



HOXTON PARK PUBLIC SCHOOL



99 Pacific Palms Circuit, Hoxton Park 2171

9607 0005

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www.hoxtonpark.ps.education.nsw.gov.au

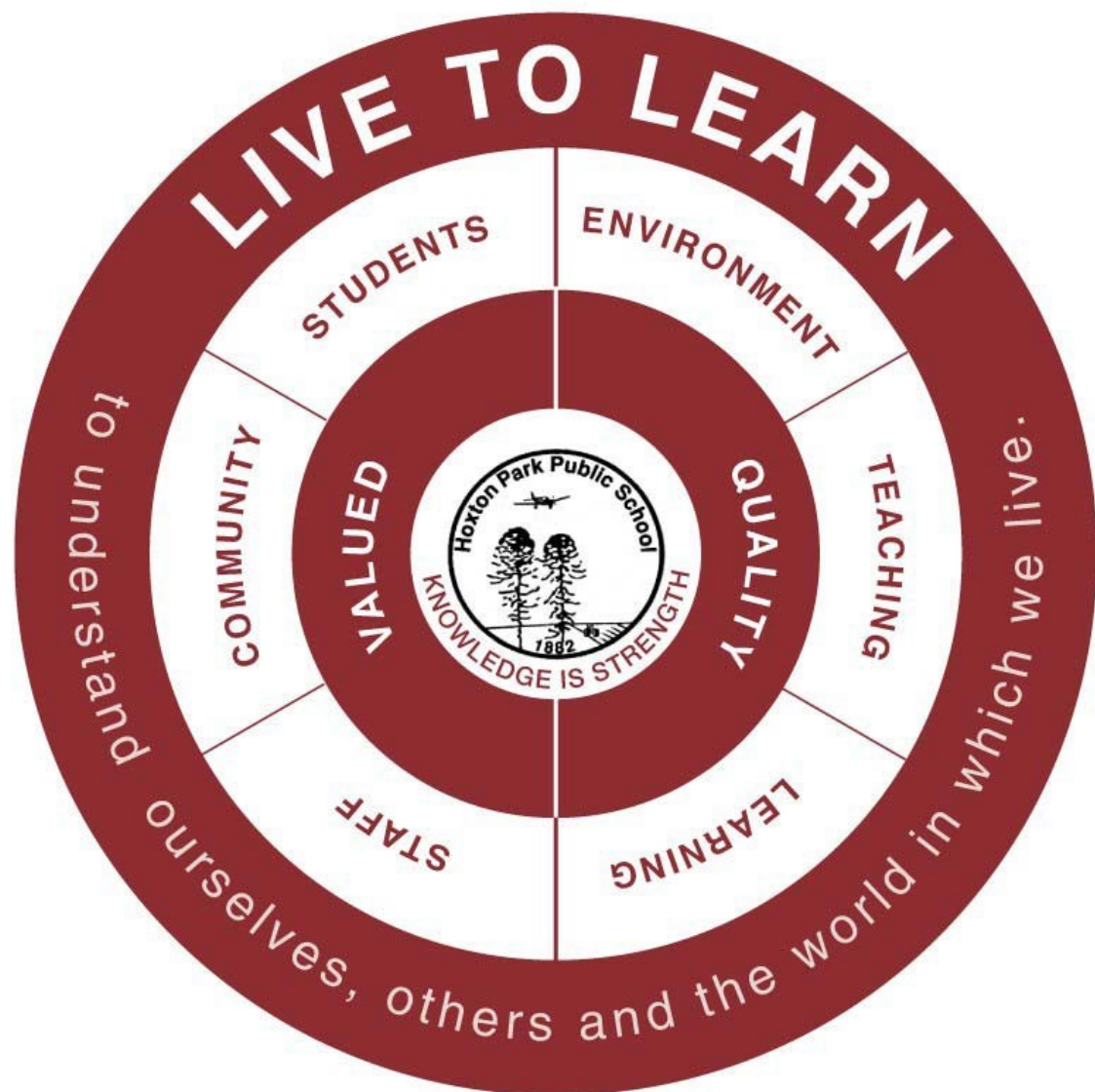


@HoxtonParkPublicSchool

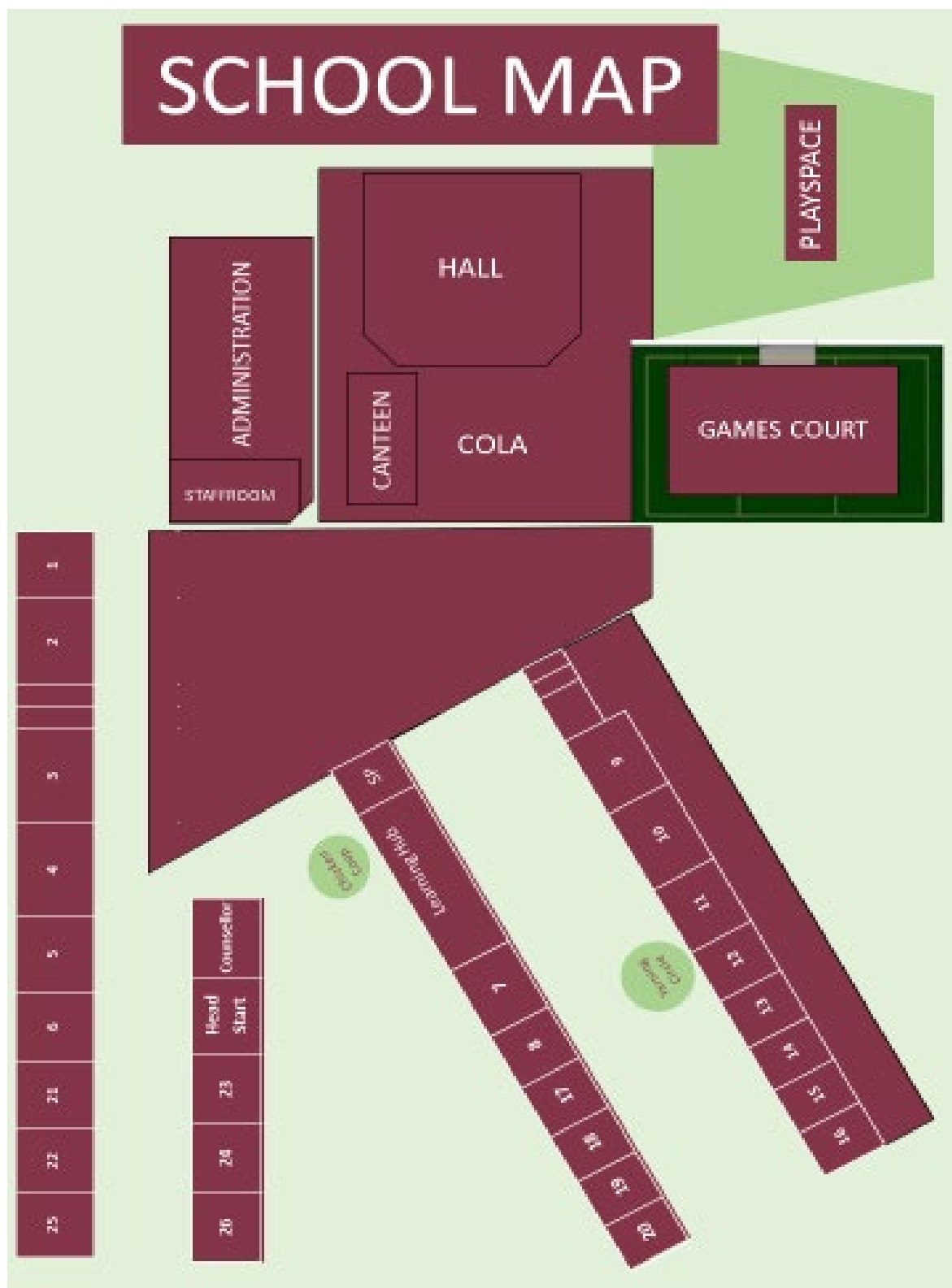


@HoxtonParkPS

School Mission



School Map



Staff

Executive Staff		Administration Staff	
Principal	Kylie Donovan	Admin Manager	Jodie Monti
Deputy Principal	Donna Beath	Admin Officers	Glenda Delagarde
Deputy Principal	Kate Harvey		Antoinette Mileto
Assistant Principals	Mark Nielsen	Principal's PA	Donna Jackson
	Thuan McIntyre	General Assistant	Steve Green
	Cathie Foldes	CLO	Megan Lees
	Melissa Hesse		
Teaching Staff		Support Staff	
Vinita Karan		Jenny Slatter	
Cansu Ozturk		Megan Russell	
Charmaine Sawyer		Violetta Reppas	
Manju Khanna		Liz Dundler	
Renee Lo		Natalie Koteski	
Katrina Iamundi		Farisha Khan	
Cindy Sami		Justine Power	
Amelia Cartwright		Fatimah Khan	
Kelly Hart		Anita Youkhana	
Joanne Santos		Melissa Gregoriou	
Sonia Taylor		Sonia De'r	
Rhonda Evans		Jill Ellis	
Lisa Heffernan		Nicole Gobsill	
Alex Orevena		Sally Do	
Samantha Parker		Yasmin Mersal	
Morgan Hayward-Gorman		Brittany Allison	
Jessica Marusic		Stephanie Luong	
Carolyn Sosa		Sonia Borello	
Sara-Jane The		Lesley Paredes	
Kelly McMahon		Mohammed Eid	
Berta Isaac		Kate Cush 1	
Coleen Garai			
		Learning Hub Specialist – Cathie Circosta	
		Counsellor – Michelle Wang	

Welcome

Welcome to the Hoxton Park school community. We are proud of our school, its students, parents, staff, and of the wide range of education opportunities that are provided here. As your child begins school at Hoxton Park PS, we look forward to working with you.

The purpose of this booklet is to provide you with information and suggestions that may assist you in

