

# PENNANT HILLS PUBLIC SCHOOL

HANDBOOK 2025



PENNANT HILLS  
PUBLIC SCHOOL  
Est. 1925



## Respect

Due regard for the feelings, wishes and rights of others

## Responsibility

Being responsible, answerable, or accountable for something within one's power, control, or management

## Aspire

Direct one's hopes or ambitions towards achieving something

# LEARNING FOR LIFE

[www.pennanthil-p.schools.nsw.gov.au](http://www.pennanthil-p.schools.nsw.gov.au) | 02 9484 1134

# WELCOME

## Dear Parents and Carers,

Welcome to Pennant Hills Public School. It is hoped that this information document will help you with any questions you have about our wonderful school. Further questions about the school can be directed to the office staff who are always happy to assist. We hope that you will find our school a welcoming and caring place.

We look forward to working in partnership with you and warmly welcome you to the Pennant Hills Public School family.

Some unique features of our school include:

**Our two beautiful campuses** - one campus is for students in Kindergarten, Year 1 and Year 2 and the other is for students in Years 3-6. Splitting our whole student body across two sites means we essentially have 2 small schools of about 260 students each. The advantages of this are:

- students get to know each other well and can form deep connections and friendships.
- students develop a greater sense of belonging at school.
- teachers get to know students very well. Research indicates that students will have better academic and social/ emotional outcomes if they are known, valued and cared for at school and can identify at least one staff member/ teacher that they can go to for help and support.
- more space to play and mixing with students of a similar ages during recess and lunch.
- unique leadership opportunities for Year 2 students
- the development of confidence and independence that occurs when students walk between sites with their teacher to engage in learning on the other campus.



## K-2 CAMPUS

27 Trebor Road  
Pennant Hills NSW 2120  
02 9484 1134



## 3-6 CAMPUS

Ramsay & Weemala Roads  
Pennant Hills NSW 2120  
02 9484 1134





**Caring, dedicated and nurturing staff** – the teaching and non-teaching staff at Pennant Hills Public School create a warm, positive, safe and secure environment where children learn, grow and thrive.

**A strong focus on Literacy and Numeracy** – academic results at Pennant Hills Public School are high. On average over 90% of students perform at a strong or exceeding level on external assessments.

**An equally strong focus on Inclusivity and Wellbeing** – we recognise that students learn best when they are happy at school, have a positive self-image and develop resilience. We focus on the whole child within an inclusive environment. Pennant Hills Public School has a newly developed Student Wellbeing System that actively promotes the values of Respect, Responsibility and Aspiring in all areas of life. Our P&C fund additional learning and support programs, staff undergo comprehensive training in student mental health, and we have Teddy, our educational support dog!

**Programs that focus on Extension and Enrichment** – All students engage in STEAM (Science, Technology, Engineering, Art and Mathematics), Dance and Music lessons. These classes are taught by specialist teachers. Students also can participate in a Science Research Program, Band, String Ensemble, Choir, Dance Squads, Sporting Programs and Competitions, Public Speaking, Environmental Studies and Student Leadership Initiatives. A variety of lunchtime clubs are also available for student participation.

**A wonderful sense of community** – the Pennant Hills Public School community is warm, welcoming, friendly, involved, and supportive. We have a fantastic and very active P&C that works collaboratively with the school to ensure that our students have the best possible opportunities and educational outcomes. Our numerous school events, including annual Creative Arts Exhibitions and Performances, are always lots of fun and provide a wonderful opportunity for our community to connect.

Warm regards,

**Alison Filipic**

Principal



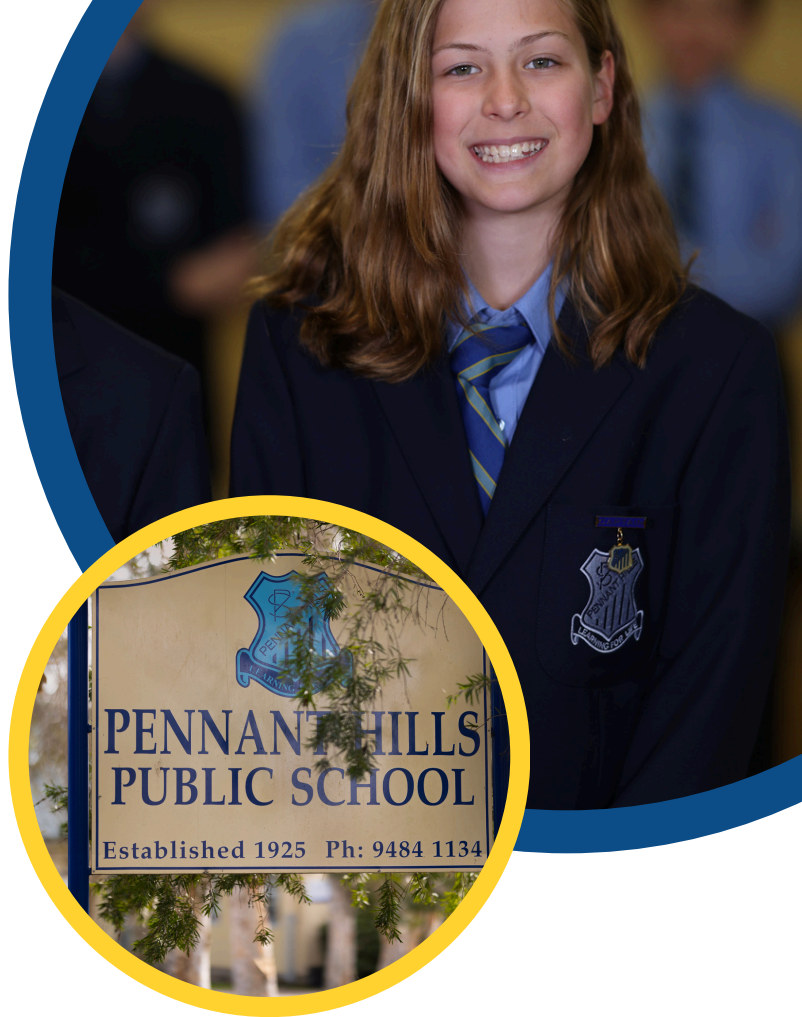
**Kate Wasson**

Deputy Principal



# SCHOOL CONTEXT

Pennant Hills Public School, established in 1925 and situated on two sites 500 metres apart, currently has an enrolment of 525 students. Physical facilities include air-conditioned classrooms with interactive whiteboards, school hall, canteen, uniform shop, STEAM room, library and Before and After School Care Centre located on the K-2 campus. Our school is a welcoming, friendly, safe, nurturing and challenging learning environment. It is characterised by the wonderful support of parents, carers and our diverse local community which works in partnership with our committed, professional, and caring staff to provide for the total education of every child in 'Learning for Life', our school motto.



