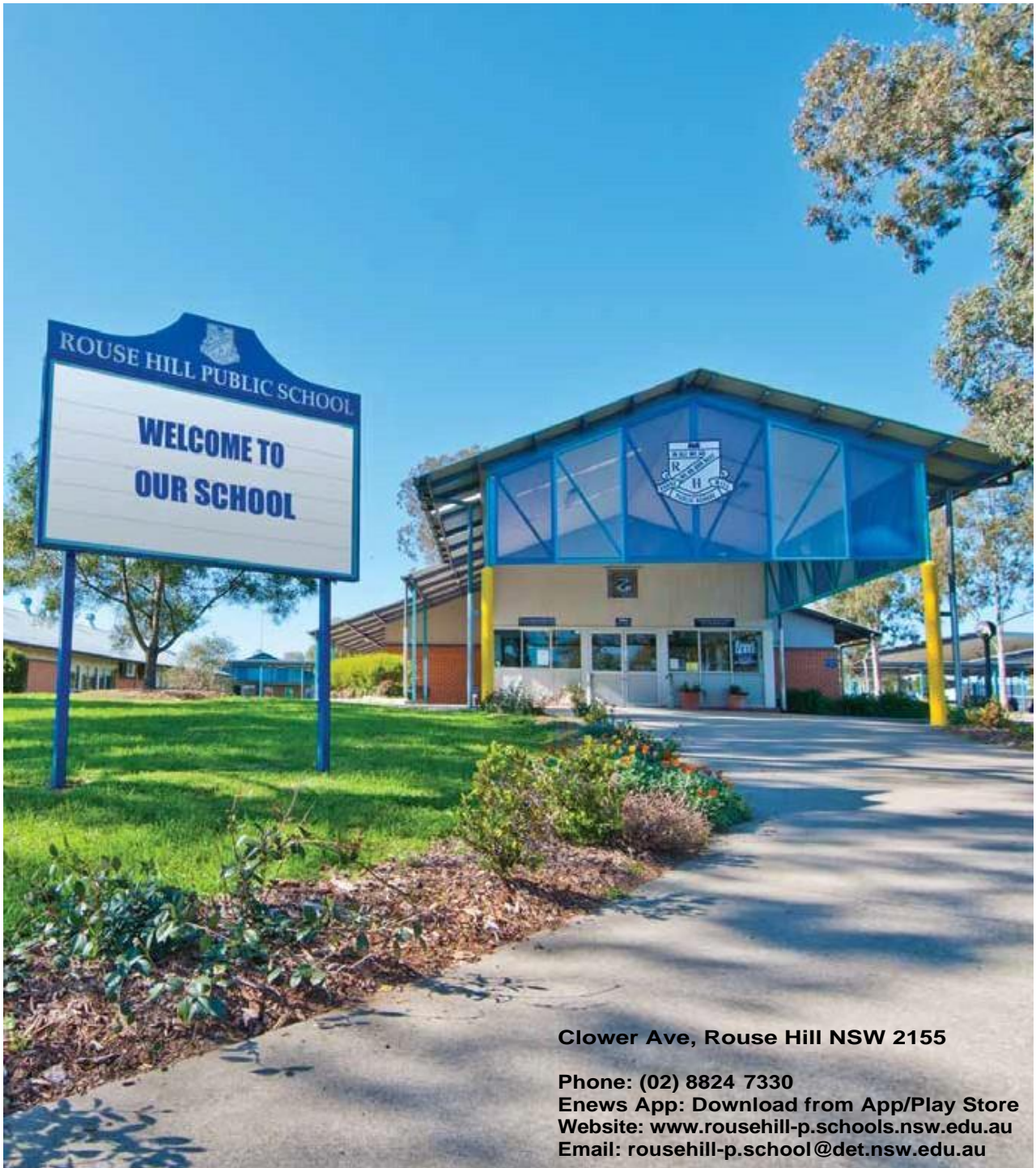




Rouse Hill Public School Information Booklet



Clower Ave, Rouse Hill NSW 2155

Phone: (02) 8824 7330

Enews App: Download from App/Play Store

Website: www.rousehill-p.schools.nsw.edu.au

Email: rousehill-p.school@det.nsw.edu.au

Attention All Parents

Our FREE SCHOOL APP is here! Access school news, alerts, digital permission notes and more quickly and easily.