meeting the needs of your child as they begin school. Our friendly staff are always available to assist you.

Brief History

Originally a school opened on the site in First Ave in 1881, but due to falling enrolments closed the following year. A new public school called Hoxton Park PS opened in 1889 with 18 students. The teacher was Mr Albert Reay. By 1901 there were 72 students.



Until the middle of the 1900s, the Hoxton Park district changed little and remained a broadly based rural economy. Enrolments increased quickly after the end of World War II, and the original school and grounds were no longer adequate. Four weatherboard classrooms were built in 1957. An additional one was built in 1961, and a further one in 1965. In 1969 a brick classroom was opened. The enrolments then were 181 students.

During the 1980s the school population dropped to 115 with five teachers. Since then, with new housing development in the area, it has increased dramatically. Today there are around 670 students from many different cultural backgrounds and a staff of 49. The school relocated to its new site in Pacific Palms Circuit in February 2002 due to the widening of Hoxton Park Road, giving us the beautiful learning environment we have today.

Absences

Whole day absences

If a student is absent for any reason, parents are required to write a note explaining the *reason* for the absence or complete the form on the school stream app. This should occur on the day they return to school. A call to the office should be made before a long absence (eg. holiday) or in the

event of an extended illness.

Late Arrival at School

All students who arrive late for school (after 8.55am) must be accompanied to the office by their parent / caregiver to obtain a 'late arrival' pass, which is then given to the class teacher and recorded in the attendance roll.

