. Sport is another important aspect of our school life and we have a strong representation across a variety of sporting codes. Student's individual needs and interests are recognised and programs are implemented to enable all children to experience success and achieve their full potential.

Cecil Hills Public School has both permanent and demountable classrooms, an administration building, library, special programs room, community hall, canteen, covered outdoor learning area, covered basketball/netball court, cricket nets, soccer field and a covered fixed playground.

The buildings face north to maximise comfort conditions for students and staff while minimising energy requirements. Strip lighting over major spaces maximise natural lighting while natural ventilation is encouraged by the design of the room layout and the provision of room vents. Roof insulation and the use of switch timers also assist in energy conservation. As a water conservation measure both in ground and above ground storage tanks have been provided to collect run off water for reuse on the grounds.

Cecil Hills Public School has an up to date computer network that facilitates the use of wired and wireless technologies across the school. The installation of Interactive Whiteboards in all classrooms allows teachers to complement innovative learning experiences that cater to the needs of 21st century learners. Each classroom has access to tablet devices to ensure students are able to use technology to enhance learning opportunities.

The facilities complement and support modern teaching practice. They allow for greater learning outcomes.

A comprehensive student welfare and wellbeing policy has been developed for the learning and safety of all students. A merit system is in place and students are encouraged to achieve attainable goals.

The school has a strict uniform code that is endorsed by staff and a strong P & C. Children are motivated to wear uniform as it is stylish and comfortable. The school colours of navy blue and white are a feature of the uniform's good looks.

SCHOOL AIMS

- * To provide each child with significant opportunities for learning in all key learning areas.*
 - * To promote a sense of initiative, self direction and commitment.*
 - * To prepare children for our changing social and technological world.*
 - * To recognise the individual worth and difference of each child.*
 - * To encourage the development of a personal belief and value system.*
-

DESIRED OUTCOMES

The children of Cecil Hills are expected to:

- * Believe in their own ability to achieve their fullest potential*
- * Embrace, accept and tolerate individual differences*
- * Display appropriate behaviour in all situations.*
- * Develop a pride and interest in family, self, school and nation.*

CECIL HILLS PUBLIC SCHOOL RULES

Cecil Hills Public School embeds core values in school policies, programs and practices. Our values include excellence, fairness, respect, responsibility, honesty, integrity, understanding, freedom and pride. These values underpin our student welfare and wellbeing policy. To make Cecil Hills Public School a happy and safe school students demonstrate these school rules.

1. We will be in the right place at the right time.
 - * Be punctual.
 - * Stay in bounds.
 - * Attend in-school activities.
 - * Toilets: no playing/no food.
 - * Wait sensibly at canteen.

2. We will co-operate with those in charge.
 - * Show respect to teachers.
 - * Show respect to visitors.
 - * Show respect to students.
 - * Listen and follow instructions.

3. We will always be polite, courteous and considerate.
 - * Speak respectfully.
 - * Behave well at school, on excursions, at sport and travelling to and from school.
 - * Be tolerant.
 - * Be kind and friendly.
 - * Speak without swearing or using hurtful language.
 - * Leave other people's property alone.
 - * Look after your own belongings.
 - * Take care of the buildings, furniture, grounds and all property.
 - * No littering.

4. We will act safely at all times.
 - * Walk in covered areas of playground.
 - * Walk bikes in the playground.
 - * Throwing of stones, sticks or any projectiles are not permitted.
 - * No vigorous activities on concrete playground.
 - * Play games with no physical contact.
 - * Leave baseball bats, hard balls at home.
 - * Play without fighting.
 - * Play without threatening others.
 - * No school hat, play in the shade.
 - * Sitting in designated area before 8.20am.

CECIL HILLS PUBLIC SCHOOL LEVELS OF BEHAVIOUR

Students receive RISE Tokens (Respect, Integrity, Strength, Excellence Tokens) displaying good behaviour

GOLD

Behaviour is excellent

Student has received 60 RISE Tokens. Behaviour is of a consistently high standard for a long period of time. Names are published in the newsletter.

SILVER

Behaviour is very good

Student has received 40 RISE Tokens. Students at this level consistently follow all school rules and show a strong desire to be a good school citizen. Names are published in the newsletter.