Our school community promotes at all times the values of Respect, Responsibility and Aspiring in all areas of life. The school has a high reputation in the community for excellence in academic, sport and creative arts programs. The school's comprehensive sport program provides opportunities for participation in the Premier's Sporting Challenge, Primary School Sports Association competition in netball, softball, league tag and soccer and a variety of school-based sport experiences. PHPS offers performance opportunities in music, choir, instrumental and dance, which resulted in the NSW Director-General of Education's School Achievement Award for Outstanding Performing Arts Programs. Additional programs include MiniLit and MultiLit, literacy and numeracy learning support funded by the Parents' and Citizens' Association, EAL/D and environmental education. Our Learning and Support Team works in partnership with parents, carers and outside agencies to develop and implement programs to cater for students with additional needs. Student learning is further enhanced through the teaching of technology integration, public speaking and debating, specialist music and dance instruction, gardening club, and Student Representative Council.



# OUR VISION

Our vision at Pennant Hills Public School is to empower students to become independent lifelong learners, who are actively engaged and motivated with their learning and the school. Our design of teaching and learning experiences will develop communication, collaboration, creativity, critical thinking and citizenship.

At Pennant Hills Public School staff, parents and carers work together to enable all students to strive for personal best, experience success, and promote individual student growth through focus on personal effort and mindset. Our students will be caring, active citizens on local and global stages, with skills to realise their potential and excel in an ever-changing world.



## SCHOOL INFORMATION

Office Hours: 8:45am – 3:45pm

Main Office: Ramsay and Weemala Roads, Pennant Hills 2120

Phone: 9484 1134

Email: [pennanthil-p.school@det.nsw.edu.au](mailto:pennanthil-p.school@det.nsw.edu.au)

Website: <https://pennanthil-p.schools.nsw.gov.au/>

# EXECUTIVE STAFF



## **Principal**

Mrs Alison Filipic

## **Deputy Principal**

Mrs Kate Wasson/ Mrs Melissa Griffith (Fri)

## **Assistant Principals**

Mrs Melissa Griffith

Mrs Laura Buttrey

Mrs Rebecca Rudd

Ms Kristen Rawson

Mrs Anne McLaren

Mrs Eliza O'Brien

Mrs Amanda Hobbs and Mrs Amelia Mortimer (Assistant Principal Curriculum and Instruction)

