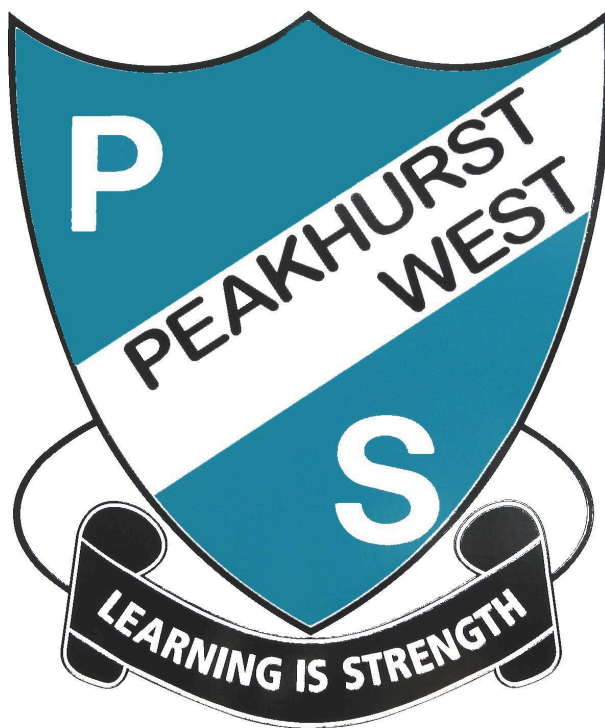


Peakhurst West Public School

A Quality Education in a Caring Environment



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PRINCIPAL'S MESSAGE

Welcome to our amazing school. Peakhurst West Public School is a fantastic school which serves a diverse and inclusive community. Our vision is to equip our students for a successful future academically, creatively and emotionally. Our children are happy and friendly, seeing their school as a safe and nurturing place to learn.

We acknowledge the traditional custodians of the land and water in the area where we meet, walk, work, learn and live, the Bidjigal clan of the Eora nation. We recognise their continuing connection to land, waters and community and pay my respects to Elders both past and present.

Aboriginal people have been teaching and learning on this land for tens of thousands of years and we are privileged to be able to continue that tradition.

Our core values were chosen by the community and represent who we are and what we believe in:

Be Respectful Be Responsible Be Safe

As Principal of Peakhurst West, every day I look forward to working with the students, staff, and the wider community to make our school the best place it can possibly be.

My commitment as Principal of Peakhurst West Public School is to try to ensure that every student is known, valued, cared for and challenged to reach their personal best.

We truly have a wonderful school with a supportive and involved parent community, dedicated and highly skilful staff, excellent resources and buildings and the most fantastic students to work with.

Our school is welcoming, friendly and has a thriving community environment. We maintain strong, genuine partnerships with our hard-working community, staff and students.

Welcome to Peakhurst West Public School.

Rebecca Ingram

Principal



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SCHOOL ATTENDANCE

SCHOOL HOURS

- 8.55 am - Teachers commence supervision – No children to be left unsupervised in the playground prior to 8:55am
- 9.20 am - Music and Bell to line up
- 9.25 am - Classes commence

- 11.15 am - Lunch Eating Time
- 11.25 am - Lunch Play 1
- 11.55 am - Classes commence

- 1.55 pm - Lunch Play 2
- 2.25 pm - Classes commence

- 3.25 pm - Kindergarten to Year 6 classes finish

ABSENCES

A parent or carer should notify the school in writing via email or schoolbytes as soon as possible when a child is absent from school, stating the reason for the absence. Our rolls are marked daily and checked regularly by the Home School Liaison Officer and if he/she thinks that a child has had too many unexplained absences the Home School Liaison Officer may liaise with government and non-government agencies and participate in operations to improve attendance.

ABSENCE NOTES

Should a student be absent from school for any reason, it is necessary to notify the school in writing as soon as possible, after the student returns to school. If your child is likely to be absent from school for longer than a week the school must be notified. Where no correspondence is received after the student has returned to school, the absence will be marked as unauthorised and may be referred to the Home School Liaison Officer.

