

Charlestown Public School



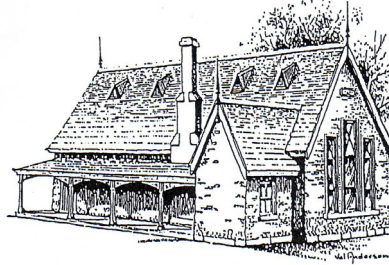
# Parent Information

Revised: [March 2021](#)

# Parent Information –

## Welcome to Charlestown Public School

A proud partner of the Whitebridge Community of Schools



It is hoped that this booklet will be of value as a ready reference and source of information about the school, its organisation and policies.

The booklet will always be subject to amendments as ideas and outlooks change. I invite you to take an active interest in your child's education and the school by attending the P & C meetings and joining in the discussions of all aspects of school life. I also invite you to take an active part in all the school activities. If you can't attend meetings, please feel free to contact me if you have any opinions to express.

A newsletter is available on our school website every Wednesday to inform you of day to day happenings at the school. We also use Skoolbag, which is a mobile App that works through both smart phones and smart devices such as iPads and Android Tablets. For installation instructions, visit [www.skoolbag.com.au](http://www.skoolbag.com.au). **FACEBOOK**

Your support for the school through its educational and social activities will be welcome and appreciated.

I look forward to a pleasant, co-operative, harmonious relationship between the school and the home so together we can provide a happy learning environment where every child feels safe and secure. I believe that this is crucial to provide the best quality environment for children to learn.

Yours sincerely

Jayne Thompson

Principal

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## NSW DEPARTMENT OF EDUCATION'S VISION

The vision for the next five years is:

### **Our vision**

To be Australia's best education system and one of the finest in the world.

### **Our purpose**

To prepare young people for rewarding lives as engaged citizens in a complex and dynamic society.

### **About us**

Children and young people are at the centre of all our decision-making. We ensure young children get the best start in life by supporting and regulating the early childhood education and care sector. We are the largest provider of public education in Australia with responsibility for delivering high-quality public education to two-thirds of the NSW student population. We respect and value Aboriginal people as Australia's First Nation Peoples. We also work closely with the non-government school and higher education sectors.

### **Our goals**

- All children make a strong start in life and learning and make a successful transition to school.
- Every student is known, valued and cared for in our schools.
- Every student, every teacher, every leader and every school improves every year.
- Every student is engaged and challenged to continue to learn.
- All young people have a strong foundation in literacy and numeracy; deep content knowledge; and confidence in their ability to learn, adapt and be responsible citizens.
- All young people finish school well prepared for higher education, training and work.
- Education is a great place to work and our workforce is of the highest calibre.
- Our school infrastructure meets the needs of a growing population and enables future-focused learning and teaching.
- Community confidence in public education is high.
- Our education system reduces the impact of disadvantage.

## SCHOOL VISION

### **Vision**

To be widely recognised as a high achieving school with exemplary well-being practices.

### **Purpose**

To promote life long learning through high expectations in an environment that ensures every child and family is known, valued and cared for.

### **Beliefs**

At CPS we believe:

- In our school community everyone should be known, valued and cared for
- Success occurs in a kind, safe, respectful learning environment where mistakes are valued as learning opportunities
- The whole community are partners in learning
- Learning how to learn is more important than just learning content (Good learner characteristics)
- Everyone's potential is recognised and challenges are expected
- Our school should have a positive impact beyond the school gate
- A year's input should result in at least a year's growth for students and staff

### **Values**

- Excellence in teaching and learning
- High expectation relationships
- Well-being
- Integrity
- Respect
- Responsibility
- Cooperation
- Diversity
- Inclusivity

### **AT CPS we believe:**

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- Learning how to learn is more important than just learning content (Good learner characteristics)
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## **SCHOOL SONG**

Our school Charlestown  
With colours of gold and brown  
Has a long history  
Of students with INTEGRITY.  
  
We stand today together  
Proud of all we learn and do  
We strive for excellence  
In classrooms throughout the school.  
  
