



School Information Handbook

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Principal's Message – Mrs Emily Luzaic

Welcome to Windsor Park Public School. I am privileged to lead a staff that are committed to caring for your child and meeting their educational needs during each stage of their academic, personal, and social development. I value strong partnerships with families and believe in providing the opportunity for parents and caregivers to work closely with staff on meeting the needs of their child. As principal, I am dedicated to ensuring each and every one of our students are provided with quality learning experiences in order to reach their full potential and develop a high self-esteem and sense of pride in themselves.

Acknowledgement

Windsor Park Public School acknowledges the Dharug people, the traditional custodians of this land, and their Elders past and present. We acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

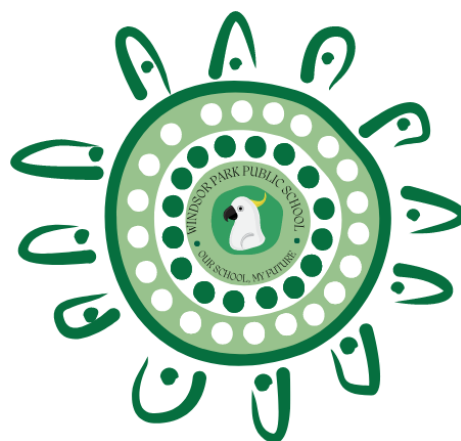
We would like to acknowledge the traditional owners of the land
on which we meet today, the Dharug people.

Dharug territory embraces both land and water, from the Blue
Mountains to the Tasman Sea, from the Hawkesbury in the
north toward Appin in the south.

The Dhaurg people have gathered here for thousands of years to
hunt, feast, and to sing and dance in ceremony. It is a land rich
with the dreaming.

We thank elders past present and emerging, for ensuring the
survival and continuity of First Nations culture.

Thank you to the Dhaurg people for allowing us to live, teach
and learn on your land.



About Us

Windsor Park Public School opened in 1996 and is situated in Bligh Park. The school currently has an enrolment of approximately 240 students. Ten mainstream classes are in operation and three support classes which cater for 24 students with mild to moderate physical and intellectual disabilities.

Students are drawn from the catchment zone of Bligh Park and Windsor Downs.

The school's staff are experienced at executive, classroom, and ancillary levels.

The school is fully air conditioned and has twelve home base classrooms plus three classes in the support unit, a library, and computer lab, all with internet access. Each classroom is installed with SMART Technology.

There is a large school hall, a privately-run canteen operating 5 days a week, and a community room.

The grounds are shaded by trees and include two Covered Outdoor Learning Areas (C.O.L.A), playground equipment, and a nature reserve adjacent to the eastern side of the playground.

Special events during the year include the Easter Parade, Anzac Day commemorations, athletics carnivals, swimming and cross-country carnivals, Multicultural Day, charity fundraising events, Mother's Day, Father's Day, Grandparents' Day, Book Week, Education Week, and a Christmas event. Families are welcome to participate in all of these activities.

Assemblies are held fortnightly to recognise student achievements.



Extra-Curricular Activities

The school also provides many extra-curricular activities in which the students can be involved, e.g.

- Choir
- Music Group
- Dance Group
- Public Speaking
- Debating
- Sport



Support Unit - Diverse Learning Centre

The school has three supported classes for students with identified learning needs: including mild and moderate intellectual disabilities, and autism.

Entry into these classes is through a public school's special application to the Department of Education. The Student Wellbeing Support Directorate is responsible for assessing each application from various public schools and then allocating positions in Windsor Park Public School to students from across Western Sydney.

For further information, speak to Mrs Jo Monteleone – Assistant Principal.

Our Values

At Windsor Park Public School, much of the learning and development that takes place is strongly influenced by the shared and agreed values and beliefs that we hold in common within our school community. Whilst our school caters for students with a wide diversity of backgrounds and needs, we all share a common set of values and beliefs.

