CHARLESTOWN EAST
PUBLIC SCHOOL

Information Book
2011
Charlestown East
Public School

James Street
Charlestown NSW 2290

Phone: 02 4943 5173
Fax: 02 4942 2575

Web: www.charlestone-p.schools.nsw.edu.au
Email: charlestone-p.school@det.nsw.edu.au
Welcome to Charlestown East Public School

This book is designed to give information to parents and students about the school and its organisation. It is intended to be helpful to you as your child enters school.

We look forward to a happy relationship between our school and your family.

Your support for the school’s activities will be welcome and valued.

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**Term Dates 2011**

**Term 1**

- 28/1/11 - Friday - Teachers return (Staff Development Day)
- 31/1/11 - Monday - Years 1 to 6 students return
- 31/1/11 - 2/2/11 Best Start Kinder Interviews
- 3/2/11 - Thursday - Kindergarten students begin
- 8/4/11 - Friday - Last day of term 1

**Term 2**

- Tuesday 26th April 2011 to Friday 1st July 2011

**Term 3**

- Monday 18th July 2011 to Friday 23rd September 2011

**Term 4**

- Monday 10th October 2011 to Tuesday 20th December 2011

THE FIRST DAY OF TERMS 1, 2 AND 3 AND THE LAST TWO DAYS OF TERM 4 ARE STAFF DEVELOPMENT DAYS. THESE DAYS ARE PUPIL FREE.
GENERAL INFORMATION

SCHOOL HOURS

8.40am  Supervision begins
9.10am - 11.10am  Class time
11.10am - 11.30am  Recess
11.30am - 1.15pm  Class time
1.15pm - 1.25pm  Eating time with class teacher
1.25pm - 2.10pm  Lunch
2.10pm - 3.10pm  Class time

All students are dismissed from the classroom at 3.10pm.

PLAYGROUND SUPERVISION
The playground is supervised from 8.40am each day and during the recess and lunch breaks. Students should not arrive at school before 8.40am. After school supervision is provided at the James Street gate and the Bula Street bus stop. Any child who is not collected should report to the teacher on duty at the James Street gate, or the main office.

OOSH
Parents who need care for their children before or after school hours should contact Charlestown OOSH, operating at the Charlestown Victory Baptist Church, on 4943 9414. Bus transport is provided between the centre and Charlestown East School in the morning and afternoon.

SCHOOL BUSES
Children in Years K-2 are eligible for free bus travel to and from school. Year 3-6 students who live more than 1.6 km from the school are also eligible. Bus routes 707, 708 and 829 operate from the Bula Street gate to service Burwood Road, Bullsgarden Road areas, and Dudley.

TRAFFIC
Parents who drop off, or pick up students are requested to do so on the school side of the road if possible. Do not park in No Standing areas, bus zones or across driveways, or drive into the school grounds. Children should stay inside school grounds when waiting to be collected.
UNIFORM
The wearing of school uniform promotes self-discipline and helps build school pride. The school community strongly supports the wearing of school uniform. There are several mix and match options available. School hats are mandatory to support the school's 'HAVE HAT, WILL PLAY' policy. For the safety of students, it is requested that jewellery is not worn to school. Earrings, if worn, should be studs or small sleepers.

<table>
<thead>
<tr>
<th>Girls</th>
<th>Boys</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer Uniform</strong></td>
<td></td>
</tr>
<tr>
<td>Royal blue and white checked dress or</td>
<td>Grey shorts</td>
</tr>
<tr>
<td>Royal blue and white checked skort or</td>
<td>White polo shirt or button-up shirt</td>
</tr>
<tr>
<td>Royal blue shorts</td>
<td>grey socks</td>
</tr>
<tr>
<td>White polo T-shirt</td>
<td>black shoes</td>
</tr>
<tr>
<td>White socks</td>
<td>Blue school hat.</td>
</tr>
<tr>
<td>Black shoes</td>
<td></td>
</tr>
<tr>
<td>Blue school hat</td>
<td></td>
</tr>
<tr>
<td>royal blue hair ribbon if worn</td>
<td></td>
</tr>
<tr>
<td><strong>Winter Uniform</strong></td>
<td></td>
</tr>
<tr>
<td>Grey tunic with white blouse</td>
<td>Long grey trousers or</td>
</tr>
<tr>
<td>Grey or royal blue tracksuit pants</td>
<td>Grey or royal blue tracksuit pants</td>
</tr>
<tr>
<td>royal blue tracksuit top or cardigan or</td>
<td>Royal blue tracksuit top or jacket</td>
</tr>
<tr>
<td>jacket</td>
<td>White polo shirt or button-up shirt</td>
</tr>
<tr>
<td>white socks or grey stockings</td>
<td>Grey socks</td>
</tr>
<tr>
<td>black shoes</td>
<td>Black shoes</td>
</tr>
<tr>
<td>Blue school cap hat</td>
<td>Blue school hat.</td>
</tr>
<tr>
<td>royal blue hair ribbon if worn</td>
<td></td>
</tr>
<tr>
<td><strong>Sports Uniform</strong></td>
<td></td>
</tr>
<tr>
<td>Royal blue shorts or</td>
<td>Royal blue shorts</td>
</tr>
<tr>
<td>Royal blue pleated skirt and scungies</td>
<td>House coloured polo T-shirt</td>
</tr>
<tr>
<td>House coloured polo T-shirt</td>
<td>white or black joggers</td>
</tr>
<tr>
<td>White or black joggers</td>
<td>White socks</td>
</tr>
<tr>
<td>White socks</td>
<td>Blue school hat.</td>
</tr>
<tr>
<td>blue school hat</td>
<td></td>
</tr>
</tbody>
</table>

