

# HORSLEY PARK PUBLIC SCHOOL

SCHOOL INFORMATION BOOKLET

2019



Small enough to care... big enough to challenge

## PRINCIPAL'S WELCOME

Horsley Park Public School is a small semi-rural school with a proud history spanning 80 years. The school is staffed by highly qualified and dedicated teachers and has a caring K-6 philosophy. Just as each child is an individual with their own character and needs, so too their educational growth is unique. The teachers are committed to nurturing and developing the ability of each child through carefully planned and innovative teaching programs.

The school works with parents and the broader community to continually improve outcomes of students and ensure that they develop the skills to make them productive, successful and socially responsible citizens. Positive behaviour, cooperation and participation are encouraged and rewarded.

Students and parents enjoy the benefits associated with a small school - personalised learning in a supportive 'family' type community. Yet as a member of the Cowpasture Community of Schools, students are provided with access to the benefits of a large school community including interschool sport, cultural performances, competitions and leadership opportunities.

I am extremely proud and honoured to be this wonderful school's Principal and cherish the opportunity to assist in the development of our most precious resource - our children. It is rare, so close to Sydney, to have a school where every teacher knows every student and where students show that they care for each other. I am sure that as you become a part of the Horsley Park Public School Community, you too will find it a special place.

Regards,

Rita Raiti  
Principal

## MISSION STATEMENT

At Horsley Park Public School, we aim to provide a safe, caring environment where children will experience success and share happiness.

We provide and foster a school culture where:

- Intellectual, physical, social, emotional, moral and spiritual aspects of each student is recognised and valued.
- Quality skills are given their place in learning programs across the six Key Learning Areas.
- Quality learning experiences equip our students with the necessary knowledge and skills so they can develop to their full potential and take an active part in our community.
- Teachers, parents and community work together in openness and trust.
- Knowledge and skillful use of current technological advances across the whole curriculum are developed.
- A variety of learning styles are employed to meet the needs of all our students.

## THE CORE RULES

All students in NSW government schools are expected to:

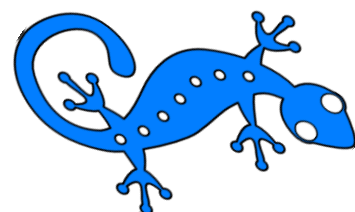
- ◆ Attend every school day, unless they are legally excused, and be in class on time and prepared to learn.
- ◆ Maintain a neat appearance, including adhering to the requirements of the school's uniform or dress code policy.
- ◆ Behave safely, considerately and responsibly, including when travelling to and from school.
- ◆ Show respect at all times for teachers, other school staff and helpers, including following class rules, speaking courteously and cooperating with instructions and learning activities.
- ◆ Treat one another with dignity and respect.
- ◆ Care for property belonging to themselves, the school and others.

**Behaviour that infringes on the safety of others, such as harassment, bullying and illegal or anti-social behaviour of any kind, will not be tolerated.**

## SCHOOL RULES

Effective learning and teaching will be promoted, supported and enhanced by the following core school rules:

- **Be Safe**
- **Be Respectful**
- **Be an Active Learner**



## QUALITY TEACHING PROGRAMS

- ◆ Horsley Park Public School is staffed by highly qualified teachers. Their dedication and professionalism contribute towards a well managed school.
- ◆ Horsley Park 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.
- ◆ Excursions, visiting performers, artists, authors and speakers complement class programs.
- ◆ A strong Personal Development and Health Program exists including Fitness, Child Protection, Drug Education and Road Safety.
- ◆ The diversity of student and parent backgrounds is utilised to enrich school life.
- ◆ A range of strategies are utilised to cater for the learning needs of all students.
- ◆ Programs encourage all students to actively learn in a creative, supportive and engaging environment.
- ◆ Opportunities exist for children to be involved in extra curricula activities such as dance, choir, public speaking, Coding Club and University competitions.
- ◆ The Student Leadership Team (SLT) is a valued group within our school. Students are provided with opportunities to develop leadership skills.

