

# CARLTON PUBLIC SCHOOL



## A - Z

# Parent Information Book



Revised September 2010

**Carlton Public School**  
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## School Context

Carlton Public School has a highly dedicated staff who consistently focus on providing quality educational programs. Excellence is promoted across all areas of the curriculum and an emphasis is placed on providing a broad range of learning opportunities to meet the needs of all students. The school is committed to continuous improvement in teaching and learning and accordingly has identified several strategic priority areas for the basis of the 2009 - 2011 school plan. The identified priority areas include creating a quality learning environment, connected learning, community partnerships and teacher quality. School improvement targets are identified on an annual basis within this context as a direct result of extensive evaluations.



The school is situated in the Sydney suburb of Bexley and has an enrolment of 918 students in 2010. Students are organised into a structure of 36 classes from Kindergarten to Year 6 and come from diverse socio-economic and cultural backgrounds. Eighty eight percent of students come from language backgrounds other than English and 1% identify as Indigenous Australians. The school has an extensive community languages program providing classes for students in Mandarin, Arabic, Macedonian and Maori languages. Indonesian is offered as a language other than English to all other children. Additional support programs are provided in the areas of Learning Assistance, Reading Recovery and English as a Second Language. The school has a full time and part time teacher librarian.

The school is well supported by an active Parents and Citizens' Association and School Council who contribute a significant amount of funding to the school on an annual basis, provide feedback on school programs and work to promote a sense of community at Carlton Public School. In addition, parents are actively involved in classrooms and activities such as excursions.

The school provides a range of performing arts and sporting programs giving students the opportunity to participate in extra curricular activities and represent the school at higher levels. Promoting student voice is a priority and students are given opportunities to develop leadership skills through the Student Representative Council, Peer Mediation Program and in elected leadership positions. A strong emphasis is placed on the use of technology to enhance learning and a four year strategy has been developed for maintenance and upgrade of computer and interactive technology.

# *Values*

*Carlton Public School is a learning community proud of its:*

- Spirit of co-operation*
- Happy and safe environment*
- Open and effective communication*
- Students striving for full potential*
- Quality teaching and learning*
- Respect and appreciation of differences*

## **A** BORIGINAL EDUCATION

The Aboriginal Education Policy is committed to promoting the education and achievements of Aboriginal students and also includes guidelines to educate all students about Aboriginal Australia. The importance of improving employment, education, participation and lifelong learning opportunities for Aboriginal people and communities underpins the Department's Aboriginal Education policies.

### **ATTENDANCE & ABSENCES**

Regular attendance at school makes learning easier for your child and helps build and maintain friendships with other children.

#### *Education and Public Instruction Act 1987*

- *School attendance is compulsory for students aged 6 to 15.*
- *The law requires your child to attend school on each day that instruction is provided unless prevented by sickness or other good reason.*
- *An explanation (note) is required if your child is absent.*

If your child is absent from school, a note giving the reason must be provided to the child's class teacher as soon as the child returns to school. If the absence is going to be longer than three days, it is expected that on the third day the parent inform the school of the reason for the child's continued absence. Please try to make children's appointments with dentists, doctors etc. before or after school hours.

**School hours:** Students from Kindergarten to Year 6 attend school from 9.00am to 3.00pm. The school grounds are supervised between 8.30am and 3.00pm. Parents are requested not to send students to school before 8.30am. Students are expected to be picked up by 3.10pm. After this time children may be placed in Before & After Care in the school hall and a charge will be payable by parents. Kindergarten students finish school at 2.30pm for the first few weeks of Term 1.

**Late arrivals:** Parents are required to accompany children to the Administration office if they are late for school to sign a late note to give to the teacher. If children are continually late, the Principal will request an interview with the parent and the Home-School Liaison Officer may be consulted.

**Early leave:** If your child is to leave the school before the finish of the day's lessons, a note to the teacher is required. Please go to the office to sign an early leave pass before collecting your child.