# ADMINISTRATION STAFF

## **School Administrative Manager**

Ms Jo Atterton

## **Business Manager**

Mrs Melanie McShane

## **School Administrative Officers**

Mrs Christine Worrell

Ms Dearne Abela

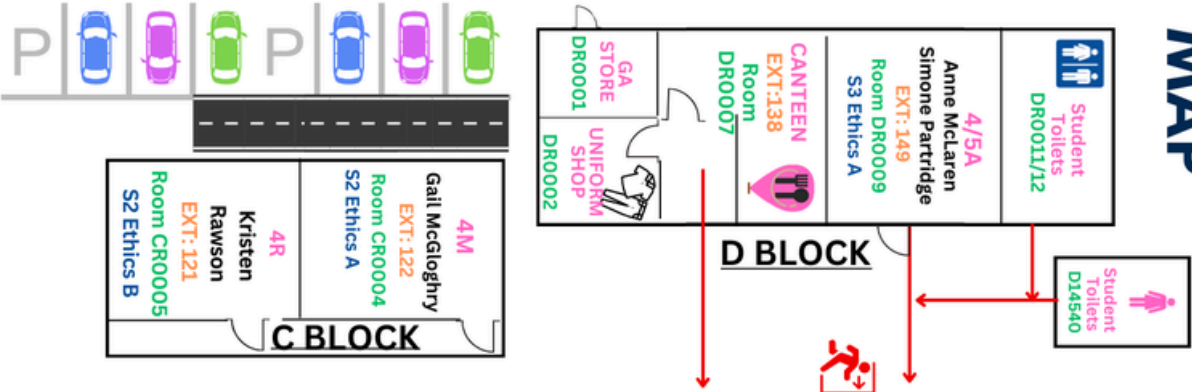
Mrs Claudine Tucker

Mrs Vrinda Channa

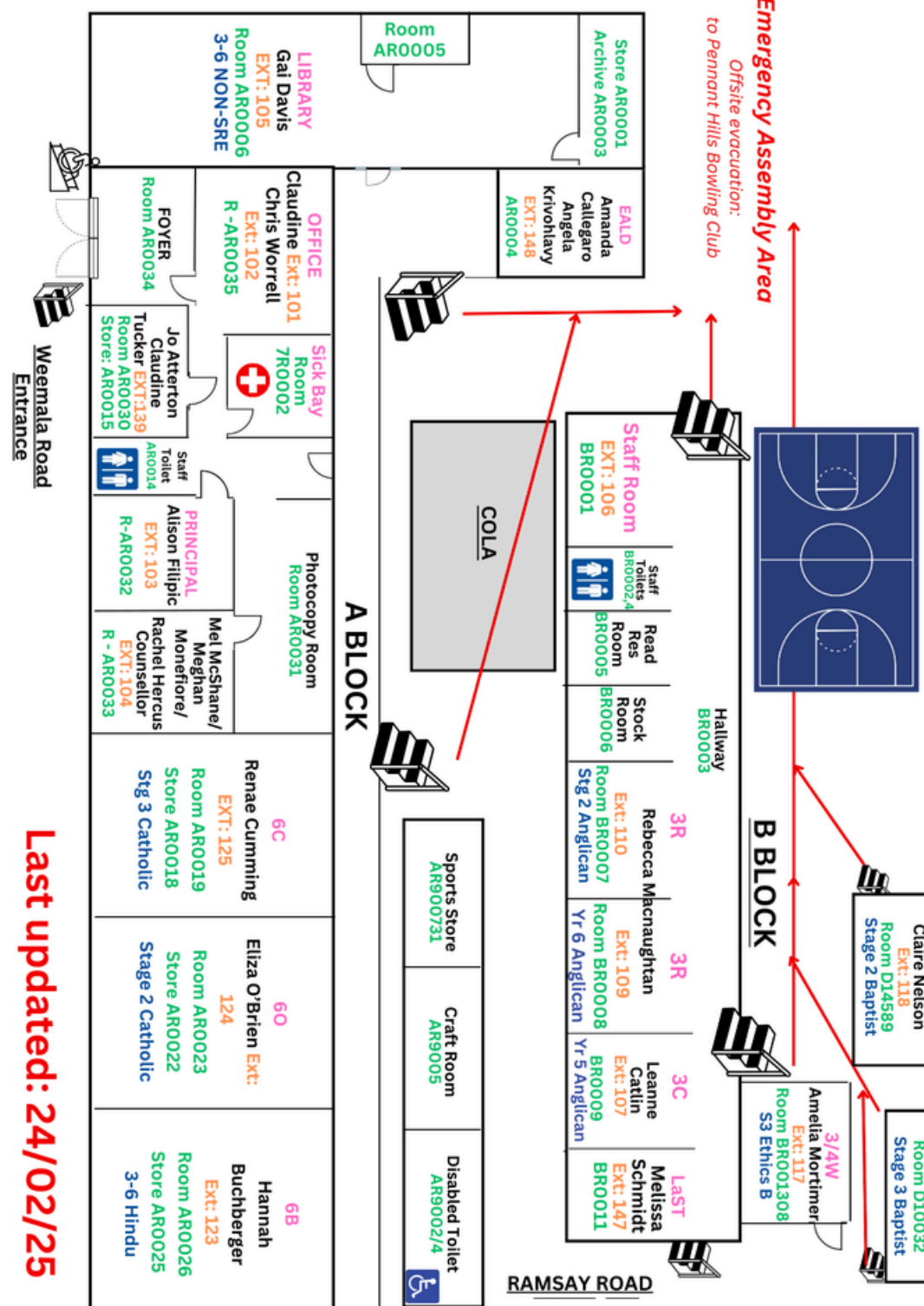


# SCHOOL MAPS

## 3-6 CAMPUS MAP

**Emergency Assembly Area**  
*Offsite evacuation: to Pennant Hills Bowling Club*



**Emergency Evacuation**  
 Class Name  
 Phone Extension No  
 Room Number  
 SRE Class

Last updated: 24/02/25

# K-2 CAMPUS MAP



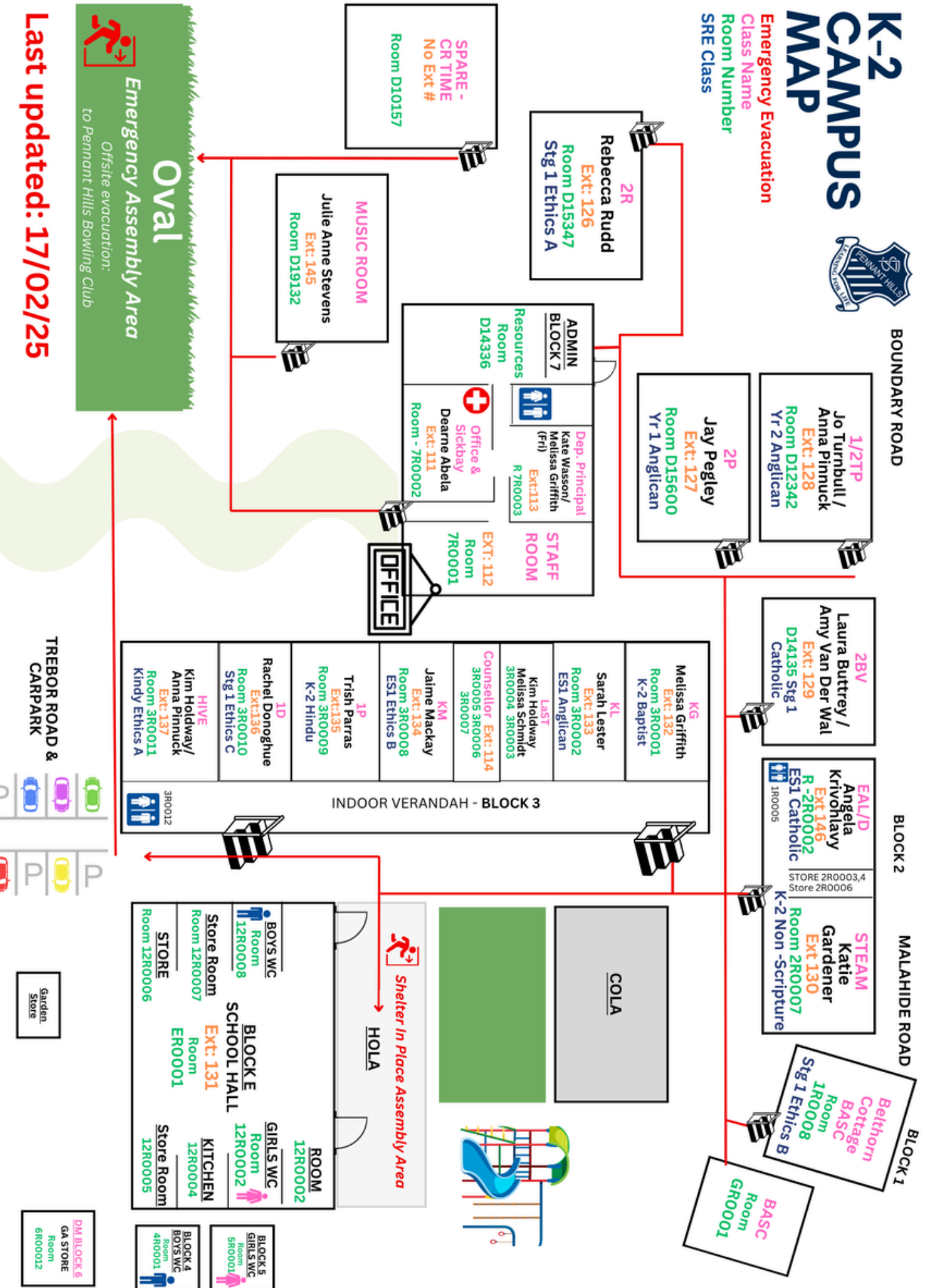
BOUNDARY ROAD

BLOCK 2

MALAHIDE ROAD

BLOCK 1

**Emergency Evacuation**  
 Class Name  
 Room Number  
 SRE Class

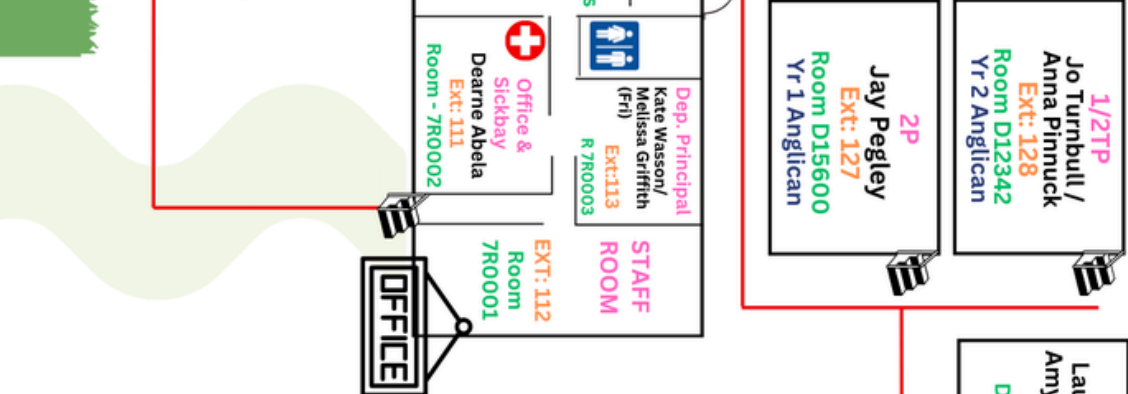
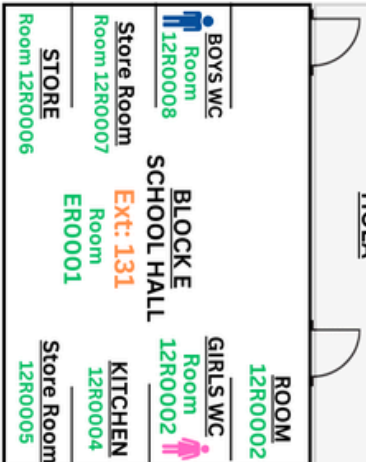
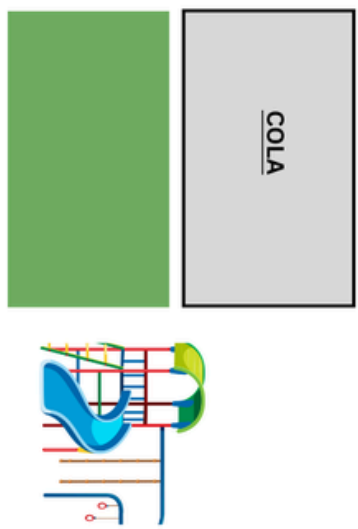


**Oval**  
 Emergency Assembly Area  
 Offsite evacuation:  
 to Penmont Hills Bowling Club

Last updated: 17/02/25



Shelter In Place Assembly Area  
 HOLA





# A-Z OF GENERAL SCHOOL INFORMATION

## Afternoon Dismissal

Kindergarten, Year 1 and Year 2 children who are not collected on time will be taken to the Office on the K-2 site. Any Year 3 to 6 students who are not collected on time, should go to the Office on the 3-6 site. Office or Executive staff will contact the parent/emergency contact. Please advise your child's class teacher if there is to be a change in the method of departure from school.

Students attending Before and After School Care (BASC) from the 3-6 site will be walked up to the BASC facilities on the K-2 site by BASC staff.

Students catching a bus home will be supervised by executive staff whilst they wait for their bus.

## Assemblies

Assemblies are held on Wednesday afternoons from 2pm. K-2 assemblies are held on even weeks each term and 3-6 assemblies are held on odd weeks each term. There is a Performance Assembly for the whole school on the last week of each term. This assembly showcases various student creative arts groups within the school.

Assemblies are an opportunity to foster school spirit, to convey information and publicly acknowledge those students who have followed our school values.

