



Welcome to Winston Heights Public School

2019 Information Booklet

Winston Heights Public School

51 Buckleys Road

WINSTON HILLS 2153

Telephone: 9624 7485 or 9624 7486 Fax 9838 8482

Website: www.winstonheights-p.schoolwebsites.com.au

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

Principal	:	Mrs Margaret Creagh
Assistant Principals	:	Mrs Linda Bryant Miss Suzie Goodall Mr Daniel Gorrie Mrs Karen O'Hara
School Administration	:	Mrs Lee Wood (Manager) Mrs Rachael Calvar Mrs Carolyn Leverton
School Counsellor	:	Mr Jason Cull

SCHOOL HOURS

Monday to Friday

Morning Session	:	9:00am to 11:00am
Recess	:	11:00am to 11:20am
Middle Session	:	11:20am to 1:10pm
Lunch	:	1:10pm to 2:00pm
Afternoon Session	:	2:00pm to 3:00pm



Phone: 9624 7485, Phone: 9624 7486
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BUCKLEYS ROAD
WINSTON HILLS. 2153

Principal's Message

On behalf of the students, staff and parents we would like to extend to you a warm welcome to Winston Heights Public School.

Winston Heights Public School was established in 1975. The school currently caters for just over 450 children.

Our school has an excellent reputation for providing a safe, happy, stimulating and productive learning experience, where great emphasis is placed on high education standards in a caring, community environment.

At Winston Heights Public School we focus on providing quality learning opportunities for all children. We strive to provide a well-rounded education that values and supports the academic, creative, physical and emotional development of each child. We have a commitment to ensure that quality teaching and learning are the central focus of every classroom.

We offer a wide range of learning opportunities to enable students to reach their full potential. Our extensive programs include, choir, debating, public speaking, Maths Olympiad; Sport(school & PSSA) WHET group (Winston Heights Environment Team) and Primary Links programs with Model Farms High School. We also have a comprehensive extra-curricular music program, including keyboard, Beginner Band, Concert Band and Performance Band.

Our school is well resourced and provides students with access to the latest technologies, including a connected classroom and interactive whiteboards, to enhance their learning.

Our teachers are an experienced and dedicated team of professional educators. Their knowledge, enthusiasm and creativity inspire students to achieve their best. The staff participate in professional learning that is evidence based to ensure improvement in student outcomes.

Our welcoming and friendly school community is based on strong co-operative relationships between staff, students and parents. High levels of parent participation within the school are characterised by mutual interest, support and decision making opportunities.

We look forward to working in partnership with you in the education of your children.

Margaret Creagh
Principal

SCHOOL SONG

Awaken to the sunlight
Awaken to the day,
Here we learn to live,
To share and to play.

Life's skills we need,
To communicate and grow,
In a world full of changes,
Our school will lead us,
With knowledge and pride.

Awaken together,
Learning as one,
Children at Winston Heights,
Our day has begun.



SCHOOL UNIFORM

At the 'Fair Discipline Code' Public Meeting it was unanimously decided to have our children at Winston Heights Public School continue to wear a school uniform. Below is a summary of the school uniform requirements.

Terms 1 & 4 - Summer uniform

Terms 2 & 3 - Winter uniform

The uniform shop is managed by the P&C and operated by parent volunteers.

SUMMER UNIFORM

<u>BOYS:</u>	SHORTS	Dark Grey
	SHIRT	Medium blue, short sleeves
	SHOES	Black leather school shoes
	SOCKS	Short or long - grey with 2 red stripes either side of blue stripe/plain grey (must cover ankles)
	HAT	School Cap/Slouch Hat – with school crest



<u>GIRLS:</u>	DRESS	Red and royal blue tartan with white collar and cuffs
	SHOES	Black leather school shoes
	SOCKS	White, short (must cover ankles) or long
	HAT	School Cap/Slouch Hat – with school crest

All hair accessories must be red or royal blue.

