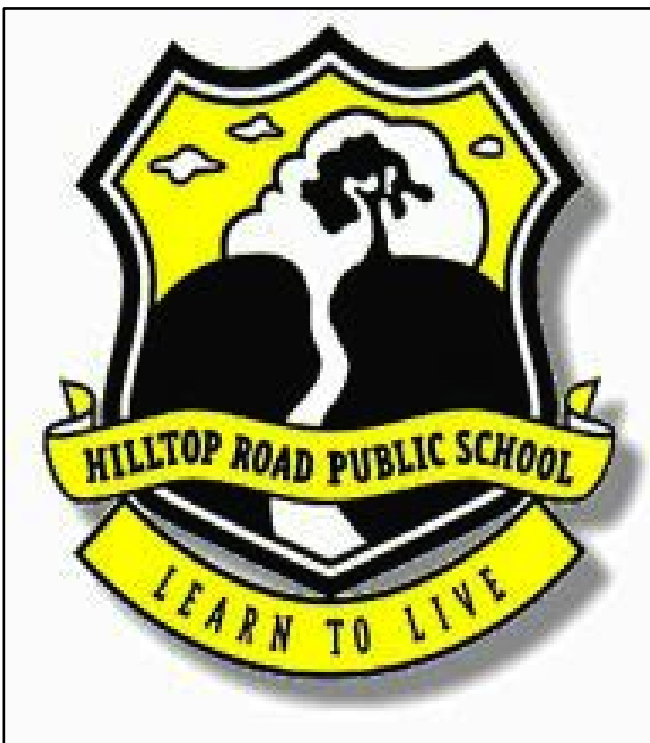
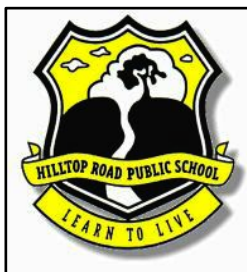


# The A to Z of Year 4



Hilltop Road  
Public School



## All you need to know about

### **Absences**

When your child is absent, you must forward a letter stating dates and reason to the class teacher on the day following the absence. The school monitors absences and a Home School Liaison Officer regularly visits the school to enforce departmental regulations for attendance.

### **Accidents**

If a child is involved in an accident at school, which is other than that of a minor nature, parents will be notified as soon as possible. The co-operation of parents in returning student information forms for updating our computer records, at the beginning of each year, is essential.

### **Assemblies**

K-6 assemblies will be held to celebrate special events. Parents and carers will be informed of upcoming events prior.

### **Awards**

The school has an Awards Policy, which provides an avenue for rewarding success and achievement in the classroom as well as recognition of caring and co-operative behaviours.

Students can be awarded Merits for positive behaviour and demonstration of the school rules and values. If a child receives 30 Merits, they are awarded a Principal's Award and invited to attend a Principal's Morning Tea. Students who go on to receive 50 Merits are awarded with a Howie Pin.

### **Banking**

Banking is carried out each Monday (Tuesday if no school on the Monday) at school and books are usually returned by Wednesday. Application forms are available at school for children wishing to start school banking. Children are encouraged to use this facility as it encourages saving habits and the school receives a commission for every deposit. The services of the mothers who process the accounts are greatly appreciated.

## **Before and After School Care**

The Before and After School Care centre is a community initiative that is attached to, but not run by, the school. The operating hours are 7.00am-8.30am and 3.00pm-6.00pm from Monday to Friday.

For enrolment, information and further details contact the centre on **9689 1193**.

## **Bell Times**

|                      |         |
|----------------------|---------|
| Starting time:       | 8.55am  |
| Crunch n Sip:        | 10.00am |
| Recess:              | 10.55am |
| Recess ends:         | 11.15am |
| Lunch (eating time): | 1.00pm  |
| Lunch (play time):   | 1.15pm  |
| Lunch ends:          | 1.55pm  |
| Finishing time:      | 2.55pm  |

## **Canteen**

The school canteen is open from 8.30am until 2.00pm. Orders should be made before school. When ordering lunches, write the following on a paper bag and put money inside:

1. Child's Name
2. Child's Class
3. Order for lunch.

A copy of the 2017 Canteen Price List can be found at the back of the booklet. If you would like to volunteer to help in the canteen, please see the Canteen Coordinators.