**Extended leave:** If your child is going to be absent from school for a period in excess of 15 days an exemption from school attendance needs to be applied for. An exemption form is available from the school office.

### **ACCIDENTS**

All teachers are trained in Emergency Care procedures. In the case of an accident in the classroom or playground your child will be treated with simple first aid administered by the teacher on duty. If necessary your child will be taken to the office and further first aid will be given by the First Aid Officers. You or your contact person will be notified immediately if further medical attention is necessary. Please ensure the school has an up-to-date phone number for emergency calls. The school will call an ambulance if a child has been seriously injured. We only treat minor injuries in our sick bay.

## **AIR CONDITIONING**

At Carlton Public School all demountable classrooms are air-conditioned. There are some rooms in Block A, B & G and the Library that are air-conditioned.

## **AMBULANCE COVER**

The school contributes to the NSW Ambulance Fund and should it be necessary for a child to be transported to hospital by ambulance, there will be no charge to the parent. If you receive an account for payment for transportation due to an injury at school, please bring the account to the office and we will verify it with the school account number and stamp.

## **ANAPHYLAXIS**

Anaphylaxis, also commonly known as 'Nut Allergy', means that a child may have a severe allergic reaction should they come in contact with peanuts or any food containing peanut products. This is a life threatening condition. We ask your cooperation in not sending any of the following foods for your own children, whilst they are at school (lunches, recess etc): Peanuts and or peanut butter, other nuts (including cashews, hazelnuts, walnuts, pistachios, macadamia, Brazil nuts & nutella) and muesli bars containing nuts. We also ask that you pass this request to others who may prepare food for school such as grandparents or child minders.

## **ANNUAL SCHOOL REPORT**

The Annual School Report provides parents and members of the wider community with information about Carlton Public School's achievements, programs, evaluations and targets. The report is available from the school office or on the school's website.

## **ANTI-RACISM POLICY**

The Department of Education and Training is committed to the elimination of racial discrimination – including direct and indirect racism, racial vilification and harassment – in its organisation, structures and culture, in its curriculum, and in the learning and working environment for which it is responsible. If you believe that you or your child has been the victim of some form of racism at school, please talk to the Principal. The school has a designated Anti-Racism Contact Officer.

## **ARABIC SCHOOL**

Students who are from an Arabic background are able to attend Arabic language classes organised by the Mosque held at the school on Saturdays.

## **ASSEMBLY**

Once a week a whole school assembly is held where major awards are presented. Stage assemblies are also held once a week where stage and sports awards are presented. The date and time for assemblies will be advised at the start of the year.

## **BEFORE AND AFTER SCHOOL CARE**

**B**efore and After School Care is offered at the school in the school hall. The centre is privately run by *Playland*. The centre operates from 7.00am to 9.00am and from 3.00pm to 6.00pm each school day. Playland also runs a vacation program most school holidays.

## **BIKES/SCOOTERS**

Students are not to ride bicycles or scooters to school as the roads around the school are too busy and bike racks are not available.

## **BIRTHDAYS**

Students like to celebrate their birthday or name day at school. If parents wish to celebrate a birthday please assist by sending small cup cakes so that they can be handed out easily to the students in the class. Please do not send a large cake. Some classes may have special needs due to allergies. Please check with your child's class teacher before bringing cakes to school. All cakes must be nut free. Lolly bags will not be distributed to students.

## **BOOK CLUB**

A pamphlet and order form published by Scholastic Book Club is sent home once or twice each term. Parents are asked to carefully fill in the order form if they wish to buy books from book club. Please return the order form to the school office by the due date with the correct money in a sealed envelope with your child's name and class. Volunteer parents collate orders and distribute books to the students when they arrive.

## **BOOK WEEK**

Book Week is held in Term 3 when a focus is placed on the School Library, books and literature. There are many activities held during Book Week e.g. visiting performances, competitions and lunchtime activities which are organised by the Librarian and are related to children's literature.