BRONZE

Behaviour is good-acceptable

Student has received 20 RISE Tokens. All students will start at the beginning of this stage. Names are published in the newsletter.

When a student has displayed inappropriate behaviour they may be issued an Incident Slip. When this occurs, the student may be required to attend a detention for one half of lunch which is a chance to reflect on their behaviours and develop strategies for the future.

YELLOW

Behaviour is causing concern

Student has received 3 incident slips during a semester. All incidents are recorded in the class behaviour book. Student has attended detention for a half lunch period after each incident. A warning by the stage supervisor is given after 2 incident slips. A letter notifying parents of yellow level status is sent home after 3 incidents. A 3 week period of no incidents before student is allowed to return to Olympic Ring levels.

ORANGE

Behaviour is unsatisfactory

Student has received 5 incident slips over a semester. All incidents are recorded in the class behaviour book. A letter notifying parent of orange level status is sent home after 5 incidents. A parent/teacher meeting is arranged to discuss concerns and to develop a student contract to improve behaviour. Exclusion from sport events and excursions and possible suspension may occur.

RED

Behaviour is unable to be tolerated

Student has received 6 incident slips over a semester. All incidents are recorded in the class behaviour book. A letter notifying parents of red level status is sent home after 6 incidents. The Principal may be forced to suspend the student for the welfare of the school as a community.

The Principal has discretionary powers to bypass these levels if deemed necessary (for example, aggressive behaviour).

QUALITY EDUCATION PROGRAMS

The learning programs are divided into six key learning areas (KLAs): English, Mathematics, Science and Technology, Human Society and its Environment (HSIE), Creative and Practical Arts (CAPA), Personal Development, Health and Physical Education (PDHPE). For each of these curriculum areas there are departmental policies and guidelines. Teaching and learning programs incorporate all 6 KLA's to ensure a balanced, engaging and challenging curriculum.

- Learning is at the centre of everything we do.
- Cecil Hills Public School is staffed by highly qualified teachers. Their dedication and professionalism contribute towards a well managed school.
- Cecil Hills Public School ensures each child follows a comprehensive curriculum, across all Key Learning Areas with provision for individual needs and interests.
- Emphasis is on Literacy and Numeracy and developing the whole child.
- Excursions, visiting performers, artists, authors and speakers complement class programs.
- A strong Personal Development and Health Program including Child Protection, Resilience, Drug Education and Road Safety exist.
- The diversity of student and parent backgrounds is utilised to enrich school life.
- Teaching methods are utilised to cater for the learning needs of all students, ensuring every child is challenged in a safe environment.
- Programs encourage all students to actively learn in a creative, supportive and stimulating environment.
- A variety of representative school sporting teams is offered to Years 3-6 students.
- Students participate in various festivals and performances through choral and dance groups.
- Opportunities exist for children to be involved in public speaking and debating.
- The Student Representative Council has a strong profile.
- Parents are actively encouraged to volunteer as tutors/helpers in classrooms.

STUDENT SUPPORT PROGRAMS

English as another Language or Dialect (EALD)

The role of English as another Language Teacher (EALD) is to support children from non-English speaking backgrounds in their development and understanding of English. This is done through working with classroom teachers to co-operatively plan appropriate learning activities to meet the needs of individual children.

Learning and Support Teacher (LAST)

The role of the Learning and Support Teacher is to work with the classroom teachers to identify and assess children who are experiencing difficulties in literacy and numeracy. There is also a lot of communication between these students, their parents, the school counsellor, their class teachers and the Principal in regards to the best learning needs of these students. Sometimes the support teacher works with these children in small groups or works with them in their classroom.

Gifted and Talented Program

All teaching and learning programs are designed to differentiate learning outcomes, ensuring every student is being challenged and working at an appropriate academic level. Students with particular talents are identified and programs are tailored for every student to excel.

Music

Students in Years 2 – 6 have the opportunity to attend weekly music lessons and be apart of our school band.

Computer Technology

There are a series of mobile computer laboratories, each of which includes multiple notebooks, iPads and tablet devices that are utilised by classes during the week.

Teacher Librarian

The teacher librarian supports the staff in providing a variety of learning activities for the students. Our library is a place where children enjoy reading, develop information gathering skills and use technology to support what they are learning in their classroom. Each child is expected to complete the Premier's Reading Challenge every year.