## **Carpark**

In order to prevent an accident, parents are asked NOT to park in the staff car park or use this area as a "Drop Off".

When dropping or picking up children at school, please observe the NO STOPPING signs and the marked children's crossing.

Parking in restricted areas seriously endangers children's lives.

The school parking area is restricted to STAFF ONLY.

**DO NOT WALK THROUGH THE STAFF CAR PARK AT ANY TIME!**

## **Community Resource Centre and Community Liaison Officer**

The Centre provides a venue for groups to meet, for the distribution of information about local services and for information about help and support for health, family crisis, special needs children, playgroups and classes for adults.

Hilltop Road Public School employs the assistance of a community liaison officer, Mrs Catherine Gregory, who works every Monday, Tuesday, Wednesday and Thursday. Phone 9635 1304, or 0401 155 576.

Mrs Gregory also coordinates a transition to kindergarten program called Ready Set Go 4 Kindy. This program runs once a week throughout Term 3 and 4 and involves a

growing number of participants each year. The program had been extremely successful at providing children with a smooth transition to kindergarten.

### **Crunch n Sip**

Hilltop Road Public School is a registered Crunch n Sip school and the program was launched in 2010. Every day at 10am a bell rings for Crunch n Sip time. The children are encouraged to participate and bring a healthy snack e.g. fruit or raw vegetables and water to drink.

### **Early notes**

Parents of students who wish to leave school early for appointments, emergencies or other reasons are asked to collect an Early Note from the office prior to collecting their child from the classroom. The Early Note slip should be handed to your child's teacher upon collection of your child.

### **Enquiries**

Parents wishing to enquire about their child's progress or any other aspect of his/her work or the school should contact the school to arrange a suitable time for an interview with the Principal, Deputy Principal, Assistant Principal or class teacher.

### **Excursions/Expenses**

Excursions, incursions and other activities to support your child's learning will be organised throughout the year. The outline below is a rough guide which may change as different opportunities arise.

| <b>Term 1</b>                                      | <b>Term 2</b>      | <b>Term 3</b> | <b>Term 4</b> |
|--|--------------------|---------------|---------------|
| Parramatta Colonial Tour <b>or</b> Cockatoo Island | Hyde Park Barracks | Zoo Snooze    | Movies        |

### **Equipment**

EQUIPMENT (ALL ARTICLES TO HAVE FULL NAMES ON THEM PLEASE)

- A. School Bag.
- B. Library Bag.

These are necessary to protect books borrowed. They may be purchased from the Library or Uniform Shop (good quality cloth bag) or they may be made at home out of material.

- C. Stationery.

In Years K – 6 children will need to bring their own lead pencils, coloured pencils, glue stick, rubber, sharpener and ruler.

In Years 4-6 a blue and red biro is also required. Textas are not essential but may be permitted by individual teachers for work on single sheets of paper. No liquid paper is to be brought to school by the children.

- D. Headphones.

Often required when students are working on their Infinities or iPads.

### **Extended Absences**

If you are planning to take an extended holiday overseas a leave exemption form must be filled in at the office and approved by the Principal, prior to your departure.

### **Hats**

School hats are part of the school uniform and are available from the office or uniform shop. “No Hat, Play in the Shade” is enforced throughout the year.

### **Holidays**

School holidays fall into four groups. The 2020 term dates are:

|        |  |
|--------|--|
| Term 1 | Tuesday, 28 January - Friday, 10 April     |
| Term 2 | Tuesday, 28 April - Friday, 3 July         |
| Term 3 | Tuesday, 21 July - Friday, 25 September    |
| Term 4 | Monday, 12 October - Friday, 18th December |

### **Home Reading**

Each child has a folder that will be used for bringing home their reading books and home reader card. Students in Years 3-6 swap their books in the library, usually on their library day. Students in Years K-2 Need to bring their folders to swap books on the following days:

Kindergarten – Monday, Tuesday, Wednesday and Thursday.

