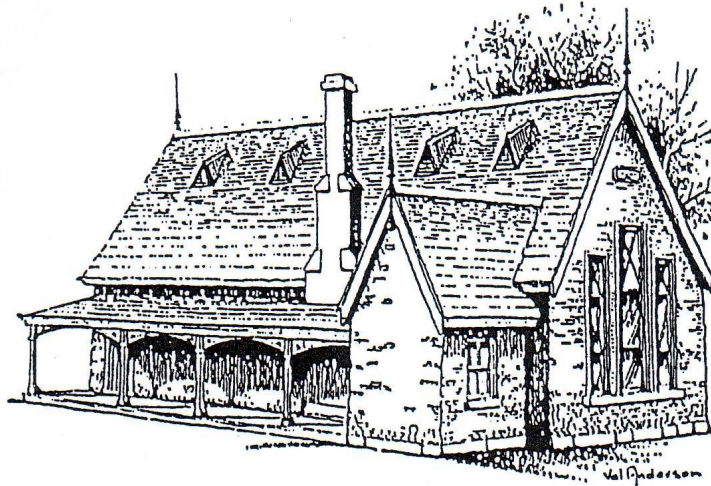


***CHARLESTOWN
PUBLIC
SCHOOL***



PARENT



INFORMATION

REVISED FEBRUARY 2009

WELCOME TO CHARLESTOWN PUBLIC SCHOOL

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 and also 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 sent out every Wednesday to inform you of day to day happenings at the school. It is recommended that you peruse this Newsletter. Your support for the school through its educational and social activities will be welcome and appreciated.

I look forward to a happy association with you and your children.

Yours sincerely

John Theissen
Principal

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The central aim of Primary education in NSW is:

“To guide individual development in the context of society through recognisable stages of development towards perceptive understanding, mature judgement, responsible self-direction and moral autonomy.”

SCHOOL AIMS

Children are influenced by their homes, their schools and the environment in which they live.

A school, therefore, should not work in isolation. It benefits from the support and co-operation of parents and the community.

We look forward to meeting parents and enhancing their relationships with the school.

Charlestown Public School aims to provide a total environment in which teachers develop professional skills and interests and each child develops:

- a lively inquiring mind, a love of learning and a willingness to apply effort to worthwhile tasks;
- the ability to think rationally;
- the use of imagination;
- powers of creative self-expression;
- powers of judgement;
- physical and mental health;
- self-confidence, a sense of worth and respect, and consideration for others;
- a coherent set of personal and social values and a commitment to them;
- decision making and problem solving skills;
- an understanding of themselves and their world;
- competence in intellectual, social and physical skills.



SCHOOL HOURS

Children begin class each day at 9.30 am and lessons conclude at 3.15 pm.. The lunch break is from 11.30 am – 12.00 noon and the recess break is from 1.30 pm – 2.00 pm. Our KM Kindergarten class begins at 9.30 am and finishes at 2.30 pm.



SCHOOL TELEPHONE NUMBERS

Telephone 4943 4063
4943 4137
Facsimile 4942 2583

PARENT ORGANISATIONS

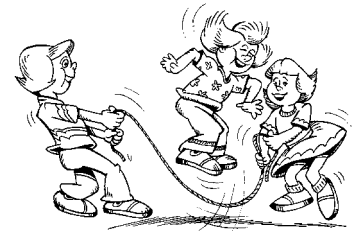
Parent & Citizens' Association - meets each month on the third Wednesday at 7.30 pm in the staff room, or as alternatively arranged.

New members are always most welcome.

School Council - the aim of the School Council is to enable formal school community participation in planning and governance of Charlestown Public School and to foster closer links between the school and its community.