PDHPE Program

PDHPE lessons are provided on a weekly basis. Teachers run a comprehensive program on a weekly basis to provide this important learning experience.

SCHOOL ROUTINE

8.20am	Teacher on playground duty
8.50am	Lessons Commence
10.00am	'Crunch & Sip' fruit or vegetable & water break
10.45am - 10.50am	5 minute eating time with teacher
10.50am - 11.10am	Recess play time
11.10am - 1.00pm	Mid-Morning Lessons
1.00pm - 1.10pm	10 minute eating time with teacher
1.10pm - 1.50pm	Lunch play time
1.50pm - 2.50pm	Afternoon Lessons
2.50pm	Whole School Dismissal

- When a child arrives at school, he/she must **not** leave the school grounds without permission and must be accompanied by an adult. Late arrivals must go to the office to obtain a late slip. Parents collecting their children early must go to the office and sign children out. Children will be called from the classroom to the office.
- Supervision of children does not commence until 8.20am. Your co-operation in ensuring children **do not** come to school **early** is appreciated. Use of equipment in the morning is not permitted.
- Our playground is K-6 and all children are expected to play well together. Outdoor tables and seating are also provided at lunchtimes. K – 2 children have access to fixed play equipment or can run around on the front grassed area. Years 3-6 have access to the main oval to run around. This maximises safety for every student.
- Children are expected to observe out-of-bounds areas such as the front of the school, car park and the access roads, before, during and after school.
- The school has in place a 'Sun Safe Policy' which all students are expected to follow ie. each child must wear a sun safe school hat whilst in the playground all year round. These hats are on sale at the office.
- 'Crunch & Sip'. During the first session of each day the children will have a 5 minute break. Please ensure your child has a piece of fresh fruit or vegetable so they may participate in this healthy activity which keeps them energised up until the recess break.
- Parents are requested to be prompt when picking up children at 2.50pm, particularly new Kindergarten children who can become distressed if not collected on time.
- Cecil Hills Public School strongly encourages all parents to be supportive of students with peanut allergies by not providing nut products for their child.

ATTENDANCE PROCEDURES

ABSENCES

A **note is required** on the first day back at school after an absence. It is necessary to phone the school to explain a few days absence through illness. Absences can also be registered and explained via our website: cecilhillspublicschool.com. If you know your child is going to be absent for a prolonged period, it is advisable to contact the school in advance. You will be required to fill out an Application for Exemption form if your child is to be absent for 15 days or more (forms available at the office or on the website). It is important that you inform the school if your child has contracted a communicable disease. ie. measles, mumps etc. The NSW Government requires parents or guardians to provide a written explanation for every absence from school on any day school is open (including carnivals and excursions). By law, parents have 7 days to provide a written explanation for the absence. If after 7 days we have not received a note, the absence is recorded as unexplained. Unexplained absences may be followed up by the Home School Liaison Officer.

LEAVING SCHOOL EARLY

Sometimes parents may need to collect their child before 2.50pm from the classroom. Parents should go to the office and sign children out. Parents may be asked to produce ID. Children will be called down from the classroom. If you are asking someone else to collect your child before the afternoon bell, please notify the office and advise them of the person's name. They will need to bring ID to the office.

ILLNESSES AND ALLERGIES

Sick children should be kept at home where they are able to rest and recuperate in comfort. Wherever possible, medical or dental appointments should be made outside school hours. If this is not possible, a written note or telephone call is necessary to inform the school. Should your child have any allergies or significant medical conditions, it is imperative the school is notified in writing.

In extreme emergencies every effort is made to contact the parent/or emergency contact person. When they cannot be contacted the ambulance is called and the child is taken to the nearest hospital accompanied by the Principal or nominee. The school contributes to the Ambulance fund. Should your child need to go to hospital, there will be no charge.

It is most important that you keep the school informed of changes to home, work & mobile telephone numbers, change of address and emergency contact people and their telephone numbers.

If your child has any allergic reactions or medical conditions e.g. asthma, allergy to foods, medication or to bee/wasp stings etc. This is **important** information and should be placed on your child's enrolment form in the section marked **medical details**. We will then meet with you to ensure a health care plan is in place in the unlikely event of a reaction.