- 1) Open the "App Store" or "Play Store" on your mobile or tablet
- 2) Search for "Rouse Hill Public"
- 3) Download our FREE APP with this icon:



WELCOME TO ROUSE HILL PUBLIC SCHOOL

Established in 1875, Rouse Hill Public School relocated to our current site in 2003. We have a proud history, a strong sense of community and a clear emphasis on providing quality learning opportunities. Our enthusiastic teachers encourage our students to become lifelong learners and to strive to do well academically, emotionally, socially and in their creative, performing and sporting endeavours. Our school includes a Support Unit, which is comprised of three autism classes and one multi-categorical class. As one of four bilingual public schools in NSW, all students are given the opportunity to learn Mandarin and the option to participate in Chinese cultural extracurricular activities.

We aim to foster a partnership between school and home in order to provide the opportunity for your child to achieve to the best of his or her ability. Through this partnership, together we can make primary school a positive and enjoyable experience and ensure that Rouse Hill Public School remains the school of choice for local residents. We strive to support our students to uphold our school values of **'Respectful Responsible Resilient'** and our school motto, **'In all we do we do our best'**.

Numerous extra-curricular opportunities enrich the school experience for our students, and often include choir, dance, debating, drama, public speaking, gardening and chess. Our active Student Representative Council provides our students with a voice and an opportunity to participate in the operation of our dynamic school.

The school is extremely well-supported through collaborative, productive relationships with parents and the wider community. As a parent of a child at our school, we welcome you to become involved. This may include participating in the Parents & Citizens (P&C) Committee, canteen duty, helping in the classrooms, accompanying excursions or sporting trips, working bees or supporting fundraisers. Your support will continue strong traditions established over many years.

Rouse Hill Public School's Vision

At Rouse Hill Public School we work collaboratively to create an inclusive culture of high expectations in which every student is challenged and supported to learn and improve. We place our students at the centre of our decision-making, and strive to empower students to become respectful, responsible and resilient members of the community.



GENERAL INFORMATION

App

Please download the Rouse Hill Public School App. It is our main communication tool. All notes are uploaded to the App, as well as regular messages for grades and extracurricular groups.



Attendance, Absences & Late Arrivals/Early Leavers

Regular attendance at school is essential. Students should be present each day the school is open unless there is an acceptable reason, such as illness or special leave. Following an absence, please notify the teacher as soon as the student returns via a handwritten note or via the school App. Notes should be explicit, e.g. "Please excuse Robyn Smith's absence from school on Monday 1st July as she was suffering from a severe head cold." The note should be sent on the day the child returns to school. A Department of Education 'Home School Liaison Officer' (HSLO) regularly checks school attendance and investigates absences when required. If an extended absence is anticipated (over 10 days), please contact the office to apply for a certificate of extended leave. Travel outside of school holidays is counted as an absence.

Students who are late to school should present at the front office to be noted in our attendance system. Teachers will direct children who have not done so back to the office to be signed in.

If you are picking your child up early from school, please come the front office. The office staff will request you to present ID to verify your identity and relationship with the child. Once your credentials have been verified, your child will be called down to the front office for you.

Any alternate person wishing to take a child from school during school hours must have a note sent to the school from the parent, or parents must call the office to notify them of this change.

All children leaving school during school time must be collected from the front office. The school cannot accept responsibility for children where parents make private arrangements and choose not to inform the school in writing of those arrangements. All school staff members make every effort to ensure the safety of your children, but cannot do it alone. Parental assistance is very important.



