



# **SCHOOL INFORMATION BOOKLET**



## SCHOOL BELL TIMES

Classes Commence : 9.10am
First Break (Lunch) Commences: 11.10am First Break (Lunch) Concludes: 11.50am
Second Break (Recess) Commences: 1.25pm Second Break (Recess) Concludes: 2.00pm
Classes Conclude: 3.10pm

## THE MEANING OF THE WAVE PATTERN

(as featured through this booklet and other school correspondence, and seen around Chatham Public School)

*The wave pattern represents the theme of travel: our student's educational journey, which can have its highs and lows, successes and disappointments along the way.*

*The two rivers at the top and bottom of the design are the Manning and Dawson Rivers, between which Chatham is located. The rivers also stand for the long and meandering journey of learning. For thousands of years these rivers were a place of education and communication, and a source of food and transport for the Biripi people.*

*Between the rivers are two roads, Cowper Street and Chatham Avenue. These roads, which border our school, again represent a journey: from times when they were ancient tracks through to the fast-paced present.*

*The footprints symbolize educational steps. The kangaroo and the emu – moving forward together, yet at their own pace. The kangaroo in leaps and bounds: the emu with steady careful steps, but with the potential to accelerate at any given time. Like our students, both animals possess their own unique, individual qualities and travel along the educational road together – on a life long journey.*

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## SCHOOL AIMS

The broad aims of Chatham Public School are:

- to provide a caring, safe, ordered and stimulating environment where children develop their talents and interests under the framework of PBL and the three values: respect, responsibility and endeavour;
- to provide a curriculum which is relevant and challenging and maximises academic, social and physical advancement;
- to assist children reach a level of open-mindedness where they are willing and capable of exploring all points of view before adopting a responsible and well informed opinion or course of action concerning themselves and others;
- to encourage students to enjoy learning and strive for excellence in all their endeavours; and
- to encourage community participation in the education process.

## ABSENCES

ALL student absences must be explained to the school and by the parent/carers. You can notify the school via School Bytes, by replying to the text message sent by the school or a phone call to the school office. It is important when informing the school, that you make them aware of the student's name, date/s of absence/s and the reason for the absence.

Should your child have to leave early for a special appointment please come to the school office for an '*Early Leave*' Note and if possible inform the class teacher in writing beforehand. Children arriving late to school must report to the school office with a parent/carer for a '*Late Note*'.

Your co-operation in this matter is appreciated.

## ASSESSING AND REPORTING

The school aims at communicating students' academic progress, social and physical growth and personal development to parents/carers throughout the year.

A report is issued at the end of semester one and semester two every year. We aim at providing comprehensive, accurate and constructive information to both the parent/carer and the student.

Interviews can be arranged by contacting the school office who will then inform the teacher of your request to arrange a mutually convenient time.

## CANTEEN

The Canteen operates Tuesdays, Wednesdays and Thursdays for lunch and recess with a range of healthy options for students to order including sandwiches, hot food, snacks and drinks.

Orders are to be placed via Flexischools by 9.30am each morning – small cash sales can be made however for snacks only. Safe handling of cash procedures are in place.

Flexischools is an online ordering system. If parent/carers require further assistance with Flexischools, please go to: <https://www.flexischools.com.au/> or phone the school office.



## ENROLLING IN SCHOOL

Children turning 5 before 1st August are eligible to enrol at the school, however it is recommended you discuss with the Early Stage 1 Supervisor and Principal about enrolling your child if their birthday falls after May.

Documents that are required at the time of enrolment are:

- Evidence of date of birth – either a birth certificate or registration of birth.
- Immunisation History Statement – can be obtained through Medicare.
- Proof of Residency – required if you are within the school zone. The document must relate to the home and could be in the form of, but not limited to, a rates notice, electricity account or tenancy agreement.

## INFECTIOUS DISEASES

<b>Disease</b>	<b>Period of Exclusion</b>
<i>Chicken Pox</i>	For at least 5 days after first spots appear or until blisters have crusted.
<i>Measles</i>	For at least 4 days after rash appears.
<i>Mumps</i>	Until fully recovered and for 9 days after appearance of swelling.
<i>Conjunctivitis</i>	Until discharge from eyes has stopped.
<i>Impetigo (Sores)</i>	May attend if sores are being treated and are properly covered.
<i>Ringworm</i>	Exclude until the day after appropriate treatment has commenced.
<i>Head Lice</i>	Must be treated effectively with appropriate solution from pharmacy. Can be treated at night and may return to school the next day.