Integrity

Being consistently honest and trustworthy

Excellence

Striving for the highest personal achievement in all aspects of schooling, individual and community action, work and life-long learning

Respect

Having regard for yourself and others, lawful and just authority and diversity within Australian society and accepting the right of others to hold different or opposing views

Responsibility

Being accountable for your individual and community's actions towards yourself, others and the environment

Co-operation

Working together to achieve common goals, providing support to others, and engaging in peaceful resolution of conflict

Participation

Being a proactive and productive individual and group member, having pride in and contributing to the social and economic wealth of the community and the nation

Care

Concern for the wellbeing of yourself and others, demonstrating empathy and acting with compassion

Fairness

Being committed to the principles of social justice opposing prejudice, dishonesty and injustice

Democracy

Accepting and promoting the rights, freedoms and responsibilities being an Australian citizen

Staff

Principal Mrs Emily Luzaic	School Administration Manager Mrs Carla Lewis	School Administration Officer Mrs Simone Hyam
Business Manager Ms Cheryl Guy	General Assistant Mr Natale Monteleone	Aboriginal Education Officer Ms Emily-Louise Hudson
Assistant Principal – Support, Curriculum and Instruction Mrs Jodie Bickley	Assistant Principal – Curriculum and Instruction Miss Melissa Turner	Assistant Principal – Support Unit Mrs Jo Monteleone Lorikeet Class
Galah Supported Class Ms Bronwyn O’Flynn	Egret Supported Class Mrs Margaret Hardy & Mrs Jocelyn Thompson	School Learning Support Officer – Support unit Mrs Karla Smith Mrs Sharon Russell Ms Jodie Tilley Mrs Vivienne Rolfe
Assistant Principal – Stage 3 Mrs Nicole Turner Kingfisher 5/6 Class	Currawong 5/6 Class Miss Brooke Edgecombe & Miss Emma Hartenthaler	Assistant Principal – Stage 2 Mrs Danielle Said Library
Bandicoot 3/4 Class Miss Sarah Khan	Tree Frog 3/4 Class Miss Caitlyn Burbridge	Wallaby 3/4 Class Mrs Lynda Barrett
Assistant Principal – Early Stage 1, Stage 1 Miss Sarah Chapman Platypus 1/2 Class	Echidna 1/2 Class Mrs Aliesha Koberler	Glider 1/2 Class Mrs Seema Kumar Semester 1 Miss Kristal Power Semester 2
Bilby K Class Mrs Amanda Davies	Sandpiper K Class Miss Mikaela Proud	School Counsellor Leanne Benson
Support Teachers: Learning and Support Ms Kelly Mclean COVID-ILSP Mrs Donna Edgecombe	RFF teachers Mr Simon French Mr Ian Lobb Miss Eva Ramos	School Learning Support Officer – Mainstream Mrs Kay Waddups Ms Elizabeth McInnes Ms Narelle Hall Ms Rebecca Bowd Mr Zak Lewis Ms Amy Daly

Bell Times

	MON	TUE	WED	THU	FRI
Movement Bell	8:57 am	8:57 am	8:57 am	8:57 am	8:57 am
Morning Period	9am – 11am	9am – 11am	9am – 11am	9am – 11am	9am – 11am
Recess	11am – 11:40am	11am – 11:40am	11am – 11:40am	11am – 11:40am	11am – 11:40am
Middle Period	11:40am – 1:30pm	11:40am – 1:30pm	11:40am – 1:30pm	11:40am – 1:30pm	11:40am – 1:30pm
LUNCH	1:30pm – 2pm	1:30pm – 2pm	1:30pm – 2pm	1:30pm – 2pm	1:30pm – 2pm
Afternoon Period	2pm – 3pm	2pm – 3pm	2pm – 3pm	2pm – 3pm	2pm – 3pm

Morning Supervision

Children are not to arrive at school before 8:30am and are under their parents'/carers' duty of care and supervision until then. There will be a teacher on playground duty from 8:30am to 9:00am. Please ensure you make arrangements for your child to be safe in your care until the school gates open at 8:30am.

Administration staff are not permitted to supervise students.

After School Supervision

Parents and carers are requested to collect their children promptly in the afternoon by 3:00pm. The school gates open at 2:45pm for parents and carers to enter and wait in the COLA area until students are dismissed. Please do not wait near classroom doors and windows as it is distracting for the classes as they get organised and pack up.