Before & After School Care

An Out of School Hours (OOSH) facility runs within the school grounds from 7:00am to 9:00am and from 3:30pm to 6:00pm each day and also provides vacation care. Rouse Hill OOSH shares the school site, however, its operations and policies are not overseen by Rouse Hill Public School. Contact OOSH on 0409 626 734 or at rousehillloosh@guardian.edu.au with any enquiries.

Bell Times

School Commences	-	9:25am
3-6 Recess Eating Time	-	11:05am to 11:15am
3-6 Recess Play Time	-	11:15am to 11:45am
K-2 Recess Eating Time	-	11:35am to 11:45am
K-2 Recess Play Time	-	11:45am to 12:15pm
3-6 Lunch Eating Time	-	1:15pm to 1:25pm
3-6 Lunch Play Time	-	1:25pm to 1:55pm
K-2 Lunch Eating Time	-	1:45pm to 1:55pm
K-2 Lunch Play Time	-	1:55pm to 2:25pm
School Concludes	-	3:25pm



Please note that morning supervision commences at 9:00am. Children are encouraged to arrive at school a few minutes before 9:25am to allow them time to make a settled start to the day.

Kindergarten students will have an allocated play area during the first 4 weeks of school. This gives students a better opportunity to learn about the playground rules and areas and to form new friendships with their peers.

Best Start

Best Start is a literacy and numeracy assessment developed by the Department of Education that is administered to all Kindergarten children within the first few weeks of school. It is important to note that this is not a 'test', but rather a tool used by teachers to gather information to identify each child's literacy and numeracy knowledge and skills at the beginning of Kindergarten. The information gathered from this assessment is used by teachers to guide their planning and programming to ensure that each child is working at his or her own level.

Bicycles and Scooters

Students in Years 4-6 are permitted to ride their bikes/scooters to school; younger students require parent supervision. Please ensure that children's bicycles/scooters are safely maintained and reinforce bike and road safety. Bike/scooter racks are located at the back of the COLA. Students riding a bike/scooter to school must wear a helmet. Riders must dismount and push the bike/scooter when inside the school grounds and crossing the road. Skateboards are not to be ridden to school.

Bilingual/Mandarin

Students at Rouse Hill Public School learn Chinese (Mandarin). Our mainstream teachers co-teach with our Mandarin teachers. During weekly Chinese literacy lessons, our students develop their understanding of the Chinese language and culture from our Mandarin teachers. Children will also experience Mandarin through co-teaching in another key learning area once per week. A variety of Mandarin extra-curricular groups are offered for each stage during recess and lunch times during the week. All students have the option of participating in these groups. Extension Mandarin lessons are available on Friday afternoons. All students have the option of participating in these lessons. Parental permission is required for participation.



Buses

Children living outside the boundary of 1.6 kilometres from the school receive a free School Opal Card on application under the School Student Transport Scheme. If your child is eligible for a School Opal Card, please apply online at www.transportnsw.info/school-students Parents are asked to reinforce responsible behaviour on the bus and at bus stops. Students who catch a bus home from school need to line up outside the front office at 3:25pm. They will be supervised by a staff member.

Communication

The school's App and newsletter are the most important sources of communication between the school and home. The newsletter is uploaded to the school's App and website each fortnight. It provides information about school activities and recognises student achievement. The school App keeps families up to date with school events, including push notifications.

Numerous permission and information notes are sent home for excursions, incursions and school activities. The preferred payment method for excursions, incursions and school activities is via our Parent on-line Payment (POP) system, which is accessible on the school website. Payments may also be made by cash or cheque. Prompt return of permission notes and payment greatly assists in our organisation of excursions, incursions and school activities.

Crunch 'n' Sip

Crunch 'n' Sip is a short break in the classroom during which children crunch on healthy snacks, such as fresh fruit or vegetables, and have a drink of water. The time this occurs varies from class to class. This assists with their physical and mental performance and concentration in the classroom, as well as promoting healthy eating.



