

NORMANHURST PUBLIC SCHOOL



HANDBOOK

WELCOME

to Normanhurst Public School

“Forever Strive”

Welcome to Normanhurst Public School. Set among the leafy suburb of Normanhurst, it is a school which puts students first. We offer a caring, supportive learning environment in which students are encouraged to do their best, think for themselves and broaden their experiences.

The school is focused on developing students who are well rounded individuals. Normanhurst enjoys high academic results, but students are given opportunities and excel in a range of other activities, such as cultural and sporting pursuits.

Normanhurst Public School has a close relationship and partnership with its parent community. Parents are involved in the school extensively, from assistance in classrooms to organising and running particular groups. Our supportive P&C have frequent input into school issues and also help the school enormously in fundraising and organising school events.

The needs of individual students are catered for at Normanhurst. A specialist counsellor works at the school in conjunction with the staff and a Learning and Support Teacher (LAST) supports teachers and those students who may have some learning difficulties.

Our caring and dedicated staff work hard to ensure that your child’s emotional and social needs are being accommodated for as well as their academic ones. They know that students who learn best are the ones who feel safe, secure and appreciated at school.

This booklet contains a great deal of information about the school. We hope you find it beneficial. Enquiries can be made to our School Office between the hours of 9.00am and 3.00pm. Many enquiries are handled by our office staff who also direct calls to the Principal and relay messages to teachers. The school's address for all correspondence is:

Normanhurst Public School
Normanhurst Road, Normanhurst 2076
Telephone No: 9489 1152 / Fax: 9489-3257
Email: normanhurs-p.school@det.nsw.edu.au
Website: www.normanhurs-p.school.nsw.edu.au
NOOSH: 9489 0178

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THE AIMS OF THE SCHOOL

Mission statement

Normanhurst Public School values children and their education. Students, staff, parents and community members actively work towards achieving the school's motto "Forever Strive".

Aims

- To value each child as a person in his/her own right.
- To maintain a caring environment that is conducive to maximised student learning outcomes.
- To encourage all members of the school community to view education as a life-long process.
- To provide many opportunities for students to achieve in academic, sporting, cultural and social activities
- To offer quality educational programs coupled with innovative delivery and curriculum implementation.
- To be an integral part of the local community.

Brief History

Normanhurst's long history officially began in 1872 when a committee of Hornsby residents applied for a Public School to be built on a block of land donated by Charles Curtis of Pennant Hills. A two-room school building to accommodate about 70 children was eventually built, but unfortunately five years later it began to subside unevenly. In 1891 the Education Department recommended the school be closed and a new building be built at the railway village of Thornleigh, one and a half miles away. After loud and energetic protests, the Hornsby folk repaired the building themselves and the Department agreed to reopen the school.

In 1923 the school now known as Normanhurst Public School needed extensions and renovations and consequently moved to the present two hectare site - and a new building designed to accommodate 150 students. The P&C provided playground equipment and a Mignon piano for the new school. Between 1947 and 1955 three single and two double portable classrooms were provided for the growing enrolments, which reached 572 children in 1960.

In 1956 the P&C embarked on a vigorous fund-raising campaign to contribute one-third towards the overall cost of an Assembly Hall. The Hall was finally completed at the end of 1959 at a cost of £8,350. A permanent double brick classroom facing Normanhurst Road was built in 1972 (currently the Kindergarten rooms). A new canteen and toilet block near the hall was completed in 2011.

1. School Organisation

STAFF

The school is staffed by:

Principal (non-teaching)

Teaching Staff

Three Assistant Principals

Classroom Teachers

Librarian (part-time)

Relief From Face To Face Teacher (Computer Teacher)

Learning and Support Teacher (LAST)

Support Teacher - ESL

School Counsellor

Administrative Staff

Three Administrative Officers

Teachers' Aide (Integration)

Teachers Aide (Special Education)

Administrative Assistant - Library

Maintenance/Cleaning

General Assistant (One day per week)

School Cleaner

TIMES

The school playground is supervised by teachers from 8.30am only. If you are unable to collect your child by 2.55pm, please contact the school office.

