

**RED HILL
PUBLIC SCHOOL**

INFORMATION BOOKLET



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Red Hill Public School Staff 2020

Principal	Mr Matthew Gray / Mrs Tina Roworth (Relieving)	
Instructional Leader	Mrs Deana Gray	
Assistant Principals	Mrs Kath Harriott (P-2)	
	Ms Melissa Ristivojevic (3-6)	
	Mrs Cal Simunovic (Welfare K-6))	
	Mrs Laura Holder - Relieving (Special Education Unit)	
Teaching Staff	Mrs Sally Longmore	K King
	Miss Rochelle Harley	K Murray
	Mr Yavar Khalili	K Clyde
	Mrs Narelle Buete	1 Burke
	Mrs Kath Harriott (AP)/ Mrs Kate Behnke	1 Hastings
	Mrs Caitlyn Whitlock	2 Cotter
	Miss Hilary Measday	2 Manning
	Mr Matthew Happer	3-4 Barwon
	Mrs Alison Elphick / Mrs Jenna Downey	3-4 Derwent
	Mrs Lisa Jones	3-4 Gordon
	Mrs Melissa Barnes	5-6 Dawson
	Ms Melissa Ristivojevic	5-6 Franklin
	Mr James Roberts	5-6 Paroo
Support Unit	Mrs Laura Holder	Snowy
	Mrs Whitney White	Flinders
	Mr Will Sackett	Lachlan
Librarian/RFF	Mrs Donna Post	
Early Intervention	Mrs Kellen Ristivojevic	
Bimbi Preschool	Mrs Tiffany Shackleton / Mrs Bree Bellenger (Relieving)	
LAST Stage ES1 & 1	Mrs Melissa Hannaford	
LAST Stage 2 & 3	Mrs Kate Fox	
School Counsellor	Mrs Suzie Bauer	
School Administration & Support Staff (SASS)		
Admin Manager	Mrs Lynn Burgess	
Admin Officers	Mrs Cindy Hounsell & Mrs Robyn McGlynn	
Aboriginal Education Officer	Mrs Jackie Ingram	
School Learning Support Officers		
	Mrs Cheryl Luff	Mrs Dimi Crebbin-Nugent
	Ms Mandy Jefferies	Ms Heidi Tuovinen
	Mrs Di Taylor	Mrs Sharon Stoll
	Mrs Robyn Carruthers	Mrs Kellie Smith
	Mrs Carlie Jones	Miss Jessica Honeysett
	Mrs Louise Vonarx	Miss Georgia Moss
	Mrs Michelle Flew	Miss Eva Jessup
	Miss Shireen Mato	Mr Kaden Roberts
Student Wellbeing Officer	Mr Kaden Roberts	
General Assistant	Mr Gary Roberts (Relieving)	
Cleaners	Mrs Linda Condon	
	Mrs Robyn Southwell	

Assemblies

School Assemblies are held each Thursday at 9.30am in the school hall. Learning and School Values awards are presented at these assemblies. Parents are encouraged to attend.

Bell Times

8:55am	Teachers commence playground duty
9:15am	Morning bell - Assembly
9:20am	Lessons begin – Session 1
11:25am	Lunch
12:05pm	Lessons begin – Session 2
1:35pm	Recess 1
2:00pm	Lessons begin – Session 3
3:00pm	Recess 2
3:10pm	School finishes

Bus Travel

Many children travel to and from school via bus each day. All parents who wish to apply for school bus travel will need to go to the following Transport for NSW website and complete an online application form.

<https://ssts-apply.transport.nsw.gov.au/ApplySSTS/ApplySSTS.html>

Children are expected to be on their best behaviour at all times to maximise safety for all. A Code of Conduct for bus travel is provided to all children when they apply for a bus pass.

Bicycles and Scooters

In the interest of safety, children who ride bicycles must wear a helmet adhering to road safety laws. Bicycles must not be ridden in the playground and it is recommended that they be locked and placed in the racks provided.

There is no facility to lock scooters up during the day; therefore we cannot guarantee the safety of any scooters brought to school.

Change of Address

The school must be notified when you change your address, phone number or emergency contact. This can be done in writing and sent to the office or you can phone the office with the new details.

Computers

Computers and related technologies are having a profound effect on everyday life. Our school offers an integrated ICT program, with interactive whiteboards in classrooms and the school library.

Students in every classroom have the opportunity to explore new and powerful ways of learning. Both hardware and software are continually upgraded to ensure students keep pace with the evolving technologies. Each classroom has access to a trolley of 16 laptop computers while our Library has 16 desktop computers for whole class work.

Daily Physical Education

Children participate in a regular morning fitness program (it may be excluded in times of excessive heat). Children have the opportunity to maintain and improve fitness levels while learning Fundamental Movement Skills. Activities are designed to be fun, while catering for individual performance levels.

Enrolment Procedures for Kindergarten

Children enrolling in Kindergarten at Red Hill Public School must turn 5 years of age by 31st July of that year. Proof of age should be provided and a current immunisation certificate must be given to the school.