Written notes explaining absences from school should be addressed to the classroom teacher, dated and signed by the parent or carer of the student. An email to the school email address is acceptable as is notification via schoolbytes. If a student is absent for more than 2 days a medical certificate may be required. If a student is absent when the roll is marked in the morning an SMS will be sent home to notify the family of the absence.

LATE ARRIVAL

It is important that children arrive in time for the commencement of school every day to best support their learning.

If, on occasion, this is not possible; a late arrival slip must be filled in at the office giving the reason for lateness and signed by the parent. This late arrival slip is handed to the class teacher when the child presents for class. Late arrivals are marked in the class roll as partial attendance for the day. Partial attendance is monitored by the school.

COLLECTING CHILDREN DURING SCHOOL HOURS

Before taking any student from school during school hours, it is necessary to call at the office to obtain authorisation. This procedure is essential as it ensures maximum safety for all students while they are at school. The class teacher will allow your child to leave with an adult when they receive their authorisation from the office.

It is important that disruptions to all students be kept to a minimum, by trying to make all dental and doctors' appointments outside school hours.

FAMILY HOLIDAYS & EXTENDED ABSENCE

If you are planning a family holiday during the school term, it is necessary for you to obtain approval from the Principal prior to taking your child/children out of school. Please put in writing the duration that your child will be away from school and the expected date of return. Once approved, the class teacher will be notified. The Department of Education and Training requires parents to make a formal application for leave if your child is going to be absent for 15 days or greater. The forms can be collected from the office. Approval will not be granted if your child's attendance is of concern (less than 90%).

STUDENT WELFARE

We have strong Behaviour Management and Student Welfare Programs designed to help students develop responsible decision making in accordance with their level of development and conforming to the acceptable standards and values of home and school.

At our school we place a great deal of importance on the development of student's confidence and self-esteem as well as developing their leadership capabilities and their social skills. A number of programs have been implemented in the school to cater for the student's development in these areas. These programs include: Child Protection, Sun Protection, Personal Development/Health/Safety, Fitness/Sport, Drug Education and Life Education.

SCHOOL CAPTAINS and PREFECTS

Each year, Year 6 children are eligible to become prefects. They are chosen following elections carried out in the primary classes. Being a Prefect is also a reward for excellent citizenship. A copy of the policy is available on the school website.

STUDENT REPRESENTATIVE COUNCIL

Each year, two students from each class from Year 1 to Year 6 are elected by their peers to be a representative on our Student Representative Council (SRC). The SRC meets each term under the guidance of staff members. The student representatives convey to the meeting the views of their class on matters which affect the pupils at our school.

POSITIVE BEHAVIOUR FOR LEARNING PROGRAM

We aim to provide a positive environment in which each child is respected and his/her right to learn is encouraged and protected. The Behaviour Management Plan provides consistent, logical, clearly defined rules and consequences that are made familiar to all involved, so that maximum teaching and learning can occur along with the development of responsibility for personal behaviour.

- To provide a happy, positive learning environment.
- To help students reach their full potential.
- To provide a physically and emotionally safe environment.
- To recognise and respect the rights and responsibilities of individuals.
- To encourage students to accept responsibility for their own behaviour.
- To ensure rules are applied consistently and fairly.

CHILD PROTECTION

The Department of Education has developed a Child Protection Curriculum that provides a series of lessons for all years. The lessons focus on developing protective skills and establishing and maintaining positive relationships. Children are taught how to say, **NO, and GO and TELL.**

HEALTHY EATING

Children are encouraged to eat healthy food through the “Crunch and Sip” program. Food scraps are composted and the garden teaches children about how healthy foods grow. We have a canteen 5 days a week and it is managed by [Fresh Start Canteens](#). Ordering can be done at the canteen or via the Flexischools app.

SUN PROTECTION

In addition to class lessons the school has a Sunsafes policy. If children do not wear a school hat they need to stay on the lunch seats under cover at recess and lunch time. Hats can be purchased from the school office.