## Attendance

Students are required to attend school on each day instruction is provided. It is the responsibility of parents/carers to ensure regular attendance. Attendance is essential to ensure progress.

Notification of a child's absence can be made via email or through School Bytes. Please report student absences prior to 9:15am. The school is required to maintain daily records of attendance, including partial attendance and late arrival. Parents/carers are required to please send a note explaining any absence or partial absence within seven days.

The Principal is to be informed if the student is to be absent for an extended period of 10 school days or more. An application for Extended Leave is to be completed in advance and should include travel documentation.

The Executive staff are responsible for monitoring student attendance and will inform parents/carers promptly of any case of concern or of any unexplained absences. If you experience trouble with getting your child to school, please come talk to us and we can set up a support system for you.

## Before and After School Care (BASC)

If you are unavailable to drop off or pick up your child within school hours, you can send your child to Before and After School Care (BASC). It is located at the K-2 campus. All students K-6 can attend BASC.

### Hours of Operation

Before School Care: 7am – 8:45am

After School Care: 3:15pm – 6:15pm

Vacation Care: 7:15am – 6:15pm

### Contact Details

Email: [info@pennanthillsbasc.org.au](mailto:info@pennanthillsbasc.org.au)

Telephone: 9481 8696

In person between 7am to 9:30am and 2pm to 6:15pm

Website: <https://www.pennanthillsbasc.com>

## Bell times

8:45am – Playground opens and students may play

9:15am – School lessons commence

11:15am – 11:40am – Recess

11:40am – 1:00pm – Classes

1:00pm – 1:50pm – Lunch

1:50pm – 3:15pm – Classes

3:15pm – School finishes



## Canteen

### Hours of operation

Lunch orders are available Monday to Friday for all students in K-6. Order before 8:45am for lunch on the same day.

Recess orders are available Wednesday to Friday, on the 3-6 site only. Recess may also be purchased over the counter at the 3-6 campus on Fridays.