School Commences	8.55am
Crunch 'n Sip	10:00am (A snack of fruit /vegetables brought from home)
Morning Recess	11.00 - 11.20am
Lunch	12.50 - 1.50pm
Kindergarten Dismissal	2.30pm (Weeks 1 – 4 of Term 1) 2.55pm (Terms 1, 2, 3 & 4)
Years 1-6 Dismissal	2.55pm (It is recommended children to leave via Normanhurst Road gate only)

BEFORE/AFTER SCHOOL CARE

NOOSH (Normanhurst Out of School Hours) Care Centre (fully accredited in 2006).

Normanhurst Public School offers before and after school care catering for children from K-6. The centre is open every school day and is operated by trained staff in a pleasant, safe environment. Before school care is available from 7.00 - 8.30am and after school care from 3.00 - 6.00pm. At an additional cost it is possible to collect your child at 6.30 p.m. Vacation care is also available at the Centre. Bookings can be made on a permanent or casual basis. To enrol your child, contact the co-ordinator on 9489 0178.

STUDENT LEADERSHIP

Opportunities for pupils to accept leadership responsibilities are provided through:

- School Captains/Vice Captains
- House Captains/Vice Captains
- Prefects
- Student Council Representatives (Years 2-6)
- Peer Support Leadership

PLAYGROUND SUPERVISION

Children are supervised at 8.30 a.m. before school, at recess and lunch times by teachers. After school, Normanhurst Road has a crossing supervisor and buses are also supervised.

RELIGIOUS INSTRUCTION

Children in our school attend Scripture lessons for half an hour a week each Wednesday. Representatives from several denominations teach scripture to small groups of children. These lessons are not compulsory and those who do not attend are supervised. If parents wish to change scripture groups they need to provide a note.

BUSES

Bus services transport children to and from school. Bus passes are available for travel and enquiries should be made at the School Office to determine eligibility. Current timetables are available at the office. (Transdev Bus Company: 9457 8888)

SECURITY

Unauthorised persons are not permitted in the school grounds. Any visitors to the school are asked to sign in at the office. All parents and community members are asked to help protect our school by reporting dangerous or unauthorised activities to Department of Education and Communities Security on telephone number 1300 880 021.

SPORTING HOUSES

All pupils K-6 are allocated to Houses for sport. Our four houses, and their colours, are:

Banksia - Blue Acacia - Yellow Waratah - Red Eucalypt - Green

Children from the same families are always placed in the same houses.

SCHOOL PHOTOS

During the year we arrange for individual, class and special group photos to be taken by visiting specialists in school photography. All photos are pre-paid and parents are not obliged to purchase photos.

VOLUNTARY CONTRIBUTIONS SCHEME

School contribution fees, while not compulsory, help our school to provide additional resources such as library books, computer software and sporting equipment. An amount of \$70 per child or \$160 for three or more children is requested.

2. Parent Participation

The involvement of the community in our school is an essential part of Normanhurst. Normanhurst Public School has a long tradition as a 'family school' and parents have daily contact with the school in many different ways.

HOME/SCHOOL COMMUNICATION

Parents & Citizens Association.

The P&C Association meets on the second Monday of each month (school holidays excepted) in the Staffroom at 8pm. Meetings provide an open forum where all members of the school community are most welcome to participate. The Principal and sub-groups of the P&C furnish reports on activities in and around the school, and matters of interest in our school or in education are readily discussed, thus providing clear and open communication within the school community. The P&C aims to foster a community atmosphere by encouraging social and fundraising events to suit children, parents and staff at Normanhurst Public School.

Canteen

The canteen is open every Monday, Wednesday and Friday and is staffed by a manager and volunteer parents. New faces are always welcome. Enquiries should be directed to the Canteen Convenor or through the school office. Price lists are reviewed when necessary and new summer and winter price lists circulated to all pupils. Parents are also able to order online. Our canteen serves a varied, nutritious menu and operates in clean hygienic surroundings. Canteen phone number is 9989 8775.