MEDICATION

No student is permitted to keep medication (other than Asthma puffers), in their school bag or with them during the school day. If it is necessary for a student to have medication at school, it is essential parents discuss this with the class teacher and Principal/Assistant Principal. Medication **MUST** be handed in at the office. No analgesics will be administered.

ANAPHYLAXIS AND ALLERGIES

Children with severe allergies require an individual Health Care Plan. Please discuss your child's health care needs with your doctor and then with the Principal so that an emergency care plan can be put in place. Additional information is available on the Department of Education's Website.

SCHOOL SAFETY

PARKING AT SCHOOL

In order to ensure the safety of all students in our school, it is important that parents do not drive or park inside the school grounds. Parents are not permitted to drive into the school driveway to drop off their child/children. With the exception of those who require access to designated parking spaces for cars with a disability badge. Please find parking on the street and walk your child into the school grounds.

If parking along Belmore Road, parents and children must cross the road at the pedestrian crossing. Our crossing supervisor is there to ensure your safety.

Parents and carers must ensure that the No Parking Zones outside the school are adhered to.

PLAYGROUND SUPERVISION

The school playground is supervised by a teacher each morning from 8:55am until the bell rings to commence class. There is no playing on the grass, with playground equipment or balls before school due to supervision and safety concerns.

Children must not be at school before 8.55 am.

At recess and lunch time teachers supervise the playground. At 3.25pm when students are dismissed from class they should return home promptly. Students who are not collected at 3:25pm will be sent to the office to be supervised until their parents/carers collect them. Please call the office if you are running late to collect your child. No students should remain unsupervised in the playground at the end of the day.

BEFORE and AFTER SCHOOL CARE

The school hosts a Before and After School Care onsite. It is run by Primary OSHCare and information can be found on our website.

COLLECTING STUDENTS FROM SCHOOL

Students in Kindergarten to Year 2 should be collected from outside their classrooms and the teachers will supervise them until they hand them over to a known parent or carer. If you would like an alternative arrangement such as collection by a sibling please notify the school in writing. The gates will be open 5 minutes before the end of the school day at 3:20pm. Please do not ring to access the site earlier unless you have an appointment. If you are on the site within the hours of 9:30am and 3:20pm you will need to sign in as a visitor at the office for WHS reasons.

PLAYGROUND EQUIPMENT

No children are to use the playground equipment unless supervised by a teacher at the school. After school the playground is leased by before and after school care and they have priority access to the playground and fixed equipment.

HOME – SCHOOL COMMUNICATION

CHANGES TO ENROLMENT INFORMATION

All parents fill out enrolment forms when their child/children are first enrolled. The information on these forms is very important and it is essential that this information is kept up to date.

Please ensure that you advise the school of any changes to home address or phone number, contact numbers etc. as soon as they occur.

EMERGENCY TELEPHONE NUMBERS

This is very important information for our school records.

Students can become sick or injured at school and we need to be able to contact parents. It is essential that home phone numbers, work numbers and mobile phone numbers are correct. We also require the phone numbers of relatives or friends who can be contacted in the case of an emergency.

SCHOOLBYTES

Peakhurst West PS uses Schoolbytes, an administration software providing the school with the tools they need to communicate with families and manage events and finance.

NOTES FROM SCHOOL

Notes from school are sent home via schoolbytes. These notes are a way of communicating important information. Notes could be about happenings at school, a change in routine or an excursion. Check your email and schoolbytes app regularly for information from the school. All parents need to access the schoolbytes app and the office can support with setting this up.

SCHOOL NEWSLETTER

Each fortnight a School Newsletter is sent home via schoolbytes and is also added to the school website. The Newsletter is usually published on Fridays of even weeks.

The purpose of the newsletter is to keep parents regularly informed of a wide range of activities in the school. It contains important information, details and dates of school functions, notices of meetings etc. It also contains student work, award winners names and items of general interest about the school. Be sure to read the newsletter which is also available on the school website.

