



SINGLETON HEIGHTS PUBLIC SCHOOL INFORMATION BOOKLET



RESPECT



RESPONSIBILITY



EXCELLENCE

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Our vision statement:

Positive Relationships, High Expectations and Authentic Learning.

Here are a few interesting facts about our school:

- Built on traditional Wonnarua land in 1978. The school mascot is a Kangaroo named Mari. Mari is a Wonnarua word meaning Kangaroo.
- It is the largest of three public schools in the Singleton Township. The school is within the Regional North & West Operational Directorate, Upper Hunter Principals' Network, and a member of the Singleton Learning Community.
- 471 students are currently enrolled for 2025, with 104 students recognising their Aboriginal or Torres Strait Islander heritage. There are 20 mainstream classes and a support class.
- The school values are **Respect, Responsibility and Excellence** – These values are regularly taught in classrooms.
- Students engage with a variety of curricular activities, with specific programs for sport, debating and public speaking.
- The school band is highly regarded within the community and students also enjoy performance opportunities for dance, choir and Starstruck.
- The school has a Defence School Mentor to support Defence Force families.

Shaun Graham

Principal

School Details

ADDRESS: Singleton Heights Public School

1-13 Dorsman Drive

Singleton Heights 2330

PHONE: 02) 65731363 FAX: 02) 65731414

EMAIL: singletonh-p.school@det.nsw.edu.au

WEB PAGE: www.singletonh-schools.nsw.edu.au

FACEBOOK: Singleton Heights Public School

CENTRAL PARENT PORTAL: Download the app and search for Singleton Heights Public School

Term Dates for 2026

SDD – Staff Development Day (student-free day)

- Term 1 Tuesday 27th January, Wednesday 28th January, Thursday 29th Jan, Friday 30th Jan (SDD)
K-6 start on Monday 2nd February
- Term 2 Monday 20th April and Tuesday 21st April (SDD)
K-6 start Wednesday 22nd April to Friday 3rd July
- Term 3 Monday 20th July (SDD)
K-6 start Tuesday 21st July to Friday 25th September
- Term 4 Monday 12th October (SDD)
K-6 start Tuesday 13th October to Thursday 17th December

School Times

Morning Session	Lessons commence at 9.10am	Lessons finish at 11.15am
Mid-morning Session	Lessons commence at 11.50am	Lessons finish at 1.25pm
Afternoon Session	Lessons commence at 2.05pm	Lessons finish at 3.10pm
Break 1	Playtime: 11.15 - 11.40am	Eating time: 11.40 - 11.50am
Break 2	Playtime: 1.25 – 1.55pm	Eating time: 1.55 – 2.05pm

Supervision

In the half hour prior to formal lessons at 9.10am, students will be supervised in the following manner:

A teacher will be on playground duty from 8.40am. It would be appreciated if parents planned for students to arrive at school between 8.40am and 9.10am. Our school gates open just prior to this. OOSH is available for families needing care before 8.40am.

At the conclusion of formal lessons each school day, students will be dismissed by their class teacher. Those students who travel home by bus will be supervised by a teacher until buses arrive. No other supervision is available after 3.10pm on school days, unless your child is enrolled in OOSH. If for some reason you are delayed, please ring the school so that your child can be supervised until you arrive.

2025 STAFF

Principal	Shaun Graham
Deputy Principal	Sarah Rose
Assistant Principal Curriculum	Claire Huntley / Megan Partridge
Assistant Principals	Samantha Hartcher (Rel)
	Simone Meredith Melissa Mungoven
School Administration Manager	Pam Watson
School Business Manager	Joanne Tucker
Administration Officer	Simone Buckley Roschelle Pettit Kaz Bulley
Community Liaison Officer	Alison Dagg
Librarian	Suzette Borg
RFF	Julie Brooker / Carol Baker Holly Cameron / Belinda Essex
School Counsellor	Cherie Clemson
Learning & Support Teacher	Trish Scott
General Assistant	Jason Gizzi
Defence School Mentor	Laura Lomax
Canteen Supervisor	Skye Malone/ Tammy Wrightson
Cleaners	Alona Davies/Paul Dagainis

Staff

At Singleton Heights Public School our teachers are university trained, dedicated and professional. Our teachers meet the needs of all children and guide and support them to achieve their best. If you have questions about school or need to discuss your child's progress, please contact your child's teacher.

Teachers and their roles within the school can change. If you need to contact any member of staff please check with the school administration team in the front office as they will be able to direct your inquiry to the best person.