SEVERE ALLERGIES

Anaphylactic reactions can happen for a variety of reasons eg. foods - eggs, milk etc. and insect stings. Please notify the school if your child has severe allergies. A Health Care Plan for your child will be developed in conjunction with parents and the school. All staff are made aware of identity of children with severe allergies.

NUT AWARE SCHOOL

Some of our students are highly allergic to peanut butter and other nut products. If they come in contact with these foods they will have an anaphylactic reaction, which can be life threatening. The school has developed a number of strategies to help provide a safe and supportive environment for students at risk of an anaphylactic reaction, including seeking community support. We have requested that parents avoid sending peanut butter, Nutella and similar spreads or whole nuts to school.

MEDICATION

Short term medication ie. Panadol, antibiotics, cough mixture etc. cannot be administered by school staff. For all long term medication eg Ritalin, parents and doctor must complete documentation available from the office. All medicines should be handed to the office. No medicines should be left in school bags where they are accessible to other children.

Asthma puffers should be kept with the child. All puffers should be clearly labelled with the student's name and class.

INFECTIOUS AND CONTAGIOUS DISEASES

Below is a table showing the more common infectious diseases in children and the period they should be excluded from school:

<i>Chicken Pox</i>	<i>Excluded for 7 days after the first spots appear.</i>
<i>Conjunctivitis</i>	<i>Excluded until discharge from eyes has ceased.</i>
<i>German Measles</i>	<i>Excluded for 7 days from appearance of the rash.</i>
<i>Impetigo</i>	<i>Excluded if on exposed surfaces as scalp, face, hand and legs.</i>
<i>Measles</i>	<i>Excluded for 5 days from the appearance of the rash.</i>
<i>Mumps</i>	<i>Excluded for 10 days from the onset of the swelling.</i>
<i>Head Lice</i>	<i>Excluded until hair is treated clean and there is no evidence of (Live Lice) nits.</i>
<i>Ringworm</i>	<i>Excluded until all evidence of the disease has disappeared, or on supply of a medical certificate.</i>
<i>Hepatitis & Scabies</i>	<i>Re-admit on doctor's certificate only.</i>

SCHOOL DEVELOPMENT DAYS

Cecil Hills Public School holds 5 School Development Days each year. These occur on the first day of Term 1, 2 and 3 and on the last two days of Term 4. Children are not to attend school on these days.

REPORTS-INTERVIEWS

Your child will receive information about his/her progress throughout the year. It will indicate which outcomes your child has achieved and which they are working towards. A half-year report will be provided in Term 2 and an end-of-year report will be provided in Term 4.

During the year there will be an opportunity for Parent/Teacher interviews. Should any problems or incidents at home arise that could affect your child's education or well-being, we ask that you inform the school so we can work together for the benefit of your child.

If an interview is sought with the Principal, Deputy Principal, Assistant Principals, or Class Teachers, an appointment should be made by phone or letter.

No concern is too small. Please contact the school so that any worries can be addressed before they become major.

AVAILABLE SCHOOL SERVICES

CANTEEN

The school canteen is an independently leased operation and is presently open **Monday – Friday** for the children to buy their recess and lunch. The children assist by writing out their lunch orders before 8.50am. A canteen price list can be obtained from the office or on the website. Parents can order online for their children (see Appendix 2 at the back of this booklet). **Online orders must be submitted before 9:15am.**

LIBRARY

Our school library will be open every day of the week. When the children have their library lessons it is expected that children will borrow books. Library bags are available from the office.

SCHOOL COUNSELLOR

Cecil Hills Public School is entitled to the services of a school counsellor. The counsellor is trained to deal with individual needs to assist teachers in formulation of academic, social and emotional programs to enable children to achieve in accordance with their ability. Parents wishing to see the school counsellor should make an appointment through the school office.

MONEY COLLECTION

Correct money for excursions, uniform purchases etc. and any fund raising activities should be placed in an envelope that is clearly labelled with your child/children's name and class.

All money is to be placed in the security box in the front foyer prior to school commencing.

Alternatively, payments can be made on the website through our secure online shop at www.cecilhillspublicschool.com (this is our preferred method).

LOST PROPERTY

Please make sure that all school items are **clearly labelled** with your child's name. This includes jackets, sloppy joes, hats, rain coats, lunch boxes, drink containers and school bags. We are then able to return the misplaced article to the owner, should it be left at school.