In friendships we'll find strength  
Giving support to see us through  
And on the playing fields  
Charlestown we are proud of you.

## **SCHOOL PLEDGE**

This is our school  
Let peace dwell here  
Let the rooms be full of contentment  
Let love abide here  
Love of one another  
Love of mankind  
And love of life itself  
For as many hands build a house  
So many hearts make a school

## **Assemblies**

Formal assemblies, run by our student leaders, are held each Friday at 2:05pm in our school hall. These provide the opportunity for classes to give reports and present items, either as a whole group or as individuals. Parents are invited to attend any of our assemblies, whenever they wish.

## **Attendance**

Regular attendance at school is essential. If your child is absent from school please complete the Absentee Form found under eForms on the Skoolbag app. To download the Skoolbag app please visit:

[www.skoolbag.com.au](http://www.skoolbag.com.au) and click on either the App Store or Google Play button at top of screen.

or send a signed written note to the class teacher within 7 days of an absence. The school should be notified in writing if a long period of absence is expected. Parents will need to apply for a Certificate of Extended Leave – Travel if students will be absent for 5 or more days on leave. Forms are available from the school office.

Parents of children whose attendance is unsatisfactory are contacted by the school to discuss this issue. If there is no improvement following this contact a referral will be made to the Home School Liaison Officer.

## **Bicycles**

Children may ride bicycles to school once they turn 10 years of age. Bicycle helmets must be worn by law. Bicycles are to be walked into the school playground. Children dismount at the entrance of the Smith gates and walk bicycles to the bike rack.

## **Bus/crossing supervision**

Flags indicating “Children Crossing” are displayed each day at the crossing in Frederick Street. There is a ‘lollypop’ crossing supervisor from the Roads and Maritime Services at the Frederick Street crossing.

## **Bus passes**

Free bus passes (School Opal Card) are available to some students. Visit <https://apps.transport.nsw.gov.au/ssts/howToApply> to see who is eligible and to complete the online application.



You will need to complete a new online application form if:

- applying for a school travel pass for the first time
- enrolling in kindergarten
- requesting a new additional pass as a result of a new shared parental responsibility situation.

## **Canteen**

Our canteen follows the new NSW Healthy Canteen Strategy where 70% of foods must be 'everyday' foods and 30% 'occasional' foods. Our canteen is operated to provide nutritious lunches for the children. Current price lists and opening days are available from the office and on the school's webpage. A group of parents supervise the management of the canteen with voluntary parent helpers assisting. Parental support is vital to ensure the effective operation of the canteen. Lunch bags are available from the canteen and lunch orders should be prepared before the child leaves for school. Recess and lunch orders are to be written on separate bags please. Money should be enclosed in the bag - change will be given if necessary. Students do not go to the canteen during lesson times unless directed by the teacher.

Lunch orders are placed in the locked white box near the staffroom prior to 9:30am. Children may make additional purchases at the canteen after they have eaten their lunch and during the mid-afternoon recess break.

Lunch orders may also be purchased by using the QkR app. These orders must be placed prior to 9am for the order to come through.

When purchasing food from the canteen, students are expected to be polite to people who serve in the canteen.

## **Children ill or injured at school**

If your child is injured at school, basic first aid will be given, eg bandaids, ice packs etc. If it is deemed necessary, every effort will be made to contact you at the telephone numbers you listed on your child's enrolment form. Please advise the school if numbers change.

In the case of illness where the parents or emergency contacts cannot be contacted, the only facilities we have are day beds on which the children can rest. Should your child seem unwell before leaving for school, it may be advisable to keep him/her at home and advise the school.

In the case of serious injury if you cannot be contacted, an ambulance will be called to transport the child to hospital. He/she will be accompanied by a member of the school staff.

## **Children leaving school grounds**

Children are not to leave the school grounds during the day unless they have direct permission from the Principal or Assistant Principals.

If you need to collect your child from school between 9:30am and 3:15pm, please send a note to the class teacher. We then ask that you call at the office to collect your child. A leave slip will be printed and given to the class teacher by the office staff.