Year 1 – Tuesday, Thursday and Friday.

Year 2 – Monday, Wednesday and Friday.

### **Houses**

The School has four sporting houses:

|                  |               |
|------------------|---------------|
| NEWCOMBE (Blue)  | MCKAY (Green) |
| BRADMAN (Yellow) | JACKSON (Red) |

Each child from Kinder to Year 6 is allocated a house. Family members are kept in the same house. There is a healthy competitive spirit among the four houses, with points being allocated for annual athletics, cross country and swimming carnivals.

### **Homework**

Homework consists of a combination of online learning tasks and printed worksheets to review important concepts covered in class. Your child’s class teacher will notify you of when homework is due. It must be presented in an A4 homework book covered in contact and labelled with your child’s name.

### **Late notes**

If a child arrives at school after 8.55am on any morning, they are to go straight to class and their teacher will mark the late arrival on the class roll. Please ensure that

your child arrives at school before 8.55am (when school starts). If your child is late, please send a written note with your child to the teacher.

## Library

Children borrow from the library once a week. Your child will need to bring their library bag and return their books each week.

## Lost Property

Lost property is located outside the infants toilets, near the Makerspace. Parents are strongly urged to mark PERMANENTLY and VERY CLEARLY all items of clothing and school requisites. Items which are clearly marked are returned to the owners. Unmarked items are kept no longer than one term (space reasons) and are then sent to charity, or placed in the school second-hand clothing pool.

## Medicine

If your child requires medication during school hours, it is the parents' responsibility to provide the medication, equipment for its administration and detailed written instructions for administration to the school's office staff. Students in classes K-6 with asthma inhalers must submit them to the office with their Asthma Management Plan. These will be kept in the child's class first aid kit for easy access. No child is to keep medicine in class without notifying the teacher and office. When regular medication is required, a special form is to be completed by parents at the school office.

**Hilltop Road Public School Map 2020**



|                                 |  |                              |                                 |   |
|---------------------------------|--|------------------------------|---------------------------------|---|
| <b>KR</b> - Ronya Baddour       | <b>KB</b> – Sally Boustany                     | <b>KZ</b> - Alessia Zanardo  | <b>KM</b> - Tara Mirabito       | <b>KC</b> - Caitlin Crabbe                  |
| <b>KH</b> - Emerald Han         | <b>1N</b> - Mary Nurkic                        | <b>1S</b> - Stephanie Xuereb | <b>1M</b> - Madeline Ohrynowsky | <b>1BN</b> - Emma Bartlett & Sandra Norris  |
| <b>2L</b> - Kate Lavery         | <b>2S</b> - Amy Small                          | <b>2P</b> - Louise Price     | <b>2Z</b> - Cassandra Zammit    | <b>2I</b> - Namita Issar                    |
| <b>2/3G</b> - Kasandra Goulding | <b>3M</b> - Eleni Marketos                     | <b>3F</b> - Vafa Fadaghi     | <b>3K</b> - Nancy Keasbery      | <b>3Z</b> - Ivana Zekanovic                 |
| <b>4C</b> - Ruth Close          | <b>4SN</b> - Joanne Sikorski & Nancy Castillon | <b>4H</b> - Nicole Harris    | <b>4B</b> - Manju Bansal        | <b>5DL</b> - Erin Daniela & Amanda Lawrence |
| <b>5S</b> - Ilge Sirin          | <b>5K</b> - Gonul Kamas                        | <b>5R</b> - Donna Ryabovitch | <b>5/6P</b> - Shane Pereira     | <b>6R</b> - Cheryl Romer                    |
| <b>6S</b> - Noreen Shabaz       | <b>6V</b> - Emma Veitch                        |                              |                                 |   |

## **Messages**

Please come to the front office if you have any messages for your child's teacher or the Principal. All phone enquiries can be taken by a school administration officer who can give you information or pass on messages. Only in emergencies can messages be taken directly to the child's classroom.