Grounds Maintenance

Enthusiastic working bees are held regularly throughout the year to maintain the school grounds.

Uniform Shop

This is staffed by parents and opens every Friday morning from 8.15 a.m. – 9.00 a.m. At the beginning and end of the year there are extra opening times. Parents may also leave orders and payment at the school office for uniforms. These orders will be filled when the uniform shop is open. A price list is available from the office or on the P & C website.

Management

Student Welfare

At Normanhurst, there are three broad expectations of students:

Be Responsible
Be Respectful
Strive for Success

A behaviour matrix is included on the following page showing what behaviours are expected in different parts of the school



“Be Responsible, Be Respectful, Strive for Success”

What it looks like at Normanhurst Public School

<p>What does it look like in Stages 2&3?</p> <p>Responsible</p> <ul style="list-style-type: none"> • Show initiative and keep the area tidy • Use equipment responsibly • Move sensibly through the buildings <p>Respectful</p> <ul style="list-style-type: none"> • Speak respectfully • Work quietly and consider others <p>Strive for Success</p> <ul style="list-style-type: none"> • Do your best work – be organised • Follow directions carefully • Work co-operatively 	<p>What does it look like in Kinder & Stage 1?</p> <p>Responsible</p> <ul style="list-style-type: none"> • Keep the area tidy • Use equipment safely and correctly • Move sensibly <p>Respectful</p> <ul style="list-style-type: none"> • Speak kindly • Work quietly and consider others • Move quietly through the buildings <p>Strive for Success</p> <ul style="list-style-type: none"> • Do your best work • Follow directions carefully • Work together 	<p>What does it look like in the Library and Computer Lab?</p> <p>Responsible</p> <ul style="list-style-type: none"> • Keep the area tidy • Use equipment safely and correctly • Move sensibly <p>Respectful</p> <ul style="list-style-type: none"> • Speak kindly • Work quietly and consider others • Move quietly through the buildings <p>Strive for Success</p> <ul style="list-style-type: none"> • Do your best work • Follow directions carefully • Work together
<p>What does it look like in the Canteen?</p> <p>Responsible</p> <ul style="list-style-type: none"> • Keep the area tidy • Speak clearly and politely <p>Respectful</p> <ul style="list-style-type: none"> • Kinder and Stage 1 – speak kindly • Stage 2 and 3 – speak respectfully • Please and thank you to canteen staff <p>Strive for Success</p> <ul style="list-style-type: none"> • Know what you want to buy • Know how much an item costs • Have enough money 	<p>What does it look like in Assemblies?</p> <p>Responsible</p> <ul style="list-style-type: none"> • Walk in quietly • Sit and listen attentively <p>Respectful</p> <ul style="list-style-type: none"> • Allow for personal space • Remain focussed • Celebrate others’ successes <p>Strive for Success</p> <ul style="list-style-type: none"> • Listen actively • Participate appropriately 	<p>What does it look like in the playground?</p> <p>Responsible</p> <ul style="list-style-type: none"> • Sit to eat • Wear a hat • Take care of personal belongings • Play in appropriate areas <p>Respectful</p> <ul style="list-style-type: none"> • Follow all teachers’ directions • Show consideration to all <p>Strive for Success</p> <ul style="list-style-type: none"> • Be aware – play safely • Remember to look after our environment

Strivers

Students are recognised for their excellent work and behaviour in a number of different ways. Our main reward system is Strivers, which are small printed pieces of coloured paper describing the pleasing behaviour they displayed. It is the children's responsibility to hang on to these and accumulate them. Teachers are allocated a number of Strivers which they give out throughout the week.

10 Strivers = 1 Silver Striver Certificate (presented in class)

4 Silver Striver Certificates = 1 Striver badge (presented at assembly)

Merit certificates (worth 2 Strivers), Citizen of the Month Awards (worth 3 Strivers) and house points are other ways the school reinforces appropriate work habits.

