



OAKHILL  
DRIVE  
PUBLIC SCHOOL

THIS IS MY NEW SCHOOL...



*welcome*





## **FORWARD**

Established in 1992, Oakhill Drive Public School is a welcoming, friendly school which provides learning experiences that cater for the broad spectrum of interests and abilities within our students.

Our school provides a strong foundation for every student's future learning which is developed through our key focus on Literacy and Numeracy. Our outstanding team of teachers will inspire your child to reach their full potential by bringing their learning to life. An extensive array of opportunities for every child provides challenges, enrichment and inspiration.

Oakhill Drive Public School is a well-resourced school for 21<sup>st</sup> Century Learners, set in large, leafy, spacious grounds. Our facility boasts modern, well resourced classrooms, with WiFi access, Interactive White Boards (IWB) and iPad technology to engage students with their learning.

We offer an exciting and diverse range of programs which will develop your child's individual interests and talents whilst building their confidence and self-esteem. Preparing our children for their journey through life and providing experiences that develop the whole child is what drives our whole school community.

We enjoy the support of parents who work with the school to provide a positive, supportive environment for students to thrive. We have an active P & C and benefit from the services of "Before & After School Care".

We welcome you to Oakhill Drive Public School.

**Betty Ploeg**  
**Principal**

Up to date information is always available at: <a href="http://www.oakhilldr-p.schools.nsw.edu.au">www.oakhilldr-p.schools.nsw.edu.au</a>
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*Revised August 2018*

***Respect, Responsibility, Resilience***

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## MISSION STATEMENT

### STRIVE TO ACHIEVE

Our students will gain the skills, knowledge and attitudes, that will prepare them to be creative, connected and collaborative lifelong learners. Our students will be encouraged to become healthy, well rounded, global citizens who contribute to the creation of the common good in today's knowledge based, dynamic, interdependent world.

## AIMS OF OAKHILL DRIVE PUBLIC SCHOOL

Our aim is to provide for our students a learning environment that fosters:

Optimism and high self esteem

Achievement

Knowledge and skills

Health

Industry and creativity

Literacy and numeracy

Learning with technology

Development of self

Respect and responsibility for our environment

Interacting with others

Vitality and enthusiasm

Excellence and equity in education

## SECTION A: GENERAL INFORMATION

### 1. SCHOOL CONTACT DETAILS

The school's address for all correspondence is:

Oakhill Drive Public School

1-5 Oakhill Drive

CASTLE HILL NSW 2154

**Telephone:** 9634 1033

**Fax:** 9634 4285

**Office Hours:** 8:30am – 3:15pm

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

**Website:** [www.oakhilldr-p.schools.nsw.edu.au](http://www.oakhilldr-p.schools.nsw.edu.au)

### 2. HOURS & SUPERVISION

K - 6: 8:55am to 3:00pm

Recess: 10:55am to 11:20am

Lunch: 1:10pm to 2:00pm

End of day: 2:55pm Packing up bell

3:00pm Children leave classrooms

No student is to be at school before **8:30am** or after **3:10pm**. **As no teacher is on duty children must not arrive before 8:30am unless they are enrolled at Before & After School Care.** Punctuality is most important. A student's progress can be affected by frequent late arrival. Students should be at school by 8:55am each day and picked up promptly at 3:00pm.

Teachers supervise students while eating lunch between 1:10pm and 1:20pm.

***Students are not to be in school grounds at weekends or during school vacations.***

### 3. BEFORE & AFTER SCHOOL CARE

This facility is organised and staffed by YMCA. Care is provided on school grounds before school from 7:00am and after school to 6:30pm. Enquiries may be directed to [oshc.oakhilldr@ymca.org.au](mailto:oshc.oakhilldr@ymca.org.au) or 0418 412 586.