Defence School Mentor (DSM)

Singleton Heights Public School is pleased to be able to offer Defence families the services of a Defence School Mentor (DSM). The DSM's role is to provide information and support and help Defence families during the uncertain times of moving, changing schools and when a parent is absent due to military reasons.

Student Information

It is important that parents/carers advise the school immediately if there are changes of address, telephone number, emergency contacts or medical details to ensure students' welfare receives the highest priority, especially in times of emergency.

Enrolment in Kindergarten

To be eligible to commence school in 2026, a child must have his/her 5th birthday by the 31st of July 2026. All eligible children may commence school from the beginning of Term 1.

The parents or caregiver of an enrolling child who attains the age of 5 in the months of April - July will be asked to have a consultation with the Assistant Principal regarding the child's readiness to begin school.

Kindergarten Transition sessions are held in Term 4 for parents and their children who are enrolling in kindergarten the following year.

Culture and Diversity

Aboriginal culture is embedded in all NSW Syllabus documents that cover our curriculum delivery. Each classroom program facilitates units of work that embed Aboriginal culture into various aspects of the subjects being taught, including English, Geography, History, Science, Creative Arts and Maths. Many texts, both print and electronic, that classrooms explore, have very specific themes around Aboriginal history and culture that is taught to all students on any given day.

As a strong component of our cultural initiatives at SHPS, and in supporting the Aboriginal Education Policy, Personalised Learning Pathways are developed for all Aboriginal and Torres Strait Islander students in the school each year, in collaboration with the teacher, student and parent. Cultural focuses are provided to students in this plan.

Our school always provides an Acknowledgement of Country prior to every assembly and meeting that we have with the student body.

We have a student Aboriginal Education Team (AET) that is led by student executive. This team allows students from K-6 to have a voice in Aboriginal education in our school. A staff and community AET has also been established to drive Aboriginal Education across the school and learning community.

Our school runs cultural groups to allow students to connect with their peers and to participate in activities together. We use this time to connect the students with their peers, and to participate in fun activities together. An Aboriginal School Learning Support Officer also works with students across all grades.

We also celebrate the cultural diversity of our country each year by recognising Harmony Day as a very important event on our calendar. Students at SHPS come from many countries across the world and we support and embrace their cultures and traditions.



Curriculum

At Singleton Heights Public School, teachers use New South Wales syllabus documents from the NSW Education Standards Authority (NESA) to develop explicit teaching and learning programs in each of the Key Learning Areas.

- Priority is given to English and Mathematics
- Other Key Learning areas include: Science, History, Geography, Personal Development, Health and Physical Education and Creative Arts.

Curriculum Related Activities

Three way conferences with students, parent and teachers are held at certain times throughout the year.

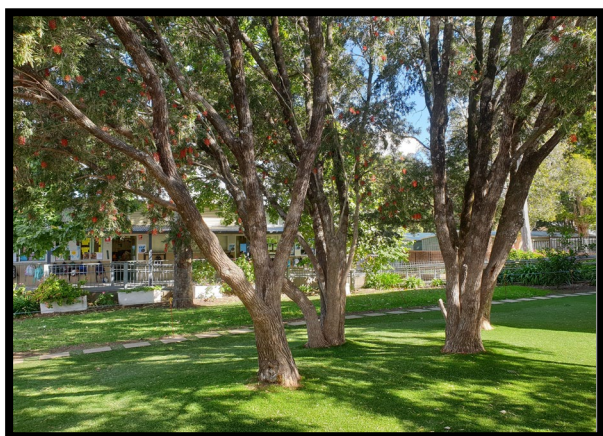
Academic reports are sent home at the end of Term 2 and Term 4.

Teachers are available for meetings at other times. Contact the office to organise a suitable time.

Year 3 and Year 5 students participate in National Assessment Program for Literacy and Numeracy (NAPLAN) during Term 2 and results are sent home in Term 3.

Home Reading

Singleton Heights Public School values home reading as an important and valuable component of the teaching and learning process. The class teacher will provide your child with class readers to take home.



School Assemblies

Assemblies are held fortnightly with Primary and Infants on alternate Thursdays. Check the school newsletter for details of upcoming assemblies.

Sporting Activities

A significant aim of our school's sports program is to introduce the children to a wide range of sporting activities, both competitive and social.