These uniform items are available at school. Orders can be placed at the canteen.

- School hats
- White polo shirts
- Unisex royal blue shorts
- Girls’ blue and white skorts
- Girls’ blue and white dress
- Royal blue jacket
- Library book bags

Most other items are available at Charlestown Lowes. Sports polo shirts can also be purchased at department and variety stores.
SPORT HOUSES
Students are placed in Sport Houses when they begin school.

KANGAROOS Blue
KOALAS Green
ROBINS Red
SWALLOWS Yellow

Inter house competitions are conducted at the swimming and athletics carnivals and as part of other school events.

UNIFORM POOL
A uniform pool is operated once each term or by arrangement through the school office. A range of second hand uniform articles is available at reasonable prices.

LOST PROPERTY
Lost property is stored in the K-2 staff area. To prevent students' property and clothing from becoming lost, PLEASE CLEARLY LABEL ALL EQUIPMENT AND CLOTHES. Unclaimed lost property will be donated to charity or placed in the uniform pool.

CANTEEN
The school canteen provides a daily service to students when helpers are available. If you would like to help as a voluntary worker in the canteen, please notify the school.

Lunch orders should be written on a clean paper bag with the child’s name, and class. Money should be enclosed in the bag. Small change will be given if needed.

Lunches are to be ordered by 9.10am. Additional purchases may be made at recess and at lunch, after eating time. Orders are placed in the letterbox in the office foyer each morning.
BANKING
Student banking is conducted weekly, currently on Tuesday, by volunteer parents on behalf of the Commonwealth bank. The school receives commission on every transaction. New account forms are issued to all Kindergarten students early in the year.

PAYMENTS TO SCHOOL
All payments to school should be placed in an envelope marked with your child’s name, class, purpose and amount enclosed and given to the class teacher. Please attach signed permission notes to the outside of the envelope. Individual receipts are issued for large amounts only. For smaller amounts a composite receipt is issued to the class teacher.

BOOK CLUB
The school participates in the Scholastic Book Club. Order forms are distributed in class, twice a term. Orders should be returned to the class teacher with correct money in a sealed envelope and marked with the child’s name and class.

PARENT NEWSLETTER
A school newsletter is currently published fortnightly and distributed to the eldest child in each family. The newsletter keeps parents up to date with all the school’s events. Children will also receive separate notes regarding excursions, activities, sporting events and other notifications as needed.

PARENTS' AND CITIZENS' ORGANISATION
The Parents' and Citizens' Association meets in the staff house on the third Tuesday of each month at 7.30pm. Parents are encouraged to attend the meetings and support the varied social and fund raising functions.
STUDENT WELFARE

GOOD DISCIPLINE AND EFFECTIVE LEARNING POLICY
This policy is based on the belief that school is a safe and secure environment and that all stakeholders have rights and responsibilities within that learning environment. Detailed information can be found in the Student Welfare Policy.

REWARD SYSTEM
Many forms of rewards are used by teachers to recognize student achievement. These include praise, stickers, stamps, ribbons and certificates. A formal merit scheme also exists within the school. Blue Merit Certificates are presented at the weekly K-6 assembly for class work, citizenship and other endeavours. A Gold Principal's Award is given for the attainment of five Blue Awards. Students who achieve five Gold Awards are recognised with a Five Star Award at the annual Presentation Day in December. 'Smiley' awards are frequently given out with a free lunch being won each week. At Presentation Day tribute is also paid to those students who have achieved the highest outcome in academic, citizenship, social, sporting and cultural areas.