WINTER UNIFORM

<u>BOYS:</u>	SHORTS/TROUSERS	Dark Grey
	SHIRTS/SKIVVY	Medium Blue
	SHOES	Black, leather
	SOCKS	Grey (must cover ankles)
	JUMPER/JACKET	School Tracksuit Jacket or Plain royal blue jumper / jacket with School Crest sewn on left side
	HAT	School Cap/Slouch Hat – with school crest



<u>GIRLS:</u>	DRESS	Tartan Pinafore
	COLLARED BLOUSE/SKIVVY	White, short or long sleeves
	TIGHTS	Royal or navy blue
	SHOES	Black, leather
	SOCKS	White, short or long (must cover ankles) <u>No socks</u> to be worn over tights
	SLACKS	Tartan No tracksuit pants or slacks under dress
	JUMPER/JACKET	School Tracksuit Jacket or Plain royal blue jumper / jacket with School Crest sewn on left side
	HAT	School Cap/Slouch Hat – with school crest

SPORT UNIFORM- TO BE WORN EACH TUESDAY AND FRIDAY

BOYS:

SHORTS	Royal Blue, red trim
T-SHIRT	School Crested red polo
SOCKS	Royal blue and red stripe or short white sports socks (must cover ankles)
SHOES	Sneakers, Joggers or Sandshoes
HAT	School Cap/Slouch Hat – with school crest



GIRLS:

SKORTS/SHORTS	Royal Blue, red trim (shorts with skirt front)
T-SHIRT	Red Polo with school crest
SOCKS	White, short or long (must cover ankles)
SHOES	Sneakers, Joggers or Sandshoes
HAT	School Cap/Slouch Hat – with school crest

BOYS/GIRLS:

TRACKSUITS	Royal blue, red trim with School Crest OR Plain royal blue with Crest sewn on jumper
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THE SCHOOL TRACKSUITS MAY BE WORN WITH THE SCHOOL SPORTS UNIFORM ON COLD TUESDAYS AND FRIDAYS.

PLEASE REMEMBER: YOUR CHILDREN'S CLOTHING eg TRACKSUITS, JUMPERS, CARDIGAN, SHOES, HATS SHOULD BE MARKED WITH THEIR NAMES.

UNIFORM SHOP will be open on WEDNESDAYS - 8:30AM TO 10:00AM

for all School Uniform requirements, new and second-hand. School uniforms can be ordered online through Flexi-schools www.flexischools.com.au



OFFICIAL UNIFORM OF THE SEASON TO BE WORN ON EXCURSIONS, FOR SAFETY REASONS AND TO ENCOURAGE SCHOOL PRIDE

Coloured wind jackets (parkas) are NOT considered part of the School Uniform

Name on all clothing please.

Australia has without doubt one of the most skin cancer prone populations in the world – to protect our children from the harmful effects of the sun's rays while attending school.

PLEASE ensure your child wears the school hat/ cap for the whole school year.

“NO HAT - NO PLAY”

ARRIVAL AND DEPARTURE

PLAYGROUND SUPERVISION

Playground supervision begins at 8.30am with classes operating from 9am.

Parents are to make alternative arrangements for their children prior to 8.30am.

Our school day concludes at 3pm.

We encourage students to arrive between 8.30am and 8.55am so that they are ready to begin their school day. Late arrivals can be very unsettling for the student's class.

ARRIVING AND LEAVING BY CAR

Parents are asked **not** to drive vehicles into school grounds when dropping or picking up children. Parents in cars are asked to observe the traffic signs in the surrounding streets and keep the pedestrian crossing and gateways clear.

Please do not call children across the road. Escort your child if they need to cross the road. Please observe street signs (children crossing, flags, parking signs and speed limit).

PEDESTRIAN CROSSING

There is a "Lollipop" crossing supervisor for supervision of the Langdon Road crossing (but NOT at the Buckleys Road crossing). Students are encouraged to use the crossings at all times. Please walk children on the footpaths and do not walk through the carpark.

BEFORE & AFTER SCHOOL CARE

Before and After School Care facilities are available within the school grounds. Cubbyhouse Before and After School Care provides this service to our school. Please contact Cubbyhouse directly with any enquiries on 1300 553 583.