SENDING MONEY TO SCHOOL

Money for **excursions** or **performances** must be paid prior to the day of the event. Where possible payments need to be made online. Permission notes can also be signed online. If money needs to be sent to the school office in an envelope with your child's name and class on the front. We will try our best to send out an invoice early each term for planned activities.

SCHOOL WEBSITE

Our web address is www.peakhurstw-p.schools.nsw.edu.au

Effective Communication Between Parents and School – Guidelines

These guidelines have been devised to assist parents and carers (referred to herein as parents) seeking school related information and/or to communicate concerns.

Parents or other members of the school community may need to approach the school to:

- discuss the academic progress or welfare of their own child
- express concern about actions of other students
- enquire about school policy or practice
- provide positive feedback or a compliment.

These guidelines aim to:

- support class programs and student learning
- outline expected processes for community members and staff, ensuring that concerns are dealt with in an open and fair manner
- ensure that the rights of students, teachers and parents are respected and upheld
- support the sensitive and confidential resolution of matters
- help reach an outcome or resolution in the best interests of children involved.

It is important that if an issue is causing a family concern, they feel they are able to approach the school and have the issue appropriately addressed. It is also important that the school is given the opportunity to hear and respond to issues in an appropriate manner. We ask parents to make an appointment with an appropriate staff member to discuss the matter at hand.

Email

Email is the preferred method of contact with the school **peakhurstw-p.school@det.nsw.edu.au**. High volumes of phone calls and in-person enquiries can be challenging for our administrative staff to manage.

All parent enquiries will be attended to at the school office. Parents should not access classrooms or the playground during school hours without prior approval of the teacher.

The Academic Progress of Your Child

Contact your child's teacher or the school office to make an appointment with them. The teacher will get in touch with you to arrange a suitable time to speak on the phone, or meet virtually or in person.

Teachers are not able to discuss issues with parents on the way to class, during teaching time, or when they have a duty of care for students. For matters which are unresolved or require further support, contact the school office to request an appointment with the Assistant Principal supervising your child's year group.

The Welfare of Your Child

Contact your child's teacher or the school office to make an appointment with them. State the nature of your concern and arrange a suitable time to talk or meet with the class teacher or the appropriate staff member.

Teachers are not able to discuss issues with parents on the way to class, during teaching time, or when they have a duty of care for students. For matters which are unresolved or require further support, contact the office to request an appointment with the Assistant Principal.

Actions of Other Students

Contact the school office detailing your concerns, marked attention to your child's teacher. The class teacher will check and clarify details of the matter and share this information with you as soon as possible.

The class teacher will liaise with the stage supervisor, assistant principal or principal for playground problems requiring clarification from students or additional support. For matters which are unresolved or require further support, contact the office to request an appointment with the Assistant Principal.

Please do not approach other students or their families.

School Policy or Practice

Contact the school office. State the nature of your query. This information will be passed on to the appropriate staff member.

The staff member will contact you to explain the relevant details or to make an appointment to discuss the matter further.

Change of details or Information

To convey information about change of address, telephone number, emergency contacts, custody details, or student health conditions, email the school office.

Please note the following:

Parents should not attend classrooms without a prior appointment.

All enquiries are to be directed to the school office.

All parents and visitors should sign in at the school office when entering or remaining on school grounds during school hours.

No parent should directly approach another person's child.

Please be mindful of the volume and frequency of email communication with teachers. Managing a high volume of emails can impact on the time they have to prepare programs and assess students' progress.

When emailing or meeting with teachers and school staff, please be calm and respectful, raise any concerns early, and allow sufficient time for issues to be followed up and a response provided.

Complaints Handling Procedure

Our preference is to address and resolve complaints at the school level where possible.

Complaints can be made in writing directly to the school, or via the complaints and compliments form, available on the Department of Education's **Complaints, Compliments and Suggestions webpage**.

The school looks forward to working with the wider school community and building strong respectful, positive relationships through communication and collaboration.

GENERAL INFORMATION

CLASS ORGANISATION

Classes from Kindergarten to Year 6 are organised on a parallel basis. That is, within each grade, each of the classes has an even distribution of children of all ability levels.