Learning and Support Team (LST)

Normanhurst's LST is comprised of the principal, assistant principals, LAST teacher, counsellor and classroom teachers. The team meets on a fortnightly basis to discuss how best to help particular students who may have learning, emotional, behaviour or medical needs. They may recommend further assessments by the counsellor, additional professional development by the class teacher, the purchase of resources or applications for special class placement.

School Counsellor

The School Counsellor is a qualified psychologist as well as a teacher. They work two and a half days at Normanhurst every week. Parents may complete a referral for the counsellor to see/assess their child or the child may be referred by the LST. The counsellor cannot assess a child unless permission has been sought from the parents. The counsellor works with and supports numerous families in our community and their level of service is highly respected and effective.

Suspension/Expulsion

Students may, at the discretion of the principal and under the DEC Suspension and Expulsion Guidelines, be suspended from school. The suspension may be for up to twenty days, during which time the primary caregivers are responsible for the welfare of the student.

SCHOOL UNIFORMS - CLOTHING POOL

GIRLS

SUMMER

Red, white & blue check uniform/shorts*
White school socks
Black school shoes
Royal blue zippered jacket with crest*
Broad brimmed hat or bucket hat*

WINTER

Royal blue check tunic/pants*
Sky blue long sleeved shirt with crest*
White socks/Navy blue tights
Black school shoes
Royal blue zippered jacket with crest
Red neck scarves

SPORTS UNIFORM (same for both)

Red polo shirt with school crest*
Royal blue shorts*
White socks
Sports shoes
Royal blue track pants*
Royal blue zippered wind cheater

Library bags *

School back packs with school crest*

* These items are sold at the Clothing Shop every Friday between 8.15am and 9:15am.

CLOTHING POOL: School uniform articles may be bought or donated through the clothing pool manager who is available at the Clothing Shop each Friday morning. Second hand clothes are available for purchase.

BOYS

SUMMER

Sky blue short sleeve shirt with crest*
Grey shorts*
Grey socks
Black school shoes
Royal blue zippered jacket with crest*
Broad brimmed hat or bucket hat*

WINTER

Sky blue long sleeved shirt with crest*
Grey school trousers
Grey socks
Royal blue zipper jacket with crest
Black school shoes
Red neck scarves

3. Curriculum

Overview of Key Learning Areas

Schools provide courses of study in each of the six Key Learning Areas: English, Mathematics, Science & Technology, Creative & Practical Areas, Human Society & Its Environment and Personal Development, Health & Physical Education.

ENGLISH

Library

The school library is continually updating its resources to provide both students and staff with relevant information sources and books which encourage reading for pleasure. Enquiry terminals are available to locate library resources and children are able to access information via the internet. The library is staffed on Monday through Thursday. Parent helpers are always very welcome to cover or shelve books.

Home Reading

Home reading is a great way to have a link between the school and home. Children are able to change their books every day if needed and can choose from a large variety of books, both fiction and non-fiction. They have a Home Reading Card which is signed daily by parents. Parents are encouraged to listen to and discuss the text with their child.

Guided Reading

Children participate in guided reading sessions every week. Groups are based on reading ability levels. Guided reading enables children to read a variety of texts appropriate to their abilities. Reading is reinforced by carefully planned response activities.

Learning and Support Teacher (LAST)

Learning difficulties vary in cause, nature, intensity and duration. The Support Teacher Learning Assistance identifies and assists students with learning difficulties and provides planned, ongoing teaching/learning programs. Parents are encouraged to contact the class teacher if they have any concerns.

English as an Additional Language or Dialect Teacher (EAL/D)

Students whose English skills need further support are assisted by the EAL/D teacher. This may take the form of small group withdrawal or working in the classroom with the class teacher.