### 4. SECURITY

In the interest of safety and security during out of school hours, neither children nor adults are allowed on the school premises without permission of the Principal. Local residents are requested to phone the police without delay if they have reason to suspect the activities of people on school premises out of hours, or Education Security on 1300 880 021

### 5. UNIFORMS

As required by the Fair Discipline Code, a public meeting voted that this school adopt a policy which requires students to wear the appropriate school uniform at all times. Summer uniforms are worn in Terms 1 & 4 and Winter uniforms during Terms 2 & 3. This may vary due to unusual weather.

#### **Boys' Summer Uniform**

Shirt - Sky blue, short sleeve  
Shorts - Navy blue shorts  
Socks - Navy blue anklet  
Shoes - Black  
Hat - Navy blue stock

#### **Girls' Summer Uniform**

Dress - School check  
Socks - White anklet  
Shoes - Black  
Hat - Navy blue stock

#### **Boys' Winter Uniform**

Shirt - Sky blue long sleeve  
Trousers - Navy blue long leg, elastic waist  
Socks - Navy blue anklet  
Shoes - Black  
Hat – as for Summer Uniform

#### **Girls' Winter Uniform**

Tunic/slacks - school check  
Blouse - Sky blue long sleeve, Peter Pan collar  
Socks/Stockings - Navy blue  
Shoes - Black  
Hat - as for Summer Uniform

Ties are to be worn by girls and boys with winter uniform. V-neck jumpers and bomber jackets in navy blue can be worn with the uniform when necessary.

### **SPORTS UNIFORMS - Worn on specified days.**

#### **Boys' Sports Uniform**

Shirt - Sky blue polo  
Shorts - Navy blue  
Socks - White anklet sports  
Shoes - White joggers

#### **Girls' Sports Uniform**

Shirt - Sky blue polo  
Skirt - Navy blue netball  
Shorts - Navy blue  
Socks - White anklet sports  
Shoes - White joggers

House badges for sports shirts are available from the Uniform Shop. Tracksuits are only to be worn as part of the Sports Uniform on specified sport or P.E. days.

**Uniform Shop** – Opened during school terms. Contact the school office for dates and times. Uniforms can be ordered through [www.flexischools.com.au](http://www.flexischools.com.au) and these orders, when filled, are sent home via the students.

**PLEASE NOTE: Oakhill Drive has a “No Hat, In the Shade” Policy. Students without a hat must go to a covered area where they will be supervised.**

### 6. JEWELLERY

Jewellery should not be worn at school, with the possible exception of wrist watches and a small religious necklace. In the interest of safety, and only if needed, studs and not sleepers are preferred in pierced ears. As a safety measure, dangling earrings are not to be worn at school. Students should never bring expensive jewellery to school.

## SECTION B: SCHOOL ORGANISATION

### 1. EMERGENCY PROCEDURES

Emergency procedures for the orderly evacuation of classrooms and all school buildings have been devised. Containment and lockdown procedures as well as playground evacuation procedures have also been devised. All staff and students are made aware of these procedures and throughout the year these procedures are practised.

### 2. LOST PROPERTY

Lost property is a major problem which could be avoided if names were sewn or written on **all belongings**. Labelled items of lost property are returned to owners. Unlabelled items will be sent to Stewart House or recycled through the Uniform Shop.

### 3. MOBILE PHONES

Students who bring a mobile phone to school must adhere to our mobile phone policy. Students and their parents are required to sign and return a Mobile Phone Agreement. A new agreement must be signed each year. Mobiles phones must remain in the student's bag on silent at all times. No device is to be taken to the playground.

### 4. HOMEWORK

Homework is designed to consolidate and reinforce learning. For older students it helps to develop good study habits, time management, concentration and self-discipline. Recommended time for homework:

Kindy – Year 2	20 minutes daily
Years 3 – 6	30 minutes daily

### 5. ORGANISATION OF CLASSES

Class organisation may vary from year to year. Classes may be:-

Parallel	- Varied ability in each class
Composite	- Combination of more than one grade
Team Teaching	- Teachers share responsibility for a class or a group of students
Gifted & Talented	- High ability students.