### About the canteen

The school canteen is located on the 3-6 site and provides a healthy variety of delicious and nutritious food for our children, at very reasonable prices. The canteen complies with the DEC Fresh Tastes @ School Healthy Canteen Strategy and is nut free. Food for special diets such as gluten free or vegetarian is available.

The canteen's over the counter sales allow students to purchase snacks such as popcorn, frozen fruit, ice blocks and other treats. This gives children an excellent chance to learn how to make cash purchases in a safe and controlled environment. We rely on a wonderful team of volunteers to perform this service, and therefore the hours of over the counter operations are subject to change if volunteers are unavailable. We aim to open 3 days per week at each site for over the counter sales, with both sites being open on Fridays. Please refer to the school newsletter for up to date canteen news.

If you would like to assist by volunteering, please contact [canteenphps@gmail.com](mailto:canteenphps@gmail.com)



## Classroom Communication

Meetings with your class teacher are available at any time during the year. Please email the school at [pennanthil-p.school@det.nsw.edu.au](mailto:pennanthil-p.school@det.nsw.edu.au) to schedule an appointment.

Meet the Teacher Afternoons occur at the start of each year. These afternoons provide the opportunity for parents to meet the class teacher and provide information on their child's interests, strengths, areas for future development and academic/social areas to focus on in Semester 1.

Annual Parent/Teacher interviews occur at the end of Term 2 or beginning of Term 3 and are an opportunity to review student progress and set goals for Semester 2.

## Clothing / Personal Belongings

Please mark all clothing and personal belongings clearly with your child's full name: jumpers, jackets and hats, both shoes and socks and all removable clothing, drink bottles etc.

## Communication

Effective communication between teachers and parents/carers is vital to ensure the best learning environment for each student. If, at any time, you would like to discuss an issue regarding your child's progress, please contact the school to arrange an interview with your child's teacher. If in doubt, always make the appointment. The school communicates with parents/carers through a variety of processes.

These include:

- School Bytes (Notes, emails and newsletter)
- Newsletter (Fortnightly publication)
- School Website
- P&C Communication

## Emergency Evacuations

The school has an emergency evacuation procedure to deal with a variety of situations. The students and staff practise this procedure at regular intervals during the year. All visitors (including parents/carers) must comply with emergency procedures and instructions from staff in the event of an evacuation drill and any emergency.

## English as an additional language or dialect (EAL/D)

The school has specialist teachers who support the English language development of students, whose first language is not English. Students eligible for EAL/D support range from students newly arrived in Australia, who are beginning to learn English, to Australian-born students from a non-English speaking background (NESB). These students may require further development of their English language skills and on-going English language support. The EAL/D teacher works with class teachers and withdraws small groups of students who require intensive assistance.

## Excursions

Excursions are an integral part of the school's curriculum and provide an enrichment of each student's educational program.

The school is aware of the imposition that excursions can make on a family budget and economic factors are taken into account in planning excursions. Ample notice is given of excursions which involve out of the ordinary expense.

## Family Court

The school provides information to both parents/carers unless a contrary order from the Family Court or the police is provided to the school. Permission to participate in school excursions and activities is sought from the parent/carer with whom the student resides. Changes to existing arrangements can only be made following the presentation of a new order from the Family Court or police.

## Family Holidays

Only in extraordinary circumstances should holidays be arranged during school terms. As directed by the Department of Education, holidays taken by students outside of school vacation periods will be included as absences.

## Homework

The school community supports homework. Homework provides students with an opportunity to consolidate their classroom learning experiences and to develop essential home study skills. Homework is provided for every grade in the school in accordance with the school's Homework Policy. While homework is set on most occasions, there will be times when it is not set. This does not mean that there is no homework; reading, practising skills and completing unfinished work are activities that are always available.

## Kinderlinks...getting ready for Kindergarten

Upon completion of the enrolment application process, Kindergarten children will have an opportunity to attend a four-week Kinderlinks Orientation program on Tuesday mornings from 9.30am - 11.00am. It is usually held late in October / early November. Kinderlinks is an opportunity to meet other children and teachers within a classroom setting. This is an exciting time for children as they get ready for 'big school'. Teachers and student leaders will be there to help the children settle in and make some new friends. Please refer to the separate flyer for dates.

The Kindergarten Parent Information evening will be held on a Tuesday in October at 7.00pm in the School Hall, Trebor Road, K - 2 campus.

Please refer to the separate flyer for dates.



# Learning Opportunities

## Dance Program and specialist groups

Each child at Pennant Hills Public School receives a weekly dance lesson taught by a specialist dance teacher. Every 2 years the school showcases the performing talents of all students K-6 in a Dance Spectacular Extravaganza.

Currently there are 4 dance groups operating at Pennant Hills Public School. These groups are audition based and include the Year 2 Dance Group, Stage 2 Dance Group, Stage 3 Dance Group and Boys Dance Group.



## Choirs

We have 2 choir groups at Pennant Hills Public School. The choirs are taught by our specialist music teacher, Ms Stevens. Both choirs perform at school assemblies and events and at external choir festivals. The Weemala Choir is open to students in years 3 and 4, whilst the Ramsay Choir is open to students in years 5 and 6.



## Band Program

The band program is open to Years 3 - 6 students with a love of music, a desire to develop teamwork, a wish to gain performance skills and a desire to become a leader of the school. The band currently has approximately 70 participants.

Students begin their musical career in our Training Band, work towards moving up to Intermediate Concert Band, followed by Senior Concert Band. Our school is also extremely fortunate to have a Jazz Band; an extension band open to students excelling in their instrument open through audition or invitation only. Band groups operate as extra-curricular activities outside of school hours. The band program is run by a band committee made up of parent volunteers and supported by the P&C and the school.



## String Ensemble

The Pennant Hills Public School String Ensemble is a vital and thriving arm of the school's performing arts program. The Ensemble comprises of 25 - 30 violin, viola, cello and double bass players from Kindergarten through to Year 6.

## Programs that focus on Extension and Enrichment

In addition to Dance, Choir, Band and String Ensemble students at Pennant Hills Public School engage in weekly STEAM (Science, Technology, Engineering, Art and mathematics) lessons. Students also have the opportunity to participate in SPECTRA (science research program), sporting programs and competitions, environmental studies and student leadership initiatives. High Potential and Gifted Education Interest Groups occur in Term 3 of each school year.