## EXCURSIONS

Excursions are an aspect of school life that allows a link to occur between learning in the classroom and how things actually happen in the real world. They are planned to extend the student's knowledge, understanding and attitudes of an area of learning and they support the unit of work that the class/stage is involved in studying. The length of excursions vary according to location, age of the students and reason for the trip. Each year, Years 5 and 6 are involved in extended excursions, e.g. camps, overnight visits to Newcastle/Sydney/Canberra etc. As well, excursions may be planned for Years K to 6 and these may be for a full day or part thereof. Excursions require parental permission, and this permission can be given via School Bytes. A local excursion note is signed by the parent/carer at the beginning of each year and/or on enrolment for excursions that do not require transport. If an excursion requires transport a separate note will be sent home.

Most excursions involve a cost and this is determined by transport costs and entry fees. If the cost is substantial, the school can arrange a "pay by instalment" system well in advance of the excursion.

Please consider your child/ren's attendance to excursions as the deposit is non-refundable.



## GETTING THE MESSAGE

Communication is a two-way process. We need to communicate with you and you need to communicate with the school.

**School Bytes:** Parents/Carers can access School Bytes for event details and to give permission, to make payments, to see their Statement of Account and lots more. Please take some time to visit the School Bytes App.

**Facebook:** Regular posts are placed on the school's facebook page including event information and reminders. A live feed can also be viewed on the school's website for those who do not have facebook.

**School website:** A great source of information and photos.

**Newsletter:** Created fortnightly with lots of information including forthcoming events, school happenings, special functions and calendar events. The newsletter is uploaded to the school's facebook page, our school website, onto School Bytes and emailed to our families.

**Assemblies:** A formal whole school assembly is normally held twice a term in the School Hall. Stage assemblies are also held during the week. Assembly dates and/or times can change due to varying factors. Please see our school's facebook page for up-to-date details. Parent/Carers are very welcome to attend these assemblies.

**Meetings / Interviews:** The principal and staff welcome the opportunity to meet and speak with you. This can be arranged by phoning the school's office and organising a day and time that suits both yourself and the staff member. The office will then inform the teacher of your request and the teacher will then return your call to discuss a suitable appointment time. Teachers will not engage in interviews unless an appointment has been made. Teachers are not able to conduct interviews immediately before classes commence or immediately after classes are dismissed at the end of each day.

Before you attend the interview:-

1. Think about what you want to learn in the interview:  
eg. How is my child doing in class?  
Does he/she use time well?  
Has he/she got good work habits?  
Does my child complete homework?  
How can I help?  
How well does he/she get along with others?  
What can I do at home to support my child's teacher?
2. Talk with your child.  
What do you expect the teacher to say?  
Ask if there are any concerns, but also successes and positive feelings to relate to the teacher.
3. Ask the teacher to explain anything you don't understand.
4. Be prepared to talk and to listen.  
Tell what you see at home and talk tactfully about concerns.
5. Follow up - stay in touch.

Remember, education is a partnership between school and home. The more teachers and parents can work together the greater the benefits for your child/ren.

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# Chatham Public School



## Communication

Parent/Carer



School



### EMAILS

Regularly sent to remind of action required in School Bytes.

### SCHOOL BYTES

Give permission for events, make payments, check statement of account, access student reports and lots more.



### NEWSLETTER

Created fortnightly - uploaded to facebook, school website, School Bytes and emailed to parents/carers.



### FACEBOOK

Events, information and reminders posted regularly. All posts feed to our school website.



### WEBSITE

Regularly updated. Great source of information. Checkout the Photo Gallery!



### INFORMATION NOTES

Please check you child's bag daily.



### PHONE TEXT & CALLS

It is important we are able to contact a parent/carers at all times.

## HOW YOU CAN HELP YOUR CHILD

**Get to know your child/ren's teachers.** Share what you know about your child/ren with their teacher - but do remember to choose a time when their teacher is not on class or playground duty.

1. **Talk about problems.** Separation, serious illness, a new baby, can all affect your child/ren's school work. You don't have to tell all your personal business to their teacher but it is important that your child's teacher should be aware of any changes or problems.
2. **Make sure your child/ren get enough sleep.** Tired children can't do their best work. Set a bedtime and stick to it.
3. **Understand** what is expected of your child/ren - in regard to homework, behaviour at school (in class and in the playground).
4. **Limit electronic devices and television** - Read a book or magazine, play a board game, play a game outside, visit your library or take a walk.