The decision of class organisation for each year is made after discussion and consideration of the many factors involved.

### 6. RELIGIOUS AND ETHICS INSTRUCTION

Once a week, we are visited by a number of lay teachers and clergy for periods of religious and ethics instruction. These groups meet for a period of 30 minutes. The school expects our students to be respectful of visiting teachers and that behaviour be exemplary. The students who have brought notes from parents seeking exemption from these classes are supervised for this time.

## SECTION C: SCHOOL EXPECTATIONS

### 1. SCHOOL EXPECTATIONS

We seek your co-operation in encouraging your child to follow the school expectations.

#### Respect

- ✓ Be honest, kind and helpful
- ✓ Listen, communicate and behave with courtesy
- ✓ Accept the rights and differences of others
- ✓ Follow instructions cooperatively



## **Responsibility**

- ✓ Allow others to learn
- ✓ Play and move safely around the school
- ✓ Care for all property and the environment
- ✓ Wear your uniform correctly with pride

## **Resilience**

- ✓ Persevere
- ✓ Make good choices
- ✓ Show tolerance
- ✓ Strive to achieve your personal best

Teaching students' right from wrong is the shared responsibility of parents and teachers. We must work together for the good of all students. For further details please refer to the school's Student Welfare and Discipline Policy.

## **SECTION D: SPORT**

### **1. GENERAL**

Oakhill Drive encourages involvement in all sporting activities. We emphasise good sportsmanship and participation. There are four Sport Houses:

**KIMBA** (Red - Fire)   **GULLI** (Blue - Water)   **YINDI** (Yellow - Sun)   **KORRA** (Green - Grass)

Students K-6, are placed in a House on enrolment. Family members are all placed in the same colour house.

### **2. Kindy – Year 2 ACTIVITIES**

K-2 students are involved in fundamental movement skills programs, fitness and endurance gymnastics, minor games, skills development, dance and athletics.

### **3. Years 3 – 6 ACTIVITIES**

All Years 3-6 students should wear sports uniform on Fridays. A variety of minor games, skills programs, fitness and endurance activities, aerobics and major sports such as netball, soccer, Kanga cricket and T-ball are included in this program. Class teachers will notify parents if sport uniforms are required on days other than Friday.

### **4. PSSA SPORT**

Students in Years 3-6 have the opportunity to represent the school in Summer & Winter PSSA Sport. These are competitive teams who compete with neighbouring schools each Friday. During Summer the games are held in the morning and revert to after lunch during Winter.

### **5. ZONE REPRESENTATIVE SPORTS TEAMS**

Students who excel in a sport or sports may be selected to represent the school as a result of his/her effort at school carnivals. As well, several Zone/Area teams are formed after trials. These teams play in a state-wide competition and a state team is then selected after that. Students selected in these teams will need to make a firm commitment to training sessions and any other conditions.

### **6. STATE KNOCKOUT/INTERSCHOOL COMPETITIONS**

Our students are given the opportunity to compete in these competitions. Sports may change each year but usually include softball, netball, cricket, soccer, Aussie rules and touch football.

## **SECTION E: PERFORMING ARTS**

The school offers a variety of performing arts groups. Students selected to be a part of any group need to make a commitment to the activity. Teachers spend extra time training these students and both students and parents are aware that a commitment must be made.

### **1. CHOIR**

Students have the opportunity to perform at school assemblies, music festivals for school and the local community as well as eisteddfods.

### **2. BAND**

The school has a number of bands, including a Concert Band, Senior Band and a Junior Band. The Junior Band can be joined in Year 3. Each year in November an information night is held for students interested in joining. Students pay band fees, weekly tuition and instrument hire (if required). The bands have the opportunity to perform at school assemblies, eisteddfods, competitions, music festivals as well as in the local community.