COMPOSITE CLASSES

Classes may be formed with children in a single grade (straight classes) or multiple grades (composite classes). It is quite usual for a child to be placed in a composite class. Teachers are able to cater for the learning needs of all children whether they are in a straight or a composite class. More information about composite classes can be found on the school website.

HOMEWORK

All students are given Homework and Home Reading. Homework increases as students progress through their schooling. Please encourage your child to talk to you about school happenings and to complete their Homework and Home Reading every week. If you are having difficulties with completion of homework at home please reach out to your child's class teacher.

SCHOOL FUNCTIONS

Parents and friends are invited to join us at various special school functions and activities throughout the year. These include Cross country and Athletics Carnivals, Book Week Parade, Education Week, Easter Hat Parade, Education Week Open Day, Presentation Day and end of year activities.

LIBRARY

Our school has a well-equipped library. All children are encouraged to become enthusiastic borrowers and all classes from Kindergarten to Year 6 attend the library each week for a prepared lesson and to borrow books. In addition there are times when the library is available for class research work. Pupils are also encouraged to borrow books from the library at other times. Each child from Kindergarten to Year 6 should borrow every week.

Children must have a library bag with their name and class clearly marked on it. Library bags can be purchased from the school. Younger students will benefit from parents reading the books they borrow to them and talking about what has been read.

The Library is open at lunch times, 3 days a week for children to read books, do puzzles or play board games and other quiet activities. Library books can also be returned and borrowed during these times.

PERFORMANCES and EXCURSIONS

Students undertake excursions as appropriate to their study in different Key Learning Areas. Planned excursions are an important part of a child's learning. Excursions vary from a short walk around the school area to a full day trip to various places of interest around Sydney.

In addition we plan for visiting performers during the year. This allows students to experience quality music and drama performances as part of the curriculum.

Parents are always given prior notice, well in advance, for planned excursions and performances. Students are always expected to attend.

SCHOOL DEVELOPMENT DAYS

These days are important as they allow teachers to meet together to write policies, develop teaching/learning activities and engage in professional development activities.

PARENT INVOLVEMENT IN CLASS ACTIVITIES

Teachers invite parents to assist in class activities where possible.

INTERVIEWS WITH TEACHERS

Teachers are keen to further the home/school partnership and to promote the best education for each student. In order to achieve this it is important to maintain good communication between the home and school. Do not hesitate to contact your child's teacher if you feel you need to discuss a matter. We encourage parents not to approach teachers when they are supervising students but make an appointment at a mutually suitable time so that the teacher can give you their attention.

MEET THE TEACHER NIGHT

Each teacher has a meeting in Term 1 at which he/she outlines the class program and informs parents about class and school routines, school policies, homework etc. and explains ways in which you could help your child. We look forward to meeting you at this event.

ASSESSMENT and REPORTING

Assessment is ongoing all year and all subject areas are assessed. It is based on identifying how well children have achieved the syllabus outcomes. Assessment includes classroom tasks as well as observations outside the classroom e.g. playgrounds, sport, excursions etc., class assignments, projects, class and grade assessments.

Reporting is the process of communicating information about student achievement and progress. This information is gained from the assessment process.

The purpose of reporting is to support teaching and learning by providing feedback to students, parents and teachers concerning student learning achievements and progress. Formal reports are written at the end of each semester. The reports are sent out via Schoolbytes.

Reporting to parents and students:

- Celebrates student achievement and progress

- Provides recommendations to assist future learning

- Fosters co-operation and encourages communication between parents, teachers and students

SPECIAL RELIGIOUS EDUCATION – SCRIPTURE AND ETHICS

Classes are conducted by visiting volunteer scripture teachers and trained ethics teachers each Wednesday. The times of these lessons will be determined at the start of each year. Placement is based on the number of volunteers available to take classes.

SCHOOL SPORT

All students are involved in sporting activities. Students are encouraged to wear the school's shorts or trackpants, school polo, and joggers. Children are grouped into a school "Sports House" for the purpose of in-school sporting activities.