Early Leavers

Parents wishing to collect their child before normal finishing time (3.00pm) must collect an 'early leavers' pass from the office to give to the child's teacher. The attendance roll will be marked accordingly.

Agile Learning Spaces

Our classrooms are agile learning spaces that encourage collaborative work. Most of our classes have two teachers and at times a support teacher. Our Future Focused school aims to develop the 4cs, Collaboration, Communication, Creativity and Critical thinking.



Assemblies

Assemblies are held twice a term in the hall. Classes are rostered to lead an assembly and usually present an item at this time. Parents are welcome to attend the assembly. We ask parents to help us teach the students how to be a good audience during this time by sitting politely through the assembly, ensuring any toddlers are quiet and that phones are switched off.

Assessment and Reporting

Assessment in academic areas is a continuous process. Consideration is given to general class work, weekly exercises, stage tasks and student interviews. Written reports are issued at the end of semester one and semester two. Student-led conferences are conducted at the end of term one and term three. Students in Years 3 and 5 sit for the federal government *NAPLAN Tests* in the areas of literacy and numeracy. These tests are administered in May each year.

Bikes at school

Students from the age of 10 are permitted to ride their bicycles to and from school. Remember that all children are required by law to wear an approved safety helmet. Children are to walk their bikes in and out of the school. Students who do not comply with these requirements may have their parents contacted to arrange alternative transport.