Custody of Children

In some cases there are court orders related to the custody of children. The school should have a copy of any such orders. If you have a particular situation that has the potential to cause confrontation or embarrassment, please advise the Principal or Deputy Principal. If there is a stressful situation at home, it may be helpful if this is made known to the teacher. Such information is treated confidentially and helps in promoting the wellbeing of the student/s concerned.

Enrolment

Children may enrol in Kindergarten at the beginning of the school year, provided they turn five years of age on or before 31 July in that year. Regardless of which grade you are enrolling your child in, documentation providing proof of age, such as a birth certificate or passport, is required on enrolment. Proof of immunisation and residential address (100 points) are also required. The school has an enrolment boundary. Families whose address falls outside the school's enrolment boundary will be referred to their local school.

Excursions and Incursions

Regular excursions and incursions are an important part of the school curriculum, providing opportunities for engaging learning experiences and social development through experiencing, listening, talking, reading, writing, drawing and viewing. Notes providing details are sent home prior to the activity. Additional copies of notes will be available on the school App. Permission notes must be signed by a parent/carer and returned to the teacher.

School uniform must be worn, unless otherwise stated. Excursions and incursions have considerable educational value and play an important role in the development of students' social skills. Attendance is dependent on students consistently displaying appropriate behaviour.

Extracurricular Opportunities for students

RHPS offers a wide range of extracurricular opportunities to students. These may include dance groups, drama group, chess, media group, debating, Tournament of the Minds, choirs, band, vocal ensemble, violin group, guitar group and various Chinese cultural extracurricular activities.

Facebook

RHPS is on Facebook, which provides a great way for us to celebrate the achievements of our students. Our Facebook page can be found at:

<https://www.facebook.com/rousehillpublic>



General School Contributions

A voluntary general school contribution is set each year, with these funds helping to supplement the costs of resources and materials used by children. Contribution rates will be available early Term 1. Whilst these fees are minimal, they are certainly beneficial to the school.

Hats – No hat, play under the COLA

In accordance with the Cancer Council guidelines, children are to wear a school hat when outside. Hats are available from the school's Uniform Shop. The school has a 'No hat – play under the COLA' policy in effect. Please apply sunscreen to your child each morning, particularly during the warmer months.



Health & Illness

Sending students who are sick to school should be avoided, as the school does not have sufficient resources to cater for their needs. It is not in the best interest and health of others, particularly if the illness is contagious. Sick students will be sent home or to a nominated family member or carer. If your child is sick or hurt, we will contact you using the contact numbers you have provided. Therefore, it is vital that you notify the school of all changes of address, telephone numbers and emergency contacts.

Class teachers are not permitted to administer any kind of medication to students. If a child needs medication at school it must be provided by parents. Parents must see office staff and fill in paperwork regarding dosage and frequency of medication to be administered. Medication is administered by office staff only. Any child requiring medication will be sent to the front office. Any child who has specialist medical needs requires a health care plan. Health care plans are completed by us in consultation with you and inclusive of any additional medical reports or plans you have. Please advise the office staff upon enrolment if your child has any medical requirements.

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) and 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 children's hospitals. It is important to keep a written record of your child's immunisation.



Home Reading

Children from Kindergarten to Year 2 will begin to utilise our Home Reading scheme from the middle of Term 1. Please read to your child every day and listen to your child read regularly.

Homework

Homework is given out across all grades K-6. If you have any questions about homework, please see your child's teacher.

Key Learning Areas (KLAs)

Teachers implement the NSW curriculum in all KLAs.

- English
- Mathematics
- Science and Technology
- HSIE: History and Geography
- Personal Development /Health/ Physical Education (PD/H/PE)
- Creative Arts: dance, drama, music, visual arts

Learning Support Team

The school's Learning Support Team (LST) includes our Learning and Support Teacher, School Counsellor, Principal, Deputy Principals and members of the school executive. Help may be available for problems or concerns you may have about the development of your child. Referrals to the LST can be made by class teachers, support staff or parents/carers. Parents are informed and permission is sought prior to the School Counsellor working with any child. If you have concerns about your child, please speak with your child's teacher.