### **3. DANCE**

Dance troupes are formed each year and are taught by a professional dance teacher. They perform at numerous events throughout the year. Each class also has an opportunity to participate in dance lessons, which are held throughout a school day.

## **SECTION F: EXTRA ACTIVITIES**

### **1. EXCURSIONS**

Excursions are organised for K-6 to complement the program of learning within the class. Parents are invited to accompany groups by the classroom teachers. Students from Years 5 & 6 have the opportunity to attend a camp or overnight excursion. Students are expected to abide by our school expectations at all times whilst on excursion.

### **2. PERMISSION NOTES**

Permission notes are required for all activities. If a permission note is **not** returned by the parent, permission will **not** be given for attendance. This rule will be observed **at all times**. Copies of notes can be found on the school website under the 'ODPS Communications' tab.

### **3. PAYMENT FOR ACTIVITIES**

Parents will be invoiced for all activities. The invoice will need to be paid **early each term** in order for your child to participate in the activity. Please discuss with the Principal any difficulty you may have in meeting any costs associated with your child's extra school activities. All such discussions will be handled sensitively and in confidence.

## **SECTION G: ANNUAL EVENTS**

### **1. SWIMMING, CROSS COUNTRY & ATHLETICS CARNIVALS**

The school will organise Inter-House carnivals for swimming, cross country and athletics. Participation by all students eligible is the aim of such events. The most successful competitors might be selected to represent our school at the District Carnivals. Our Swimming Carnival is held in Term 1, Cross Country in Term 2 and the Athletics Carnival is held in Term 3.

### **2. SPECIAL SWIMMING SCHEME**

Non-swimmers and weak swimmers are strongly advised to attend the Department of Education Special Swimming Scheme. Classes are held for 10 days. Instruction is free of charge and given by specially trained Departmental teachers. A fee will be charged for pool entry and bus fare.

### **3. SCHOOL DEVELOPMENT DAYS**

Each year every school holds five School Development Days specific for Teacher Professional Learning. These are held on the first day of Terms 1, 2 and 3 and the last two days of the school year. To ensure that every staff member has the opportunity to attend, these days are designated as student free days. We appreciate your support of School Development Days.

### **4. EDUCATION WEEK**

During the year we open our classrooms and invite parents, grandparents and friends to share in the

achievements of our students. Education Week is held early in Term 3. Other activities may take place including presentations, Grandparent's Day, Art Show and displays at local shopping centres.

## **5. PRESENTATION DAY**

At the end of Term 4, the academic, citizenship and sporting efforts of our students are recognised. Prefects are invested and School Captains for the following year are announced. Students from Kindergarten to Year 6 attend. Families are also welcome.

## **6. YEAR 6 FAREWELL**

At the end of each school year, a special function is organised to farewell our Year 6 students.

# **SECTION H: SCHOOL AGENCIES & SERVICES**

## **1. CANTEEN**

The school operates a canteen 5 days a week under the control of the Canteen Committee of the P&C. Canteen Managers are employed to run the canteen. Volunteer helpers ensure that the Canteen operates efficiently. Regular reports are made by the Committee to P&C meetings. Parent volunteers are always welcomed by the Committee. The Canteen provides wholesome food at reasonable prices. The current menu is available on our website and orders must be placed online at [www.flexischools.com.au](http://www.flexischools.com.au).

## **2. BANKING**

A P&C Committee representative conducts banking one day each week. Please encourage your child to bank at school.

## **3. COUNSELLING**

The School Counsellor visits our school twice each week. As a trained teacher and educational psychologist, the Counsellor can provide assessments in academic, social and emotional areas. Referrals are welcomed from parents and teachers.

Sometimes, in consultation with parents, students are referred to outside agencies for further assessment. We would appreciate being aware of any outside school involvement which may affect your child's academic or social adjustment at school.