The Sports Houses are:

KOALAS – Green

KANGAROOS – Red

KOOKABURRAS – Yellow

Brothers and sisters are placed in the same Sports House. House Captains are elected at the beginning of each year.

Students in Kindergarten to Year 2 participate in programs to develop fitness, fundamental movement skills and sport skills. All students from Year 3 - 6 participate in Friday sport, either as a member of a school representative team (PSSA Sport) or in school sport. Children in Year 3 - 6 participate in a variety of sports, including T-ball, softball, cricket, netball, touch football, basketball, soccer, newcombe ball and minor games.

The school Swimming Carnival for children in Years 2 - 6 is held annually. Please note that only children in Year 2 who turn 8 years old in the current year and can swim 50 metres unaided participate in the Swimming Carnival.

The Cross Country Carnival for Years 3 - 6 is held towards the end of Term 1.

The school K - 6 Athletics Carnival is usually held at the end of Term 2 or the beginning of Term 3. All children attend this event and participate in a variety of age races, relays and field events modified to suit their age level.

Selected children from Years 2 - 6 proceed to the Georges River District Swimming, Cross Country and Athletics Championships.

COMMUNITY INVOLVEMENT

For a school to function successfully it must have community and parental support and co-operation.

Parents can be involved by:

1. attending school functions
2. attending parent/teacher interviews
3. reading newsletters which give information about school events, fundraising activities, pennant winners, etc.

P&C ASSOCIATION

Regrettably the Peakhurst West Public school P&C was unable to continue in 2025 due to no parents wishing to hold office bearing positions. The school is working towards supporting parents to start a new P&C to work to support the school. Please notify the Principal if you would like to participate in this worthwhile cause.

SCHOOL WEBSITE

The Peakhurst West Public School website is updated frequently with what is happening in and around our school. It includes a calendar, news, policies, upcoming events, class and student information. Digital copies of our newsletters and notes can be viewed, downloaded and printed at your convenience. Be sure to check back often to see event photos and latest updates. We also have a facebook page which we utilise to share positive news and stories about our school.

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

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

Please also refer to the Department's School A to Z website as it provides practical homework help for school subjects, project starters and tips on learning, along with articles and resources that provide more information about how you can assist your child's social, physical and mental development so that they grow into happy, healthy, well-adjusted adults.

<http://www.schoolatoz.com.au/>

ASSEMBLIES

Whole School assemblies are generally held in week 5 and week 9 on Wednesdays at 2:30pm in the hall. Each assembly a grade will present their learning and Gold and Platinum awards will be given out. If your child is receiving an award it will be announced in the newsletter prior to the assembly.

K-2 and 3-6 hold assemblies each fortnight on Thursday afternoons to give out bronze awards and messages that are relevant to their students.

Parents are welcome to all assemblies.

UNIFORM INFORMATION

OFFICIAL UNIFORM FOR BOYS

Summer: Aqua short sleeve polo shirt with school logo, black rugby shorts (or black cargo shorts), white socks, black shoes, school hat

Winter: Aqua long sleeved polo shirt with school logo, black tracksuit pants, aqua tracksuit top with school logo, black socks, black shoes, school hat

OFFICIAL UNIFORM FOR GIRLS

Summer

Aqua check dress with sleeves, white socks, black shoes, school hat

or

Aqua short sleeve polo shirt with school logo, black shorts, white socks, black shoes, school hat

Winter

Blue and black tartan tunic, aqua long sleeved polo shirt, aqua tracksuit top with school logo, black socks/ or black tights, black shoes, school hat

or

Aqua long sleeved polo shirt, black tracksuit pants, black socks, black shoes, school hat

PURCHASE OF UNIFORMS

The school has a number of pre-loved items available for purchase. Please enquire at the school office.

Peakhurst West Public School Uniforms can be purchased from our supplier,

<https://moorebankuniformsandembroidery.com.au/>

34 Anderson Ave, Panania NSW 2213

School caps, can be purchased from the school office.

ALL CLOTHING MUST BE LABELLED WITH THE CHILD'S NAME AND CLASS

Children without a school hat remain on the lunch seats under cover at recess and lunchtime.