We do not encourage children to bring expensive toys and games to school. These are better left at home for home use.

CUSTODY ORDERS

In a divorce or separated family situation and where custody is other than "joint custody", court orders must be sighted by the school Principal. A copy is kept on file at the school.

BUSES

Applications for The School Opal card are online at transportnsw.info/school-students Kindergarten to Year 2 students travel free but must have an official pass. Children in Years 3-6 are eligible only if they live 1.6km or more from the school.

NEWSLETTER

The newsletter is distributed to families via email every second Tuesday (a paper copy can be provided at your request). It is the main channel of communication between the school and parent community. The newsletter provides news, views and updates on happenings in and around the school. It is also posted on the website each fortnight.

SCRIPTURE

We have volunteers from local religious groups who teach scripture lessons. Scripture operates on Wednesday morning. K-2 8:50-9:20am, Years 3-6 9:20-9:50am. The school places students in scripture groups based on information provided to us by parents when enrolling. If you wish to change your child's scripture group please contact the front office.

WEBSITE

The web address of the school is www.cecilhillpublicschool.com The website includes updated information, calendar dates, online payments and the weekly newsletter.

Subscribe for email updates

1. Visit our website at www.cecilhillpublicschool.com
2. Click the "News and Events" icon (second icon down on the left hand side)
3. Under the "Email Subscribe" heading, tick on the "Newsletters List" and the appropriate year lists (ie, grades of your child/children)
4. Enter in your name and email address.
5. Click Subscribe
6. IMPORTANT: An email will be sent to your email address, you MUST click the "Activate Now" inside this email that is sent to you.

Get school news via an app on your mobile and tablet

1. iPhone and iPod Touch app: <http://iphone.schoolenews.com.au>
2. iPad app: <http://ipad.schoolenews.com.au>
3. Android and other apps: <http://apps.schoolenews.com.au>

SEE SAW

Kinder, Year 1 and 2 are using See Saw. It is a free app that creates an online learning journal that empowers children to independently capture and share what they are learning at school and gives you real time glimpses into your child's school day. More information is available at <http://web.seesaw.me/>

SPORT

K-2 students participate in weekly physical activity programs which include fundamental motor skills, fitness, awareness in co-ordination of the body and the adoption of a healthy and active lifestyle. K-2 sport is every Thursday after recess. Children (K-2) are expected to wear their sport uniform on Thursday (Colour House Shirt & Sport Shorts).

Children in Years 3 – 6 have the opportunity to participate in P.S.S.A. Sport. These teams compete against other teams from schools in the Horsley District in the following sports.

<i>SUMMER</i>		<i>WINTER</i>	
<i>BOYS</i>	<i>GIRLS</i>	<i>BOYS</i>	<i>GIRLS</i>
<i>Oztag</i>	<i>Oztag</i>	<i>Rugby League</i>	<i>Netball</i>
<i>Cricket</i>		<i>Basketball</i>	<i>Basketball</i>
<i>Softball/T.Ball</i>	<i>Softball/T.Ball</i>	<i>Soccer</i>	<i>Soccer</i>
<i>AFL</i>	<i>AFL</i>	<i>AFL</i>	<i>AFL</i>

Children remaining at school participate in a sport skill development program.

Year 3-6 students in PSSA teams wear polo shirts and sport shorts. Students remaining at school wear their colour house shirt and sport shorts.

Below is a list of school houses and their colours:

<u>HOUSE:</u>	<i>LEOPOLD</i>	<i>SPENCER</i>	<i>SANDRINGHAM</i>	<i>EDINBURGH</i>
<u>COLOUR:</u>	<i>BLUE</i>	<i>YELLOW</i>	<i>RED</i>	<i>GREEN</i>

Siblings will be placed into the same house colour for sport wherever possible.

CARNIVALS

During the year there are three major sporting carnivals:

1. Swimming (February) – held at a local pool
2. Cross Country (May) - held at the farm next to the school
3. Athletics (August) - held at Dwyer Oval

Successful children from our school carnivals then represent the school and compete at the Horsley Zone Carnivals and often go on to represent the school at Regional Carnivals.