## **4. LEARNING AND SUPPORT TEACHER (LAST)**

Students and staff at Oakhill Drive Public School have the support of the Learning And Support Teacher (LAST) three days a week. The role of the LAST supports teachers in meeting the learning and social needs of students in a variety of ways. Support includes:

- withdrawal of small group of students
- working in a team-teaching situation with the classroom teacher
- providing programming support for the teacher
- providing professional learning for teachers
- writing individual education programs
- liaising with outside agencies

The LAST is a part of the Learning and Support Team and, as such, shares responsibility for ensuring that all students' learning needs are met.

## **5. LIBRARY**

The school library aims to be the educational resource centre for the school community. Students may borrow at lunchtime or during their weekly library lessons. A library bag is required for all borrowing and loans are usually for a period of 2 weeks. Students may also use the Library for individual research. The Library is also open Thursday afternoons until 3:30pm.

## **6. HOME SCHOOL LIAISON OFFICER**

The Home School Liaison Officer is a Departmental officer who visits each school. This officer monitors attendance and may contact parents if a student's attendance is thought to be unsatisfactory.

## SECTION I: HOME – SCHOOL COMMUNICATION

### 1. CHANGE OF ADDRESS

Parents are asked to **promptly** advise the school of any change of address, home, mobile or business phone numbers. Change of address will need to be accompanied by photocopied proof of the new address such as a utilities notice or lease agreement.

### 2. EMERGENCY CONTACT

In an emergency, it is important that we are able to contact parents or their delegates quickly. If these contact details change, it is the responsibility of families to inform the school.

### 3. NEWSLETTERS AND NOTIFICATIONS

The Acorn newsletter is published each week. In Week's 3, 6 and 9, the Acorn is replaced by the Oaktree newsletter which is a larger version and includes the Oakhill Drive School Honour Board as well as students' achievements outside the school environment. School newsletters, alerts and news are communicated directly to parents' smartphone or iPad through the 'Skoolbag app'. Please install the App on your phone or tablet device by following the instructions on our school website under the 'ODPS Communications' tab. Our newsletter is also available for viewing on our website at <http://oakhilldrive.schools.nsw.edu.au>

### 4. ATTENDANCE

All absences must be explained in writing to the class teacher, this may be an email to the school.

#### Parents requesting to take a child during school hours:-

- Parent must come to office to obtain a Student Leave print out.
- Parent takes print out to the classroom teacher and collects child.

If parent sends a note to the classroom teacher, the same procedure as above is followed.

Students arriving late to school must be signed in by the parent/carer at the office.

**No child will be sent home during school hours without an accompanying adult. If a child is to be picked up early by someone other than the child's parent, the school requires notification in writing from a parent. All students leaving early must be collected from the classroom by the adult.**

### 5. NOTES TO PARENTS

From time to time, notes are sent home to parents requiring a response in the form of a tear off slip. Parents are asked to return these promptly, to the designated person or location as stipulated on the note.

### 6. ASSESSMENT & REPORTING TO PARENTS

Our philosophy is to include parents, teachers and students in the assessment process.

Term 1:	Meet the Teacher Evenings. Parent/Teacher Interviews.
Term 2:	Written Semester One Report and interview upon parent request.
Term 3:	Interviews upon teacher or parent request.
Term 4:	Written Semester Two Report and interview upon parent request.

Two levels of testing are conducted at this school:

- (i) Government designed NAPLAN Tests in Years 3 and 5. Year 4 and Year 6 students will have the opportunity to be tested for OC and selective High School placement respectively if nominated by their parents.
- (ii) Ongoing Student Assessment.

Information gained from assessment is used to plan and teach effectively. It is also used to report to parents on the progress of their children. Assessment procedures include tests, observation of students at work and analysis of work samples. It may also include diagnostic tests given by specialist staff such

as the Counsellor or Support Teachers.