Reading Tutor Program

The Reading Tutor Program (RTP) is an individual program designed for children in Years 2-6 who need extra help in reading. This program is based on a program called *Multilit*. The tutors are willing, enthusiastic parents who come in the morning to assist the children. Each session involves sight words, word attack skills, spelling, oral comprehension and reading. Children enjoy doing the program as they experience success working at their own level. Tutors also find it very rewarding as they see their pupils' progress.

MATHEMATICS

All children need an understanding of mathematical ideas, skills and techniques. These include understandings of number, measurement, probability, data, spatial sense and critical mathematical thinking.

Children learn with a variety of teaching approaches. *'Count Me In', 'Count Me In Too'* and *'Counting On'* programs are used across the school.

SCIENCE & TECHNOLOGY

Computers

Every child in the school has access to computers on a daily basis, which are used for word processing, problem solving, skills practice, co-operative learning and to support the core curriculum. A network links the whole school providing internet access to classrooms. A computer room is located in Block D. Each class has a specific allocated technology lesson each week.

Smart Boards

Interactive white boards are in virtually every classroom in the school.

CREATIVE & PRACTICAL ARTS

Bands

Our school bands provide an opportunity for children in Years 3-6 to learn a musical instrument. Band members are expected to undertake private tuition in the chosen instrument. The school band enjoys many performance opportunities such as band competitions, Education Week, local community groups and regular school assembly performances.

Choirs

A junior choir and senior choir are trained by two parents. Children sing a cappella or with accompaniment.

Dance Group

The Dance Group performs for school assemblies and Education Week. The group also competes for and gains a place in the annual Sydney North Dance Festival.

Concerts

All children participate in concerts around Education Week. Singing, dancing and instrumental items are included.

HUMAN SOCIETY & ITS ENVIRONMENT

In Primary Schools Human Society and Its Environment focuses on people, cultures, societies and environments, the development of positive attitudes and values as well as skills in investigating, communicating and participating.

PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION

Daily Fitness

All children participate in a fitness program of aerobics, jogging, skill building and developmental exercises.

School Sport

Each Friday children in Kindergarten - Year 6 participate in gross motor activities to help improve the children's overall physical development, skills for games development or team sport. Some older students are selected for PSSA (Primary School Sports Association) teams to compete against other schools in the district.

Selected children participate during the year in trials for selection of Zone, Area and State teams. Parents are welcome at all sporting events. Normanhurst competes in the annual District Swimming, Athletics and Cross Country Carnivals.

Swimming

Swimming lessons are part of the school sport program in Term 4 for children in Years 2 – 6. Qualified specialist swimming instructors and staff members supervise these lessons. There is a small charge for these lessons which are held at Loreto pool.

Gymnastics

Every two years a 10 week gymnastics program is conducted for K – 6 by an instructor assisted by class teachers. There is a small charge for this program.

Peer Support

Student Welfare has been identified as a priority area for Normanhurst. Peer Support Training is provided for all Year 6 students. The benefits of Peer Support are positive interaction between students from Kindergarten to Year 6 and the development of interpersonal and communication skills of students. Through experiential learning and working in small groups, students develop leadership skills and a sense of responsibility. Friendships and relationships across grades are welcome outcomes.

ASSESSMENT & REPORTING

It is the school's responsibility to evaluate student profiles. Ongoing communication in many different forms including written reports, student profiles and interviews with parents, is essential to positive reporting on the progress of each student at Normanhurst Public School. Teachers assess students regularly to see how ready they are to learn and also what they have learned.

NAPLAN (National Assessment Program, Literacy and Numeracy) is conducted for all students in Years 3 and 5 throughout Australia in May every year and is one of the many tools schools use to gauge how their students are progressing and what direction in the future the school needs to take.

Best Start is a program that takes place early in Term One for Kindergarten students. The teacher uses a common set of high quality assessment tools to look at the child's early reading and writing, their ability to communicate with others and how they recognise and work with numbers, groups and patterns. It is not a test, per se, but rather a tool to help the teacher gather information about the Kindergarten child. Parents are provided with feedback about what the teacher has learned about the child.