SOCIAL EVENTS AND ACTIVITIES

ASSEMBLIES

WEEKLY ASSEMBLIES

Assemblies are held on a weekly basis alternating between Kindergarten – Year 2, Years 3 – 4, and Years 5 – 6. These assemblies serve many valuable purposes as it gives children the chance to gather information about coming events, sporting events and what is going on in other classes. The assembly also gives many children an opportunity to collect special awards and it is the first chance for many to speak to/before a large gathering. Assemblies are regarded as an important part of the school curriculum. We come together to celebrate and recognise achievements by students in their school endeavours. Parents are very welcome to attend and enjoy our celebration of achievements.

MORNING ASSEMBLY

These occur every morning except Wednesday at 8.50am. Messages are given to the children and the whole school is addressed by members of school staff. Parents are welcome to stay and listen.


MERIT AWARDS

These are awarded in the weekly school assembly for all facets of work including good manners, behaviour, academic excellence, consistent and conscientious work and self-motivated learning. Usually two merit cards per class are given out at each assembly.


SCHOLASTIC BOOK CLUB

Approximately twice a term each child receives an information/order form for their appropriate age group from Scholastic Book Club. The club presents a wide variety of suitable books which your child may buy at relatively cheap prices. Because of the huge amount of work involved for the teacher concerned, children MUST bring in the EXACT money or cheque on or before the DAY NOMINATED by the teacher in charge. This money is placed in the security box in the office foyer. If you wish to pay by credit card log into www.scholastic.com.au/LOOP and follow the directions :

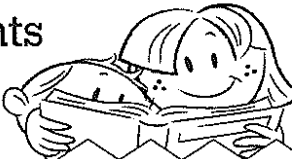
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for Parents



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AVAILABLE
AS AN APP!**




LOOP is the NEW Scholastic Book Clubs Linked Online Ordering & Payment platform for Parents.

If you want to pay by credit card for your online Book Club order, our new platform makes it easy! It eliminates the need for paper order forms plus your online order is submitted to the school safe and sound.

Log-in to www.scholastic.com.au/LOOP or download our NEW iPhone and iPad app from the App Store!

- For a quick start, just click on ORDER in the top menu or REGISTER first to save your details for next time
- Select your school and your child's class
- Add your child's first name and last initial (so the school knows who the book is for)
- Enter the item number from the Book Club brochure
- You can order for multiple children at once if they attend the same school
- All orders are linked directly to the school for submission to Scholastic. Books will still be delivered to your child's classroom if you order by the close date
- There's no need to return paper order forms or payment receipt details to your school!

For a quick how-to-order video, log-in to www.scholastic.com.au/LOOP and click on HELP in the top menu.



EXCURSIONS AND SHOWS

During each school year your child's class will go on excursions or attend performances being staged at the school. It will be necessary for parents to SIGN A PERMISSION NOTE for each excursion or performance that your child attends. (**Note:** A separate permission note is required for each child.) It is expected that every child participates in these activities as they are always planned to be part of our ongoing educational programs.

Unless otherwise specified the following GENERAL RULES WILL APPLY ON ALL EXCURSIONS:

1. School uniform must be worn
2. Children will be held responsible for any valuables taken on an excursion eg: cameras, watches, money etc.

EMERGENCY PROCEDURES

Regular updates of emergency procedures and practice drills are held to ensure the safety of all.

HOMEWORK

Homework is designed to consolidate what your child is learning in the classroom. Each grade has different expectations of the type and quantity of homework completed each week. Class teachers will inform you of their expectations at the beginning of the school year. Homework should never cause issues at home, and children are never too old to read to their parents.

CECIL HILLS SCHOOL POLICY ON REFUNDS

Each year teachers plan a number of excursions, guest speakers and various activities which enhance the educational programs being offered in classrooms. These activities usually have a cost associated with them. Occasionally children are disappointed when they are unable to participate in the activity because they are sick on the day, or late to catch the bus etc. In such cases parents often request a refund of the fees that have been paid.

In making a decision regarding a refund one issue has to be considered: Has the school already spent money for the student to participate in the activity?

If the school has already had to pay for the activity then a refund cannot be given. For example in the case of a live show, the seats had to be booked and pre-paid. In this case this money could not be refunded.

When buses are used to transport children the total cost of the bus is divided by the total number of children expected to attend. It is therefore not possible to give refunds on bus travel.

However, some visiting performers charge on the basis of the children present on the day. Therefore, the school did not have to outlay any money and a refund would be possible.