Parents seeking interviews with the Principal or a teacher should ring to make an appointment. The Principal, Deputy Principal or Assistant Principals are always willing to discuss problems. However, for obvious reasons, teachers can only have interviews outside teaching time. Occasionally problems arise which cause teachers to seek interviews with parents. A mutually acceptable time is then negotiated.

## **SECTION J: SCHOOL ORGANISATIONS**

Oakhill Drive Public School has an active and enthusiastic parent body. The Parent body has played and is playing a significant role in the development of the school's direction and policies.

### **1. PARENTS & CITIZENS ASSOCIATION**

You are especially encouraged to join this organisation which plays such an important part in the school's life. Through this Association parents and community members acquire a greater understanding of the practices of the school. Meetings are held in the Staffroom at 7:30pm on the second Monday of each month. Please come along to our meetings. You are most welcome. The Association wants to draw upon a wider body of community knowledge in order to assist the Principal and staff make decisions about the education of your child.

Much of the work we do is in the way of fund raising to provide our children with all the additional facilities and equipment so necessary for today's education.

The Parents & Citizens Association oversees the Canteen, Uniform Shop and Band Committees.

## **SECTION K: HEALTH**

### **1. FIRST AID**

Basic First Aid for injuries suffered at school is administered by the School Assistants. In all cases where the injury is more than minor, we contact parents. From time to time parents may be contacted to pick up injured or sick students. Parents are urged not to send sick children to school.

### **2. ONGOING DAILY MEDICATION**

Policy statements from the Department of Education outline procedures which must be followed by the school when a student requires medication (tablets, medicine etc). Where medication needs to be administered by staff throughout the day, the medication must be clearly labelled with the student's name and the time it is to be given. It must be already measured out into the correct dosage.

### **3. ACUTE CONDITION MEDICATION (Anaphylaxis/Asthma/Allergies)**

Parents must supply the school with an Action Plan signed by the child's doctor for all anaphylaxis, asthma and allergy conditions that you require noted on the school's medical register for your child. All plans, Epipens, medications must be kept current and in date. The school, in conjunction with parents, will develop an Individual Health Care Plan for students who have acute medical needs.

***NO CHILD IS PERMITTED TO HAVE MEDICATION IN HIS/HER POSSESSION UNLESS AS OUTLINED IN THEIR MEDICAL PLAN***

These procedures have been devised to protect everyone and teachers are vigilant in enforcing them. Should any parent wish this matter clarified, please contact the Principal.

### **4. PROCEDURES TO REDUCE ALLERGIC REACTIONS AT SCHOOL**

Every care is taken at school to reduce the risk for students who have allergic reactions to various elements. We ask that students NOT bring lollies to school, sell chocolates etc. for fundraising or share any of their food with others. Peanut butter and nut products are discouraged.

## **5. AMBULANCE SERVICE**

If necessary, an ambulance will be called to assist with attention to an injured student. The school subscribes to this service on behalf of all our families.

## **6. INFECTIOUS DISEASES**

Under the Public Health Act and Department of Education Regulations some common diseases require children to be kept at home from school to prevent the spread of infection. Some details are:

<b><u>DISEASE</u></b>	<b><u>EXCLUSION</u></b>	<b><u>CONTACTS</u></b>
Chicken Pox	Excluded for at least 5 days after the first spots appear or until scabs have fallen off.	Not excluded
Conjunctivitis	Excluded until discharge has ceased.	Not excluded
German Measles (Rubella)	Excluded for at least 4 days from the appearance of rash or fully recovered.	Not excluded
Hand, foot and mouth	Excluded until blistered have dried	Not excluded
Hepatitis	Re-admit on receipt of Doctor's certificate.	Not excluded
Impetigo	Excluded only if on exposed surfaces - face, scalp etc. May attend if covered by clean dressing.	Not excluded
Measles	Excluded for at least 4 days from start of rash or until medical certificate shown.	Not excluded
Mumps	Excluded for at least 9 days from onset of swelling or until fully recovered.	Not excluded
Pediculosis (Head Lice)	Not excluded, as long as head lice management is ongoing.	Not excluded
Ringworm	Exclude until treated or a medical certificate is produced.	Not excluded but regularly checked
Scabies	Excluded until all evidence has disappeared or medical certificate is produced.	Not excluded but regularly checked.
Scarlet Fever	Excluded until at least 24 hours of treatment has begun.	Not excluded
Slapped Cheek	Not excluded - consult doctor for accurate diagnosis.	Not excluded