## SUPPORT UNIT

- ◆ Horsley Park Public School also has a support unit for students with a disability.
- ◆ It provides the students with a quality education that supports towards their individual needs in a safe, engaging and caring environment.
- ◆ The four classes cater for a range of students with disabilities from Kindergarten to Year 6.
- ◆ As a part of Horsley Park Public School, the support unit works within the framework of the Horsley Park Public School Code of Conduct and school rules in delivering the same quality education the rest of the school offers its students.
- ◆ The staff at Horsley Park Public School is committed to fostering and promoting a culture of acceptance and understanding for all students at Horsley Park Public School.

## 2019 SCHOOL STAFF

Many people work together in order to provide a professional learning environment for your child.

Ms Rita Raiti	Principal
Ms Kaylea Bailey	Relieving Assistant Principal Support
Ms Marcela Ferrari	Instructional Leader
Mrs Anne Martin	School Administration Manager
Mrs Sandra Sechi	School Administration Officer
Miss Angela D'Annunzio	Teacher (Support Unit)
Mrs Cindy Yang	Teacher (Support Unit)
Mrs Emily Lewer	Teacher (Support Unit)
Mrs Leearna Borg	Teacher
Mrs Robyn O'Keefe	Teacher
Mr Omar Obeid	Teacher
Ms Azka Afzal	Teacher
Mrs Aveline Elwing	Teacher
Mrs Cigdem Basak	Teacher/Librarian
Mr Salvatore Scenci	Teacher /Italian/RFF
Mrs Lillian Borg	School Learning Support Officer
Mrs Michaela Zammit	School Learning Support Officer
Miss Sarah Stewart	School Learning Support Officer
Mrs Anna Orecchio	School Learning Support Officer
Mrs Anna Michalopoulos	School Counsellor
Mr Charlie Bezzina	General Assistant
Mrs Joyce Borg	Cleaner

## STAFF ROLES

### Administrative Staff

Administrative staff works in the office and library areas. They are often the first staff members you meet when you come to the school. Their role is to:

- ◆ Liaise with parents and community members
- ◆ Assist staff with administrative work
- ◆ Maintain office records
- ◆ Provide **basic first aid support to students.**

**The General Assistant's** role is to:

- ◆ Maintain school grounds
- ◆ Provide general maintenance of school equipment.

**School Learning Support Officers** support students and teachers in the classrooms. Their role is to:

- ◆ Work with individual students or groups of students
- ◆ Prepare resources to support students and teacher programs
- ◆ Support integrated students in the playground or on excursions (if required).

## SCHOOL COUNSELLOR

**The School Counsellor** is appointed by the Department of School Education. This person has a background in teaching but has been trained to work as a counsellor. This means that they have specialist skills which can support students, staff and parents. The counsellor's role is to:

- ◆ Assess students with specific needs—learning, social and behavioural
- ◆ Provide information to parents and staff about the results of any assessments undertaken
- ◆ Counsel students with specific needs
- ◆ Support teachers in the implementation of support programs



- ◆ Provide advice to parents about other support agencies
- ◆ Students can be referred to the school counsellor by either parents or staff
- ◆ Parental consent must be gained before the counsellor can administer specific tests
- ◆ Requests for counsellor intervention or support should be made through your child's teacher or the Learning Support Team.

## CLASSROOM TEACHERS

- ◆ The number of classroom teachers appointed to the school is based on the student population.
- ◆ Horsley Park currently has 8 classes.

## SCHOOL STAFF

**R.F.F. Teachers** provide classroom teachers with release from face to face teaching for two hours each week.

- ◆ As part of their role RFF teachers work in consultation with classroom teachers to provide relevant programs across a range of subject areas.

**The Teacher Librarian** provides every class with a formal library lesson each week.

As part of their role they:

- ◆ Consult with teachers in the development of appropriate library lessons
- ◆ Manage all library resources.