Bookclub

Students are able to purchase books from Scholastic Book Club via the Scholastic Book Club Loop app. This operates twice a term along with an in-school book fair in term three. The excellent variety of books in the book club provides valuable support to our school literacy program.

Bus Travel

New students who are eligible for an Opal Card for bus travel must apply online at transportnsw.info/school-students.

All students in Kindergarten, Year One and Year Two are entitled to free bus travel to and from school. Students from Year Three to Year Six are only eligible if they live outside a predetermined boundary (contact the office for details).

Canteen

The canteen is operated and managed by a private contractor, Health Kick. It is open five days per week during recess and lunch breaks. Students can order their lunch by placing a lunch order in the basket located in their classroom at 9.00am, or at the canteen from 8.30am.

The canteen follows the DET guidelines aimed at having a healthy canteen. Price lists are regularly issued, subject to slight alteration caused by cost increases or new product lines. This price list is published on the school website and is available from the school office.

Communication

Regular and open communication between home and school is an essential part of effective schooling. Formal communication occurs through the operation of the Parent Forums, publication of the fortnightly newsletter online, school website and through interviews set up between members of the teaching staff and parents. Update information can be located on the facebook page or the schoolstream app.

Smaller issues of concern, or daily arrangements can be conveyed on an informal basis by a telephone call, letter, or by speaking with a staff member.

If you have a matter to discuss with your child's teacher, it will be necessary to make an appointment with the teacher at a time that is mutually convenient and outside regular teaching times. Appointments can also be made with the school principal, Mrs Donovan, if you wish to discuss any matter at all.

Custody

The school needs to be advised in writing of any special custody arrangements concerning children. If a divorce has occurred, a family is split or one parent is denied access to a child, then this type of information needs to be passed on to the school and it will be treated in the strictest confidence. Should custody arrangements change, it is essential that we be advised as soon as possible. The school must have copies of the relevant papers if we are to act on custodial requests.

Curriculum

There is an emphasis on the *total* education of each individual student in the seven Key Learning Areas:

- I. English
- II. Mathematics
- III. Science and Technology
- IV. History
- V. Geography
- VI. Creative Arts
- VII. Personal Development, Health and Physical Education.

In addition, the following programs are offered:

- ✓ Environmental education
- ✓ Student Representative Council
- ✓ Opportunities for gifted / talented students
- ✓ Reading program
- ✓ Technology programs
- ✓ Public speaking and debating programs
- ✓ A positive student welfare program
- ✓ Excursion program, including camps
- ✓ K-6 sporting carnivals
- ✓ Choir
- ✓ Dance groups
- ✓ School concert
- ✓ PSSA (inter-school sporting competitions)

Dogs

Dogs, with the exception of guide dogs, are *not* allowed in the school ground, even on a leash, as per council regulations. This regulation and others, appear on *dog registration* forms.

Excursions

Excursions are planned to give students a broader understanding of work being studied in class.

Permission notes are required for all excursions. These notes must be signed by a parent or caregiver before the student is permitted to attend an excursion. A risk assessment is carried out prior to each excursion to help ensure the safety of all students. The school has a limited amount of funds that can be used to assist families to pay for excursions. Contact Mrs Donovan for details.

Facebook

The school face book page is located at <https://www.facebook.com/HoxtonParkPublicSchool/>. We use this page to communicate upcoming events and to share photos of events happening in the school. Each class has a Seesaw page to update parents with events happening in the classroom and showcase student work.

Head Lice

If your child has head lice you will be contacted. Your child's hair must be cleaned using special shampoo available from any chemist and it is highly advisable to wash all bed linen, combs, etc. Please check your child's hair thoroughly for lice or eggs before returning to school. A class where a student has head lice will all receive a note from the school.

Immunisation

Students enrolling in Kindergarten should present an Immunisation Certificate. These certificates are issued by doctors (GPs), the chief health officer of local councils, medical officers of health at the nearest Public Health Unit, or community health staff.

Students enrolling without an immunisation certificate are deemed to be *not* immunised.

Integration Funding

Students with physical and/or intellectual needs may receive additional support at school through the DET disabilities program. This additional funding may be used to employ personnel (School Learning Support Officer) or purchase resources to help implement programs for these students. Strict guidelines are applied to this program. Contact Mrs Beath or the school counsellor for details.