## **BUSES**

Buses provide transport for students to and from Carlton, Hurstville and Rockdale train stations. Please check at the office for the bus company particulars and assembly points. Bus pass applications are available from the school office. Students in Kindergarten to Year 2 are eligible for a free bus pass. Students in Years 3-6 are eligible if they live 1.6km or more from school. An eligibility map is held at the school.

## **CANTEEN**

The school canteen is a privately leased canteen accredited with the Canteen Association as a healthy canteen. It is operated by an independent supervisor and is open each day before school, at recess, during lunch time and after school. The food available is chosen for its nutritional value and appeal. Foods high in salt, fat and sugar are not sold at the canteen. The Canteen Price List is displayed in the canteen and given to parents on a regular basis. Lunch orders need to be written on a paper bag with your child's name, class and order clearly on the front with the money included. No credit will be given. Please hand orders to the canteen before 9.00am.

## **CASUAL TEACHERS**

When a class teacher is on leave, participating in professional learning or working on a school based project, a casual teacher is employed by the school to teach the children. Occasionally a casual teacher cannot be found and it is necessary to split classes and separate students into other classes. Class teachers prepare work for the children to continue with when they will be absent.



## **CHANGE OF ADDRESS AND PHONE NUMBER**

It is essential that you notify the school office immediately when you change address or home, work or mobile telephone numbers. The school must also have the phone numbers of friends or relatives who can be contacted in an emergency if you cannot be reached.

## **CHARITIES**

The main charity we support is Stewart House. Stewart House consists of a government school and a statutory health corporation operating together on the one site at South Curl Curl. Stewart House School provides a unique service for 90 students referred by the public school system from across NSW and the ACT each fortnight. We have a used clothing collection and other fund-raising activities are held to support Stewart House. We also support World Vision and sponsor a child in Indonesia. Money is collected through fund raising activities. The Student Representative Council also support chosen charities during the year.

## **CHESS LESSONS**

Chess lessons are available to students from Kindergarten to Year 6 and are held once a week before school. The lessons are operated by a private tutor and payment is required each term.

## **CHILD PROTECTION**

The school conducts a Child Protection Program each year for all students K to 6. The aim of child protection education in primary schools is to assist students in developing skills in recognising and responding to unsafe situations, seeking assistance effectively and establishing and maintaining relationships and strengthening attitudes and values related to equality, respect and responsibility. The Department of Education and Training requires all school staff to inform the principal when they have reasonable grounds to suspect risk of harm to a child or young person. Teachers are expected to be aware of the indicators of abuse and neglect and to assist by providing relevant and available information to the principal who will make a report to the Department of Community Services (DOCS).

## **CLASS RESOURCE FEE**

The resource fee is paid to cover the purchase price of class resources used by the students which may include items such as a diary, text books, home reading bag, Library bag, School Magazine subscription, dance or gymnastics lessons and Athletics.

## **COMMUNITY LANGUAGES**

Four community languages are taught at Carlton Public School, Arabic, Maori, Macedonian and Mandarin. Only students from these cultural backgrounds are able to learn the language. Students from other backgrounds learn Indonesian as a language other than English.

## **COMPETITIONS**

Each year the students in Year 3 – 6 have the opportunity to enter external competitions in English, Mathematics, Science and Computer Studies. All students who enter receive detailed results of their performance.

## **COMPLAINTS/CONCERNS**

No matter how effective the communication between home and school, there are times when parents may become concerned about something that is happening at school. These concerns may be about things happening in the classroom, in the playground or sometimes even at home. If a parent or student has a complaint we would like to know about it, rather than it go unresolved. Concerns are best addressed straight away, rather than waiting till the problem gets worse. Parents are encouraged to approach the class teacher first. Appointments can be made through the administration office.