ASSEMBLIES

Assemblies are held every Thursday from 11.30am in the school hall. All parents are welcome to attend, especially when classes present performance items. The classroom teacher will inform you in writing when your child's class is performing.

ENTRY TO THE SCHOOL

Access to the school is via three gates. Langdon Road (*crossing gate*), Buckleys Road (*staff carpark gate*) and Olympus Street (*back gate/park gate*). Please note that the Olympus Street (back gate/park gate) is locked at 3.15pm each school day.

We ask that parents please choose a gate and **wait** to collect their child/children. Small children can get easily confused if there is a change to the normal practice at the end of a school day. If circumstances change please make sure your child clearly understands who will be picking them up and from which gate they will be collected.

Any students who are still at the gates at 3.15pm will be brought to the office by the teacher on duty and parents or emergency contacts will be contacted. Should you be running late please contact the office before 2.45pm so your child can be informed about the change in pickup for that day.



By law all students must start school by the age of six. Your child must turn 5 years of age before 31st July in the year they start school.

Once enrolled in school, they are expected to attend every day except when ill.

ABSENCES

All absences require a note of explanation either by note to the teacher or by using the Winston Heights Public School APP. Absences of 3 or more days for sickness will require a medical certificate. Unexplained and unjustified absences will be referred to the Home School Liaison Officer.

As the facilities within the school for caring for sick children are somewhat restricted, it would be appreciated if children who are unwell are not sent to school.

PARTIAL ABSENCES

Departmental regulations insist that partial absences of any type must be recorded in the class roll and a note is required for each occasion. Schools are instructed that the Home School Liaison Officer is to be notified if partial absences become frequent.

LATE ARRIVALS AND EARLY LEAVERS

Every effort should be made to ensure that students arrive before 9.00am assembly time. In the event of late arrival, parents must either provide a written explanation or accompany students to the school office to sign them in. Students will then be given a late note to take to their teacher. Teachers will not accept late students into the classroom without a late note from the office.

If your child needs to leave school early for an appointment, please come to the office to sign them out. The office staff will then contact the teacher to arrange for your child to come to the office.

EXTENDED LEAVE OF ABSENCE

If students will be absent from school for more than 15 school days (e.g. due to overseas travel), an application for leave must be made to the School Principal. These forms are available at the school office.



Most communication is conveyed through the school website and school phone app. This includes all notes, calendar of events and the weekly school newsletter. These are available from the school website: <http://www.winstonheights-p.schoolwebsites.com.au>

Notes are sent home with students for excursions and events that are happening at school. There are spare copies available at the office or on our website.

Our fortnightly newsletter keeps you up to date with all the events happening in our school over the coming weeks. All information regarding school activities will be contained in the newsletter. Please read carefully and keep note of any upcoming activities.

We recommend downloading our school app, as it will give you instant access to our school information. You will have the ability to access newsletters, canteen menu and send a sick note to the school email.

The school will also send notifications via the app reminding parents of upcoming events, note and money reminders and important alerts.

Download *Winston Heights Public School* app via your play store or app store. Don't forget to select 'yes' to receive notifications.



CHANGE OF ADDRESS/PHONE NUMBERS

In the event of any change of address or phone number, the school office should be notified. It is important for us to have up to date contact details in case of emergency. Proof of change of address should be supplied, e.g lease agreement or contract of sale.

PARENT/TEACHER APPOINTMENTS

Teachers welcome the opportunity to speak with parents. Formal interviews are scheduled towards the end of Term 1 each year. Additional appointments are welcomed throughout the year and may be arranged through the office or by sending a message to the classroom teacher. Please understand that impromptu interviews cannot usually be accommodated. Appointments will ensure adequate time being devoted to these important discussions.