## LIBRARY

The Library is the focal point of the school where children are encouraged to develop a love of books and incorporate technology into their research.

As your children learn to use the school library and borrow regularly they will become readers for life.

We ask you to help us encourage your children to develop their enjoyment of reading by:

- being regular borrowers
- caring for their library books by having a library bag and handling books carefully. A cloth bag is preferable.

You are encouraged to:

- be aware of your children's interest in literature and encourage them to be readers and library users.

## LOST PROPERTY

Please protect your child/ren's clothing from loss or theft by labelling all items clearly. Tags can easily be removed so sew-on or iron-on labels are easily identified and more appropriate. Please help your child/ren to recognise his/her name.

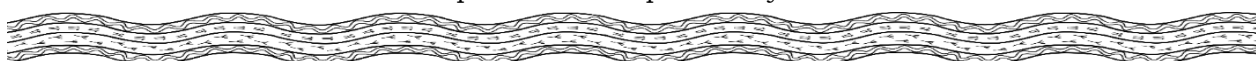
## MEDICATION

If you require the school to administer medication to your child/ren, the medication must be brought to the school office by the student's parent/carer and a "Request for Administering Prescribed Medication to a Student" form requires completion.

The medication must be given to the school in its original packaging with the pharmacy label.

This process also applies to asthma medication. The medication and the Asthma Action Plan from your child's doctor must be supplied to the office. The medication and the Asthma Action Plan will be kept in a labelled medication bag specific for your child and stored in a prominent position in the classroom for quick access should it be required by your child.

Should the student be injured in some way as a result of the administration of the medication, the staff mem-



ber will not be personally liable.

It is the parent/carers responsibility to collect the medication once it has become unnecessary to be administered at school (or at the end of the day for intermittent medication). If this is not possible, please discuss other arrangements with the school office.

## MONEY COLLECTION

During the year monies are requested for attendance at cultural shows, payment for class excursions, special swimming programs and a range of educational experiences.

**School Bytes:** The preferred method of payment is via School Bytes.

**Cash:** Cash payments can be made however please be reminded to pay with the correct money as change is not kept at the office.

**Eftpos:** Eftos payments can be made by parents/carers at the school office.

## PARENT PARKING

Students are to be collected or delivered at either Cowper Street or from the Chatham Avenue entrances. Please be aware of the 'Kiss & Drop Zone' and the 'Bus Zones' and the time restrictions that apply.

The school grounds are for staff and delivery vehicles only. Parents/Carers should not park in the staff parking area accessed from Chatham Avenue. The Cowper Street driveway should be clear at all times.

This ensures the safety of your child/ren.

## PERMISSION NOTES

Students require parental permission to be involved in various activities throughout the year.

School Bytes is our platform where permission notes are uploaded for parents/carers to give permission for these various activities.

## POSITIVE RECOGNITION

Children need a secure, structured environment to lead them to self-discipline. A consistent approach is needed to create this environment where all will feel comfortable. A consistent structure for recognition of student achievement is implemented using the following reward system.

### Positive Rewards:

Silver Certificates, Gold Certificates and Awards of Excellence are for consistent, reliable and responsible behaviour and good work habits.

Awards accumulate through the grades:

- 5 Orange = 1 Silver
- 5 Silver = 1 Gold
- 2 Gold = Award for Excellence
- 3 Gold = Award of Distinction

Citizenship Awards are also given to students who display our school's core values. This award is equivalent to 2 orange awards.

Once a student receives an Award of Distinction they are offered the opportunity to strive for higher recognition.





## SAFETY ON THE STREET

Be sure your child knows the safety rules for our streets, roads and highways. **Please show your child/ren how to cross the road.**

Below are some other safety rules to teach your child:

- Before you cross the street, look first right, then left, then right again; do not cross if traffic is near.
- If there is a marked crossing, please use it.
- Walk quickly across the street; do not run.
- Take special care when you get off a bus. Wait until the bus has gone before crossing the street.
- Don't step out from behind parked cars or buses.
- Play games in a safe place, away from the street.
- Where there is no footpath, walk on the right-hand side of the street, facing the traffic. Always wear or carry something white or bright.

### Bike Safety

Transport for NSW state that children under 12 years of age can ride on the footpath unless there is a 'No Bicycle' sign. Visit the [Bicycle Rider Handbook](#) for more details.

### Road Safety

- Ride your bike with the traffic on the left hand side of the road.
- Let other road users know where you are going by using hand signals.
- Be on the alert and always be ready to brake.
- Wear an approved bicycle helmet.
- Choose the safest route rather than the shortest.