## **Money Collection**

All payments are to be put in the payment box located in the front office. Payments should be in a sealed envelope with your child's name, class & reason for payment clearly stated on the front of the envelope. All payments must be made by the date stated on the note. Payments returned on the day of the excursion will not be accepted due to a new payment processing method. The parent portal is also available for online payments for excursions or activities which have been assigned an online payment code.

## **P&C**

Meetings are held on the second Tuesday of each month at 3.30pm in the Community Resource Centre. All parents are encouraged to attend. These meetings are important in providing a means of close co-operation between parents and the school, an essential component in the education of your children.

## **P&C Meeting dates for 2020**

| <b>Meeting dates for 2020 commencing</b> |                           |
|--|---------------------------|
| 10 <sup>th</sup> March                   | 8 <sup>th</sup> September |
| 12 <sup>th</sup> May                     | 13 <sup>th</sup> October  |
| 9 <sup>th</sup> June                     | 10 <sup>th</sup> November |
| 11 <sup>th</sup> August (AGM)            | 8 <sup>th</sup> December  |

## **Project Based Learning (PBL)**

Project Based Learning is a teaching method in which students gain knowledge and skills by working collaboratively to investigate and respond to a complex question, problem, or challenge. Project Based Learning involves students being active and engaged learners by posing their own questions, exploring answers and solving authentic and real world problems. PBL not only assists students to achieve their own deep understanding of the world, but it also allows them to practise important 21<sup>st</sup> Century skills such as communication, collaboration, critical thinking and creating.

## **Playground**

The playground is unsupervised before 8.30am and after 3.00pm. Please do not send your child to school before 8.30am. In the event that children must be dropped at school before 8.30am, they must sit on the Year 1 verandah until the 8.30 bell.

## **Reports**

Reporting of students' achievement of learning outcomes occurs regularly. Informal conversations with teachers and use of the Seesaw learning journal app will keep you informed of your child's progress throughout the year. Formal reporting occurs as follows:

### Term 1:

- Meet the Teacher K-6 – Week 5
- Kindergarten Best Start Parent/Teacher Interviews
- Social Skills Report K-6 – Week 11

### Term 2:

- Student Led Conferences K-6 – Week 9

### Term 3:

- Education week Open Classrooms and Assembly – Week 3
- Kindergarten Best Start Parent/Teacher Interviews

### Term 4:

- End of Year Report K-6 – Week 10

## **RFF**

Release from face to face provides teachers with 2 hours a week to plan and prepare teaching and learning activities for the children in their class. During this time, students participate in quality educational programs in line with the NSW syllabus which are delivered by our RFF teachers.

## **Social Media**

**Facebook:** Our school Facebook page is updated regularly. If you LIKE this page, you will receive the regular updates in your news feed-

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

**Twitter Handle:** @hilltoproadps

**School Website:** <http://www.hilltoprd-p.schools.nsw.edu.au/our-school>



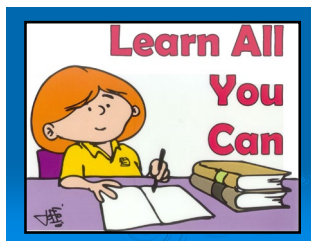
## School Contribution

The school sets a voluntary contribution fee to assist in costs associated with supplying students with various equipment used throughout the year. The 2020 school contribution will be directed into maintaining technology and our one to one Infinity device program and individual student licenses for personalised literacy and numeracy programs eg Reading Eggs and Typing Tournament and maintaining Seesaw.

## School Rules

The school has four school rules. A copy of the school rules is sent home via a Newsletter in Term 1 each year.