STUDENT WELFARE

Winston Heights is a Positive Behaviour for Learning (PBL) school. As a school community, we developed three clear expectations that underpin our Student Welfare program. At Winston Heights Public School, we are **safe, responsible and respectful learners!**

PBL AWARDS

As part of PBL, students can receive a blue PBL Award for their safe, respectful or responsible behaviour in all areas of the school. The award includes a tear off slip which students can then enter into the weekly assembly draws (Two for K-2 and Two for 3-6). The winners each week will receive a canteen voucher to spend at the school canteen!

(Parents: If you DO NOT wish for your child to be rewarded with a canteen voucher, should they win the weekly prize draw, please send a note to the Principal).

LEARNING AND SUPPORT TEACHER

The Learning and Support Teacher (LAST) supports students who are having difficulties in the areas of literacy and/or numeracy. LAST teachers work with the classroom teacher developing programs to best support learning. He/she may work as a team in the classroom with the teacher in small groups or one-on-one. Your child's classroom teacher will inform you if your child requires this support.

LEARNING SUPPORT TEAM

This Learning Support Team consists of the support teachers, executive and school counsellor. The team meets weekly to discuss teacher and parent referrals concerning students experiencing difficulties with learning, behaviour or social and emotional wellbeing. Please speak to your child's class teacher to discuss making a referral if you have concerns regarding your child.

SCHOOL COUNSELLOR

The School Counsellor has been specially trained in Child Psychology. Students may be referred to the counsellor by their teachers, the Principal or by their parents. Parent permission is required for all referrals.

Please call the school if you wish to make an appointment or find out the options. Due to the small allocation of time and the demand within the school, there may be delays at the time with the support.

The School Counsellor is at this school one day per week (the day could vary from year to year).

SCHOOL CHAPLIN

The Chaplin works alongside the learning and support team to facilitate the wellbeing of our students and families. Our Chaplin is available to meet with members of the school community to provide support and guidance regarding relationships, values, choice and spiritual matters following referral for people in difficult times. Appointments can be made through the school office.

MEDICATION

Medications should be scheduled wherever possible for before and after school and at bedtime. However, if your child requires medication to be administered during the school day, it is a requirement that all medication be held in the Administration Office sickbay. It is to be presented with the correct dosage, or as a tablet and clearly labelled with your child's name and class in a snap lock bag.

Please see our Administration staff to discuss the necessary paper work required to be completed prior to leaving medication at school.

**** MEDICATION IS NOT TO BE KEPT IN SCHOOL BAGS ****

ASTHMA

Asthma is the most common medical condition affecting Australian school children. If your child has a diagnosed condition you will need to get your doctor to complete the Asthma care plan (spare forms are available at the office) which notes the treatment for your child should they require Ventolin. Please return this plan to the office.

ANAPHYLAXIS/ALLERGIES

The school needs to be notified of any allergies a child may have. A medical plan needs to be developed for the students with severe allergies by your doctor (forms are available from the office). The school then must receive this important plan once completed.

ACCIDENTS/ILLNESS

If your child is sick it is better to keep them at home until they are fully recovered. This will prevent the illness from spreading. Students who become unwell at school are best transferred to the care of a parent/carer. The office will contact you directly at home or work, or if you are unavailable the emergency contacts will be called. If staff feel that more medical treatment is required, an ambulance will be called.

MEDICAL

IMMUNISATION

Immunisation is most important. It is a simple and effective method of protecting your child from catching the dangerous diseases of diphtheria, tetanus, whooping cough, poliomyelitis, measles and mumps.

Immunisation is available from your family doctor. Your child is due for immunisation when he/she begins school. This means that parents/caregivers with children starting school in Kindergarten, are required to present a complete/incomplete Immunisation History Statement at the time of school enrolment.

The Immunisation History Statement:-

- Reminds and encourages parents to have their children immunised against diseases which can be prevented by immunisation;
- Helps identify students who have not been immunised. This means that if there is a disease outbreak, students who have not been immunised will have to stay home for their own protection.

The Childhood Immunisation Register will automatically send you an Immunisation History Statement when all immunisations have been completed. This needs to be presented to the school on enrolment. If your child is not fully immunised they will not be refused enrolment into Winston Heights Public School, however they will be excluded in the case of an outbreak.