In some cases, especially for problems involving other children, or problems involving staff members, parents are encouraged to approach the Stage Supervisor, Deputy Principals or the Principal. Specific problems arising from school practices should also come to the Principal. Parents are always welcome to phone or call to arrange an appointment. The vast majority of concerns will be satisfactorily resolved at school. However, when this is not the case, there are formal procedures set out for resolving complaints. Parents wishing to make a formal complaint will need to speak with the Principal.

## **COMPUTERS**

All classrooms have one or more computers. There is a computer lab in A Block for whole class use and a Mini Lab on the top floor of Block A for Year K - 2 students. There are also several banks of laptop computers. All classrooms and the Library have access to the Internet.

## **COUNSELLOR**

The Department of Education provides each school with the services of a trained school counsellor. The school counsellor is based at our school 3 days per week. Teachers who have a concern about a student will refer the student to the school's Learning Support Team. The school counsellor then liaises with parents to assess the needs, strengths and special problems of the child. The school counsellor then determines appropriate programs and can give both teachers and parents' access to resources and personnel both within and beyond the school setting. Parental approval is sought when psychometric testing is considered necessary. The school counsellor is also involved in presenting aspects of the Student Welfare and Personal Development programs.

## **CREDIT CARDS**

The school has Merchant Banking facilities available for Visa and MasterCard. To use a credit card to pay for excursions, school camps and school contributions please include your payment details in the space provided on the permission note.

## **CURRICULUM**

The six key learning areas are English, Mathematics, Science & Technology, Personal Development, Health and Physical Education, Creative Arts and Human Society and Its Environment. For each of these curriculum areas there are syllabus documents and guidelines from the NSW Department of Education and Training and the NSW Board of Studies. Copies of these documents are kept in the school library and are available on the Board of Studies website. <http://www.boardofstudies.nsw.edu.au/k-6/>

## **CUSTODY AND OTHER LEGAL ISSUES**

If there are custody or other legal issues that may affect the welfare of your child, please discuss the matter with your child's class teacher and the Principal. In addition, please ensure that the school has a copy of any relevant Court Orders.



## **D**ISCIPLINE & SCHOOL RULES

Students are expected to display an acceptable standard of behaviour in the classroom, playground, travelling to and from school, during excursions and other school activities held away from the school site. The code of conduct, which lists five basic student rights and their related responsibilities, has been developed to help create a positive and supportive environment in which emphasis is placed on the development of self-discipline in each student. The school rules incorporate the Core Rules for Students in NSW Government Schools. At all stages positive reinforcement of good behaviour is emphasised, however, there are times when sanctions have to be applied in response to misbehaviour. Details of the school's strategies to encourage positive behaviour and sanction negative behaviour are published in the school's Student Welfare Policy, which you will be given when you enrol your child. Please ask if you do not receive a copy.

## **E**MAIL

Parents can contact the school by email at [carlton-p.school@det.nsw.edu.au](mailto:carlton-p.school@det.nsw.edu.au). Children have a Department of Education email account which they can access through the student portal.

## **ENGLISH AS A SECOND LANGUAGE (ESL)**

English as a Second Language (ESL) Education aims to develop ESL students' English language competence and improve their learning outcomes throughout the curriculum to a level where they can fully participate in schooling, independently pursue further education and training and effectively contribute to Australian society. The *ESL Targeted Support Program* provides specialist ESL teachers, in addition to the school's normal staffing allocation, to primary and high schools which have sufficient numbers of identified ESL students.

## **ENROLMENT**

Students who are 6 years or older can enrol any time during the school year. If transferring to or from another school, a transfer certificate is required to enter another public school. Kindergarten children who attain the age of 5 years by 31st July may enrol in that year. Children who turn 5 after 31st July and eligible children not enrolled by the end of Term 2 must wait and enrol in the following year. The school has an obligation to verify the date of birth of all enrolling students, so please ensure that the school sights your child's original birth certificate or passport when enrolling. A copy of your child's Immunisation Certificate is also required. Be sure to note on the enrolment form any allergies, conditions or medications. The school must also sight proof of your residential address ie. electricity bill or lease agreement.