**The Community Language Teacher** teaches students the Italian language and culture during the lesson each week.

The School Learning Support Officers provides support for students requiring assistance with learning.

Their role includes:

- ◆ Implementing, in consultation with classroom teachers, individualised and small group programs
- ◆ Assist the class teacher to deliver class program adjustments so that students with learning difficulties can work towards achieving appropriate learning outcomes.

## SCHOOL UNIFORM

The Principal, school staff and parent community of Horsley Park Public School has determined that all students attending Horsley Park School should wear school uniform as described below. They support and endorse this decision and will encourage all students to wear school uniform.

- ◆ All uniform items (except shoes/socks/stockings and boys summer shorts) can be ordered at the school office.
- ◆ Offensive slogans on clothing or belongings will not be permitted.

## SUMMER UNIFORM

### GIRLS

Blue checked summer dress with red bow.

**OR**

Royal Blue culottes with light blue Polo shirt.

Black shoes with white socks

Royal Blue school hat.

### BOYS

Grey shorts

Light blue Polo shirt

Black shoes and

grey socks

Royal Blue school hat

## WINTER UNIFORM

### BOYS

Long grey trousers  
Long sleeved light blue Polo shirt  
Royal Blue school sloppy joe, jumper  
or embroidered school jacket  
Black shoes with grey socks  
Royal Blue school hat

### GIRLS

Royal Blue princess line tunic  
Light blue long sleeved blouse with red tie  
Black shoes with white socks/navy blue tights  
Royal Blue sloppy joe, jumper or embroidered  
school jacket  
Royal Blue school hat

Royal Blue tracksuits with long sleeved pale blue shirts are also acceptable winter school uniform except when formal uniform is required.

## SPORT UNIFORM

### BOYS & GIRLS

School Sport shirt  
Blue shorts  
Joggers and white socks  
School tracksuit in cold weather



# Horsley Park PUBLIC SCHOOL



*Our School  
Uniforms*

## SCHOOL ORGANISATION

### School Times

- ◆ Morning Bell 9.15 am
- ◆ Lunch 11.15 am to 11.55 am
- ◆ Recess 1.40 pm to 2.00pm
- ◆ End of Day Bell 3:00pm

(Teachers supervise eating time from 11.15 to 11.25 am and 1.40 to 1.50 pm)

- ◆ Children should arrive at school from 8.45 a.m. and sit quietly under the shelter shed. **Prior to this time, no playground supervision is provided.**
- ◆ Your co-operation in ensuring children **do not** come to school early is appreciated.
- ◆ **All children should arrive at school in time to start classes at 9.15 a.m.**
- ◆ Our playground is K-6 and all children are expected to play well together.
- ◆ Class rolls are marked each day. Students arriving late or leaving early will be marked with a partial absence.
- ◆ If arriving late, students should report to the office for a late note before attending class. If leaving early, parents need to get a slip from the office before going to the classroom.
- ◆ The school welcomes parents on the school grounds but we would ask that you move away from classrooms when the 9.15am bell rings so that teachers can start their lessons.
- ◆ All students are required to be picked by parents or caregivers promptly when the bell rings at 3 p.m. **Students travelling home by bus will be supervised until the bus arrives.**
- ◆ Students being picked up in the Kiss and Drop Zone will be supervised by a staff member in the afternoon.
- ◆ In order to allow students to work until the afternoon bell rings, parents prior to 3pm wait under the shelter area.
- ◆ Parents need to walk into school grounds to collect their child.
- ◆ **No child is to be in the car park.**

## ABSENCES FROM SCHOOL

**By law, the Department of Education and Communities requires that all student absences from school must be explained.**

- ◆ Parents are asked to provide a **written explanation** of a child's absence on his/her return to school.
- ◆ If your child is late to school in the morning they must come to the office and get a late note to present to their teacher.
- ◆ If you need to take your child out of school before the end of classes you must fill out a form at the office before going to the classroom. This is an important safeguard for all children and ensures that only authorised adults have access to your child during school hours.
- ◆ A Home School Liaison Officer is appointed by the Department to check class rolls on a regular basis. Irregular student attendance may be questioned as a result of this process.
- ◆ Partial absences (being late or going early) are also monitored and notes are required to explain why these take place.