Whooping Cough

Exclude until the first 5 days  
of a special antibiotic have  
been taken.

Not excluded

Please contact the school if any member of your family contracts any of the diseases referred to above. This information is vital to pregnant women in the case of **Rubella** and **Slapped Cheek Syndrome**.

**For further information visit [www.health.nsw.gov.au](http://www.health.nsw.gov.au)**

## **7. ABSENCES**

Absences must be covered in writing to the teacher giving a reason for the absence. Notes should be sent to school the day of return and the absence is recorded on the roll. The roll is a legal document and reasons for absences must be recorded by the teacher. We appreciate being advised beforehand if a student is to be absent for holidays or other known circumstances. Advice is to be in writing.

## **8. IMMUNISATION**

The Department of Education and Communities recommends **that children entering school should be immunised**. This is particularly important because your child will be coming into contact with many children and infections can be spread very easily. Children starting school who have not already had their booster immunisation should have:

- one booster injection against Diphtheria and Tetanus
- one booster dose of Polio vaccine by mouth (Sabin)
- one injection of Measles/Mumps/Rubella vaccine if they have not already been immunised against these diseases.

The Diphtheria/Tetanus and Poliomyelitis vaccine can be given at the same time. If Measles/Mumps/Rubella immunisation is also required, it is recommended that this be given one month earlier or later. Immunisation is available from your family doctor, from any council clinic, from some community health centres and Sydney's two Children's Hospitals. Dates and times of clinics may be obtained from your local Council. *It is important to obtain and keep a written record of your child's immunisations.* The Department of Health is concerned that complacency regarding immunisation against serious preventable childhood diseases may produce significant risks of outbreaks in the community. We therefore seek your co-operation in protecting the health of our students. Parents are asked to provide the school with an Immunisation Certificate for children enrolling in Kindergarten.

# **SECTION L: STARTING SCHOOL**

## **1. ENROLMENT**

In 1991, the Minister for School Education approved a change of policy for the enrolment of children into Kindergarten.

- Children who attain the age of five years prior to 1st August may be enrolled at school at the beginning of that school year.
- Children who attain the age of five years after 31st July, are not eligible to enrol in that year unless the child is enrolled under the Early Enrolment Program.

## **2. REQUIREMENTS ON ENROLMENT**

Enrolment Applications must be completed and returned to the school. **Proof of age and proof of address must** be produced before any child is enrolled in Kindergarten. Original documentary evidence must be provided in the following ways:-

- Birth Certificate/Passport
- Visa for those born overseas and not naturalised.
- Sale contract, lease agreement, council rates or utility bill

### 3. PREPARING YOUR CHILD FOR SCHOOL

Your child should know the following before coming to school:-

- How to unwrap lunch, especially if in plastic cling wrap.
- The difference between recess and lunch.
- How to open/close his/her school bag.
- How to ask permission to go to the toilet.
- How and when to wash hands.
- His/her name, address and telephone number.
- Many children have not heard their surname called aloud. You might help them here.
- How to use a handkerchief or tissue.
- How to do up buttons and shoelaces.
- How to take off and put on outer clothing without help - raincoat, jumper etc.

### 4. KINDERGARTEN ORIENTATION

- ❖ Open Day is held mid-year to enable both parents and children to visit our school.
- ❖ A Transition Program is run later in the year where children have an opportunity to visit classrooms while parents are acquainted with school organisation.