LEARNING AREAS

There are six Learning Areas in the primary school curriculum in New South Wales. These six areas are broad groupings of subjects. Each subject area deals with knowledge, skills, understanding, values and attitudes that are relevant and appropriate for primary students. Subjects are organised into subject areas to assist teachers in managing the scope of the primary curriculum and to ensure students have access to a well-balanced curriculum.

The Learning Areas are:

English

English develops in students the skills needed to read widely with understanding and for enjoyment, to spell accurately, to write effectively in a variety of forms, to understand how language works, to listen and communicate in a variety of situations and to critically analyse texts.

Mathematics

Mathematics involves students in analysing and solving problems in the areas of number, space and measurement. It involves the study of patterns and relationships. Students learn to calculate accurately both mentally and in the written form.

Science and Technology

Science and Technology provides opportunities for students to learn about natural and man-made environments by engaging in scientific and technological activity. Science and Technology involves students in investigating, designing, making and using technology.

Human Society in its Environment (HSIE)

HSIE deals with the interactions of people with one another and with the social, cultural and physical environments as they attempt to meet their needs.

Creative Arts

The Creative Arts Key Learning Area includes the art forms of dance, drama, visual arts and music. Learning in these art forms provides opportunities for students to develop their abilities to make and appraise their own works and the works of others.

Personal Development, Health and Physical Education (PDHPE)

The Personal Development, Health and Physical Education Key Learning Area helps students develop self esteem, social responsibility, personal fitness and the ability to make informed decisions about health and lifestyle choices.

Schools across Australia are transitioning to the Australian Curriculum beginning with the implementation of English, then Mathematics, History and finally Science and Technology. The school will continue to keep parents informed as the changes happen.

Positive Behaviour For Learning
At Peakhurst West we are a Positive Behaviour For Learning School
More information can be found on the website



Safety - This means that everyone should be safe and feel safe at school.
Play safely in the playground and do not play in a way that could hurt someone.
Be in the right place at the right time and do not go out of bounds.
Do not bring anything to school that could harm another person.
Show good behaviour. Don't hurt anyone by fighting or throwing things.
Use equipment in a safe manner.
When travelling to or from school be safe around traffic.
When on an excursion behave responsibly.
Ask a teacher if you're not sure of what to do in the classroom or the playground.
Follow the teachers' instructions. The teachers need your help and your attention so that everyone is able to understand what to do.

Responsibility - This means that you should try your best to demonstrate responsible behavior.

Listen in class and learn.
Do the work that you are asked to do to the best of your ability.
Do your homework and home reading.
Remember to have everything you need to do your lessons.
Participate in all your lessons and try to do new things.
Work together with others so that everyone in your group or team is able to achieve.
Have a good attitude in class and at play.
Be proud of your work and of the achievements of others.
Allow the teacher to teach and the children to learn. Listen to what you need to do and help everyone learn in the classroom.

Respectful - This means that you should show respect to each other.
Speak politely and remember your manners when speaking to adults and children.
Be a kind friend and help others when you can.
Never tease or bully other children. Help out if you see someone being bullied or teased.
Respect your property and the property of others.
Help to keep the classroom and playground clean and tidy.
Wear the school uniform with pride.

Peakhurst West Public School Anti-Bullying Policy

This policy is an abridged version of the Whole School Anti-Bullying Policy. It is supported by the Peakhurst West Anti-bullying Plan which details the processes for preventing and responding to student bullying in our school. Both can be found in full on the school's website.



Rationale

At Peakhurst West Public School we foster positive relationships through strong welfare programs. We value respect for others and show tolerance in a safe and supportive environment. As a component of the school's Welfare and Discipline Code, our Anti-Bullying Policy aims to deal effectively with and prevent incidences of bullying.

At Peakhurst West Public School, bullying is taken seriously and is not acceptable in any form.

Definition of Bullying

At our school bullying is *"the intentional, repeated behaviour of an individual or group of individuals that causes distress, anxiety, hurt or undue pressure."*

Bullying involves the abuse of power in relationships. Bullying can take many forms. These can be physical, verbal, indirect or cyberbullying.