Sport Houses are:

Dangar (yellow), **Baroona** (red), **Greenwood** (green) and **Minimbah** (blue). Each student will be placed in one of these houses. Students represent their sports house at our annual swimming, cross country and athletics carnivals.

The school participates in a variety of sporting competitions. Assistance is generally sought from parents in providing transport to these sporting events, including PSSA Soccer, Rugby League, Netball, Touch Football and Gala Days for these sports.



Library

Classes attend the library each week. Children will need to bring a library bag to borrow books. The library is also open from 11.15 - 11.40am each day. Children can borrow books, play a game, read and draw. Parents are always welcome to visit the school library.



Crunch and Sip

Singleton Heights is a Crunch and Sip school.

This initiative allows students access to water to hydrate their bodies and encourages them to eat a piece of fresh fruit or cut up vegetables each morning. Eating fresh fruit and vegetables provides 'good' energy for learning.

Religious Instruction

Scripture classes are taken by visiting volunteers from various religious denominations and are conducted once a fortnight. Upon enrolment, the school will supply a Special Religious Education (SRE) Participation Letter to be completed.

Excursions

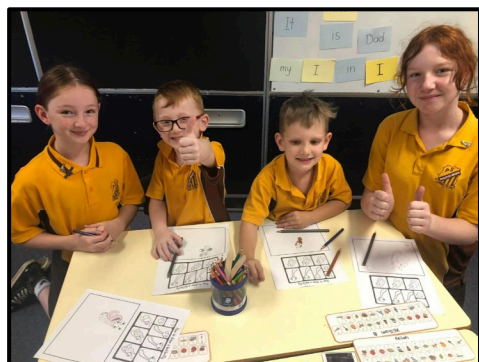
Children have the opportunity to participate in a variety of excursions during their time at our school. Excursions are a valuable part of learning as they allow opportunities for your child to experience first-hand what they are learning about in the classroom. Costs are kept to a minimum, however if you are experiencing difficulty paying for excursions, please make an appointment to see your child's class teacher or Stage AP.



Learning Support

The Learning and Support Teacher (LaST) assists students in literacy and numeracy development. The support teacher assists in designing and implementing appropriate explicit teaching and learning activities to support students to achieve these outcomes. They also support families in other areas such as health care plans, integration funding support applications and support meetings.

The Learning Support Team, which is comprised of executive and teaching staff members, meet regularly to discuss student needs and strategies to support their learning and development.



School Counsellor

The school Counsellor is an educational psychologist who is available for consultation to the Principal, staff and parents/carers of the school.

The school counsellor:

- Assesses students who have learning difficulties and is available for meetings with teachers and parents/carers.
- Assesses students who have behavioural difficulties at school and provides support to these students and their parents/carers.
- Assists the school in identifying and addressing difficulties that affect students' learning.
- Is available to provide support when there is a crisis.
- Liaises with other agencies concerned with the well-being of students.

Communication

It is important for parents to realise that they have ready access to school for information, consultation, and help. Our school utilises different communication channels to keep you up to date:

- Sentral Parent Portal - Our school uses Sentral Parent Portal, to send out announcements, newsletters, invoices and school reports. You can pay for excursions through the portal and also notify the school of your child's absence from school.
- Please log on to the Internet and register for access to our Parent Portal here: <https://singletonhps.sentral.com.au/auth/portal?action=register>.
- The school has a Facebook page, which can be found by searching Singleton Heights Public School on Facebook. 
- Fortnightly newsletters.
- Our school also has a website where other general information can be found at www.singletonh-p.schools.nsw.edu.au.
- Various organised parent/teacher meetings.
- Parent/Principal meetings are arranged throughout the year and parents will be advised of these at the appropriate time.

Guidelines for Consultations

CONCERN	APPROPRIATE ACTION
The academic progress of your own child	Directly contact your child's class teacher either by a note or a phone call to the office to arrange a suitable time to discuss progress. If a meeting with the Assistant Principal is required, please contact the office.
The welfare of your own child	For minor issues directly contact your child's class teacher to clarify information. For more serious concerns, contact the office to make an appointment with the Assistant Principal. Please state the nature of your concern and arrange a suitable time to talk the appropriate staff member. The Assistant Principal will discuss necessary matters with the Deputy or Principal. To convey information about change of address, telephone number, emergency contact, custody details, health issues, etc, please contact the office.
Actions of other students	Contact the class teacher in the first instance for a classroom problem. Contact the Stage Assistant Principal or Deputy Principal for playground problems.
School policy or practice	Contact the office. State the nature of concern and make an appointment to speak to the Principal /or Deputy Principal.
Actions of a staff member	Contact the teacher directly in the first instance. For more serious concerns, contact the office to arrange an appointment to speak to the Principal or Deputy Principal.