## **EXCURSIONS**

Excursions are arranged by class teachers throughout the year and are a valuable adjunct to the curriculum. Departmental policy states that excursions must be part of the educational process and therefore must be linked to classroom activities. The cost of excursions is kept to a minimum. Payment is always made in advance and parents informed in writing of relevant details. Only when a signed permission note is returned is a child allowed to attend an excursion. Costs for excursions are calculated according to the number of students expected to attend. Refunds for non-attendance at an excursion can only be made when charges have not been made to the school. Students are to wear school shoes, full school uniform, a school hat and bring their lunch in a named plastic bag, unless otherwise stated.

**Payment for excursions & performances:** Excursions and performances arranged by the school are non-profit making activities. Therefore, students cannot attend these functions if they are not paid for. If parents are having difficulty paying for an activity, they may request a subsidy from Student Assistance funds, supplied by the Department of School Education for such purposes. Parents can approach the child's teacher or the Principal personally or in writing. Each request will be considered on its merit and dealt with confidentially. Students involved in out-of-school sporting fixtures are required to pay transport costs.

## **F**ROG POND

The school has established a Frog Pond in the grounds. The pond is used by classes for science lessons as well as quiet reading and drawing. The frog pond is an important environmental feature of the school.

## **G**REEK SCHOOL

Students from a Greek background have the opportunity to attend Greek language classes which are organised by the Greek Church at Kogarah. Lessons are held twice a week after school.

## **H**ATS

School hats are to be worn everyday during play, at sport and on excursions. School hats are available for sale from the Uniform Shop. The school Sun Safe Policy is **No hat, play in the shade**. Students are encouraged to stay in the shade on very hot days. Please ensure your child's full name is written clearly inside their hat.

## **HEAD LICE**

Anyone can get head lice and it is very common for school children to get head lice at some time. Head lice can spread when children's hair comes into contact with one another. To prevent your child getting head lice: tie your child's hair back, tell your child not to share hats, clothes or brushes, check your child's hair regularly. If your child has head lice: continue to send your child to school as long as treatment has commenced, inform the school so we can inform others to check their children's hair, your child will not be identified, do not use household chemicals (such as kerosene or methylated spirits) to treat head lice. Parents are asked to check their child's hair using the methods and treatments recommended on the Health Department website: <http://www.health.nsw.gov.au/publichealth/environment/headlice/index.asp>

## **HOME SCHOOL LIAISON OFFICER**

The Home School Liaison Program provides a supportive service to students, parents and schools to encourage the attendance of students at school. An officer from the Department of Education calls at the school each term, to check absences recorded by teachers and identify any consistent patterns of lateness or unexplained absences by students.

## **HOMEWORK**

Students learn well if their parents are interested in their learning and try to help them at home. Parents can help their children by talking about school activities and supervising homework tasks. Homework should be appropriate to the child's age and relevant to the knowledge and developing skills of the child.

## **GUIDELINES FOR HOMEWORK**

### **Kindergarten**

- Library borrowing
- Sound Work &/or Home Reading - 10 minutes for four nights a week

### **Years 1 & 2**

- Library borrowing
- Home reading - 10 to 15 minutes for four nights a week
- Language/Spelling activities at least once a week - may not be a written task
- Maths activity once a week

### **Years 3 & 4 – 30 minutes each day (maximum)**

- Library borrowing
- Home reading - 15 to 20 minutes for four nights a week
- Homework tasks - 10 to 20 minutes for four nights a week - may be in any subject area but emphasis will be on English & Mathematics

### **Years 5 & 6 – 40 minutes each day (maximum)**

- Library borrowing
- Home reading - 15 to 20 minutes for four nights a week
- Homework tasks - 20 to 25 minutes for four nights a week - may be in any subject areas but emphasis will be on English & Mathematics

After school activities such as music, dance, swimming and sports are important educational activities and students should be encouraged to participate in areas of interest. Everyday family tasks such as shopping, cooking or planning for weekends can all be educational experiences. At any time if parents do not want students to complete some or all of the homework please write a note to the class teacher.