Learning Hub

The Learning Hub is an amazing learning space that provides students with magnificent opportunities in the area of technology. Students work collaboratively on coding and robotics tasks, as well as Green screen filming and general information skills.



Lost Property

We stress to parents the importance of having all property clearly marked with the child's name. Parents wishing to enquire about lost property should contact the class teacher or a member of the administration staff. The lost property cupboard is located in the main office and it is cleared at the end of each term.

Medication

All medication must be presented to the office before school. A note must accompany it stating the *dose* and *exact time* to be taken. All medication must be *prescribed by a doctor*. If it is needed three times a day, endeavour to administer before school, after school and at bed time.

Asthmatics, who are regular Ventolin users, should keep their inhaler in their own school bag.

Health Care Plans are constructed in consultation with the parents if the condition warrants it (eg Anaphylaxis, diabetes etc)

Money

Money and notes for excursions should be placed in an envelope and clearly marked with the child's name, class, excursion and amount. This envelope should be given directly to the school office, not the class teacher. Receipts will be issued and given out in class.

It is advisable that you limit the amount of spending money your child brings to school.

P & C Association

The Parents and Citizens Association (P & C) meet as a fundraising group regularly at 6.30pm on the first Wednesday of the month. Please check the newsletter or contact the school office for meeting dates. Parent Forums are held for the sharing of school information and the review of programs.

A warm welcome is always extended to parents and carers of our students wishing to become part of these meetings. The P & C support the school through strong fundraising efforts and are an integral part of the school decision making team.

Opportunities for active and genuine parent and community participation are numerous:

- * Parents and Citizens Association
- * Curriculum committees
- * In class assistance
- * Guided reading
- * Excursions
- * Learning Hub

Photographs

Each year professional photographers visit the school to take class, individual and family photographs. Parents are notified before they are taken and a prepaid system operates. Family photos (siblings only) are also available.

Kindergarten parents and caregivers will be asked to sign a form to give the school permission to publish the school photos with student names attached. From time to time, students will have work or photos published into the school newsletter, on facebook and the school website. A *Permission to Publish* form will need to be signed by both the student and parents.

Playground

A K-6 playground operates with all students having equal access to designated playing areas. There are a few areas, which are out of bounds for safety reasons. The main active play area is located on the oval and passive play areas are available in the shade under the COLA. The concrete areas are for passive or small ball play only.

The playground equipment area is open each lunchtime for individual grades. Students are *strongly* encouraged to wear sun screen and the maroon school hat when outdoors. No other hat is acceptable.

Special Religious Education

Lessons take place on a Thursday morning between 10.00am and 10.30am. Teachers are provided for Anglican, Catholic, Orthodox and Muslim religions. All students have the opportunity to attend these lessons, reliant on the availability of suitable instructors.

If you do not want your child to attend SRE, you need to send a note into the office. These students will attend non-SRE lessons.

Safety

We ask that parents observe the road signs outside the school and refrain from dropping off and picking up students in the bus zone and parking cars in the *Kiss and Drop* zone. Parents may be fined by police or council rangers if these rules are not complied with.

The car park is for use by staff only. We ask that parents refrain from walking through the car park and instead use the main entry between the hall and office buildings.

School Hours

School commences	8.55 am
Morning Recess	- <i>eating time</i> 11.00 am - 11.10 am - <i>play time</i> 11.10am-11.30 am
Lunch	- <i>eating time</i> 1.20 pm - 1.30 pm - <i>play time</i> 1.30 pm - 2.00 pm
End of school day	3.00 pm

Students may arrive at school from 8.30 am, when teachers supervise the playground. No supervision is provided before 8.30am. Parents are requested to collect their children promptly at 3.00pm in the afternoon.

School Pledge

This is our flag!
Let us honour it by being:
True to ourselves,
Loyal to our family and school,
Helpful to our community,
And proud of Australia.

School Rules

School rules are designed to ensure a safe and friendly environment for *all* students. They are part of the

school's Student Welfare policy and should be adhered to by *all* students. There are consequences when rules are broken and rewards when rules are kept.



The school rules are:

1. Be Safe
2. Be Respectful

Parents are encouraged to contact class teachers or the Assistant Principals if they have any concerns regarding school procedures or playground behaviour matters.