## **Crunch 'n sip**

Classes participate in a morning fruit break. This aims to keep energy levels high and cause minimal disruption to learning. Parents are asked to provide a small, pre-cut, peeled (if necessary), ready to eat piece of fresh fruit or vegetable in a small container each day. Students are also encouraged to bring a drink bottle with water in it.

## **Diseases common to young children**

Children who contract infectious diseases are required by regulation not to attend school. There are many such diseases, but some of the more common are listed below.

Recommended minimum periods of exclusion:

Chicken Pox – five days after first spots appear or when blisters have all crusted.

German Measles (Rubella) – four days after rash appears or until fully recovered.

Measles – four days after rash appears.

Mumps – for at least 9 days after the appearance of the swelling or until fully recovered.

Ringworm and Scabies – re-admitted when appropriate treatment has commenced.

Pediculosis (head lice) – re-admitted after treatment with anti-lice lotion or shampoo. Hair should be free of nits (eggs).

Impetigo – until sores have healed or provided sores are being treated and are properly covered with dressings.

Conjunctivitis – see your family doctor/chemist to commence treatment. Keep child at home until discharge from eyes has ceased.

Infectious Hepatitis – until child has recovered and for 7 days from the first signs of jaundice. It is not necessary to keep contacts at home.

Whooping Cough (Pertussis) – 14 days from the start of illness, or until they have had 5 days of a 10 day course of antibiotics.

Please consult with your doctor/chemist and the school about any infectious disease whether it is listed above or not regarding minimum periods of exclusion from school for both patients and contacts.

## Enrolment in Kindergarten

For enrolment, children must turn five by 31 July of the year in which they commence school. All Kindergarten children enrol at the commencement of the school year.

Application for Enrolment forms should be completed before the child enrolls and should be accompanied by a birth certificate or other documentary evidence of the date of birth, an immunisation certificate, proof of residential address, proof of citizenship where necessary and for temporary or visitor visa holders, an Authority to Enrol certificate. Please visit <https://charlestow-p.schools.nsw.gov.au/about-our-school/enrolment.html> for more information and forms. Applications can now be made online for all students who are in zone.

The children will be invited to attend an orientation program commencing during term three.

## Excursions

A variety of social and educational experiences will be organised for children as they progress through school. Children are expected on these occasions to conduct themselves in a manner which will bring credit upon themselves, their parents and the school. We try to make each planned venture cost effective. Your responsibility as parents is to give authority by completing and returning the necessary consent form together with the costs involved in a timely manner and to ensure that emergency contact details held at the school are kept up to date.

Risk Management Plans are completed by staff for all excursions.

Our school policy aims to include all children in all school experiences and anyone experiencing financial difficulty should contact the school. All such information is strictly confidential.

## Homework

### The early years (K–2)

Homework provides real opportunities for children to learn at home, assisted by their parents and caregivers.

Parents can greatly assist their young child's learning by talking with them about school and by becoming involved in their homework activities. Parents can help develop their child's reading by listening to them read, giving praise and reading to them.

Most everyday activities at home and in play provide opportunities for parents to help young children develop numeracy, problem solving abilities, and a wide range of other knowledge and skills.

In their early years, children may be involved in such regular homework activities as home reading schemes, library borrowing and language activities.

In Kindergarten and Years 1 and 2, your child's teacher may ask for completion of specific homework tasks, eg:

- simple discovery tasks, eg finding a picture or collecting items for science
- discovering answers to oral questions from the classroom (child/parent discussion is beneficial)
- consolidating knowledge in reading, through a home reading program, number and spelling
- some limited written work in the high infants classes, eg mathematics
- on-line computer activities.

These activities would usually total about one hour per week.

### **Primary School (Years 3–6)**

As students progress through primary school, they increasingly will work independently on their homework.

Most homework activities will be in the areas of English and Mathematics, but students will also be given homework in other Key Learning Areas.