ATTENDANCE
Regular attendance at school is essential. If a student is absent, a note from the parent or guardian should be given to the class teacher upon return to school. If your child arrives late he/she should report to the office first to obtain a Student Leave Form, which is then given to the class teacher. Children are not allowed to leave the school grounds during school hours. If you need to collect your child early, you will also need to collect a Student Leave Form from the office to give to the class teacher.

FAMILY LAW
It is necessary to keep the school informed of any Court Orders that may be current. Please provide a copy of any orders to ensure the best outcomes for your child and family.

MOVING AWAY
Parents should notify the school in advance when a child will be leaving the school. A transfer certificate can be collected from the school office on the child’s last day.
STUDENT LEADERSHIP
Many opportunities exist for students to develop leadership abilities. Year 5 students are buddies for incoming Kindergarten students. All year 6 students participate in leadership training, before taking on roles as peer support leaders. Elected Year 6 students take on roles in the Student Executive and as House Captains.

CHARITIES
Caring for others is an important part of social education. Stewart House is supported through used clothing drives, dolphin day and other events. Other selected charities are also supported by fund raising.

EMERGENCY CONTACT
A student information card is maintained for each child. This includes telephone numbers, emergency contacts and any serious illnesses or allergies. It also gives permission to obtain emergency medical treatment if a parent cannot be contacted. Please notify the school of any changes of address, contact numbers or new medical information so that this card is accurate.

SICKNESS AND INJURY
Simple procedures for minor injuries will be attended to by teachers or office staff. If necessary, parents will be contacted to collect a sick or injured child. In an emergency an ambulance will be called.

MEDICATION
If a child requires medication at school parents must supply written instructions and ensure a sufficient supply of up-to-date medication and consumables. In some cases information from the doctor is required. All medicines should be delivered to the school office by an adult, not kept in a child’s bag. Non-prescription medicines will not be administered.

ASTHMA
If your child is asthmatic you are required to contact the school and complete an Asthma Action Plan. Students are permitted to carry a bronchodilator in their bag.
ALLERGIES
If your child has any allergies please inform the school. An anaphylaxis action plan may need to be completed.

AS WE HAVE SEVERAL STUDENTS WITH SEVERE PEANUT ALLERGIES THE SCHOOL REQUESTS THAT PEANUT BUTTER OR PEANUTS NOT BE BROUGHT TO SCHOOL.

IMMUNISATION
Evidence of your child’s immunisation status is required at the time of enrolment.

INFECTIONIOUS DISEASES
Under the Public Health Act and Department of Education and Training Regulations, some common infectious diseases require children to be kept from school to prevent the spread of infections. It is requested that the school office be advised of any infectious diseases as soon as diagnosed.

<table>
<thead>
<tr>
<th>DISEASE</th>
<th>PATIENT'S PERIOD OF EXCLUSION</th>
<th>CONTACT'S PERIOD OF EXCLUSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox (Varicella)</td>
<td>For at least 5 days after the first spots appear, or when blisters have all crusted</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Until discharge has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>German Measles (Rubella)</td>
<td>Until child has fully recovered and for at least 7 days after rash appears</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis A (Infectious Hepatitis)</td>
<td>Until child has recovered (usually 7 days from the first signs of jaundice)</td>
<td>Not excluded. Family contacts may need injection - see your family doctor</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Not excluded, but some children are too sick to attend school</td>
<td>Not excluded. Family doctor should be consulted for immunisation advice</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Children allowed to attend school provided sores are being treated and are properly covered by a clean dressing</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Measles</td>
<td>At least 5 days after appearance of rash</td>
<td>It is recommended that all children receive measles/mumps/ rubella immunisation at 12 months of age. If a child has been in contact with someone who has measles, s/he may be prevented from catching the disease if vaccinated with 3 days of contact. (Unimmunised contacts should be kept home for 14 days unless immunisation is given)</td>
</tr>
<tr>
<td>Mumps</td>
<td>Until child has fully recovered and for 9 days after appearance of swelling</td>
<td>Not excluded. It is recommended that all children receive measles/ mumps. Rubella immunisation at 12 months of age.</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Keep child at home until treatment has begun - preparations available from pharmacist. Notify the school</td>
<td>Not excluded. Inspect regularly</td>
</tr>
<tr>
<td>Scabies</td>
<td>Keep child at home until treatment has begun - preparations available from pharmacist. Notify the school.</td>
<td>Not excluded. Inspect regularly</td>
</tr>
<tr>
<td>Whooping Cough (Pertussis)</td>
<td>Child should be kept home for 5 days from start of antibiotic treatment. Otherwise, keep home for 3 weeks from when &quot;whoop&quot; starts.</td>
<td>Unimmunised contacts should be kept home for 21 days, unless receiving antibiotics. See family doctor.</td>
</tr>
</tbody>
</table>
RESOLVING PROBLEMS
From time to time parents and other school community members may wish to raise concerns about other students, school staff, policies or practices. To this end there are procedures for resolving complaints, preferably through conciliation.