PLAYGROUND SUPERVISION

Playgrounds are supervised from 9.00 am each day and throughout the morning and lunch recesses. Parents are advised against allowing children to arrive at school before 9.00 am. Supervision after school continues until the final bus (and child) leaves each afternoon



BUS/CROSSING SUPERVISION

Flags indicating “Children Crossing” are displayed each day at the crossing in Frederick Street. There is a ‘lollypop’ crossing person from the RTA at the Frederick Street crossing.

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. Number in classes, grades, accommodation and resources will be deciding factors.

SCHOOL 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 and spirit and the children are more easily identifiable when off school premises on excursions etc.

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

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

Boys should not wear 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:



Summer Uniform

Girls

‘A’ Line Dress, cotton dacron, brown & white checked and tie, or

Brown shorts with Gold Polo shirt

Gold Socks

Brown Shoes

Boys

Brown Shorts

Gold Polo Shirt

Brown Socks

Brown Shoes

Winter Uniform

Girls

Brown Track Suit

Gold Polo Shirt

Brown Jumper/Cardigan/Sloppy Joe

Gold Socks

Brown Shoes

Brown Bomber Jacket

Boys

Brown Shorts

Gold Polo Shirt

Brown Track Suit

Brown Sloppy Joe

Brown Socks

Brown Shoes

Brown Bomber Jacket

Sports Uniform

All Students

Gold polo shirt with collar and school badge on pocket.

Sports Shoes or Joggers

Girls

Brown Shorts/Brown Wrap-around Skirt

Brown Scungies

Gold Socks

Boys

Brown Shorts

Brown Socks

School Hats and Badges are also available.

UNIFORM POOL/SHOP

The Uniform shop is operated each Friday between 9.00 – 9.30am. A wide range of donated uniform items are available at reasonable prices. Donations to the uniform pool of school uniform items which your children have outgrown would be appreciated. All enquiries regarding uniforms and patterns should be directed to the uniform shop. New items are available from school.

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.** Items unclaimed after a reasonable period are donated to charity or placed in the clothing pool. Lost property is kept in the hallway near the staff room and may be claimed at any time.



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 and an immunisation certificate. Application forms are available from the office.

The children will be invited to attend an Orientation program commencing during Term Three.

ATTENDANCE

Regular attendance at school is essential. If a student is absent, a note from the parent or guardian should be presented to the class teacher within 2 days of an absence. The school should be notified in writing if a long period of absence is expected. Students absent in excess of 15 days in a 12 month period require an Application for Exemption from School Attendance from the Regional Director. Work at home may be arranged for the child by contacting the teacher.

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.



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 Principal.

If you need to collect your child from school between 9.30 am and 3.15 pm, please send a note to the class teacher. We then ask that you call at the office on your way to the classroom. A signed yellow Student Leave Form will be given to you to present to the teacher when you take your child.

CHILDREN ARRIVING LATE

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 which will need to be signed by a parent/caregiver. This is very important as our class rolls are legal documents.

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. On the child's last day of attendance, the school office staff will give the child a transfer certificate for presentation at the new school.

Atlases, dictionaries, text books, library books and any other materials on loan from the school must be returned before the child transfers.

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.

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.



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.

TEACHER INTERVIEWS

The Principal is available for interview at most times. 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.

THE SCHOOL LIBRARY

The library is open for borrowing, research and recreational use during school hours each day. 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 Day package. They are encouraged to take care of these books as they are expensive to replace if lost or damaged.



HOMWORK

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 the child read, giving praise and reading to their child.

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.

These activities would usually total about **two hours 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, and practising.

As a guide, students should complete about **two hours of homework per week in Year 3**, increasing to about **four hours per week in Year 6**.



SCHOOL CANTEEN

A canteen is operated to provide nutritious lunches for the children. Current price lists are available from the office. A group of parents supervise the daily management of the canteen with voluntary parent helpers assisting on a daily basis. Parental support is necessary 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.



Lunch orders are placed in the locked white box near the staffroom prior to 9.30 am. Children may make additional purchases at the Canteen during mid-morning recess and after they have eaten their lunch.