### Safety Before and After School

If possible try to keep your child/ren at home until 8.45am. If other arrangements have to be made, please contact the principal.

## SCHOOL BUS

To apply for a bus pass, you must complete the online application form at <https://apps.transport.nsw.gov.au/ssts/home#/>

If a pass is lost, please contact the bus operator to discuss getting a replacement.

Children travelling by bus board the bus at Chatham Avenue immediately after the end of day school bell. Children form lines for each bus and must show responsible behaviour whilst boarding and travelling on the bus.

### ***Students must-***

- At all times obey the driver.
- Where possible, remain seated for the duration of the journey.
- If required to stand, do so in a safe manner away from steps and in a position that doesn't obstruct the vision and capabilities of the driver.

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### **Students must not-**

- Eat or drink on the bus.
- Permit any part of their body to protrude from the bus.
- Mark or damage bus property.
- Fight, kick, swear, hit, spit or place feet on seats.
- Cause discomfort to other passengers.
- Use offensive behaviour.
- Throw any article inside, or out of the bus.
- Alter, deface, misuse or fraudulently obtain a bus pass.
- Give, loan or transfer your bus pass to another student.

## **SPORT**

**Stage One:** Students in K-2 classes participate in a variety of fitness games and sport skills. The emphasis is on participation and consideration of others.

**Stages Two and Three:** Through a wide variety of sporting and social activities, students at Chatham Public School are introduced to many skills. All students are actively encouraged to develop teamwork and display sportsmanship in their endeavours.

Outstanding students are invited to represent their school at Zone, Regional and State levels in Swimming, Athletics, Cross-country and a variety of major sports. Selection is dependent on skills displayed by students. Chatham Public School tries to give all students a basis for continuing sport at a community level.

### **Sporting House Names and Emblems - Primary**

These names are from the Australian Aboriginal Legend of Taree: "Bilinga and the Fig Tree"

<b>ALINGA</b> "The Sun"	<b>BILINGA</b> "The Magpie"	<b>NURUNA</b> "The Warrior"	<b>PERALLA</b> "The Turkey"
yellow	black & white	green	red

This legend has been perpetuated in mural form by the Australian Artist B. Mansell.

In May 1995 a Special Presentation was made by Mrs Barbara O'Neill (now deceased) and her daughter Sally, of 3 glass/copper foil panels for the school library. The panels incorporate the symbols of the school houses and are a feature of the school. Mrs O'Neill taught at Chatham Public School for 32 years and had a profound influence on the school, her many students and their parents/carers.

## **STUDENT SAFETY**

A secure perimeter fence surrounds Chatham Public School.

Access into the school is via the pedestrian gates on Chatham Avenue and Cowper Street.

By pressing the button at these gates, you will be connected via intercom to the school office where you will be greeted by the administration team.

This perimeter fence provides extra safety for all students.

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## SUN PROTECTION

While children are at school we are responsible for their health and safety.

The school hat is part of the school uniform and children are expected to wear the school hat every day. Children who do not wear a school hat are expected to remain in the covered area. The school expects all students to wear a school hat. School hats can be purchased from the school office.

## SUPPORT SERVICES

For children with special needs the school has a wide range of support services.

There is a School Counsellor and a Learning and Support Teacher (LaST) based at the school. The Counsellor gives individual educational and psychological assessments to children referred to them. They also give information, understanding and advice on the learning and behaviour of students, especially those with special needs to assist parents and teachers in dealing with these needs.

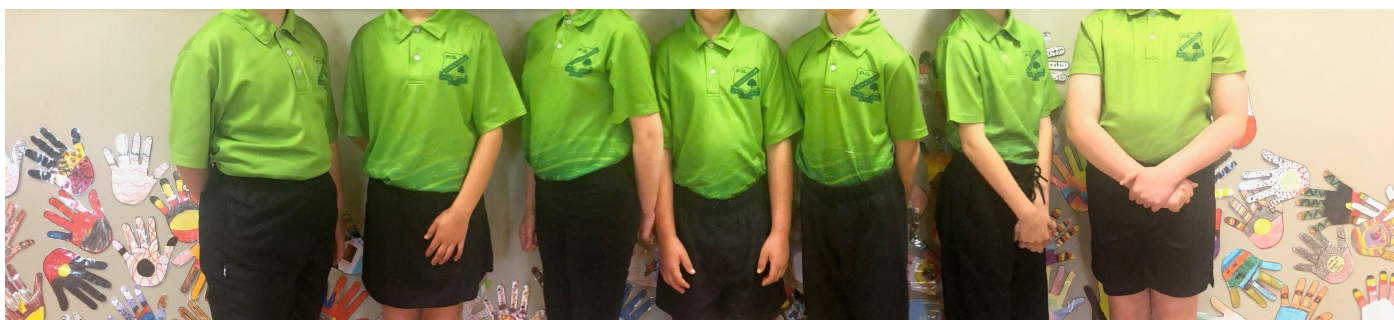
The LaST consults with the classroom teacher in identifying those children who would benefit from being in a smaller learning environment. Often these children gain improved self confidence and a greater feeling of achievement and success. If you have inquiries about any of the above support services please contact the school.