Reporting to Parents

Communication with parents is an essential aspect of assessment and reporting. Normanhurst Public School has a number of ways in which student progress is communicated with parents:

- An Open Night early in Term 1 to enable parents to become acquainted with their child's new teacher;
- Organised Parent/Teacher interviews (10 - 15 mins each) at the end of Term 1 in March/April to establish links and closely examine the student's progress;
- An Open Day in Education Week;
- A written report twice a year; and
- Interviews on request, which may occur any time throughout the year.

Textbooks

Each year teachers may require textbooks for students in their class. Purchases are made through the School Office with correct payment sent to the school office. A note is sent home advising details. If payment for textbooks poses a problem please discuss this in confidence with the Principal.

Homework

Homework and extra-curricula activities allow for the development of children's self-discipline and the positive interaction between children and their parents. Homework should provide purposeful learning experiences which may consolidate, extend and/or enrich the school's programs. Homework is a valuable activity for the development of effective study habits.

4. Activities

Excursions

School excursions for all children at Normanhurst are recognised as an important and significant part of school experience. The excursions are carefully selected to support the units of work being studied in the classroom. Student may also have incursions during their time at Normanhurst, which is when a visiting educator or performer comes to the school.

Overnight Excursions

Three day excursions are organised for Years 5 and 6 on a rotating basis of fitness camp (even years) and a trip to Canberra and the Snowy Mountains (odd years).

Year 4 has an overnight excursion to the zoo.

Assembly

Assembly is held for K – 6 from 11:30am each Thursday. This is a time of awarding/rewarding children for activities in the school – academically, sports areas and socially. Striver Badges and Citizen of the Month are also presented. All parents are welcome to attend assemblies each Thursday.

Green Team

This is a group of children, supervised by a teacher, who meet at lunchtimes to care for the school vegetable and herb gardens.

5. Special Events:

Book Week

Each year we celebrate Book Week with activities to stimulate ongoing interest and love of literature. Parents are invited to attend one major activity during this week.

Education Week

Education Week is held each year in August. Many activities are organised to enable parents and community members to share in the school experience at Normanhurst. Classrooms are open with children's work on display.

School Concert

The school organises a concert around the time of Education Week, with a matinee and night performance. All students participate in this activity.

Swimming Carnival

Early in Term 1 all students in Years 2 - 6 participate in a Swimming Carnival. As with Athletics, the most successful participants represent our school at the District Carnival. It is usually a family day with many parents assisting with the activities, especially the novelty events.

Cross Country

This is held for Years 2 – 6 in the last week of Term 1 at Loreto Oval. A school team then runs at Fagan Park for the Beecroft Zone competition.

Athletics Carnival

A K-6 Athletics Carnival is held at Waitara Oval in Term 3. The most successful athletes represent our school at the District Carnival. Children compete in field and track events and novelty races.

Presentation Day

During the last few weeks of the year the school has a Presentation Day where academic, citizenship and sporting achievements are recognised.

Social Events

Several social events are organised for all during the year. Our P&C often organise social activities. Christmas Carols Night is a community celebration towards the end of Term 4.

Mufti Day (or Fun Day)

Mufti (non-uniform) Days are held for a variety of reasons during the year. Sometimes children may wear normal out-of-school clothes and sometimes there is a theme (eg. Jeans for Genes Day). If mufti day is used to raise funds for a particular cause, a small fee may be charged.

6. Procedures

Absence from School

Children will provide an absentee note from parents for all absences within seven days of the child returning to school. Any child away for part of the day must report first to the office when leaving and when returning to school. Children who are late (i.e. arrive for school after class has commenced) must report to the office for a late note before going to class.

An Application for Exemption from Attendance at School should be completed by parents in cases where children will be absent from school for five days or more for exceptional domestic circumstances such as family holidays during school terms. Application forms are available from the school office.