Parents are strongly advised to finalise enrolments by the end of Term 3 of the preceding year of enrolment.

Evacuation Procedures

As per DoE guidelines, our school has in place a Fire Evacuation, Lockdown, Lockout and Bomb Threat procedure for all emergencies. Teachers and students practise these procedures each term. These may include a fire drill, bomb scare or any hazard to the students. The school has **ambulance cover** which entitles every child (while in NSW) to free transportation to hospital, in the case of emergencies.

Health

The New South Wales Department of Education recommends that all children entering school be fully immunised. Your child will be in contact with many other children and infections spread easily, in these circumstances.

Before starting school it is recommended that all children have:

- * a booster injection against diphtheria and tetanus (CDT)
- * a booster dose of oral polio vaccine

If your child has not been immunised against measles, or even if you are unsure, the measles vaccine (which includes vaccination against mumps and rubella as well) is recommended. Immunisation is available from your local doctor, local council clinics, some community health centres and the Wagga Rural Referral Hospital. It is important to keep a written record of your child's immunisation.

Homelearning

Our homework policy has been devised to show an awareness of current research and to reflect the wishes of the parent body.

Red Hill Public School, whilst encouraging students to read (or be read to) on a daily basis, do not provide formal weekly homelearning. Individual families can approach their child's teachers for suggested resources that may support the learning of those students.

Students in Years 3-6 may, at times, be asked to research information in relations to a particular topic; however the school is aware that not all students may have access to the necessary books or technology.

Internet

Internet use is seen as another opportunity to develop our students' communication, social and information technology skills. Within the school's educational program, it is seen as a means of expanding and enriching learning experiences in all Key Learning Areas.

Our aim is to teach children to become selective and competent in the use of the Internet, while placing it within the context of other forms of learning and sources of information. All DoE computers have a high level firewall and all inappropriate websites are blocked from student use.

Key Learning Areas (KLAs)

There are six KLA which are taught in all primary schools in NSW. These include:

- English: Reading and Viewing; Writing and Representing; Speaking and Listening
- Mathematics: Number and Algebra; Measurement and Geometry; Statistics and Probability
- Science and Technology
- History
- Geography
- Physical Development, Health, Personal Education
- Creative Arts: Dance, Drama, Music, Visual Arts

Learning and Support Teacher (LaST)

This program provides additional assistance for students in smaller groups, on an individual basis or in classroom team-teaching. Classroom teachers liaise with the LaST regarding any difficulty a student may have and special programs are instigated to remedy the problem. The program operates throughout the year, five days a week.

Leaving School Grounds

School gates are locked each morning by 9.30am. Entry must be made via the main gate. Students must not leave the school grounds at any time during school hours unless:

- They have a note, signed by a parent/caregiver, to say that they are allowed to leave for a special reason. Parents must come to the office to organise collection of students;
- They normally go home for lunch – a note at the beginning of the year is required; or
- They are attending a sporting activity or excursion with a school group and a signed permission note has been provided.

Library

Red Hill Public School has a comprehensive range of books and a computerised borrowing system. All students are members of our library and are actively encouraged to borrow books. All students attend a one hour session a week with the Librarian.

The Library is open during every lunch time.

Medication

When a medical practitioner has prescribed medication that must be administered during the school day, parents/carers must:

- Notify the school
- Provide up to date information as required
- Supply the medication in the original packaging
- Complete a written request form

Newsletter

The newsletter is available on the school website, facebook and via the school app, SkoolBag.

Office hours

The school office hours are

- 8.55 am – 3.30 pm Monday, Tuesday, Thursday and Friday
- 8.55 am – 3.30 pm Wednesday

Payments

Payments can be made by cash or cheque at the front office or it is possible to make **online payments** to the school via a secure payment page hosted by Westpac. Payments can be made using either a Visa or MasterCard credit or debit card, and can be made via computer, table or mobile phone. The payment page is accessed from the front page of the schools website <http://www.redhill-p.schools.nsw.edu.au> by selecting “\$ Make a payment”.

Phone Calls to the School

Parents wishing to contact a teacher by phone can contact the office 6931 1263. Parents are asked to call between 11.30am and 12.00noon or between 1.30pm and 2.00pm unless the matter is extremely urgent. The Principal is normally available at any time between 8.55am and 3.30pm.

It is not always possible to deliver messages to students. If you require an urgent message to be given to your child, it would be appreciated if you can contact the school before 2.45pm to give the office staff enough time to organise delivery.

The school fax number: 6931 4312.

School email: redhill-p.school@det.nsw.edu.au

Playground Supervision

Children are supervised by teachers between the hours of 8.40am and 3:10pm. Students who travel by bus are supervised by staff until the buses depart from school by 3:25pm.

Pop-Up Meetings for Parents

Different meetings are run for parents based on need/request. Some meetings have focussed on English, Mathematics, Wellbeing and the School Plan. Future Pop-Ups will be published in the newsletter. Should you feel there is a particular need for a specific theme, please contact the school.

Positive Behaviour for Learning (PBL)

What is Positive Behaviour for Learning?