BEHAVIOUR MANAGEMENT

School Expectations

Singleton Heights Public School is a PBL (Positive Behaviour for Learning) school. These are the expectations that all students learn and follow.



RESPECT

Speak nicely

Be kind to everyone

Care for your environment






RESPONSIBILITY

Make smart choices

Be ready to learn

Be safe






EXCELLENCE

Work towards your goals

Try your best

Believe in yourself






PBL TOKENS



Weekly Assembly Prize Draw

Students that display the 3 PBL values, “Respect, Responsibility and Excellence”, in the playground and during outside activities, are awarded a token to post in one of the school playgrounds mailboxes. They must put their name on the token. At each of the weekly stage assemblies, 3 names are drawn out to receive a special prize.

Behaviour Reward System

Awards that can be achieved across the school in any one week:

Mari Class Award



PBL Star Award



Mari Badges & Lunch with the Principal



A Mari Badge is awarded to any student who receives 15 Mari Awards. Multiples of 15 are rewarded with a consecutive badge of bronze (30 Mari awards), silver (45 Mari awards) and gold (60 Mari awards). For 75 awards or more, a *Mari of Excellence* badge will be awarded.

A Little Joeys badge is presented to our Preschool to Kindergarten program graduates.

When a student receives a badge, the Principal will present the badge, and a certificate for 15 Mari awards, at our school assembly. At the end of the term that the student received the badge, they will participate in a special pizza lunch with the Principal and other badge recipients. At this lunch, every child goes into a draw to be named Principal for the Day in the next term. Students will then spend a 'day in the life of the Principal'.



Classroom Behaviour Management

The classroom teacher has the responsibility for the management of student behaviour in the classroom. Each classroom teacher will have procedures for managing students who are off task, uncooperative and will generally follow the flowcharts below and on the following page.

Respect, Responsibility & Excellence in the Classroom

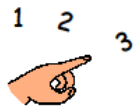
Green	Yellow	Orange Repeated inappropriate behaviours	Red
- Following class rules - Using 5L's - Completing all tasks - Striving for excellence across all KLA's - Using manners - Being organised - Speaking politely - Looking after belongings - Following instructions - Being kind - Being an active listener - Being tolerant of others - Being a 'good' friend - Being a responsible learner	- Calling out/ Noises to disrupt/ Talking - Walking around without permission - Talking to others during listening time - Stopping others from learning - Not starting tasks - Not putting equipment away - Touching others' belongings "Put downs" - Gossip / Note writing	- Walking around the class - Not attempting work /or completing work - Throwing objects in the class - Yelling at others in the class - Damage to school or personal property - Verbal threats/inciting - Continued Yellow Behaviours	- Violent or threatening behaviour - Swearing - Leaving the classroom without permission/out of sight - Non-compliance - Stealing
Positive Consequences:	Options for: Teachers	Options for: Teachers AP	Options for: AP/DP/P
- Teacher reward systems - Golden ticket Program - PBL tickets - PBL rewards afternoon	- Time out - Catch-up time - Detention time with CT - Parent contacted in class behaviour program (teacher initiated & monitored) - LST referral - Other:	- Time out with AP - Reset classroom - Parent contacted - In class card (AP initiated & monitored) - Reflection room- (Ready to Learn Plans) after being in CR 3 times for classroom behaviours) - SENTRAL (enters classroom behaviours) - Referral to AP - LST referral - AP letter	Walkie Talkies or Phone for Support - Time out (office area) - SENTRAL (AP/DP/P) - Parent contacted - Reflection room - DP letter - Formal caution of suspension - Suspension LST referral (Is a BMP or RA needed?)