## Learning Support Team

The role of the Learning Support Team is to provide for the learning needs and welfare of all students at Pennant Hills Public School. The Learning Support Team meet weekly to discuss teacher and parent/carer referrals and to follow up on students referred during the year. The team discusses the referrals with a view to implementing one or more of the following strategies:

- assistance with developing Personalised Learning and Support Plans for students
- help implement programs to support students' needs
- organise for students to receive extra support from specialist staff within the school
- seek external help to support student and family
- refer to the School Counsellor
- apply for funding to support the student through the use of a teacher's aide (Student Learning Support Officer).

Programs are in place to ensure that students with special requirements are provided with the additional support that will enable them to reach their full potential. This includes children for whom English is an Additional Language Dialect (EAL/D), children with learning disabilities and high potential and gifted students.

Parents who are concerned about their child's progress or adjustments are encouraged to discuss their concerns with the class teacher, a member of the school executive or the school.

## Leaving school grounds during school hours

Students are not permitted to leave the school grounds during school hours unless they have parent/carer permission and are accompanied by an adult. Parents/carers wishing to take their children out of school during school hours must send a note to the class teacher before the event. Parents are requested to go to the front office to be given the early leavers form. Their child will then be paged to come down to the office with their school bag. This procedure ensures students' safety and avoids unnecessary disturbances to class routines. If an adult, other than the parent/carer, is to collect a student, the parents/carers must verify the identity of that person with the school before the student departs the school. Where possible, parents/carers are requested to avoid making medical and dental appointments during school hours, to assist with continuity of the learning program.

## Library

The school has a well-equipped library which is used by all students. The Library supports the literacy program through research skill development and a love of reading. There are inquiry terminals for students to use in their search for both recreational reading and for research. Each child should have a library bag. These can be purchased from the Uniform Shop.



## Opportunity Classes

The Department of Education provides opportunity classes (OC) for academically gifted and talented students in Years 5 and 6. Students must compete academically with all other candidates for entry into an OC Class.

Academic merit is determined mainly by the combination of the results of the state-wide OC Placement Test in English, Mathematics and general ability.

Students entering Year 5 OC will usually be aged between 9 and 11 years on 31 January of the year they enter Year 5 and are usually in Year 4 when they apply for placement. Students must be Australian citizens or holders of a visa granting permanent residence in Australia.

Parents/carers must be living in NSW at the beginning of the school year in which the student enters Year 5.

The schools sends out information regarding OC tests via the school newsletter or School Bytes.

## P & C Meetings

P&C Meetings are held on the first Tuesday of each month during school terms. The meetings alternate in format between onsite/ face to face and virtual via Zoom. Onsite meetings are held on the K-2 site in the hall. All meetings commence at 7:30pm and all PHPS families and community members are welcome to attend.

## Parents as helpers

All volunteers are required to complete a "Working with Children Check" form (Appendix 5-Declaration for volunteers) which is available at the school office.

Parents are valued as partners in the education process in this school.

Classes at all grade levels appreciate parent help with programs. Parents with and without special expertise are always welcome to help with learning programs.

Please contact your child's class teacher if you are interested in helping.

## Pedestrian crossing Supervisors

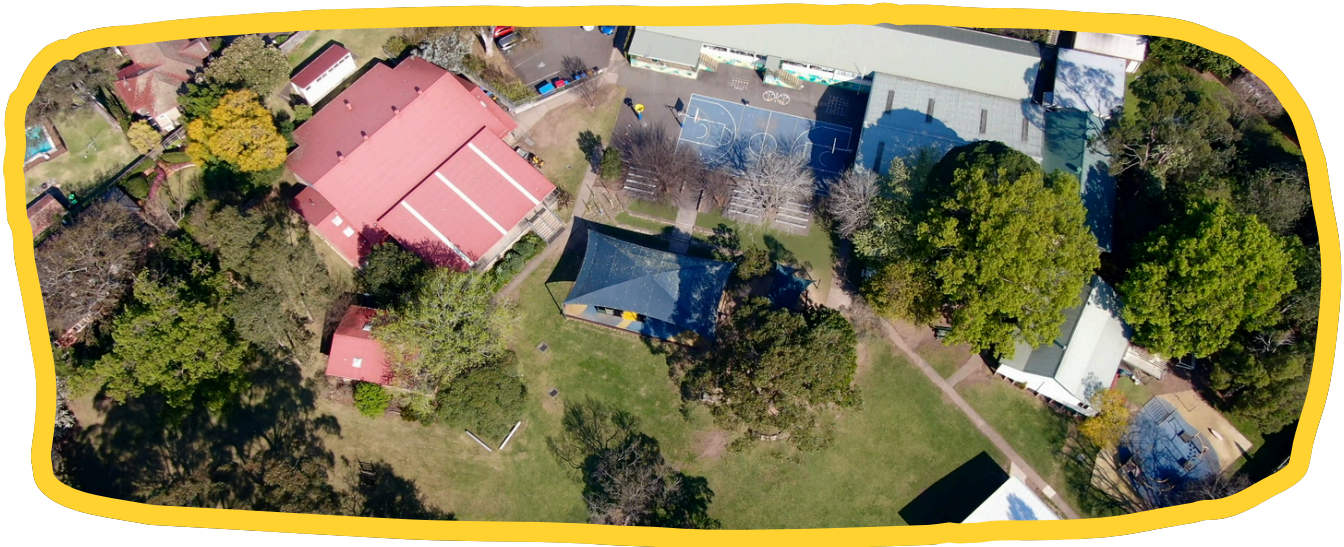
The Roads and Maritime Services (RMS) employ crossing supervisors before and after school to assist with safety on the Weemala Road and Greycliffe Avenue crossings. Parents/carers should support the crossing supervisor by following instructions and using the crossing according to the road rules. Comments regarding this service should be directed to the RMS.



## Playgrounds

Our school has several playground areas, which are closely supervised by staff. The students are able to use school equipment during breaks and staff emphasise cooperative play. Games involving physical contact (eg tackling, pushing, kicking or throwing objects at others) are not permitted. For sun safety, students must wear their school hat outside. We have a no hat play in the shade rule. Students without hats sit in the shade. All rubbish must be placed in garbage bins.

The Library is available as a playground alternative during the second half of lunch. PATCH (Playground Activities That Cause Happiness) games and activities are run on both campuses to provide an area for students to have a more structured play space supported by staff.