Library

Each class will have a library lesson every week. In order to borrow, each child must have a library bag clearly marked with their name and class. School library bags are available through the uniform shop. Alternatively, you may purchase your own.



Lost Property

Every child should have his/her name clearly labelled on all items of clothing, lunch boxes, drink bottles, bags etc. This makes it easier for belongings to be returned to their owners. Anything without a name goes into the lost property box which is located near the hall/canteen.

NAPLAN

NAPLAN testing occurs in Years 3 and 5. Testing is usually in May each year.

Payments, Online and Cash

The preferred payment method for excursions, incursions and school activities is via our Parent on-line Payment (POP) system, which is accessible on the school website. Payments may also be made by cash or cheque. All notes and money should be placed in an envelope and marked with your child's name, class and the purpose for which the money has been sent. All money envelopes need to be placed in the letterboxes at the front office. Permission slips are still required to be returned to the letterboxes at the front office when paying online; please record the receipt number on the section provided on the permission slip. Prompt return of permission notes and payment greatly assists in our organisation of excursions, incursions and school activities.

Please note that P&C payments cannot be paid using POP. If the payment is requested by the P&C, money is to be placed in the P&C box in the front office.

Parents and Citizens Committee

Rouse Hill PS has a very active, friendly and enthusiastic P&C Committee who welcome everyone wishing to join them in their meetings and activities. Much of the support provided is by way of raising funds to provide children at the school with additional facilities and equipment that supplement and enhance modern education. Meetings are held on Thursdays twice a term. They take place at 7:00pm in the school staffroom, normally during Weeks 2 and 8. Any changes to meetings will be broadcast on the school app. The P&C can be contacted at rousehillps.pc@gmail.com or through their Facebook page:

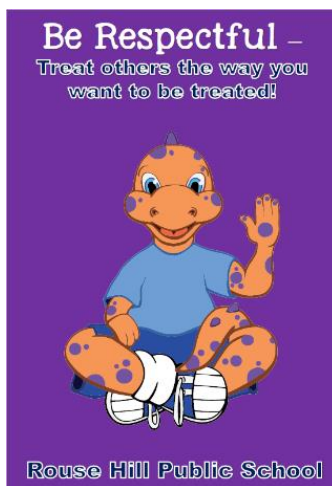
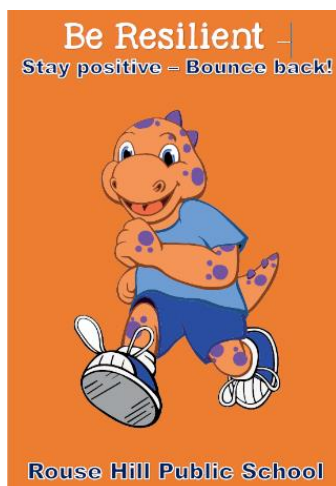
<https://www.facebook.com/RouseHillPublicSchoolPC/?form=MY01SV&OCID=MY01SV>

Parking

The staff car park is not to be used for dropping off or picking up children. Parking is available along Clower Avenue. Council Rangers conduct regular patrols, so please check the road signs before parking your vehicle. As parking can be limited, you are encouraged to walk your children to school and leave the car at home, if possible.

Positive Behaviour for Learning (PBL)

PBL philosophy creates school-wide systems of support that acknowledge the link between positive behaviour and enhanced learning environments. PBL increases student engagement and learning by increasing 'on-task' behaviours and decreasing distractions in the learning environment. The result is a positive school environment in which students' academic and social outcomes are improved through increased teaching time and consistent behaviour expectations.



Rouse Hill Public School expects a high standard of behaviour from all students at all times. To ensure consistent positive behaviour and academic success, we uphold our three PBL values of 'Respectful Responsible Resilient.' The school follows a consistent discipline and reward system to reinforce our three core values.