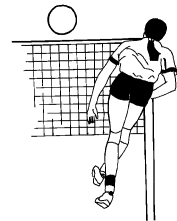
SCHOOL NEWSLETTERS

Newsletters are forwarded to parents weekly. These newsletters contain details of proposed school activities and news of the previous week.

HOUSES

Children are divided into 4 houses:

KANGAROOS	KOALAS	TASMANIAN	POSSUMS
(Green)	(Yellow)	DEVILS	(Blue)
		(Red)	



House point competitions are held at athletics and swimming carnivals and as part of our PE/Sports program in Years 3 to 6.

RELIGIOUS INSTRUCTION

Visiting scripture teachers from all denominations visit the school each week and instruct the students. Roman Catholic is the only scripture class that is taught separately.

STUDENT WELFARE CARD

A Student Welfare Card is maintained for each child.

This serves various purposes:

- 1 It includes telephone numbers of parents, relatives or near neighbours who will convey a message to parents or assist in an emergency.
- 2 Permission to take a child to a nominated doctor or hospital is given so that emergency treatment can be obtained even though parents cannot be contacted.

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

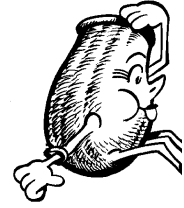
AMBULANCE COVER

The School has arranged a **comprehensive ambulance subscription** which covers all children while in attendance at the school and on school excursions. This covers injured students from the accident scene to hospital only and **does not cover the return trip home.**

CHILDREN ILL OR INJURED AT SCHOOL

If your child is injured at school, every effort will be made to contact you at the telephone numbers recorded on the Student Welfare Card.

In the case of illness where the parents or neighbours 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.

MEDICATION AT SCHOOL

When a child being enrolled at the school has a serious medical problem, this must be discussed with the Principal or Assistant Principal at the time of enrolment.

If a child requires regular medication during school hours, then the following procedures must be observed:

- Non-prescription medicines **will not be administered**.
- Prescription medicines are to be brought to the school office.
- Original containers are to be sighted by office staff.
- The school will **not** be responsible for measuring out medicine. Please send measured doses. All medicine must be clearly labelled with child's name and the name of the medicine.
- A school medical form is to be completed and for regular medication a letter from the Doctor is required stating the dose to be taken during school hours.
- **Under no circumstances may children have medicine on them - it must be taken to the office.** The one exception is that asthma sufferers may carry a puffer with them. However it is often just as convenient and safe for this to be kept at the school office as well.

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.

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:

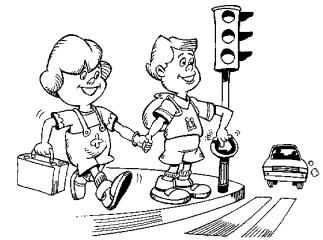
CHICKEN POX:	Five days after first spots appear or when blisters have all crusted.
GERMAN MEASLES:	(Rubella) Four days after rash appears or until fully recovered.
MEASLES:	Four days after rash appears.
MUMPS:	For at least 9 days after the appearance of the swelling, or until fully recovered.

RINGWORM & 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 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.
WHOOPIING 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 the school about any infectious disease whether it is listed above or not. Also approach the school regarding minimum periods of exclusion from school for both patients and contacts.

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 STANDING** 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

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 allowed except when collecting a sick or injured child.

BUS PASSES

Free bus passes are available to some students. If your child requires a bus pass, please check with the school to see if he/she is eligible.

In the event of a student losing a bus pass, the school should be contacted and a form completed and delivered to the State Transit Authority at Hamilton. Lost passes will be replaced at a cost to parents.

DISCIPLINE

Charlestown Public School's Fair Discipline 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 Fair Discipline 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.

FOUNDATION STYLE WRITING

Foundation Style writing is used throughout Government Primary Schools. A copy of the infants script will be given to you at orientation day to use at home with your child.