Respect, Responsibility & Excellence in the Playground

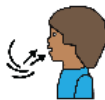
Green	Yellow	Orange	Red
• Safe behaviour or games • Walk away from a problem and getting help from a teacher • Respect-teachers, peers and visitors • Support others • Look after school property • Follow directions from teachers • Encourage others to do the right thing • Being honest • Follow school rules • Stay in the correct play areas	• Unsafe behaviour • Unsafe games (e.g. running on the cement) • Inciting a problem • Lying • Out of bounds • Teasing • Throwing objects unsafely • Non-compliance • Speaking unkindly to others • Being unkind	• Continued disobedience • Swearing • Throwing sticks or rocks with intent • Physical aggression e.g. slapping/hitting/kicking • Property misuse / damage • Spitting with intent • Minor theft • Continued yellow behaviours	• Violence / fighting • Aggressive/threatening Behaviours • Use of weapons • Possession of a prohibited item e.g. knife • Persistent disobedience • Stealing • Bullying • Racism • Property destruction with intent • Abusive behaviours Call for support with Walkie Talkie
Positive Consequences:	Options for: Teachers	Options for: Teachers AP	Options for: AP/DP/P
• Teachers reward systems • Playground tickets • Star award • Merit award • PBL Rewards Day • White PBL Tickets	• Warning from teacher • Walk with the teacher • Time out given by playground Teacher • Talk with student and remind students of our school values	• Walk with the teacher • Removal from playground Call for support with Walkie Talkie • Orange booking slip -completed and placed in box in staff room • Parents may be contacted • Reflection Room (Check In Check Out Cards after being in CR 3 times for playground behaviours) • Referral to LST	Call for support with Walkie Talkie • Time out (office area) • Removal from playground • SENTRAL (DP/P) • Parent contacted • Reflection Room (After 3 CR visits a Check In Check Out card will be issued) • DP letter • Formal Caution of Suspension • LST referral (BMP or RA)

Helpful strategies for students to use to move from yellow to green behaviours

How can I move my behaviour from yellow to green?



4 I can close my eyes and count to 10 slowly.



I can practice my deep breathing — take a breath, hold it and count to 3, then slowly let the breath out.



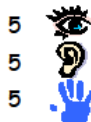
I can do a mindfulness activity.



I can ask my teacher if I can go and get a drink of water from the bubblers.



I can squeeze a stress ball.



I can do the 5-5-5 strategy.



I can write down my thoughts and feelings.



I can ask my teacher if I can go for a 2 minute run in the playground.



I can use some positive self-talk. "I can do my work." "I can make good choices"



If I have a 'chill-out' card I can use this.

Student Medication

Parents/carers will be asked on enrolment if their child has ongoing health needs. An action plan (ASCIA or Asthma) and Individual Health Care plan should be developed for any student:

- diagnosed with severe Asthma, Type 1 Diabetes, Epilepsy, Anaphylaxis
- diagnosed as being at risk of an emergency
- requiring the administration of health care procedures

Health care plans are developed in consultation with the school, parents/carers and the child's medical practitioner. It is the responsibility of the parents/carers to notify the school of any change to the action or health care plan, for example, when medication is changed. It is also the parent/carers' responsibility to replace their child's medication when it expires.

Staff members are trained in Emergency Care, First Aid and Anaphylaxis awareness.

Where there is a special need for medication to be brought to school, the teacher should be advised, and parents/carers will need to complete a 'Permission to Administer Medication' form at the office.

Medication will be kept in the school sickbay in a locked cabinet and administered by the office staff. Only the required dosage should be sent to school, and it should be clearly marked with the student's name and class in a webster pack from the Chemist.

In an emergency, the school will seek medical treatment for your child or call an ambulance if necessary.

Volunteers and Parent Helpers

Children love to see their parents involved at their school. There are many ways to be involved at Singleton Heights Public School.

Ways you may like to be involved:

- help in the classroom: listening to children read, helping with Maths games and activities, help with craft activities
- help with school excursions
- prepare and serve food in the canteen
- help with our school's many sporting teams
- join the school's Parents and Citizens' Association and attend meetings
- visit and support special days held at the school
- Breakfast Club – Monday, Tuesday, Wednesday, and Thursday morning.

Your contribution to the school is needed and valued.

Your class teacher will send notes home requesting parent helpers at different times throughout the year. The school newsletter also provides information to parents interested in helping at school.

All volunteer workers at NSW Department of Education schools are asked to complete a Working with Children Check declaration and supply 100 points of identification.

Parents and visitors to our school are asked to enter the school through the front office.

A sign on and off device is located in the foyer for parents and visitors to use. The office staff will provide a volunteer's identification sticker to be worn while on the school premises.



Road Safety

Safety of students as they travel to and from school each day is important. It is expected that parents/carers will support the school through role modelling safe road use behaviours.