'Dinos' are our free and frequent playground reward system at Rouse Hill PS. Students are awarded Dino tokens during morning, recess and lunch breaks if they are being respectful, responsible or resilient in the playground. These tokens are placed into grade containers ready for our weekly Dino Draw, which takes place every Friday. Three winners from each grade are drawn from the containers and they select a small prize.

Recess & Lunch

Recess and lunch are eaten with the class teacher in the 10-minutes preceding the respective K-2 and 3-6 recess and lunchtime bells. Lunches may be brought from home or ordered from the canteen. Lunch orders are to be handed in to the canteen before 9:25am. Please ensure that your child's name and class are clearly written on their lunch bag. The canteen has 'Flexidays', where orders can only be placed online. Wednesday, Thursday and Friday are Flexidays; no paper bag orders will be accepted. Please visit www.flexischools.com.au for more information. Orders need to be made online by 9:30am.



Reporting to Parents / Parent Teacher Interviews

School reports are distributed to parents at the end of Term 2 and Term 4. Goal setting parent teaching meetings are held in Term 1, providing an opportunity to share information about your child and set goals for the semester and year ahead. Parent Teacher Interviews are held at the beginning of Term 3, providing an opportunity for you to discuss your child's Semester 1 progress with the class teacher. You are also welcome to book an appointment to meet with your child's teacher at any time during the year to discuss his/her academic progress and/or wellbeing.

School Sporting Houses

The four sport houses at Rouse Hill Public School are **Terry**, **Rouse**, **Kelly** and **Davis**. Your child will be allocated to a house and you will be notified during the enrolment process. Students compete for their allocated sporting house. Students in Years 3-6 participate in Swimming, Cross Country and Athletics Carnivals. K-2 students have an athletics carnival. Opportunities to participate in the primary carnivals are extended to students who turn 8 in the current year.

Scripture

Anglican and Catholic scripture classes are held at the school each Wednesday, depending on the availability of scripture teachers. Other religion scripture classes may be held, depending on availability of scripture teachers. Children not attending participate in non-scripture classes. Students will be placed in the appropriate scripture class based on the information provided on their enrolment form. Changes to the scripture classes may be made via a written note outlining the change required by parents.

Spare Clothes

From time to time spare clothes are provided by the Office to students who have an 'accident' at school. Please ensure that any clothes provided to your child from the school are washed and returned promptly.

Technology

Our school is well-resourced with interactive panels in every classroom, a computer lab and iPads. We implement a BYOD (bring your own device) program in Years 4-6. Please see your child's class teacher for more information.



Specialist Staff

We have a number of specialist programs, including English as an Additional Language/ Dialect (EAL/D), Learning and Support Teacher (LaST) and Release from Face to Face (RFF) teachers. RFF provides teachers with an opportunity to plan and prepare work for their class. Children may be identified by class teachers as requiring some specialised help and this could be within the classroom or they could be withdrawn in small groups. The EAL/D teacher supports students for whom English is their second language. They may work in the classroom or withdraw students for intensive practice or small group lessons. The LaST focuses on students who need extra support in learning and works with class teachers, providing resources and strategies to assist.

Sporting Activities

K-2 classes hold sport lessons on a select day throughout the week. You will be notified which day at the beginning of the school year. Years 3-6 hold sport lessons on Fridays each week. PSSA (interschool representative sport) is held on Friday mornings. All students wear their sport uniform to school on their assigned sport day.

Student Banking

Student banking runs each week for students with a Commonwealth Bank Dollarmite account. Bank books are collected by the teacher every Tuesday. Got to www.commbank.com.au/schoolbanking to open a Youthsaver Account for your child.

Uniform

The school community has decided that emphasis is to be placed on the wearing of full school uniform by all students at all times as a means of building school pride and a sense of belonging. The Uniform Shop is usually open Mondays 9:00 – 10:30am and Thursdays 2:30 – 3:45pm. Please contact the school office at rousehillps.pcbusiness@gmail.com to confirm these times. You can also order uniforms online at www.flexischool.com.au at times convenient to you. Parents can order and pay online, and uniforms are sent home with children.