Activities may include completion of work, additional formal book work and tasks, reading, research, observation and data collection, designing and making, as well as practising and on-line activities. As a guide, students should complete about one and a half hours of homework per week in Year 3, increasing to about two–three hours per week in Year 6.

### **Hours of school**

Children begin class each day at 9:30am and lessons conclude at 3:15pm. The lunch break is from 11:45am – 12:30pm and the recess break is from 1:55 – 2:15pm.

## Immunisation

Immunisation is a simple, effective and readily obtainable method of protecting your child from contracting diphtheria, whooping cough, tetanus, poliomyelitis, measles and mumps. By the time your child starts school he/she should be immunised against all six. Evidence of your child's immunisation is required at the time of enrolment.

## Interviews

The Principal is available for interviews. Parents are invited to make an appointment via the office staff.

Parents wishing to speak with a child's class teacher should make an appointment with the teacher.

Occasionally teachers may also request that a parent come to talk about a child's progress.

The help of the School Counsellor is available to parents. Appointments may be made through the Principal, or at the school office.

## Key learning areas

Six key learning areas (KLA) make up the primary school curriculum. These are: English, mathematics, human Society and its environment, science and technology, creative arts and health, physical education and personal development. Overviews of each KLA can be found on the Board of Studies website [www.boardofstudies.nsw.edu.au](http://www.boardofstudies.nsw.edu.au)

## Late arrivals

If your child is late to school, he/she must come to the office for a note which indicates arrival time and reason for being late provided by a parent/caregiver. This is very important as our class rolls are legal documents.

## Library

The library is open for borrowing, research and recreational use during school hours each Wednesday and Thursday. Parents are also welcome to make use of our library facilities.

Children require a library bag in order to borrow books. New Kindergarten children are given a library bag as part of their Orientation package. They are encouraged to take care of these books as they are expensive to replace if lost or damaged.

## Lost property

Some children lose items of clothing and other property. If this property has no name on it, it is difficult to return. Please clearly mark all equipment/clothes/lunch boxes & drink bottles. Items unclaimed after a reasonable period are donated to charity or placed in the clothing pool. The lost property basket is kept in the hallway near the staff room and may be claimed at any time.

## Medication at school

All medical issues must be discussed with the Principal or Assistant Principals at the time of enrolment. If a child requires regular medication during school hours, then the following procedures must be observed:

- Parents complete a 'Request for support at school of a student's health condition' form.
- Non-prescription medicines **will not be administered**.
- Prescription medicines are to be brought to the school office in their original containers, indicating student's name, medication name and dosage requirements. A letter from the Doctor may also be required stating the exact dose and times to be taken during school hours.
- Students are not to keep medicine on their person or in their bags, it must be taken to the office. Asthma sufferers may carry a puffer (please advise the office staff so this can be added to their health records). However, if assistance is needed with their spacer, it is often just as convenient and safe for this to be kept at the school office as well.

## Mobile telephones/smart watches/devices

Mobile telephones/smart watches/devices are not to be used by students in school hours. If it is necessary for students to have a mobile phone it must be taken to the office at 9.00 am for safe keeping and picked up at 3.15 pm. Smart watches/devices may be worn if they have a block on them so they can't be used in school hours to make or receive calls/text messages and take photos. Without the block smart watches must be taken to the office at 9am for safe keeping and picked up at 3:15pm.

## Newsletters

These newsletters contain details of proposed school activities and news of happenings from the previous week.

Copies of the school newsletter are available on the school's webpage ([www.charlestown.schools.nsw.gov.au](http://www.charlestown.schools.nsw.gov.au)) and also on the 'Skoolbag App'. A few copies will be printed and parents may collect these from the office foyer if needed.

The two school noticeboards (one near the office and one near Kindergarten) also contain a copy of the current newsletter.

## Merit system

Each Friday at whole school assembly, teachers award up to 6 awards. These are cumulative over a 2 year period and can eventually lead to a Principal's Award. The yellow Sports Ribbon and Attendance award have the same value as one encouragement award and can be used to aim for a merit certificate.