CHARITIES

During the year, there are fund raising activities held in aid of various charities. These activities could include:

- Jeans for Genes Day
- Red Nose Day
- CanTeen (Bandanna Day)
- Mini fetes etc,
- Stewart House rag bags
- Day for Daniel

STUDENT REPRESENTATIVE COUNCIL

A Student Council is voted into operation each year. Members of classes K-6 attend regular meetings to discuss and debate ideas suggested by their classes. Students report to the Principal and liaise with the school community as they follow their suggestions through to implementation. This allows students a voice in the running of the school and gives children the opportunity to support valued charities.

PARENTS' ASSOCIATION

The school is very fortunate to have a very active Parents and Citizens Association to help provide the countless amenities that do not come from the Education Department. The P&C Meetings are held twice a term. All parents are notified of date and time through the newsletter.

PARENT HELPERS

We are most fortunate in having many parents interested in helping our school. If you as a parent would like to help with our reading program, or if you have a special interest or talent or hobby which you feel may benefit the children, please feel free to contact the school at any time.

SCHOOL UNIFORM

Cecil Hills Public School **is very proud of our school uniform.** It is expected that children wear full school uniform each day.

UNIFORM

REQUIREMENTS

SUMMER

BOYS

Shorts: School Navy Blue
Shirt: School Polo
Socks: Short White
Shoes: Black
Hat: School Sun safe Hat

GIRLS

Dress: School Summer Dress
Culottes: School Navy Blue
Shirt: School Polo
Socks: Short White
Shoes: Black
Hat: School Sun safe Hat

WINTER

BOYS

Pants: School Navy Blue
Shirt: School Polo
(long or short sleeve)
Jacket, V neck Sloppy Joe

GIRLS

Tunic with White Blouse or Skivvy
Pants: School Navy Blue
Shirt: School Polo
(long or short sleeve)
Jacket, V neck Sloppy Joe

SPORT

BOYS & GIRLS

Navy Short & School Polo or Coloured Sport Shirt
Sport Shoes
School Navy Track Suit & Jacket

UNIFORMS ARE AVAILABLE THROUGH THE SCHOOL

Orders can be left at the office any day and will be available for collection that afternoon.

Kindergarten Enrolment

Enrolments for Kindergarten are taken the year before the child starts school. Ensure that you complete the Enrolment form. Kindergarten children must be five years old by the 31st July in order to be enrolled.

You will need to provide the following documentation prior to your child starting school.

- Original Birth Certificate or Passport Complete
- Original Immunisation Certificate
- Original proof of residential address i.e. Council Rates Notice, Lease Agreement, Electricity Account or Statutory Declaration

Priority is given to children who live within the school boundary and siblings. Out of area applications for enrolment are only offered if a vacancy exists.

Kindergarten Transition

Three Kindergarten transition days are held each year. This allows the new students to become familiar with the school prior to their first day of school. The new children are also linked with their Year 6 buddy for the following year. During transition sessions children take part in classroom activities while parents meet with the school executive to discuss things such as school priorities, curriculum, student welfare and school programs.

Preparing for Kindergarten

At Cecil Hills teachers and parents work together to ensure the smooth transition to school from home or pre-school. Starting school is a major milestone in a child's life, but with support and encouragement from parents and teachers your child will begin school with comparative ease and confidence.

Below are a few ideas to help you prepare your child for school:

- Encourage your child to be responsible for his/her own things and to pack away toys books etc.
- Make visits to school and talk about school in a positive way;
- Label all clothes, school bag, lunch box and drink bottles;
- Practise writing your child's name in lower case e.g. John (not JOHN);
- Talk about the daily routine e.g. it's just like preschool except you don't have a sleep;
- Practise having recess and lunch using their lunch box and explain how to open the box and what to eat for recess and what to eat for lunch;
- If your child is a boy, show him how to use a urinal.

Kindergarten – The First Day

Your child will need:

- a school bag which he/she can easily open
- a piece of fruit for "Crunch and Sip"
- a snack for 'little lunch' (recess) a sandwich and drink for 'big lunch'
- an old shirt to protect your child's uniform for art
- a library bag

Please label all your child's belongings clearly. It is preferred you use iron on labels or fabric/puffer paint.

It is also advisable to have a change of clothes in your child's bag in case of accidents.