These include:

- Using designated footpaths or walking in areas away from the road
- Holding children's hand and actively supervising all children as they walk to and from school
- Teaching children to Stop, Look, Listen, Think every time they cross the road
- Walking with children to crossroads (do not call children across the road)
- Parking correctly in designated areas
- Getting children in and out of the car on the footpath side
- Using seatbelt restraints for all passengers prior to driving away

It is policy at Singleton Heights Public School that K-2 students should not ride their bicycles to school without parent supervision. Your assistance with this policy would be greatly appreciated.



Dogs and other pets

Please make sure that your dog or other animals do not come into the school grounds without prior knowledge of the Principal. Generally, we do not allow pets into the school grounds at pick up time, for news, "show and tell" etc..

If a lost dog is found, every effort is made to find the owners to return it; otherwise, the local Council pound will be notified.



School Uniform

Uniforms can be purchased from the school's Uniform Shop which is located between the hall and the rear of the canteen.

The shop is open every Monday from 8.45 - 9.15am and Wednesday 2.45 – 3.15pm and is run by volunteers.

Orders can also be placed online at www.flexischools.com.au and will be sent home with your child once the order has been filled.

The uniform is as follows:

Girls Uniform	Boys Uniform
• brown bucket • polo shirt • micro fibre brown shorts, skorts or school dress brown/white collar • white socks WINTER OPTIONS • collared long sleeve gold polo • brown fleece zip jacket or brown micro fibre jacket • rugby jersey • brown track pants or micro fibre long pants • white socks • black shoes or sports shoes (covered in shoes)	• brown bucket • polo shirt • brown cargo or micro fibre shorts • white socks WINTER OPTIONS • collared long sleeve gold polo • brown fleece zip jacket or brown micro fibre jacket • rugby Jersey • brown track pants, micro fibre pants or brown long dress pants • white socks • sports shoes or black shoes (covered in shoes)



Hats

All students are required to wear the school wide-brimmed hat at school. NO caps or visors are permitted. We have a NO HAT – PLAY IN THE SHADE policy where students without hats must play in the COLA, handball or inside play areas.

Uniform is designed so all students can feel a sense of belonging and/or an equal part of their peer group. 'Fashion trends' become popular and start filtering into the school (i.e. particularly with jumpers, hoodies and jackets in Winter). These items are for out of school hours only and are not to be worn at school. If your child is not wearing the school uniform, they may be spoken to by a staff member and informed about the uniform policy. Contact will be made with carers where required. We do hope you will support us in this area. If you have any concerns, please contact your child's teacher or the Assistant Principal.



Labelling of Belongings

It is essential that students have their clothing and belongings clearly labelled with their name in such a way that they can be easily identified throughout their time of use at school. This is particularly important with uniform clothing. These are matters of considerable expense and each year staff spend a great deal of time looking for lost items and establishing ownership.

There is a lost property box in the office foyer.

Jewellery

Wherever possible, no jewellery should be worn to school. Sleepers or studs are appropriate earrings. Dangling earrings, necklaces, bangles and coloured headbands are not part of our uniform and are not necessary at school. Valuable jewellery can be lost or broken and can also be dangerous. Parent cooperation in this matter is greatly appreciated.

Student Attendance

Student attendance is a priority at Singleton Heights Public School's yearly planning. Attendance is monitored at an individual, class and whole school level. The school encourages regular student attendance.

95-100%	90-94%	80-89%	50-79%	0-49%
Excellent Attend	PROACTIVE - Attendance	TIER 1 -Intervention	TIER 2 -Intervention	TIER 3 -Intervention
Attendance Awards	Positive Attendance Acknowledgement	Students may be placed on an Uplift Program using positive attendance strategies.	Students may be placed on an attendance support program.	Students may be placed on an intensive support program with involvement from the Home School Liaison Officer.

Students receive a certificate if their attendance is between 90 – 100% each term. It is important that children attend school on every day possible. A message will be sent via the Sentral parent Portal before 10.30am if your child is absent, without an explanation. An individual student attendance report is sent home each term.



Absent Notes

Should it be necessary for your child to be absent, parents are requested to send a note of explanation within seven days to the class teacher. Alternatively, with a phone call to the front office or a notification sent by the Sentral Parent Portal.

Early Departure and Late Arrival

If you need to collect your child early or they arrive late at school, please sign them in/out at the school office and state the reason for their late arrival/early departure.



EVERY DAY COUNTS....