Most concerns can be dealt with at school through a range of informal means, your first point of contact being the class teacher. There may, however, be times when the more formal resolution process is needed.

In addition there is separate but concurrent NSW and Commonwealth legislation that makes it unlawful to discriminate against, harass or vilify a person on any of the following grounds:

Race, sex, marital status, disability (including HIV/AIDS) and age.
In such instances assistance may be sought from Helen Miller-Brown who is our school’s Discrimination Complaints Officer.

SCHOOL COUNSELLOR
A District School Counsellor visits Charlestown East Public School for 1 day each week. A trained teacher and educational psychologist, the counsellor can provide assessments in academic, social and emotional areas. Referrals are welcomed from parents and teachers.
CURRICULUM

KEY LEARNING AREAS
Six key learning areas make up the Primary School Curriculum. These are often referred to as KLA’s and are:

- ENGLISH (Reading, Writing, Talking and Listening)
- MATHEMATICS (Number, Space & Geometry, Patterns and Algebra Data, Measurement and Working Mathematically)
- HUMAN SOCIETY AND ITS ENVIRONMENT (Social Studies, Environmental Education)
- SCIENCE AND TECHNOLOGY (Science and Computer Education)
- CREATIVE ARTS (Visual Arts, Music, Drama and Dance)
- PERSONAL DEVELOPMENT/HEALTH/PHYSICAL EDUCATION (Personal Development, Health Studies, Sport and Fitness)

LIBRARY
Children from Kindergarten to Year 6 have library lessons for introduction to literature, research skills and teaching of information skills each week on Tuesday, Wednesday or Thursday. Children are able to borrow each week. To help protect books, children must have a cloth library bag. Lost or damaged books must be paid for.

COMPUTER EDUCATION
Children from Kindergarten to Year 6 have lessons for one hour each week with a specialist teacher in the computer laboratory. As well each classroom has access to three computers, which are linked to the Internet.

SPORT
A comprehensive sport program operates at the school. Our main emphasis is on developing skills, fitness, enjoyment and a fair and positive attitude towards sport. Sport is held on Fridays throughout the year. Selected students compete in inter school sports in Terms 2 and 3. Students wear full sports uniform to school on Fridays.
SCRIPTURE
Visiting clergy and lay teachers attend the school weekly, on Thursday mornings, for religious instruction on an interdenominational class basis. Please notify the Principal in writing if you do not wish your child to attend these classes. Roman Catholic teachers take separate classes for this instruction.

HOMEWORK
The policy and homework expectations for each class are explained to parents at a Parent/Teacher Meeting held early in Term 1, in each classroom. It is expected that each child will complete the homework set for each week. Homework is designed to complement work done at school and has the potential for further home-school partnership in the education of the child.

EXCURSIONS
Each year excursions are planned for children in all years, mainly to supplement and consolidate work being covered in lessons. These excursions are well planned and are an integral part of the school curricula. Parents are often invited to help with pupil management on excursions and the ratio of such help is dependent on location and travel. Parents are asked to fill out medical forms for each excursion and risk management plans are completed by staff.

PARENT ASSISTANCE
Parents are always welcome to help at the school in a wide variety of activities.
Those who help at the school in any way are asked to sign a volunteer's register for insurance protection. It is also a Department of Education and Training requirement that all volunteers complete a Prohibited Employment Declaration form. Please sign in at the office before visiting your child’s classroom and wear a visitor badge whilst on school premises. If you are providing transport for an excursion your driver's licence and car registration must be shown and recorded at the school office.
REPORTING TO PARENTS
Written reports are issued twice a year, in June and December. These reports include all key learning areas as well as social and personal development.

PARENT/TEACHER INTERVIEWS
Parent/teacher meetings are arranged early in Term 1. Teachers speak to parents on relevant topics such as class organisation, school policies and homework.
Individual parent/teacher interviews are held at the end of Term 1. However, parents may make an appointment to see their child’s teacher to discuss progress or concerns at a mutually convenient time during any week of the school year. Teachers are also able to contact parents if they have any concerns about children.