HEALTH

GOOD HEALTH IS VITAL TO SCHOOL PROGRESS. At certain times we have outbreaks of common childhood diseases. To prevent the spread of infection, exclusion is necessary. The number of days the child is to be absent from school for these diseases is stated below.

GERMAN MEASLES	Until fully recovered and at least 4 days after appearance of the rash.
MEASLES	At least 4 days after appearance of the rash.
CHICKEN POX	For at least 5 days after the first spots appear, or when blisters have all crusted.
MUMPS	For at least 9 days after the appearance of the swelling.
WHOOPIING COUGH	Child should be kept home for 14 days from the start of illness, or until they have had 5 days of a 10 day course of antibiotics.

In addition, some common diseases affecting skin, hair and eyes require children to be kept away from school as follows:

SCABIES	Keep your child at home until all evidence of the disease has disappeared or a medical certificate is produced stating that the treatment has been successful.
IMPETIGO	Keep child at home until treatment starts. Sores should be covered with a watertight dressing.
RINGWORM	Keep child at home until the day after fungal treatment has begun.
CONJUNCTIVITIS	Keep child at home until all evidence of discharge from eyes (Sore eyes) has ceased.
HEAD LICE	At certain times of the year we have outbreaks of head lice and warn you that your child could become infected as lice spread easily. Children should be kept at home until effective treatment has commenced.
SLAPPED CHEEK	Contagious only before the rash appears

If your child is sent to the sick bay a red note will come home with your child to inform you of why. If your child is too ill to return to class you will be contacted. Please ensure we have your current contact phone numbers.



ANNUAL COURSE FEES AND SCHOOL CONTRIBUTION PAYMENTS

Student subject requirements, such as text books, subscriptions and work books will be purchased by the school for each student at the beginning of the year. The school will invoice each family for the cost of these items in Term 1. Included on the invoice will be a General School Contribution payment, this is used to purchase sport, music and library resources for all students.

Payments can be made by Cash, EFT or POP (Parent Online Payment). A copy of how to use POP is found on the last page of this booklet.

SCHOOL DEVELOPMENT DAYS

These days are professional development days authorised by the Department of Education and are usually on the first day of Terms 1, 2, and 3 and the last two days of Term 4. School Development days are organised well in advance and ample prior notice is given through the School Newsletter.

SCHOOL NEWSLETTER

The School Newsletter is emailed to parents and uploaded to the school website fortnightly. It informs parents of news and information concerning school activities.

The newsletter is an important means of communication between school and community. Please ensure the school has your current email address so as not to miss receiving our newsletter.

BUS PASSES

All children in Kindergarten to Year Two are entitled to a free bus pass enabling free travel to and from school. Children in Years 3-6 who are 1.6km in a straight line or 2.3km walking distance from the school are entitled to free bus travel.

School Opal Card: To apply for a School Opal Card, complete the online application form at transportnsw.info/school-students

The application is forwarded to Transport for NSW. Once approved, the School Opal card will be sent to the address provided on the application.

Lost, stolen or damaged School Opal cards: If you proceed with replacing your School Opal card, it will be cancelled immediately and a new card will be sent within 8 to 10 working days. A card replacement fee may apply.

HOMEWORK

The school has developed a homework policy. Parents will be given an outline of the expectations for homework at the beginning of each year.

LOST PROPERTY

It is essential that all clothing and personal possessions are clearly marked with the owner's name. Unclaimed items with no name on them will be sent to the lost property box, which is located in the administration building.

All unclaimed student property is given to the Uniform Shop clothing pool after one term.

EXCURSIONS/CAMPS

During the year, groups of students participate in excursions that relate to their school studies. All excursions must be approved by the Principal and meet Departmental requirements.

Travel is usually by bus. Parents/caregivers are asked to meet the cost of travel, admission fees, etc. Should a family be experiencing severe financial difficulties, please contact the school to discuss options for payment.

Students participating in excursions are normally required to wear school uniform and are expected to be on their best behaviour.