## UNIFORM

All children take pride in wearing the school uniform.

The school uniform consists of:

- Lime green school shirt with emblem (purchase from Lowes, Taree)
- Black hooded jumper with school emblem (purchase from Lowes, Taree)
- Black shorts, black skorts, black long pants
- White socks with black shoes
- Green hat with school emblem (purchase from the school office)



## GENERAL SCHOOL CONTRIBUTION

The General School Contribution is \$15 for each student Kinder to Year 6.

This can be paid via School Bytes or at the school office.

The school uses these additional funds to provide resources for all students.

We appreciate your support with this contribution.

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**Positive Behaviour for Learning** underpins our welfare philosophy. The school has three core values: respect, responsibility and endeavour.

We recognise and reward appropriate behaviours based on our three core values. We believe in equity for all students and make every effort to work with parents/carers and children to ensure they are provided opportunities to participate in all school based activities.

Students will only miss out on activities in extreme cases where the safety of all involved is threatened.

In extreme cases the school refers to the Department of Education's Suspension and Expulsions Guidelines documentation.

- co-operate with teachers and other students so that everyone can learn,
- be caring and polite to other students, teachers and staff,
- work to complete a good standard in all tasks that are set whilst at school,
- wear the school uniform,
- help to keep the school a safe and happy place, where there is no fighting, threats, hurting or stealing,
- care for the school's environment and property,
- use self-control and accept correction when necessary.

### TEACHER RIGHTS

**The teachers have the right to:**

- teach free from disruptions (that are detrimental),
- expect behaviour from students which will contribute to their educational and behavioural growth,
- limit inappropriate or self-destructive behaviour,
- ask for and receive support from parents/carers and the wider school community.

### TEACHERS' RESPONSIBILITIES

**Teachers need to:**

- be consistent and fair in their approach with all students,
- teach and model the skills and attitude needed to follow the school's Code of Behaviour,
- maintain open lines of communication with parents/carers and all other members of the school's community,
- provide candid and accurate information to parents/carers about the education and behaviour of their children,
- provide a learning environment that is safe, caring and non-threatening,
- strive to teach in ways that meet the learning needs of individual students,
- accept constructive advice and information from parents/carers concerning their students,
- accept no cultural, physical or sexual discrimination within the school.

### PARENT/CARER RIGHTS

**Parents/Carers have the right to:**

- be well informed about the school's curriculum and processes,
- receive accurate information about their child/ren's education and behaviour,
- seek information and advice from the school whenever they need information concerning their child/ren,



- offer advice and information to the school in matters that relate to their child/ren's education and behaviour,
- expect that the school's Code of Behaviour and Discipline and Welfare Procedures are consistently followed within the school,
- expect that cultural, physical or sexual discrimination is actively discouraged at all levels within the school.

#### .PARENT/CARER RESPONSIBILITIES

##### **Parents/Carers need to:**

- be supportive of the school, its community and organisations,
- raise concerns/ideas with the appropriate personnel,
- actively support the school's Code of Behaviour,
- ensure that their child/ren arrive at school appropriately prepared and ready to participate in all activities,
- support the school's efforts to develop their child/ren's self-esteem and self-discipline,
- inform the school of welfare matters that may affect the education of their children,
- seek information from the school whenever they are unsure or want to know more to do with the education of their child/ren.

Parents/Carers are encouraged to be involved in school activities. These activities could include assisting in transport or at special events. Teachers will make contact with our parents/carers when assistance is required.

Your child/ren come to school to learn academic, sporting and social skills. They develop social skills in the playground by playing and interacting with each other. Please be mindful that if you are continually in the playground you are limiting their opportunities to develop independence and social skills.

We thank you for your cooperation and understanding on this matter.



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