## SECTION M: TRANSFER OF STUDENTS

If a student is leaving the school, parents are requested to notify the Principal in writing prior to leaving. Work books can be collected and taken with the student. School library books and any other school property must be returned. In special circumstances (e.g. parent in hospital and child living with a relative), a student can attend another school on a "Temporary Transfer" in which case that school should also be advised.

## SECTION N: CUSTODY OF CHILDREN

### 1. ADVICE OF CUSTODY ARRANGEMENTS

The school should be advised in writing of any special or unusual arrangements concerning our students. If divorce has occurred, a family split or one parent is denied access to a child, the Principal should be advised. This will be treated in strict confidence.

## SECTION O: TRAFFIC RULES

### 1. PARKING

Parking is restricted in the grounds during school hours and parents **must not drive into the school grounds to transport children to and from school**. Also, parents cannot **park or stop in the Bus Zone from 3:00pm – 4:00pm**.

### 2. ROAD CROSSINGS

**All students** who cross Oakhill Drive **must** do so at the crossing. Parents are requested to reinforce this safety rule. Please ensure the safety of all our students by observing parking regulations and not driving through the bus bay.

### 3. BIKES

Only Years 3 - 6 students are to bring bikes to school. Students and their parents are required to sign and return a Bike Agreement before a student can ride his/her bike to school. A new agreement must be signed each year. Students bringing bikes to school must wear helmets. They must obey safety rules and park bikes in the racks provided. **Bikes are not to be ridden in school grounds**. For safety reasons, students with bikes needing to cross Oakhill Drive or David Road must use the crossings. If these rules are not followed, permission to bring a bike to school may be withdrawn.



## SECTION P: HOW PARENTS CAN HELP

### BE POSITIVE AND SUPPORTIVE

In everything you say and do about your child's work, the school or a teacher . . . **try to be positive.**

### SHOW AN INTEREST

Your child needs to know that you care and value what he/she is doing whilst at school.

### PRAISE AND ENCOURAGE

Take the time to regularly praise and encourage your child's work and areas of improvement. If your child knows you care about his/her education and remain supportive of the school and teacher, your child's performance will be enhanced.

### SIMPLE HINTS

#### READING

- ensure your child has regular time for reading
- make sure plenty of books are always available
- obtain books at the correct reading level
- take your child to the local library
- encourage and praise successes
- read to your child frequently.

#### HANDWRITING

- encourage neatness, fluency and correct style
- provide plenty of practice materials.

#### WRITING

- let your child see you writing
- allow your child to write letters to friends and relatives
- keep a holiday diary/scrapbook
- provide a quiet place in which to write
- be interested in what your child's writing says.

#### SPELLING

- encourage your child to be the first person to check his/her written work
- make sure a suitable dictionary is always close at hand and ensure your child can use it.

#### MATHEMATICS

- give your child regular tasks involving numbers
- provide materials for your child to manipulate
- encourage your child to actually do some tasks in weighing and measuring
- get your child to estimate before calculating.

#### GENERAL

- encourage your child to be responsible for:-
  - his/her actions
  - his/her belongings
  - delivering notes/messages to school and home.
- if problems arise in relation to your child and school, try to sort them out **at school** as soon as possible.

#### A FEW DON'Ts

- don't show worry or anxiety about your child
- don't be too critical of your child
- don't compare your child with other brothers, sisters or friends
- don't have unrealistic expectations of your child.

# *SCHOOL SONG*

Our school is a guiding light,  
That leads us so brightly,  
For truth and for honesty  
We will strive.

At Oakhill Drive we will play the game  
With care and thought for one and all.  
With all our might we will fill the world  
With dignity and light.

Our goal is to do our best,  
And strive to achieve no less,  
To live our lives most righteously,  
We will strive.







OAKHILL  
DRIVE  
PUBLIC SCHOOL

*welcome*  
THIS IS MY NEW SCHOOL...



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