Best Start

Children come to school with different levels of literacy and numeracy. Some are familiar with books, can recognise some letters, even write their name or count, while others have not yet learned these skills.

All kindergarten students in public schools are assessed using Best Start, which has been developed by early learning experts in the Department of Education. Best Start is giving our teachers, and those teaching Kindergarten across New South Wales, a common set of high quality assessment tools and professional training.

Your child and the Best Start Kindergarten assessment

It is very important to emphasise that Best Start Kindergarten Assessment is not a test. Its purpose is to help the teacher gather information to guide the teaching of your child. The Assessment will take place during the first few weeks of Term 1.

The teacher will observe each child and use tasks, such as talking about a book that has been read, and record what their students know and can do.

You will be given feedback about what your child's teacher has learned about your child, which you are welcome to discuss, if you wish, in keeping with our usual practice.

Crunch & Sip

Crunch & Sip is a set break to eat fruit (or salad vegetables) and drink water in the classroom. Students 're-fuel' with fruit or vegetables during the morning, assisting physical and mental performance and concentration. This program also promotes healthy lifestyle.

What can parents/caregivers do to help at home?

- Take an active interest in your child's homework and reading.
- Support your child in setting aside time each day for homework.
- Provide a dedicated place for homework and study if possible.
- Communicate with teachers any concerns about the nature of homework or your child's approach to homework.
- **Encourage your children to read or be read to**
- Alert the school to any domestic circumstances or extracurricular activities which may need to be taken into consideration when homework is being set or marked.

Immunisation

The Public Health Act, 1993, requires parents/carers to provide documented evidence of a child's immunisation on enrolment at school. An "Immunisation Certificate" is required before a child is enrolled. If an immunisation certificate is not provided, the child will be excluded from school in the event of an outbreak of a vaccine preventable disease. You can obtain an Immunisation History Statement by contacting your Australian Childhood Immunisation Register on 1800 653 809 or your local Medicare Office.



SchoolEnews

Schools send free alerts and notes, newsletters, notices, events, news and more to parents.



How to install School Enews

iPhone and iPad Users

- 1) Press App Store icon on your device
- 2) Press Search and type in "Enews"
- 3) Press "Get", the app will download
- 4) Press "Open" and accept "push alerts"
- 5) Search for your school name

Android Users

- 1) Press Play Store icon on your device
- 2) Press magnifying glass and type in "Enews"
- 3) Press "Install", the app will download
- 4) Press "Open"
- 5) Search for your school name

Configure Push Alerts

- 1) Press "Settings / Cog" icon
- 2) Turn off the lists you don't want

Other Smartphones and Tablets

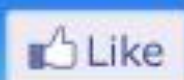
Visit <http://app.schoolenews.com> for more apps

School Enews delivers news directly to parents and students!



Subscribe for Email Updates

- 1) Visit your school website
- 2) Click "School Enews" or "Newsletters & Notes" top heading (might differ slightly)
- 3) Under the "Subscribe" heading, tick on appropriate lists
- 4) Enter in your name and email address.
- 5) Click Subscribe (IMPORTANT: An email will be sent to your email address, you MUST click the "Activate Now" inside this email that is sent to you)



Don't forget to Like us on [Facebook.com/schoolenews](https://www.facebook.com/schoolenews)
Find out more at www.schoolenews.com

Your School Canteen is now online

Cecil Hills Public School has teamed up School24 (www.school24.com.au) to provide an easy way for parents, students and staff to order lunch online.

Your Registration ID: 252 489 63

The benefits of using this great online system:

- It makes it easier and convenient for parents and student to place orders from anywhere using a notebook, an iPad or any device with an internet access.
- School staff and volunteers save time every day in processing, preparing and delivering orders to students.

To set up your account...

1. Go to <http://www.school24.com.au/register>
2. Click on "Create Account" Tab
3. Enter the School registration ID: **252 489 63**
4. Fill in the remaining fields of the registration form and submit it

Once you've registered

1. Login using your email address and the password you just selected.
2. Select a suitable system fee plan:
 - Pay As You Go: 25cents/order
 - Unlimited: \$2.20 per family per yearly quarter
3. Top-up your account using a credit card.
4. Add your students to your account.

You are now ready to start ordering online.

If you have any questions, call School24 Help Desk on (02) 8041 1132.