## AFTERNOON DISMISSAL

- ◆ School ends at 3 p.m. and every parent is expected to collect their child at that time.
- ◆ To avoid any unnecessary distress for your child, **please be punctual**. Make sure your child is fully aware of any routine changes and knows never to go home with strangers.
- ◆ **If you are running late please call the school on 9620 1301.**

## ASSEMBLIES

- ◆ Student assemblies are held fortnightly on Thursday commencing at 2:10pm. Each class has a turn running the assembly and performing an item and we warmly welcome parents to come along and watch.
- ◆ Bronze, Silver, Gold Principal's & Horsley Endeavour award certificate recipients are notified by the Principal before the assembly.

- ◆ Other special event assemblies or major activities will be held throughout the year. These will be advertised in the newsletter.
- ◆ A morning assembly is held every Monday at 9.15am where announcements for the week are made.

### BOOK CLUB

- ◆ Our school operates a Book Club through Scholastic Australia, giving the students an opportunity to purchase books at discounted prices.
- ◆ Catalogues are distributed each term.

### BUS TRANSPORT

- ◆ Bus Pass Application is available online and needs to be filled out and brought to school for verification.
- ◆ Children must carry their bus pass at all times in order to travel, free of charge, on a school bus.

### CANTEEN

- ◆ The canteen is run by the P & C.
- ◆ Volunteer helpers are always needed to ensure the viability of keeping the canteen open each day.
- ◆ The canteen operates on the philosophy of providing healthy foods to the students.
- ◆ The canteen opens for lunch ONLY on Mon, Wed & Thurs
- ◆ Hot lunch orders are available throughout the school week.

### CONSENT FORMS

- ◆ During the year, students may be involved in activities and excursions that require a signed permission slip.
- ◆ Failure to provide this, means your child will be unable to take part in this activity.

### CUSTODY AND NAME CHANGES

- ◆ Please keep the school advised of any issues related to the custody of your child. Such matters should be discussed with the Principal, so that the school is able to respond in an appropriate manner to any problems which may arise.

- ◆ The Principal will be able to advise you of the school's legal obligations as they relate to child custody.
- ◆ Any documents regarding custody arrangements need to be brought to school, so that a copy can be kept on file.
- ◆ Children will be officially known by the surname recorded on their birth certificate. Official documentation of legal name changes must be provided before any alterations to surnames can take place.

### EMERGENCIES

- ◆ Please ensure that you keep the school informed of **changes in telephone numbers**, emergency contacts and addresses, so that the school can act with haste when a child needs medical attention or is sick.

### FIRST AID

- ◆ Basic first aid support and duty of care is given to all students.
- ◆ Any child sent to sick bay by the teacher, is assessed by the office manager who provides basic care and administers bandaids, tissues and sympathy. Often a short rest is all that is needed for the child, but if not, the parent/caregiver will be called and asked to come to school and take the child home or to the doctor.

### ITEMS OF VALUE

- ◆ Toys or valuable items should not be brought to school.
- ◆ **Horsley Park Public School does not accept responsibility for loss or breakage of these items.**
- ◆ **Electronic games and toy weapons of violence are banned.**
- ◆ Please label any item brought in for news.

### LIBRARY

- ◆ All students have a weekly library lesson. Your child will have access to the library for borrowing books. Please provide a cloth library bag labelled with your child's name.



## LOST PROPERTY

- ◆ All lost property is located outside of the classroom in Block A, and it is always full! Please label all jumpers, jackets and hats so that we may be able to return some of these items to the rightful owners. Any leftover lost property will be distributed to charity at the end of Semester 1 and Semester 2.