Anaphylaxis Policy

The school follows the current anaphylaxis guidelines as outlined by the Department of Education and Communities. All children at known risk of anaphylaxis have an individual management plan which is developed in consultation with the child's parents and doctor. Each plan will be kept in the child's classroom, staffroom, canteen and office. Each plan will be reviewed annually and following any anaphylactic attack. All staff are aware of anaphylactic reaction and have been instructed in the use of an EpiPen.

Bikes

Roads and Maritime Services recommend that no child under 10 years is to ride a bike to school unsupervised. All bikes must be in very good working order and the helmet must be in excellent condition. Bikes need to be locked onto the bike rack during the day.

Bringing Money to School

Money required for specific purposes i.e. canteen, bus fare, a school activity, should be the only money brought to school. Children should have some secure means to safeguard any money they may bring to school. We impress upon children not to leave money in school bags or classrooms, as lost money creates much unhappiness and inconvenience.

When sending money to school for special purposes, please place the correct amount in a sealed envelope (along with reply slip when necessary) and clearly mark the outside of the envelope with your child's name, class, the amount of money enclosed and the purpose for which it is intended.

Sample: "Puppet Show", Jack Smith, 3F, \$1.50 enclosed.

All money is collected by the class teacher and then forwarded to the office. No money is left on school premises overnight or at weekends.

Students can open a school bank account and make regular deposits at school. This facility is provided by the Commonwealth Bank whereby students can bring their money and student bank books to school each Monday

Composite Classes

When there is an uneven enrolment in school years and classes, it may be necessary to form a multi-age, or composite class. Children are still taught at their level of ability and research indicates that these students perform equally as well as their "straight class" peers. If we need to form a composite class we do so with care, ensuring the group is a homogeneous as possible in terms of gender, academic ability and social skills.

Court Orders

The school must be informed if there are any current court orders regarding access and custody of children. Any such information is treated with the utmost confidence. Unless a court order is provided, the Principal has no power to prevent either spouse from having access to their child. It is essential that the school be advised if there are any changes to custody arrangements.

Enrolment Procedures

All new pupils are required to complete enrolment procedures before starting school. For Kindergarten, initial enrolment procedures include production of an original birth certificate & immunisation records. Parents of Kindergarten children are notified of activities that will ensure a smooth transition to school. These activities usually occur in November. Kindergarten children may start school on a different day to the other 1-6 students in the new year for ease of transition.

All other enrolments are completed in the administration office with the Principal.

Parents who do not live in our catchment area may still apply for out-of-area enrolment based on the following criteria:

- * proximity and access to the school
- * siblings already enrolled at the school
- * medical reasons
- * safety and supervision of the student before and after school
- * compassionate circumstances
- * structure and organisation of the school.

Evacuation and Lockdown Procedures

The school has an Emergency Plan which outlines the procedures if children, staff and visitors need to vacate the buildings quickly, for example in the case of fire (evacuation) OR if children, staff and students need to remain indoors due to an outside threat (lockdown). Each has a different signal and staff and students practise both of these procedures throughout the year so they can do so in a calm manner.

Financial Assistance

The Department of Education and Communities (DEC) provides a small amount of funds to assist eligible families with school related expenses such as uniforms, textbooks and excursions. The principal will assist with enquiries in a confidential manner.

Lost Property

Lost Property is located in the Administration Block. If your child loses anything, enquiries should be made to the teacher or the School Office. Parents and children are encouraged to check the lost property themselves.

Note: The school urges parents that all items (especially clothes) need be labelled with the child's name.

Mobile Phones/Electronic Devices

Some students bring mobile phones with them if they are travelling unsupervised or partially unsupervised to and from school. On entering the school, students are to hand their phones in to the office for safety and security. They can be collected at the end of the school day.

Parking

For the safety of children and teachers, parents are asked not to use the school car park, the exception being before 8am in the mornings when dropping off students to extra-curricular activities. Drivers are asked to comply with the parking signs in streets surrounding the school as these are closely monitored by Hornsby Council staff.