Children who are being picked up after 3:00pm are placed under the supervision of the teacher on bus duty, located outside the school office, under the covered walkway.

Unless a child is participating in an organised after school event or the staff have been notified that a parent/carer will be late, the school will need to call the police to collect children who have not been picked up by 4:00pm if a parent/carer is uncontactable. This can be distressing for both students and staff so please ensure that pick up arrangements are organised, and the school has your current details and emergency contact details. If your usual arrangements change, please call the office by 2:30pm to let them know so that they have time to communicate this information to students and teachers.

Car Park

All persons coming on to school site (other than Staff, Contractors, Deliveries etc) are enter and leave the school grounds by the main path leading from the School Office and not through the car park.

The children know the car park is out of bounds and if they are walking through it with Parent / Caregivers this rule can be confusing for them.

The children in the Supported Classes are dropped off outside their classroom door by taxi in the morning and afternoon.

Our own school bus also needs to be able to move freely within the car park.

The car park is for Staff parking, Emergency, Contractor, Delivery vehicle access and Support Unit vehicles access for parents who are dropping their children off and leaving straight after.

The Roundabout outside Support Unit is not for Parent/Caregivers to remain parked after dropping students off at the Support Unit.

Term Dates

2023



Term 1

Yrs 1-6
Tuesday 31st January
Kindergarten
Friday 3rd February

Thursday
6th April



Term 2

Wednesday
26th April

Friday
30th June



Term 3

Tuesday
18th July

Friday
22nd September



Term 4

Monday
9th October

Friday
15th December

2024



Term 1

Yrs 1-6
Wed 1st February
Kindergarten
Mon 5th February

Friday
12th April



Term 2

Tuesday
30th April

Friday
5th July



Term 3

Tuesday
23rd July

Friday
27th September



Term 4

Monday
14th October

Wednesday
18th December

Merit Scheme

School Merit Certificate

- Average of 3 per class each week

Bronze Certificate

- 10 School Merit Certificates

Silver Merit Certificate

- 1 Bronze plus a further 10 School Merit Certificates

Gold Medal

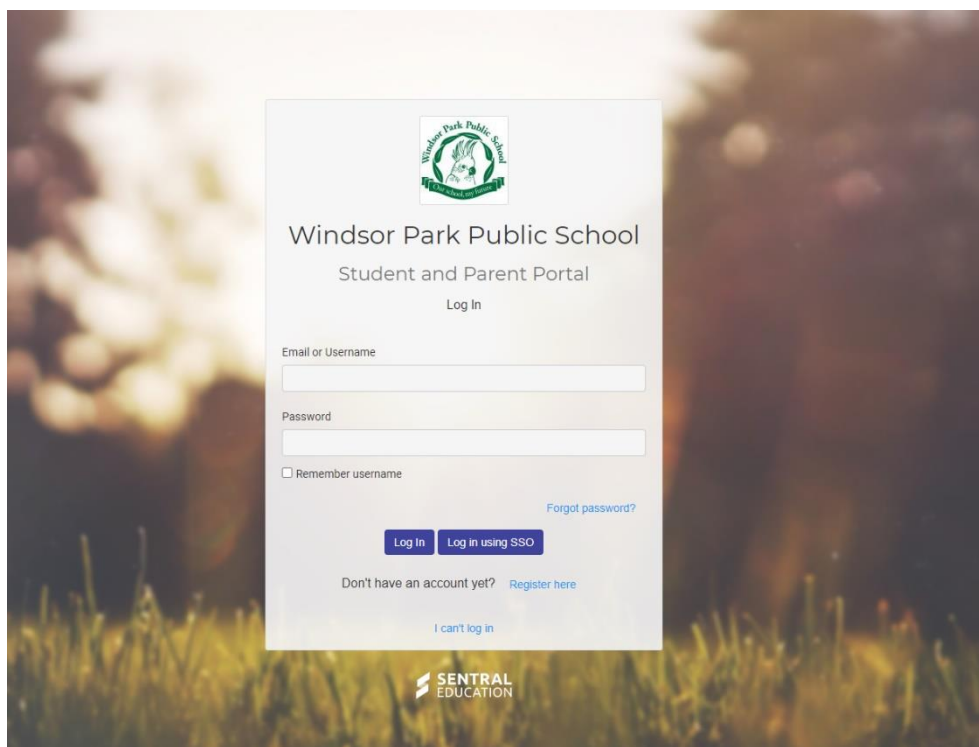
- 1 Silver plus a further 10 School Merit Certificates

Parent Portal

The parent portal allows parents to keep fully updated on all matters related to school events and your child's education. Enquiries or technical issues can be resolved by contacting the school office.