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

When your child misses just...	that equals...	which is...	and therefore, from Kindy to Year 12, that is...	This means that the best your child can achieve is...
1 day each fortnight	20 days per year	4 weeks per year	Nearly 1 ½ a years of school	Equal to finishing Year 11
1 day a week	40 days per year	8 weeks per year	Over 2 ½ years of school	Equal to finishing Year 10
2 days a week	80 days per year	16 weeks per year	Over 5 years of learning	Equal to finishing Year 7
3 days a week	120 days per year	24 weeks per year	Nearly 8 years of learning	Equal to finishing Year 4

Give your child every chance to succeed...

Every day counts!



Holidays

The Department of Education prefers holidays to be taken during designated school holiday breaks. Should your child be absent during the term for a family holiday, please complete an *Application for Extended Leave - Travel* form prior to your trip. These forms are available from the front office.

Payments

Payments for excursions/activities should ideally be paid via the Sentral Parent Portal. Any cash payments should be placed in an envelope marked with the child's name, class and excursion/activity and handed in at the office. EFTPOS payments can also be made at the office. All payments need to be paid at the office by 12pm each day, before our banking takes place for the day.

Canteen

Our school canteen operates from 9am, 5 days a week. Children are able to order their lunch for break 1 and buy a snack or drink at both break times. The full canteen pricelist is included in the enrolment pack and is regularly updated through the Sentral Parent Portal, school newsletter and Facebook.

To order lunch:

1. On a paper bag, write your child's name, class and order
2. Place the correct amount of money in the bag
3. Place the bag in the box outside the canteen before school
4. Lunches are delivered to classrooms at the end of play breaks.
5. Orders can be done via Flexi Schools, orders must be in by 8.30 am



www.flexischools.com.au

There are many websites and books that give terrific ideas for lunches at school.

Some tips for packing school lunches:

- pack food that is easy to open and easy to eat
- write your child's name on all food containers and drink bottles
- use insulated lunch bags or boxes
- include a frozen drink bottle or freezer brick to help keep the food chilled
- remind your child to wash their hands before eating and after going to the toilet
- check that your child can easily open and close their lunch box/bag and drink bottles
- have some practices at home before school begins



Mobile Phones/Smart Watches/Tracking Devices & Valuable Toys/Items

Mobile phones, smart watches and tracking devices are not permitted at school. If there is a need, mobile phones or watches need be handed in to the office at the beginning of the day by the student and collected at the end of the day. Failure to follow these rules will result in appropriate consequences in line with DOE and school policies.

Other items/toys brought to school are the responsibility of the student. The school takes no responsibility for their loss or damage and discourages these items from being brought to school.

P&C Information

The school and staff value the help and involvement of parents.

The P&C Association not only provides very substantial financial assistance which allows the school to be well equipped but also serves as a vital communication link between home and school. Becoming involved in the P&C is a very practical way in which you can assist in your child's schooling and your participation is strongly encouraged.

P&C meetings are held on the 3rd Tuesday of each month, with the Annual General Meeting usually taking place in March.



Infectious Diseases

Covid 19

See your NSW Health Website for updates.

If your child has any symptoms, please keep them at home until they are well. If they present to school with symptoms, you will be contacted to come and collect your child. If your child tests positive, please notify the school as soon as possible.

Influenza

Time from exposure to illness: 1 to 3 days.
Symptoms: Sudden onset fever, runny nose, sore throat, cough, muscle and headaches.

Whooping Cough (Pertussis)

Time from exposure to illness: 7 to 20 days
Symptoms: Starts with runny nose, followed by persistent cough that comes in bouts. Bouts may be followed by vomiting and a whooping sound as the child gasps for air. Do I need to keep my child home? Yes, until the first 5 days of a special antibiotic have been taken. How can I help prevent spread? Immunisation at 2, 4, 6 and 18 months and 4 years of age. A special antibiotic can be given for the patient and close contacts. Unimmunised contacts may be excluded from childcare until the first 5 days of a special antibiotic has been taken.

Measles

Time from exposure to illness: About 10 to 12 days until the rash develops.
Symptoms: Fever, tiredness, runny nose, cough and sore red eyes for a few days followed by a red blotchy rash that starts on the face and spreads down the body and lasts 4 to 7 days.
Do I need to keep my child home? Yes, for at least 4 days after the rash appears. How can I help prevent spread? Immunisation at 12 months and 4 years. Contacts who are not immune should not attend school or work for 14 days.

Impetigo (School Sores)

Time from exposure to illness: 1 to 3 days.
Symptoms: Small red spots change into blisters that fill with pus and become crusted, usually on the face, hands or scalp.
Do I need to keep my child home? Yes, until treatment starts. Sores should be covered with a watertight dressing. How can I help prevent spread? Careful hand washing.