Parents/Caregivers will be advised of excursion details in writing via the students. Parent/Caregiver permission is required before a student can leave the school grounds for any purpose.

CUSTODY OF CHILDREN

The school should be advised in writing of any custody arrangements. If a family is split, a divorce has occurred or one parent is denied access, this information should be given to the Principal and will be treated in strictest confidence. Should custody arrangements alter, it is essential to notify us in writing as soon as possible.

Please remember, copies of legal documents stating custody or access arrangements are required.

CHANGE OF STUDENTS NAME

The school must officially enrol students under the age of 18 with the name indicated on their birth certificate. All records, reports and certificates will state this name.

There are very few reasons allowing the school to enrol a student with a different name, such as a court order, adoption or issue of a new birth certificate. If, however, special circumstances exist, please contact the school office for clarification.



SPORT

SPORTS HOUSES

There are four sporting houses within the school and sporting competitions revolve around these. At the time of enrolment your child will be allocated a sports house.

Swimming, Athletics and Cross Country Carnivals are held during the year and representative squads participate in the Hills Zone PSSA and Area Carnivals.

OAKES (Blue)

PYE (Green)

BUCKLEY (Red)

LANHAM (Yellow)



SPORTING ACTIVITIES K-2

Students are actively involved in a range of enjoyable activities on Tuesdays and Fridays to assist in improving their fitness levels. Activities vary and may include gross motor skills, circuit training, obstacle courses and modified sporting games. Please ensure your child wears their sports uniform on Tuesdays and Fridays.

SPORTING ACTIVITIES YEARS 3-6

WHPS participates in the weekly PSSA competition on Fridays for children in years 3-6. Our school has a proud tradition of competing against other schools in the district with a high degree of sportsmanship and skill.

Our teams in the Winter competition include Netball, Soccer, Newcombe Ball and AFL. Our teams in the Summer competition include Touch, Softball & T-Ball. Students wishing to participate are encouraged to try out for the school team. They are then expected to attend training sessions on a weekly basis before school. The successful students will be asked to pay a bus & PSSA levy to attend the games. Those students who do not gain selection in a PSSA team will participate in a school sports skills program, for which there is no charge. There is a possibility of a paid sports program for some weeks during the 3-6 sport time for Non PSSA students.

SPECIAL PROGRAMS

CHILD PROTECTION

Our school acknowledges the importance of teaching child protection from Kindergarten. It aims to build children's resilience, develop their social skills and includes stranger danger. The unit operates on the basis that an informed child is a safe child, providing children with a strong understanding of self-worth.

DRUG EDUCATION

This is a compulsory component of the Personal Development, Health and Physical Education (PDHPE) curriculum. This program aims to assist in the development of knowledge, skills and attitudes of students towards responsible decision making about drugs.

ENGLISH AS AN ADDITIONAL LANGUAGE OR DIALECT (EALD)

The EALD teacher works in a variety of teaching modes with these students including: team teaching with the class teacher, small group work and individual student support. This teacher is dedicated to working with students whose first language is not English.

NEW ARRIVALS PROGRAM (N.A.P.) This program targets students who have been in Australia for less than 9 months. The focus of this program is to support new arrival students during their initial experiences in Australian schools.

STUDENT REPRESENTATIVE COUNCIL (SRC)

The SRC is made up of students from Kindergarten to Year 6. It is a forum for students to discuss changes/improvements they would like to see happen in our school. They also organise fund raising activities such as the school disco to generate funds for their target charities.

PEER SUPPORT GROUPS/YEAR 6 BUDDIES

At the beginning of the year all Kindergarten students are allocated a Year 6 Buddy to assist with their transition to school. Throughout the year, Year 6 students visit the Kindergarten classrooms on various occasions to assist with reading, craft and other activities.

All students in the school also have the opportunity to work in Peer Support Groups, with students from across the grades, led by Year 6 students. During these Peer Support Groups, students develop a range of social and leadership skills.



READING RECOVERY

Reading Recovery is an intensive literacy program for Year 1 students experiencing difficulty with reading. Students work one-on-one with a Reading Recovery teacher 30 minutes a day for a period of 12-20 weeks. The program's goal is to increase students' reading and writing skills.