The student parent portal can be accessed by the following link:

<https://windsorpk-p.sentral.com.au/portal2/#!/register>



The screenshot shows the login page for the Windsor Park Public School Student and Parent Portal. The page features the school's logo at the top, followed by the text "Windsor Park Public School" and "Student and Parent Portal". Below this is a "Log In" section with input fields for "Email or Username" and "Password". There is a "Remember username" checkbox and a "Forgot password?" link. Two buttons are present: "Log In" and "Log in using SSO". At the bottom, there is a link for "Don't have an account yet? Register here" and a link for "I can't log in". The Sentral Education logo is visible in the bottom right corner of the page.

School Canteen

The canteen is privately outsourced and managed by C.C Canteens & Catering. The canteen operates every day. The most current menu can be obtained from the canteen and is periodically sent out via Enews.

Flexischools online ordering will also be available – go to www.flexischools.com.au.

All orders close at 9:00am.

School Sport

All grades participate in Fitness, P.E. and/or sport each week. The school also runs sporting program throughout the year which is subsidised by the school e.g., cricket.

Class or grade teachers will notify parents as to when sports uniform is required.

Students will also participate in the following carnivals:

Term 1 Swimming

Term 2 Cross country

Term 3 Athletics

School Sport House Names and Colours

Kookaburras	Yellow	
Hérons	White	
Pelicans	Light Blue	
Rosellas	Red	



Student Attendance

Late Arrivals

School commences at 9:00am. All students who arrive after that must report to the office to sign in before going to class. They will be issued a late note slip to give to their teacher and attendance will be marked as partial and acceptable or unacceptable based on the reason for being late.

If you accompany your child to the office to get a late note, please say goodbye in the foyer as they will need go to class on their own. NB. Student Learning Support Officers will meet all DLC students at the office, as well as other students who need support, and take them to their teacher.

Early Departures

If you need to pick up your child from school early for an appointment or other approved reason, you need to come into the office and sign your child out – this includes DLC students. Entry and exit is through the main pedestrian gate only.

Please phone the office 02 4574 3070 in advance and let the staff know what time you intend to arrive. This will allow enough time for your child to pack up and come to the office to wait.

Whole Day Absences

The school now has a convenient method for Parent/Caregivers when using the Enews App for submitting a student absence note. Go to - Digital Forms – Absence Notes and complete form.

The office staff then forward this on to the appropriate teacher for recording on the student's attendance record.

If unable to use the App and if a student is absent, for any reason, Parents/Caregivers are required to write a note explaining the reason for the absence within three days, the note must be signed and dated by the Parent/Caregiver.

Alternatively, the office can be contacted, and a Verbal Notification of Absence note can be completed by the office staff and this will be forwarded on to the appropriate teacher for recording on the student's attendance record.

Application for Extended Travel

Families are encouraged to travel during school holiday times. If travel during school term is necessary, it must be discussed directly with the principal. An *Application for Extended Leave* should be completed. **NB: Approved absences relating to extended travel will be marked as 'Leave' on the roll and still contribute to your child's explained absences for the year.**

Representative Sports/Arts/Entertainment

Students who represent our school at NSW Department of Education at further levels (e.g., NSW OzTag or State Drama ensemble) will require a signature from the principal in order to represent the school. A copy of this note is placed on file and entered as school business. This will not count towards absence; similar to any excursion.



Compulsory school attendance

Information for parents

Education for your child is important and regular attendance at school is essential for your child to achieve their educational best and increase their career and life options. NSW public schools work in partnership with parents to encourage and support regular attendance of children and young people. When your child attends school every day, learning becomes easier and your child will build and maintain friendships with other children.

What are my Legal responsibilities?