## Reporting to parents

Parents are provided with reports on their child's progress at the end of each semester. Reports are designed to indicate the student's level of mastery and degree of application and to provide parents with a profile of strengths and areas of improvement.

Each year students in Years 3 and 5 sit for national tests in Literacy and Numeracy (NAPLAN). Parents receive a diagnostic report which shows the child's level of achievement compared to school and national averages.

## School Accounts

School Accounts are sent out at the beginning of each year and include payment for textbooks and activities. Excursion and incursions are billed to families as they arise. School assistance is available for families in need.

Families may wish to make a voluntary contribution to the school and/or P&C to cover ground maintenance and support of specific teaching and learning initiatives available at our school. There is also the opportunity to make a voluntary contribution to support our School Library Fund.

## School Song

We're learning for life and learning to live,  
Being more than we were,  
Taking less than we give.  
As we strive at our best  
Your proud name lives on –  
May you grow in renown, Pennant Hills.

I'll achieve for myself and as part of a team,  
Believe losing can lead to success.  
Needn't always be first, not champion and yet,  
Gaining honour and grace through examples I set;  
True to all, when doing my best.

In learning for life, our school's a foundation,  
May our bond here and now extend to our nation.  
And further,  
To all in this world which is good –  
You shall stay in our hearts Pennant Hills.



## Selective High School Tests

Students, towards the end of Year 5, have the opportunity to apply for placement in a Selective High School. Students must compete academically with all other candidates for entry to each selective or agricultural high school. Academic merit is determined by the results of the Selective High Schools' Test in Reading, Writing, Mathematics and General Ability. Students must be Australian citizens or holders of a visa granting permanent residence in Australia.

For entry to Year 7 in any given year, the selection process will follow this timeline:

October/November for year 5 students: Online applications open

March: Students complete the test

July: Parents/carers are informed of outcome

More information on Selective High Schools can be obtained from:

<https://education.nsw.gov.au/schooling/parents-and-carers/choosing-a-school-setting/selective-high-schools>

## Special religious Education / Special Education In Ethics

Special Religious Education (SRE) involves authorised representatives of approved religious persuasions providing instruction to students within school time. Parents/carers nominate their child's religious denomination on enrolment, and they may withdraw them or change Scripture classes by notifying the office in writing. Students also have the option of attending Special Education in Ethics (SEE) classes as an alternative to non-Scripture.

Each Wednesday morning visiting volunteers provide ethics lessons and religious instruction to classes of Catholic, Anglican, Baptist and Hindu.

## Sport

Kindergarten participate in a gross motor program designed to develop skills, flexibility and strength.

Years 1 and 2 participate in a whole stage sports/skills and games program.

Children in Years 3-6 participate in School Sport each Friday where they engage in a variety of sports to improve a wide range of Physical Education skills.

Years 3-6 have the opportunity to participate in the Beecroft Zone Primary School Sports Association (PSSA) in Netball, Softball, Soccer, and League Tag, where students compete against teams from other local schools, in a round-robin tournament.

Pennant Hills Public School holds annual carnivals for swimming, athletics, and cross country. Successful participants are then invited to represent the school at Zone, Area and State Carnivals.

Students are also given the opportunity to try out for the Beecroft Zone teams in cricket, netball, tennis, basketball, AFL, rugby (league and union), softball, golf, and soccer. Beecroft Zone is the first step of the NSWPSA Representative Pathway



## Sport Houses

Angophora – RED

Banksia – BLUE

Grevillea – YELLOW

Melaleuca – GREEN



## **Accidents and serious illness**

In the case of a sudden illness or an accident, every attempt will be made to contact the parents or an emergency contact person. If this is not possible or the emergency is extreme, appropriate medical treatment will be sought. Please inform the office staff of any changes to your contact details, especially the emergency contact telephone numbers, for your child's Student Information Card.

School staff are trained in emergency response procedures.

## **Allergies**

Regulations require specific paperwork to be completed by your child's doctor if your child has anaphylaxis, asthma or allergies. The office staff will provide this paperwork that must be signed by a doctor. We appreciate your support in this matter.

## **Anaphylaxis**

On occasions people in the community have a severe and life-threatening reaction to an ingested product or environmental factors. This is known as Anaphylaxis. Such reactions require use of an EpiPen in an emergency. For this reason, we ask that no food products are shared at school.

If you have a child with a life-threatening allergy, which may require emergency intervention or the use of an EpiPen, we ask that you make this known to us before the start of the school year. We will also require an Emergency Action Plan completed by your General Practitioner and any medication for use during an Anaphylactic reaction. School staff are trained in the care of anaphylactic students including the use of EpiPens.

The consumption of nuts and nut by-products are strongly discouraged at our school.

## **Asthma**

Some students require specific support in a health emergency such as an asthma attack. Please supply the school office with a Medical Action Plan, including a photograph of your child and all procedures and medication to be used if your child should require this intervention.

## **Immunisation**

When enrolling a child, parents/carers will be asked to provide an Immunisation History Statement. Parents can request an Immunisation History Statement by contacting the Australian Immunisation Register on 1800 653 809.

A child without an Immunisation History Statement will not be prevented from enrolling in primary school. Under the NSW Public Health Act 2010, children without proof of immunisation may be asked by Public Health Officials to stay at home during an outbreak of vaccine preventable disease.

## **Infections and chronic diseases**

There are some childhood illnesses which may cause a child to be excluded from school. If your child has contracted one of these illnesses, please contact the school immediately so that we can keep you informed of relevant Health Department regulations. Illnesses include: whooping cough (pertussis), chickenpox, German measles (rubella), measles, mumps, viral hepatitis, ringworm, scabies, impetigo and conjunctivitis.

## **Medications at school**

Parents/carers of students with conditions that require regular medication must ensure that the school is aware of the student's condition. The school must be informed if medications are brought to school. All medications are to be handed in at the school office by an adult. No medications are to be kept in school bags or uniform pockets. Parents/carers should timetable medication dosages out of school hours if possible. However, if it is necessary for prescribed medication to be taken during school hours, parents/carers must complete a form giving permission for administration staff to supervise the administration of the medication. The form must include specific instructions. If your child has a diagnosed medical condition (anaphylaxis or asthma), a doctor's action plan must be provided to the school.