## MEDICATION

- ◆ To ensure your child's safety and wellbeing, all medications (both prescribed and over the counter medication), must be sent to the main office before school starts each day.
- ◆ Medication must be clearly labelled with the child's name, instructions about administering times and accurate dosage. A note must accompany all medicines, giving your permission for office staff to administer it to your child.
- ◆ All care will be taken by staff but responsibility cannot be accepted if your child does not attend the office to take their medication.
- ◆ Medication without an explanatory note will not be administered.
- ◆ It is essential that children do not keep medication (other than asthma puffers) in their bag.
- ◆ The school should be advised of any important issues related to your child's health.

## NEWSLETTER

- ◆ The newsletter is written fortnightly and goes home with the eldest student of the family every second Tuesday. This contains information about activities taking place at school, information from class teachers and a calendar of upcoming events.
- ◆ Newsletters are now being emailed. Please leave your email address with the office if you would prefer this option.
- ◆ Newsletters are also available on the school website.

## PAYING MONEY

- ◆ Please make payments to the office in an envelope with your child's name, class and reason clearly marked.
- ◆ Envelopes are available from the office.

## PARENT INVOLVEMENT

- ◆ Throughout the year there are many opportunities for parents to help in classrooms, at sport, in the library, reading program and with special events.
- ◆ At the start of each school year an invitation is extended to any parent who wishes to support the school in this way.
- ◆ You may like to become involved through:
  - Sharpening pencils
  - Cleaning up after painting
  - Covering books
  - Listening to children read
  - Helping a small group of children in reading, mathematics, spelling or similar
  - Assisting with sport
  - Working with children in structured play activities
  - Assisting children with computer work
  - Reading to small groups of children
  - Becoming a canteen volunteer
  - Joining the P & C

## P & C ASSOCIATION

- ◆ The P & C Association meets twice a term at 2.00 p.m. in the Reading Room. Dates and times are included in the newsletter.
- ◆ Matters relevant to the general running of the school are discussed in this forum.
- ◆ All parents are welcome to attend these meetings.
- ◆ The P & C supports the school's programs by raising money for a range of items and activities.
- ◆ Every effort is made to share information about educational programs and initiatives taking place in the school.

## PLAYGROUND SAFETY RULES

- ◆ No running on the concrete — walk at all times.
- ◆ Students are to play in supervised areas.
- ◆ Safe activities are insisted upon at all times.
- ◆ See the Student Welfare Policy.

## SCHOOL RELIGIOUS EDUCATION

- ◆ Scripture classes are conducted by catechists from the local church communities every Tuesday morning. Classes are provided for Catholic and Anglican students.
- ◆ Students not attending scripture classes will be supervised by class teachers.

## STUDENT BANKING

- ◆ Student banking is currently available at the school.
- ◆ Students bring their bank books in to the office or their class teacher and after processing it is returned to the class teacher to be handed back to the student. Banking is done on a Wednesday.
- ◆ The school receives a small commission from the Commonwealth Bank for the number of children using this facility.

## SPORT

All students, K—6, at Horsley Park Public School have the opportunity to participate in a structured sport program.

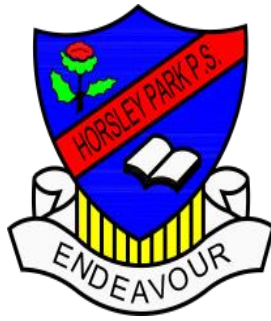
Our school Sport Houses are:

ABBOTT	:	Yellow
JOHNSTON	:	Red
WESTON	:	Green

## CARNIVALS

During the year there are three major sporting carnivals:  
Swimming Trials (Term 1) Cross Country (Term 2) Athletics (Term 3)

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



**Principal**  
Mrs Rita Raiti

**School Motto**  
'Endeavour'

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