The HPPS Student Welfare Policy sets out the acceptable list of school behaviours as well as the way in which the school will manage any unacceptable behaviour and reward positive behaviour.

School Song

Towards the Stars

We're a school of many different faces From all
around this world of ours

We come here to learn from each other

Hoxton Park - strong and proud

As we learn each day, we're aiming high

Towards the stars, towards the sky

A future of excellence and knowledge

Hoxton Park - strong and bright

As we grow with the bunyas,

(and) after they're gone

Hoxton Park - together and strong.

words and music by Kate Bowyer

Sick Children

When students become sick at school, they either recover quickly after a short rest in Sick Bay or parents are contacted and requested to collect the child from school. It is for this reason that accurate emergency contact numbers are important.

If your child contracts one of the many contagious childhood diseases the school must be notified immediately. A clearance certificate from a doctor must be presented before the student recommences class.

If your child is sick, the best place for them to recover is at home with your personal attention.

All students who are sent to sickbay from the classroom will have a sickbay note to take home that outlines the treatment they received.

Smoke Free Zone

All school premises are totally non-smoking areas as designated by government legislation. This means that even casual visitors must not smoke on school premises.

Sport Houses

During term one, your child will be placed in a house for sporting and other school activities. If your child has older brothers or sisters they will automatically be placed in the same house. The houses are:

Kendall	Red
Mackellar	Green
Paterson	Blue
Lawson	Yellow

Support Staff

English as an additional language or dialect

EALD teachers work with students from non English speaking backgrounds, to support Literacy and Numeracy. This support builds the students proficiency with the English language. Lessons are a combination of student withdrawal, group work and in-class support. Many important school documents are available in translated versions. This program is focused on students in their first three years of schooling.

Itinerant Teachers

The school has access to teachers with expertise in providing specialised programs for students with specific disabilities, such as behaviour, visual and hearing.

School Counsellor

The School Counsellors are available at school. They see students who have been referred to the counsellor by the *Learning Support Team* and conducts interviews with parents and teachers. Appointments can be made by contacting the school office.

Voluntary Contributions

Each year, the amount of voluntary contributions is set within the guidelines provided by the NSW Government. At present the amounts are:

\$50 one student

\$80 two students or more.

The money from voluntary contributions will be spent to support the classroom learning programs.

Uniform

A public meeting and survey in 1989 endorsed the wearing of school uniform. The wearing of school uniform is strongly encouraged to develop the feeling of recognition as a member of Hoxton Park Primary School.

The school's Fair Discipline Code established that Hoxton Park Public School is a full uniform school. The School Council re-endorsed this in February 1997. Please refer to the school policy '*Uniform*

Requirements'.

Uniform Requirements

Boys

Summer

maroon & black polo (s/s) with logo
black gaberdine shorts
white socks
black shoes

Winter

maroon & black polo (l/s) with logo
black trousers
maroon zip fleecy jacket with logo
maroon sloppy joe with logo
black socks
black shoes

Sport

maroon & black polo (s/s) with logo
black microfibre shorts
microfibre zip jacket with logo
microfibre track pants
white socks
sport shoes

Girls

check dress
maroon & black polo (s/s) with logo
black culotte/skorts
white socks
black shoes

maroon & black polo (l/s) with logo
black slacks
maroon zip fleecy jacket with logo
maroon sloppy joe with logo
black socks
black shoes

maroon & black polo (s/s) with logo
black microfibre shorts
microfibre zip jacket with logo
microfibre track pants
white socks
sport shoes

Accessories

black school bag with logo
maroon bucket hat with logo
maroon cap with logo

Microfibre jacket and pants may be worn any day of the week

The school has a policy of 'no hat, play in the shade' which is enforced whenever students are outside. For safety reasons, suitable footwear should be worn. Thongs are not to be worn at school and sandals with open tops exposing toes are strongly discouraged.

As a general rule, jewellery should not be worn. Only studs or sleepers should be worn in pierced ears. Hair accessories should be maroon, black or white.

All uniform items can be purchased from the Uniform Shop at the school. Opening hours will be available from the office.

Dept of Education and Training

School Education Director: Ms Marianne Siokos

Address: Glenfield Education Office

Telephone: 9203 9900