School Development Days

The DEC has declared the first school day of the first three terms and the last two days of Term 4 as School Development Days. Teachers engage in professional learning organised by the school or, on occasion, groups of schools. Students do not attend on these days.

HEALTH AND SAFETY

1. If your child requires to be given oral medication by the staff, a written advice giving your permission and detailing dosages etc. must be provided to the school.
2. Children may not leave the school without permission.
3. Each child will play in supervised areas only.
4. All children must use the Overpass Bridge when crossing Pennant Hills Road.
5. It is recommended children wait for parents and to exit the school via Normanhurst Road gate.
6. General safety practices must be adhered to regarding wombat crossing and bus bay area.
7. Immunisation Certificates are required for all children starting school in Kindergarten.

Disease	Children who have the Disease	Unimmunised children who are in contact with the sick child
DIPHTHERIA	Stay at home until a doctor has given a certificate of recovery	Keep household contacts at home until cleared to return by a Medical Officer
TETANUS	Stay at home until fully recovered	Can attend school
PERTUSSIS (WHOOPING COUGH)	Stay at home for 14 days from the start of illness or until 5 days of a 14 day course of antibiotics have been completed	Keep unimmunised household contacts at home for 14 days from exposure or until they have had 5 days of a 14 day course of antibiotics, if they go to a childcare centre or preschool. Unimmunised contacts in Primary School (K-6) do not need to stay at home.
MEASLES	Stay at home for at least 4 days from the appearance of the rash	Unimmunised contacts should stay at home for 14 days or if they are immunised within 72 hours of exposure to measles, they can return to school immediately.
MUMPS	Stay at home for 9 days after the appearance of the swelling	Can attend school
RUBELLA	Stay at home for at least 4 days after the rash appears	Can attend school
CHICKEN POX	Stay at home until at least five days after the onset of the rash when the blisters have dried	Can attend school, but if not immunised they may catch the disease.

Immunisation information from the NSW Department of Health

First Aid

If a child is seriously ill we will inform parents immediately. Children are placed in a room called 'Sick Bay' near the Principal's office. All staff are trained in CPR and the school office staff are trained in First Aid procedures.

If your child has any special needs or allergies it is important that you notify the school and an Individual Health Care Plan must be completed for school records.

Sunsafe Policy

No hat – play in the shade. All children must wear a broad brimmed school sunhat or bucket hat. Caps are not part of the school uniform.

7. Publications

School Newsletter

A weekly newsletter is published each Wednesday and issued to all families. The newsletter is designed to communicate, to involve and to keep the Normanhurst community in touch with day to day activities of the school. It is also available for viewing on the school's website.

Annual Report

The Annual School Report celebrates the year's activities and the children's activities. The Annual Report contains a record of school and community accomplishments. This can be viewed on the school's website.

Weekly Calendar

A weekly calendar is published on the front page of the school newsletter. This keeps students and parents informed of the daily activities of the school. This can also be viewed on the website.

NOOSH Newsletter

Any NOOSH news is published regularly in the weekly newsletter.

Band Newsletter

This is sent regularly to band parents. Band news may also be published in the Newsletter. All information relating to the band can be viewed on www.npsband.info.

SCHOOL SONG

*Down the hills and up the valleys
See our early morning rallies
As we cheer the pupils sally
Forth to Normanhurst*

*Children all are singing
As the bells are ringing
Woodlands too have sent a few
And all of Normanhurst is proudly singing
Here in our scholastic bower
We grow wiser every hour
Let us all with common power
Shout 'Forever Strive'!*

SCHOOL CREED

*This is our school,
Let peace dwell here
Let it be full of contentment
Let love abide here
Love one another
Love mankind
Love life itself
Love God.
Let us remember
That as many hands build a house
So many hearts make a school*

'ADVANCE AUSTRALIA FAIR'

*Australians all let us rejoice,
For we are young and free;
We've golden soil and wealth for toil;
Our home is girt by sea;
Our land abounds in nature's gifts
Of beauty rich and rare;
In history's page, let every stage
Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.*