1. Take care of the environment
2. Be Safe
3. Learn all you can
4. Respect yourself and others

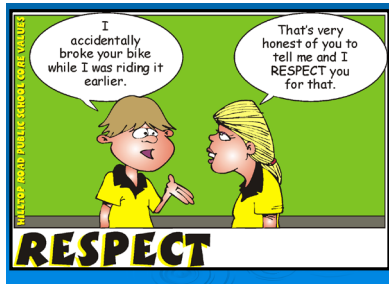


## School Song

Proudly we stand  
Girls and Boys of Merrylands  
Hilltop Road our school.  
Where we follow the Golden Rule  
Always learning how to live  
And of our best is what we give.  
Proudly we stand  
Giving our friends a helping hand  
At study, work and play.  
Loy-al-ty, Hon-est-ty  
Friendship in ev'ry way.  
Yet we know all of us must have a go.  
So we'll fight doing our best To make the future bright  
Proudly we come – lifting our voices everyone  
To sing to the sky above.  
Play the game, Shout it's name  
LEARN TO LIVE EACH ONE, LEARN TO LIVE EACH ONE.

## School Values

1. Cooperation
2. Pride
3. Responsibility
4. Respect
5. Trust



## Scripture

Lessons are held on Wednesday and taken by visiting Anglican, Catholic and Muslim scripture teachers. There is also a non-scripture group (supervised by a teacher) for children whose parents do not wish them to attend any of the above classes.

## Sport

Hilltop Road Public School has a sports uniform and children are required to wear this on their grade sports day.

All K-2 and 3-6 classes have a sport period each week and parents will be informed of the day early in Term 1. When inter-school competitive sport (P.S.S.A.) is played by Year 3-6 students, parents will be notified of requirements.

## 21<sup>st</sup> Century Learning

Hilltop Road Public School are leaders in 21<sup>st</sup> Century learning. Our school successfully enables students, parents and community members to utilise a variety of technology in the classroom and in an open plan learning space. Some examples of the digital capabilities provided include specialised filming and digital editing equipment, Robotics, video and audio recording devices, interactive Smartboard table, XOs, Infinities, I pads, Mac laptops and much more.

## Uniforms

Hilltop Road Public School has a compulsory school uniform. It is compulsory that all children wear full school uniform for the whole of the year.

The Hilltop Road School Parents and Citizens Association endorses the wearing of school uniforms because:

- a) it encourages pride in the school
- b) it assists in the maintenance of tone and good conduct

The school stocks many new uniform items at the uniform shop.

The Uniform Shop is operated by parent volunteers and is open on the following days:

|           |               |
|-----------|---------------|
| Monday    | 8.30 – 9.15am |
| Wednesday | 2.30-3.15pm   |
| Friday    | 8.30 – 9.15am |

A Second-Hand Uniform Pool operates in the school and quality used uniform items are available at very reasonable prices. Parents run the pool on Mondays and Fridays between 8.45am to 9.15am and Wednesday afternoons from 2.30pm to 3.15pm.

Children should not wear nail polish or items of jewellery except for 'sleeper' or 'stud' type earrings or a signet ring where necessary.

|                |   |
|----------------|---|
| Summer Uniform | Summer uniform change-over occurs at the beginning of Term 4. |
| Winter Uniform | Winter uniform change-over occurs in the 1st week of Term 2.  |

### **Weather**

On wet mornings children will remain under the sheltered morning assembly area until asked to move into the room by the teacher. There will be no morning assembly in classrooms. During wet recess or lunch periods, children will remain in their classrooms and be supervised by teachers indoors. Likewise, during extremely hot weather students will remain inside with the air conditioning during recess and lunch if necessary.

### **Infinity Laptops**

Our school has participated in the One Education One Laptop per Child (OLPC) program, allowing all students at Hilltop Road Public School to have access to their own laptop device. These laptops are designed to enhance quality learning experiences through collaboration and self-directed learning. The Infinity devices also assist teachers to cater for the needs of 21st Century learners and address the general capability statements underpinning the Australian Curriculum.