## Student Representative Council

An important part of developing student respect and responsibility is the opportunity to be part of the student collaborative voice through the Student Representative Council. The SRC consists of two representatives from each class within 3 to 6 with class representatives for a semester (two terms).

The SRC meets fortnightly. They organise fund raising events for charities decided on by the student body and discuss issues students would like to know more about or be involved in.

## Swimming School

The NSW Department of Education School Swimming Scheme is an intensive learn to swim program which develops water confidence and provides students with basic skills in water safety and survival. This program focuses on students in Year 2.

## Technology

All classrooms are equipped with interactive technological aids. ICT tools are integrated into general classroom activities. The school has an extensive mobile ICT fleet for student learning.

We also have a fully equipped STEAM room with state-of-the-art technology.

## Teddy

Teddy is Pennant Hills Public School's Educational Support Dog. He attends school each Tuesday, Thursday and Friday and works with our Learning and Support Teacher, Ms Schmidt to support students in their learning and with their wellbeing.



# Transport

## Travel to and from school

The safety and the behaviour of children as they travel to and from school is of major importance to the school even though children may be outside the direct supervision of their teachers. All children whether they walk, ride a bike or travel by bus, are expected to behave in a safe manner that reflects positively on the school. In the interests of their own safety, it is important that children proceed directly to their destination, without loitering, both before and after school.

All students riding bikes or scooters to school are required to wear a helmet to and from school.

## Road Safety

Parents/carers should constantly reinforce and model road safety with their child. Please support the staff and ensure the safety of our students by demonstrating the correct use of the road rules.

## Buses

Students can catch a school bus to and from school. OPAL cards are provided free of charge to all students in Years K-2 who require them. All other children can obtain an OPAL card if they live more than 2.2km walking distance from the school. Otherwise, they must pay. Further details can be obtained from the school office.

Opal card application forms are available online:

<https://www.service.nsw.gov.au/transaction/apply-school-opal-card>

# Uniform

When students wear a school uniform, they feel included in our school community. School uniforms also contribute to the personal safety of students by allowing for easier recognition of students, both at school and in the wider community.

The school community has elected to make the wearing of our school uniform compulsory and students wear the school uniform with pride. We have uniforms for both boys and girls, which are comfortable, practical and inclusive. In Terms One and Four, the Summer Uniform is worn. In Terms Two and Three, the Winter Uniform is worn. A Sports Uniform is worn on sports days or other occasions as advised by the school. Whilst outdoors, summer or winter, both boys and girls are required to wear the school uniform hat.

Please note that all students require either a raincoat (K-2 students) or a raincoat/umbrella (3-6 students) for walking between campuses.

Earrings: Studs or sleepers only.

Hair accessories: school colours preferred.



## Summer Uniform

### Girls

- Summer dress OR
- Short sleeved shirt with peter pan collar and culottes
- Zip Jacket
- Blue short socks
- Black school shoes



### Boys

- Short sleeved shirt with school crest
- Grey shorts
- Zip Jacket with school crest
- Grey short socks
- Black school shoes



## Winter Uniform

### Girls

- Winter Tunic OR
- Long sleeved shirt with long winter pants
- Zip Jacket or Winter Jacket with School Crest
- Navy blue stockings or blue socks
- Black school shoes



### Boys

- Long sleeved shirt and grey trousers
- Zip Jacket or Winter Jacket
- Grey socks
- Black school shoes





## Summer Uniform

### Girls

- Summer dress OR
- Short sleeved shirt with peter pan collar and culottes
- Zip Jacket
- Blue short socks
- Black school shoes



### Boys

- Short sleeved shirt
- Grey shorts
- Zip Jacket
- Grey short socks
- Black school shoes



## Winter Uniform

### Girls

- Winter Tunic OR
- Long sleeved shirt with winter pants
- Zip Jacket or Winter Jacket
- Navy blue stockings or blue socks
- Black school shoes



### Boys

- Long sleeved shirt and grey trousers
- Zip Jacket or Winter Jacket
- Grey socks
- Black school shoes



# Sports Uniform

## Girls

- Sports polo and shorts
- Sports trackpants (Winter)
- Zip Jacket or Winter Jacket
- White sports socks
- Sports sneakers
- High navy socks (If participating in PSSA)



## Boys

- Sports polo and shorts
- Sports trackpants (Winter)
- Zip Jacket or Winter Jacket
- White sports socks
- Sports sneakers
- High navy socks (If participating in PSSA)



# Accessories and Jackets



School Bag



Excursion Bag



Library Bag



Zip Jacket



Winter Jacket with hood



School Hat



Winter Jacket



## Uniform Shop

The Uniform Shop sells all components for boys and girls uniforms including sports uniforms and a range of accessories, except for shoes. The Uniform Shop also offers a range of good quality pre-loved and second-hand items.

Hours of Operation – we are currently open during school hours by appointment only and bookings can be made through the online booking system.

Online Orders – easy ordering using Flexischools and delivered once a week to the student's classroom.  
New students – the uniform shop can assist with advice, sizing and purchases in preparation for your child's first day.

Refer to the school website for further details about the Uniform Shop.

Location: On the 3-6 Campus (next to the canteen).

Contact email: [phpsuniformshop@gmail.com](mailto:phpsuniformshop@gmail.com)

## Visitor Identification

All visitors must sign in and out of the school at the office. This includes in-class helpers. Helpers are required to wear a visitor identification badge whilst on the school grounds. Badges are available from the school office.

## Visiting performances

From time-to-time performers are invited to present shows at our school. Only those shows which are considered to be of educational merit and present value for money are invited.

## Wellbeing

The school values at Pennant Hills Public School are:

\*Respect \*Responsibility \*Aspire

Our school mascot is Pem the Possum.

At Pennant Hills Public School we believe that:

- Everyone has a right to learn in a safe and positive classroom environment.
- Students should be treated fairly and in a consistent manner.
- Behaviours and actions have consequences that must be accepted by the students.
- All students can develop and use self-regulation strategies.
- Parental support and cooperation are necessary to run an effective positive student behaviour program.
- A 'have a go' culture leads to the development of resilience and a reduction in anxiety in students.

All staff are responsible for teaching behavioural expectations, providing consistent positive feedback to students, and delivering consistent corrective feedback and consequences when expectations are not followed.

The systems at PHPS have been designed to support our learning and teaching environment and to provide individual behaviour supports to achieve positive academic and social outcomes for all students.