Education in New South Wales is compulsory for all children between the ages of six years and below the minimum school leaving age of 17 years. The Education Act 1990 requires that parents ensure their children of compulsory school age are enrolled at, and regularly attend school, or, are registered with the NSW Education and Standards Authority for home schooling.

Once enrolled, children are required to attend school each day it is open for students.

The Importance of arriving on time

Arriving at school and class on time:

- Ensures that students do not miss out on important learning activities scheduled early in the day
- Helps students learn the importance of punctuality and routine
- Give students time to greet their friends before class
- Reduces classroom disruption

Lateness is recorded as a partial absence and must be explained by parents.

What if my child has to be away from school?

On occasion, your child may need to be absent from school. Justified reasons for student absences may include:

- being sick, or having an infectious disease
- having an unavoidable medical appointment
- being required to attend a recognised religious holiday
- exceptional or urgent family circumstance (e.g. attending a funeral)

Following an absence from school you must ensure that within 7 days you provide your child's school with a verbal or written explanation for the absence. However, if the school has not received an explanation from you within 2 days, the school may contact you to discuss the absence.

Principals may decline to accept an explanation that you have provided if they do not believe the absence is in the best interest of your child. In these circumstances your child's absence would be recorded as unjustified. When this happens the principal will discuss their decision with you and the reasons why.

Principals may request medical certificates or other documentation when frequent or long term absences are explained as being due to illness. Principals may also seek parental permission to speak with medical specialists to obtain information to collaboratively develop a health care plan to support your child. If the request is denied, the principal can record the absences as unjustified.

Travel

Families are encouraged to travel during school holidays. If travel during school term is necessary, discuss this with your child's school principal. An Application for Extended Leave may need to be completed. Absences relating to travel will be marked as leave on the roll and therefore contribute to your child's total absences for the year.

In some circumstances students may be eligible to enrol in distance education for travel periods over 50 school days. This should be discussed with your child's school principal.

My child won't go to school what should I do?

You should contact the principal as soon as possible to discuss the issue and ask for help. Strategies to help improve attendance may include a referral to the school's learning and support team or linking your child with appropriate support networks. The principal may seek further support from the Home School Liaison Program to develop an Attendance Improvement Plan.

What might happen if my child continues to have unacceptable absences?

It is important to understand that the Department of Education may be required to take further action where children of compulsory school age have recurring numbers of unexplained or unjustified absences from school.

Some of the following actions may be undertaken:

- **Compulsory Schooling Conferences**

You may be asked, along with your child, to attend a Compulsory Schooling Conference. The conference will help to identify the supports your child may need to have in place so they attend school regularly. The school, parents and agencies will work together to develop an agreed plan (known as Undertakings) to support your child's attendance at school.

- **Application to the Children's Court – Compulsory Schooling Order**

If your child's attendance at school remains unsatisfactory the Department may apply to the Children's Court for a Compulsory Schooling Order. The Children's Court magistrate may order a Compulsory Schooling Conference to be convened.

- **Prosecution in the Local Court**

School and Department staff remain committed to working in partnership with you to address the issues which are preventing your child's full participation at school. In circumstances where a breach of compulsory schooling orders occurs further action may be taken against a parent in the Local Court. The result of court action can be the imposition of a community service order or a fine.

What age can my child leave school?

All New South Wales students must complete Year 10 or its equivalent. After Year 10, and up until they reach 17 years of age, there are a range of flexible options for students to complete their schooling.

Working in Partnership

The NSW Department of Education recognises that working collaboratively with students and their families is the best way to support the regular attendance of students at school.

We look forward to working in partnership with you to support your child to fulfil their life opportunities.

Days missed = years lost

A day here and there doesn't seem like much, but...

When your child misses just...

they miss weeks per year

and years over their school life



More information

Further Information regarding school attendance can be obtained from the following websites:

Policy, information and brochures:

Please visit the Department of Education's Policy Library AND The Department's Attendance Matters Website

The school leaving age:

Please visit the Department of Education's Wellbeing and Learning website

Do you need an interpreter?

Interpreting services are available on request, including for the hearing impaired. The Telephone Interpreter Service is available 24 hours a day, seven days a week on **131 450**. You will not be charged for this service.