SCRIPTURE

Scripture is taught in compliance with the regulations of the N.S.W. Department of Education. Lessons are given by members of the local Clergy or persons appointed by respective religious organisations for ½ an hour per week.

We provide religious education for the following denominations: Protestant, Catholic and Muslim/Islam.

We are limited by the scripture volunteers available to attend our school and therefore may not be able to offer all religious groups.

For those families not wishing to receive religious instruction, Winston Heights Public Schools offers a Non-Scripture group for students to attend. Children will be given exemption from religious instruction classes only on the receipt of a letter from the parent/caregiver. The scripture options can change at any time, dependent on the availability of teachers.



PARENT ORGANISATIONS

The parent organisations within the school are:

The Parents' and Citizens' Association (meets 7.00pm on the 4th Monday of the month)
The Canteen Committee
The Music Committee
The Uniform Shop Committee
The School Council

The aim of the parent groups is to promote the interests of the school by bringing parents, students and school staff into close co-operation and to assist in providing desirable resources.

Annual membership to the above is as follows:

P & C Association \$1.00

SCHOOL COUNCIL

The School Council, consists of parents, teachers and community representatives. It is responsible for the reviewing policies of the school, financial management and maintenance of school property.

ANNUAL P&C CONTRIBUTION

The Annual P&C Contribution is set by the P & C Association each year. The Contribution will be included in your invoice sent home in term 1.

ANNUAL TECHNOLOGY CONTRIBUTION

As supported by the P&C and School Council, the Annual Technology Contribution is used to further develop and enhance technology resources throughout the school.

CANTEEN

The canteen is staffed by parent volunteers.

Now accepting orders through Flexi-schools www.flexischools.com.au

HOURS: MONDAY, WEDNESDAY, THURSDAY, FRIDAY - 8.40AM - 1.40PM

TUESDAY - no lunch orders – Only drinks and snacks from 1.00PM

The canteen encourages nutritious eating and is run with the advice of the Health Department. Lunches are to be ordered on a paper bag with the child's name and class clearly shown. All orders need to be handed into the canteen before 9.00am. A current price list is available at the office or on the school APP. Help is always needed on the canteen roster. If you have time, please volunteer.

SECURITY

Local residents are requested to telephone the police without delay if they have reason to suspect the actions of people on school premises out of school hours.

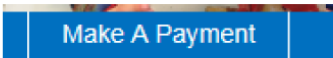
School Security Hotline: 1300 880 021

Parramatta Police: 9633 0799



Parent Online Payments – POP Instructions

Parents are able to make online payments to the school for amounts owing, via a secure payment page hosted by Westpac. Payments can be made using either a Visa or MasterCard credit or debit card. The payment page is accessed from the front page of the school's website <http://www.winstonheights-p.schoolwebsites.com.au/> then **select the Make a Payment tab.**



Items that can be paid include voluntary school contributions, school fees, excursions, PSSA fees, sport and creative and practical arts activities (these include choir and dance).

There is also a category called 'Other'. This is used for items not covered in the previous headings. 'Other' can also be used to make a complete payment of a school invoice.

When you access the **Parent Online Payments** portal you must enter:

- the students name
- class and
- date of birth.

These details are to be entered each time you make a payment as student information is not held within the payment system. This is a secure payment system hosted by Westpac to ensure that your credit / debit card details are captured in a secure manner; these details are not passed back to the school.

You have the ability to check and change any details of the payment before the payment is processed. You can request your receipts be emailed to you, this is preferred as there will be no receipt issued from school.

Parents using the online payment system must ensure they record the receipt number on the permission slip and return it to school the next day. Please note, **permission notes are still required for all activities.**

Parent Online Payments is for school payments only.

You will NOT be able to pay for Band fees or any P&C related items e.g uniforms.

For any enquiries regarding the Online Payment process please contact the office.

Margaret Creagh
Principal

Lee Wood
Office Manager