## OOSH (Outside of School Hours Care)

OOSH care, including transport to and from school, is provided before and after school by:

- Charlestown Victory OOSH, based at Charlestown East Public School
- Hillsborough OOSH, based at Hillsborough Public School



## Parent organisations

**Parent & Citizens' Association** - meets on the third Tuesday of each month at 7pm in the Library. New members are always most welcome.

**Play Group** – meets Wednesdays in the school hall between 9:30 – 11:30 am and caters for parents and children 0-4 years old. Playgroup has not yet resumed from COVID.

## Playground supervision

Playgrounds are supervised from 9:00am each day and throughout the lunch and afternoon recesses. Parents are advised against allowing children to arrive at school before 9:00am. Supervision after school continues until the final bus (and child) leaves each afternoon.

## Religious instruction

Special Religious Education (SRE) classes are given by scripture teachers based on non-denominational guidelines, ratified by the Department of Education. Some classes are combined for SRE. Students not doing SRE are supervised in another room by a teacher. More information about SRE can be found on the school website.

## Reporting to parents

Parents will be advised of student progress throughout the year as follows:

Semester 1 A written report will be forwarded to parents and interviews are available on request.

Semester 2 A written report will be forwarded to parents and interviews are available on request.

Teachers will make contact with parents at other times if necessary, and parents are encouraged to contact the Principal or Assistant Principal, for an appointment with a class teacher, if so desired.

## School boundaries

School boundaries still exist for all schools. All students living within a school's zone are guaranteed enrolment at that school. The non-local enrolment placements are to be reviewed by the enrolment committee consisting of the Principal, staff member and the School Administrative Manager who will review each application on its merit. Numbers of students in classes, grades, accommodation and resources will be deciding factors.

## School contact details

Telephone	4943 4063
E-mail	<a href="mailto:charlestow-p.school@det.nsw.edu.au">charlestow-p.school@det.nsw.edu.au</a>
Webpage	<a href="http://www.charlestow-p.schools.nsw.gov.au">www.charlestow-p.schools.nsw.gov.au</a>
Facebook	Charlestown Public School

## Sport houses

Presently the children are divided into either Hunter sport house (red) or Macquarie sport house (blue).

House point competitions are held at athletics, cross country and swimming carnivals and as part of our PE/Sports program in Years K to 6.

## Student emergency contact details

Student Emergency Contact Details are maintained for each child. Initially these details are obtained from Student Enrolment forms. It includes telephone numbers of parents or relatives who will convey a message to parents or assist in an emergency.

Please notify the school of any changes of address or contact numbers or new medical information so that the student emergency contact details are accurate and up to date.

## Student wellbeing

Charlestown Public School's Student Wellbeing Policy is based on the belief that school is a safe and enjoyable place and that all children have a right to attend and learn without interference or disruption from others. Our policy defines the rights and responsibilities of students, staff and parents so that the whole school community can co-operate and support policy guidelines. The policy follows the Department of Education's policy of 'Connect, Succeed and Thrive.'

All school procedures are designed to create harmony, where the rights of the individuals are respected, but the needs of the group are paramount.

The Student Wellbeing Policy will be distributed to all families at the start of each year. Teachers will ensure that rights and responsibilities are discussed with their class at the beginning of each year, and thereafter as necessary to ensure maximum student understanding.

Students know there are consequences for inappropriate behaviour and these consequences are designed to strengthen each child.

## Traffic

Children's safety is endangered by the illegal parking of cars in streets near the school.

- 1 It is illegal to park on or near a pedestrian crossing.
- 2 It is illegal (and inconsiderate) to park across a driveway.
- 3 It is illegal to park or stand in a no stopping or bus zone.
- 4 It is illegal (and extremely dangerous) to double park.
- 5 Parents are encouraged to use the No Parking bays on Frederick Street to drop off and pick up their children
- 6 'Kiss and Ride" zones are in operation at the back gate in the Dickinson St cul-de-sac. Please do not leave your vehicle if you are parked in this zone, your child will walk to you.