Riding a Bicycle to School

Riders must be ten (10) years old before riding to school without adult supervision. This is a safety concern as below this age children are still developing their road skills and peripheral vision which is needed to ride safely.

Helmets must be worn at all times when riding to and from school.

Parents/Caregivers in conjunction with their child(ren) must read and understand the Windsor Park Public Bicycle Safety Policy and complete a Registration of Student Cyclist and Permission Form. A copy of this form is available on request from the School Office.

Roller blades and skates are not to be brought to school.

Parents & Citizens Association

2023 P&C Committee

President:	Joanne Johnson
Vice President:	Crystal Wright
Fundraising:	Jessica Parker
Secretary:	Corinne Swift
Treasurer:	Veronica Vella

The Parents and Citizens Association meet on the second Tuesday of each month within the school term. Meetings are held in the Staffroom commencing at 6.00pm.

All Parents/Caregivers and friends of Windsor Park Public School are most welcome to attend.

Uniform Policy

The School does not have a uniform shop onsite, uniform items are available from:

Brynorm's Fab Fabrics

Phone: 4501 1143

Shop 2, 328 Windsor Street, RICHMOND, NSW, 2753

(located main street - opposite the Richmond Coles Shopping Centre)



Summer Uniform Options

- 2023 - mint green polo shirt with school emblem **NB. new polo shirt design will be introduced in 2024**
- Bottle green school shorts
- Green and white checked dress
- Bottle green or white socks
- Black shoes
- Hats: a bottle green wide-brim hat, cap or bucket hat

Winter Uniform Options

- 2023 - mint green long sleeved polo shirt with school emblem **NB. new shirt design will be introduced in 2024, no longer mint green in colour**
- Bottle green trousers or track pant
- Tartan slacks
- Green tartan tunic with bottle green tights/stockings
- Bottle green jumper/jacket with school emblem
- Bottle green or white socks
- Black shoes
- Hats: a bottle green wide-brim hat, cap or bucket hat, school beanie

Sports Uniform Options

- **NB. new sport shirt design will be introduced in 2024, all shirts have the same base design with house colour stripes (i.e., stripes: Kookaburras-yellow, Herons-white, Pelicans-blue, Rosellas-red)**
- Bottle green rugby knit shorts
- Bottle green track pants
- Sports skirt
- Bottle green jumper/jacket with School Emblem
- White socks
- Black or white Joggers
- Hats: a bottle green wide-brim hat, cap or bucket hat, school beanie

School hats are compulsory throughout the year for all students. Students not wearing school hats or caps will be restricted to play in shaded areas only.

The P&C sells school caps, bucket hats, and beanies through the school office.

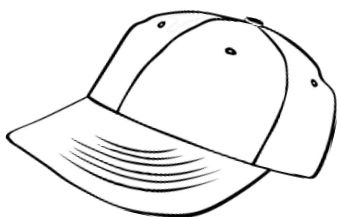
As the P&C does not hold a money float correct money is to be provided as change cannot be given by the office.

All money paid goes directly to the P&C.

No Eftpos is available for these purchases, **cash only**.

Bucket Hats/Caps/Beanies are \$15.00 each

School Back Pack Bags are \$25.00 each



Windsor Park Public School Song

Verse One

We're nestled in the Hawkesbury, in the shadow of the trees,
The Dharug peoples' birthplace, the land of many dreams.
The cockatoo's our emblem; our banner's coloured green,
Commitment and achievement; that's our community.

Chorus

This is our school, we make our future
Through all the things we say and do.
We share good times and sometimes sadness.
We care, we are, Windsor Park our school.

Verse Two

We start our days in Kindy where we paint and draw and scrawl,
We learn to read and write; to throw and catch a ball.
To know the wonder of our planet the beauty of the stars,
Our friendship and team spirit, help make us who we are



Windsor Park Public School



Facebook: <https://www.facebook.com/WindsorParkPS>

Website: www.windsor-p.school.nsw.gov.au

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

Address: 156 Rifle Range Road,
BLIGH PARK, NSW, 2756

Phone: 02 4574 3070

Office Hours: 8:30am – 3:15pm

Payments: 8:30am – 2pm