PBL is a school-wide behaviour initiative currently in use at a number of NSW public schools. It employs a whole school systems approach to address problem behaviour and reduce its effect on student outcomes and on the school community as a whole. PBL encourages positive behaviour from students, which has been shown to improve their self-concept and motivation to learn.

Red Hill Public School believes in a positive school environment which:

- encourages all students to participate in their own learning
- provides student welfare programs that support uninterrupted teaching and learning
- ensures that the school is a happy, safe, respectful place for learning and allows students to experience success each day
- supports students with special needs to be integrated successfully into the playground and classroom

At Red Hill Public School, students are expected to be Respectful, Responsible, Caring and Co-operative learners. These values foster a positive learning environment for all.

Our school values and expectations are taught through weekly lessons aimed at teaching our core values – Respect, Responsibility and Care and Co-operation. These 3 core values underpin our classroom and playground rules and influence the behaviour management in the whole school. All teachers within our school are trained in implementing PBL in their classrooms and when on playground duty.

The Red Hill PS PBL mascot is a bee – ‘The Bounce Back Bee’. He is used to reinforce rules and his picture is included on signage around the school, levels certificates and PBL rewards.

The school merit system is designed to support and reward students who consistently display appropriate social, classroom and playground behaviour. The following are the steps involved in the merit system:

- 5 Certificates = School Reward and Certificate
- 10 Certificates = PBL Badge and Certificate
- 15 Certificates = Medallion and Certificate

Religious Instruction

Religious education is a part of the overall curriculum and instruction is given by community members, who are approved by the Department of Education.

These lessons are conducted each Monday by visiting community members and are a valued part of our overall curriculum. We currently offer Catholic Scripture classes.

Reporting to Parents

Currently written reports are provided at the conclusion of Terms 2 and 4. We hold Parent Conversation at the end of Term 1 and parents are welcome to request an interview with the class teacher regarding any aspect of their child’s progress and development at any time throughout the year. We also meet parents early in term one as part of our *Meet and Greet BBQ* as an informal way to get to know our school families.

School App – Skoolbag

Our school has an app which you may download for your iPhone/ipad or Android.

This includes our school newsletters and notifications sent to all users to remind parents of upcoming events and notices.

See the front office for information on how to install on your device.

School Attendance

Students should attend school on all occasions that school is open. When a student is absent, a note explaining the absence is required. All absence notes are filed and details are recorded digitally.

Absences for family vacations must have the prior approval of the principal. Application forms for Exemption from Attendance/Enrolment at school are available from the front office. Please contact the principal if you have any questions.

School Development Days

The Department of Education allows for each school to participate in 5 of these days per year. These are the first days of terms 1,2,3 and the remaining two days are flexible across the year. Our Teaching Staff use these days to receive further training and development related to the Curriculum and Departmental priorities. On such days students are not required to attend school.

School Procedures

The school has developed procedures, in accordance with departmental guidelines in all curriculum areas, school policies and administration of the school. These procedures are available on request from the school. Community input is welcome in the review of such policies.

Sport

All children participate in a varied sports program, where they learn the basic skills and experience game situations.

All possible safety precautions are followed and sports are modified for particular age groups.

The school conducts Swimming (February), Athletics (March) and Cross Country (April) carnivals and children compete on a school house basis. Maximum participation by all is the aim of these carnivals.

Sun Safe

Red Hill Public School can help reduce the incidence of skin cancer and the number of related deaths by encouraging all members of the school community to take effective skin-protection measures. Strategies will include the following:

- Children and staff will wear sun-safe hats to protect face, neck and ears whenever they are outside such as during recess, lunch, sport, excursions and sports carnivals.
- The **NO HAT, PLAY IN THE SHADE** rule will be enforced. Children without hats play in the designated areas. Outdoor activities will be held in areas of shade where possible.

School hats are available from the front office.

Swimming Program

Our school offers an Intensive Swimming Program for two weeks each year. This program is available to all students Years 2 to 6.

Uniform

Our official uniform supplier is Lowes. Please contact the local store on 6921 8099 for current prices and availability. The embroidered school hat is available from the front office in a variety of sizes for \$8.00 each.

Voluntary Contribution

A general contribution allows for the purchase of books and materials to support classroom learning. Information will be sent to parents each year advising the amount. At times, children may be asked for additional monies to cover particular expenses. Fees for excursions are kept to a minimum.

Website

Our school website provides current information about all school programs. The newsletter is posted on the site each Thursday afternoon.

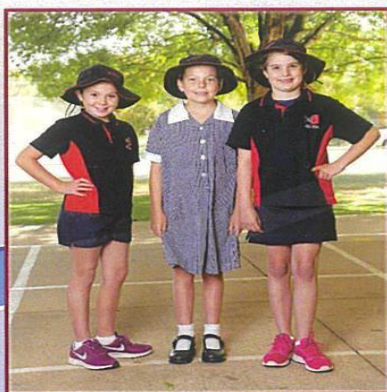
<http://www.redhill-p.schools.nsw.edu.au>

Red Hill Public School

Our School Uniform



Summer - Boys



Summer - Girls



Winter - Boys



Winter - Girls