As a staff and school community we have a responsibility to actively work together to deal effectively with bullying.

Staff Responsibilities

- To model appropriate behaviour
- To monitor the incidence of bullying and take appropriate action.
- To respond in a timely manner
- To implement the school's "anti-bullying" program

Parent Responsibilities

- To support the school's Anti-Bullying Policy
- To assist their child in understanding bullying behaviour
- To encourage their child to adopt strategies to deal with bullying
- To encourage and support their child in reporting incidents of bullying to the school
- To inform their child's class teacher of suspected bullying

Student Responsibilities

- To show consideration, respect and support of others
- To behave appropriately
- To "tell" if they are being bullied or if they see someone being bullied
- To follow the school's Anti-Bullying Plan strategies

Plan of Action

When a bullying incident is reported or observed, the school will:

- have discussions with the student/s involved
- take appropriate action e.g. timeout in playground/classroom, clipboard entry or immediate detention
- report major bullying incidents to parents by phone or letter
- consider further action if necessary (including suspension)

Repeated bullying will be looked at on an individual basis to determine action/response.

The following policies are available on the school's website –
www.peakhurstw-p.schools.det.nsw.edu.au



Homework Policy – The purpose, types of homework and expectations are explained. Recommended amounts for each year level and how to encourage children to organise their time are included in this policy.

Code of Conduct for Parents and Visitors – Ensuring a safe school for you and your child.

Approaching the School – In most cases you should discuss issues directly with the class teacher. It is advisable to make an appointment so that time is set aside to address the concerns.

Use of Internet and email – Children must adhere to correct procedures in using the internet. They are taught issues of privacy, cyber-safety and copyright. Parents should only contact teachers through the general school email account.



Student Mobile Phone and smart watch Policy - Generally students do not need to bring phones to school as urgent messages can be left at the office. If mobile phones or smart watches are brought to school then they can be left at the office for safe-keeping. They should not be used by children during the day. The school does not take responsibility for any loss or damage.

Sun Safe Policy – Children should wear their school hat when playing outside. Otherwise they are expected to sit on the seats under cover.



Healthy Eating Policy – We encourage healthy eating through the “Crunch and Sip” program. Food is not to be shared with others. This protects all children and is part of the health care plan for children with allergies.

COMMONLY USED ACRONYMS

AP	Assistant Principal. The school has 4 Assistant Principals
ARCO	Anti Racism Contact Officer
COLA	Covered Outdoor Learning Area. This is our main outside assembly area.
DOCS/FACS	Department of Community Services. Now Family & Community Services
DEC	Department of Education and Communities (NSW)
EAL/D	English as an additional language or dialect
GA	General Assistant, our school's handyman.
HPGE	High Potential and Gifted Education
HSIE	Human Society and Its Environment
HSLO	Home School Liaison Officer monitors student attendance
ICT	Information & Communication Technology
IWB	Interactive Whiteboard which have replaced blackboards in classrooms
K-6	Kindergarten to Year 6
LBOTE	Language Background Other than English
LST	Learning Support Team
LAST	Learning and Support Teacher
NAIDOC	National Aborigines and Islanders Day Observance Committee
NAPLAN	National Assessment Program Literacy and Numeracy
NESB	Non English Speaking Background
OC	Opportunity Class for Gifted and Talented students
OOSH	Out of School Hours Centre
P&C	Federation of Parents & Citizens Association of NSW
PSSA	Public Schools Sport Association
RFF	Relief from Face to Face. Classes have two hours per week where they are taught by other teachers eg Library or PDHPE
SAM	School Administrative Manager runs the school office
SAO	School Administrative Officer assists in the office
SLSO	School Learning Support Officer. Another name for a teacher's aide.
SRC	Student Representative Council

The School Pledge

Together we are kind friends who care for each other

Together we can share, read, work, play and learn

Together we make a happy school

**Together we will respect each other, have fun and make
a difference**

Together we can create our future