Scabies

Time from exposure to illness: new infections 2 to 6 weeks. Reinfection 1 to 4 days.
Symptoms: Itchy skin, worse at night. Worse around wrists, armpits, buttocks, groin and between fingers and toes.
Do I need to keep my child home? Yes, until the day after treatment has begun. How can I help prevent spread? Close contacts should be examined for infestation and treat if necessary. Wash linen, towels and clothing worn in the past 2 days in hot water and detergent.

Meningococcal disease

Time from exposure to illness: 2 – 7 days.
Symptoms: Sudden onset of fever and a combination of headache, neck stiffness, nausea, vomiting, drowsiness and rash.
Do I need to keep my child home? Seek medical help immediately. Patient will need hospital treatment. How can I help prevent spread? Close contacts should see their doctors urgently if symptoms develop and may need to have a special antibiotic. Immunisation with Meningococcal C vaccine at 12 months of age.

Mumps

Time from exposure to illness: 14 – 25 days. Symptoms: Fever swollen and tender glands around the jaw. Do I need to keep my child home? Yes, for 9 days after onset of swelling. How can I prevent spread? Immunisation at 12 months and 4 years of age.

Ringworm

Time from exposure to illness: Varies may be several days.
Symptoms: Small scaly patch on the skin surrounded by a pink ring. Do I need to keep my child home? Yes, until the day after fungal treatment has begun. How can I help prevent spread? Careful hand washing.

Strep Throat

Time from exposure to illness: 5-10 days.
Symptoms: Sore throat, red throat, painful swallowing, fever, fatigue, swollen glands, loss of appetite.
Symptoms can last 7-10 days.
Do I need to keep my child home? Yes, until 24 hours after starting antibiotics.
How can I help prevent spread? Hand washing and sanitising, covering your mouth when coughing or sneezing, don't share or prepare food, avoid contact with others until 24 hours after starting antibiotics.

Chicken Pox

Time from exposure to illness: 2 to 3 weeks.
Symptoms: slight fever, runny nose and a rash that begins as raised pink spots that blister and scab. Can be more severe in pregnant women and newborns. Do I need to keep my children home? Yes, for 5 days after the rash first appears and until the blisters have all scabbed over. How can I prevent spread? Immunisation is available for children over 12 months old. It is recommended for people over 12 years who are not immune.

Conjunctivitis

Time from exposure to illness: 1-3 days. Symptoms: The eye feels scratchy, is red and may water. Lids may stick together on waking. Do I need to keep my child home? Yes, while there is discharge from the eye. How can I help prevent spread? Careful hand washing and avoid sharing towels. Antibiotics may be needed.

Gastroenteritis

Time from exposure to illness: Depends on the cause - several hours to several days.
Symptoms: A combination of frequent loose or watery stools, vomiting, fever, stomach cramps, headaches. Do I need to keep my child home? Yes, at least for 24 hours after vomiting and/or diarrhoea stops. How can I prevent spread? Careful hand washing with soap and water after using the toilet or handling nappies and before touching food.

German Measles (Rubella)

Time from exposure to illness: 2 – 3 weeks. Symptoms: Often mild or no symptoms, mild fever, runny nose, swollen nodes, pink blotchy rash that last a short time. Can cause birth defects if pregnant women are infected. Do I need to keep my child home? Yes, for at least 4 days after the rash appears. How can I help prevent spread? Immunisation at 12 months and 4 years of age.

Hand Foot and Mouth disease

Time from exposure to illness: 3 to 7 days.
Symptoms: Mild illness, perhaps with a fever, blister around the mouth on the hands and feet and perhaps the nappy area. Do I need to keep my child home? Yes, until the blisters have dried. How can I help prevent spread? Careful hand washing, especially after wiping noses, using the toilet and changing nappies.

Head Lice

Time from infestation to eggs hatching: Usually 5 to 7 days.
Symptoms: Itchy scalp, white specks stuck near the

base of the hairs, lice may be found on the scalp.

Do I need to keep my child home? No, as long as head lice management is ongoing.



Singleton Heights Public School



School Song

Learning to live is our motto
As we progress through the years
Brown and gold are our colours,
Sign of our school Singleton Heights.
Working together as a team,
We share and learn with our friends,
Building our lifestyles through our school,
Singleton Heights.
Australia's citizens of the future,
Singleton Heights.