Parents are requested to co-operate with our efforts to teach children the rules of road safety.

Parking in the school staff car park also creates safety problems and is not permitted except when collecting a sick or injured child.

## Transfers from the school

Parents should notify the school in advance either personally or by letter if a child will be leaving the school. The intended new address and school should be available if possible. Dictionaries, text books, library books, home readers and any other materials on loan from the school must be returned before the child transfers.

## Technology

Charlestown Public School is equipped with a computer lab, two connected classrooms with video conferencing capabilities, and interactive whiteboards, computers and iPads in each classroom. Technology is used to enhance learning and increase engagement across all key learning areas (KLAs). Computer instruction is provided on a regular basis to students by staff, and all staff are encouraged to update their computer skills so they remain current with constant new developments.

## Uniforms

Children are encouraged to wear school uniforms at all times. With all children in uniform it is easier for new students to be assimilated into the school. It helps maintain the school pride, promotes a sense of belonging, creates a sense of spirit and the children are more easily identifiable when off school premises on excursions etc.

Girls should not wear nail polish, jewellery or makeup. Earrings other than studs or sleepers are not permitted as they may be dangerous.

Because of the danger, the wearing of open-toed sandals and thongs is discouraged at all times.

Boys should also not wear jewellery or necklaces, particularly those with leather thongs, as they can cause injuries when playing games.

School hats are mandatory as we have a no hat no play policy. The school uniforms are detailed below.

### Girls Summer Uniform

- 'A' line dress, cotton dacron, brown & white checked and tie, OR brown shorts with gold and brown polo shirt.
- Gold socks.
- Black school shoes.
- School hat.

### Boys Summer Uniform

- Brown shorts.
- Gold and brown polo shirt.
- Brown socks.
- Black school shoes.
- School hat.

### Girls Winter Uniform

- 'A' line dress, cotton dacron, brown & white checked, tie and brown stockings OR brown long pants.
- Gold and brown polo shirt.
- Gold socks.
- Black school shoes.
- Brown and gold jacket.
- School hat.

**Boys Winter Uniform**

- Gold and brown polo shirt.
- Brown long pants.
- Brown socks.
- Black school shoes.
- Brown and gold jacket.
- School hat.

**Sports Uniform – all students**

Gold and brown polo shirt, brown shorts, gold socks for girls, brown socks for boys, sports shoes or joggers (only on sports day) and school hat.

**Uniform pool/shop**

The Uniform shop is operated by the P&C and is run by P&C parent volunteers. As well as new uniforms being available for purchase, a wide range of donated uniform items are available at reasonable prices. All enquiries regarding uniforms should be directed to the uniform shop. Price lists and online ordering forms are available from the office and our webpage.

## 2021 TERM DATES

<b>TERM 1</b>	Wednesday 27 January	Staff Development Day (Pupil Free)
	Thursday 28 January	Staff Development Day (Pupil Free) Best Start Kinder 2021 Interviews
	<b>Friday 29 January</b>	<b>Students in Years 1 to 6 return</b> Best Start Kinder 2021 Interviews
	Monday 1 February	Best Start Kinder 2021 Interviews
	<b>Tuesday 2 February</b>	<b>2021 Kindergarten students start</b>
	Thursday 1 April	Last day of Term 1
<b>TERM 2</b>	Monday 19 April	Staff Development Day (Pupil Free)
	<b>Tuesday 20 April</b>	<b>All students return</b>
	Monday 14 June	Public Holiday – Queen’s Birthday
	Friday 25 June	Last day of Term 2
<b>TERM 3</b>	Monday 12 July	Staff Development Day (Pupil Free)
	<b>Tuesday 13 July</b>	<b>All students return</b>
	Friday 17 September	Last day of Term 3
<b>TERM 4</b>	<b>Tuesday 5 October</b>	<b>All students return</b>
	Thursday 16 December	Last day of Term 4
	Friday 17 December	Staff Development Day (Pupil Free)