## **IMMUNISATION**

Students entering school are required to have an Immunisation History Certificate from the Australian Childhood Immunisation Register (ACIR) stating a complete or incomplete record of immunisation. These certificates are sent to parents once a child has received the vaccination due at four years of age or can be down loaded from the internet. Please visit [www.medicareaustralia.gov.au/online](http://www.medicareaustralia.gov.au/online) Students who are not immunised may be excluded from the school during an outbreak of a vaccine preventable disease.

## **INTERNET ACCESS AND EMAIL**

The NSW Department of Education and Training provides children with an internet and email account to help improve their learning opportunities in a safe environment. Children are provided with an individual username and password to login to the internet at school. This means their access to the internet or World Wide Web will be filtered to help stop inappropriate sites from being seen. Your child also has an email account which lets them send and receive written messages. Students access their email account from the Student Portals. Permission for children to access the internet is obtained from parents when they enrol their child at school. The school has video conference equipment in the main computer lab giving the children the opportunity to connect with other schools and places of interest locally, nationally and internationally.

## **K**EYBOARD MUSIC CLASSES

Students have the opportunity to learn the keyboard in lessons held after school in the library. A fee is paid directly to the music tutor. Please contact the school office for further details.

## **L**EARNING SUPPORT TEAM

The Learning Support Team is a whole-school planning and support mechanism. It is formed with the purpose of addressing the learning needs of students through the coordination, development, implementation, monitoring and evaluation of educational programs. The team assists teachers to plan class programs to meet the specific learning needs of all students, including those who experience difficulties in learning. Requests for support can be made by teachers and/or parents and are made by referral to the Learning Support Team.

## **LIBRARY**

The library contains a wide collection of books and is staffed by two teacher librarians. One is employed five days a week and the other two days per week. We encourage students to borrow books and ask parents to ensure that books are cared for and returned on time. A library bag, which can be purchased from the school, helps to protect books when they are being taken to and from school. Kindergarten students are given a library bag when they enrol. The library is computerised and we use a bar code borrowing system that tells the school what books have been borrowed. The Internet is also available in the library for use with classes.

## **LOST PROPERTY**

Lost property is placed in tubs outside the school office, however please check with your child's class teacher first. Please label everything that your child brings to school with your child's full name e.g. child's bag, lunch box and school clothes so they can be returned if lost.

## **LUNCH**

Lunch is from 1.00pm to 1.55pm Monday – Friday. The first ten minutes is spent eating lunch in the classroom. Students can bring lunch from home or it can be ordered from the canteen. It is important that lunch be nutritious and appealing. It is not possible for food to be heated at school. Some classes may have students with special dietary needs and life threatening allergies so please be aware of the school anaphylaxis policy. Please label all lunch boxes and plastic drink bottles clearly with your child's name.

## **MEDICATION**

Only medication prescribed by a doctor can be administered at school by one of the Administration staff who is authorised by DET to administer some medications. If a child is on a prescribed medication the parent must come to the school office and discuss the matter with the Principal or Deputy Principal. A Health Care Plan must be completed, before any medicines can be given. Parents and carers are to deliver all medications to the school office, excluding asthma puffers. Please make sure the medicine box/bottle contains the chemist's label with details of the medication, dosage and time to be administered as advised by the doctor.

## **MESSAGES**

Occasionally parents may need to ring the school to give an important message to their child. All attempts will be made to find your child and convey the message to him or her. Please ring before 2.30pm. Students are not to come to the phone unless it is an exceptional situation.

## **MEET THE TEACHER MEETINGS**

These are informative meetings for parents that are held soon after the commencement of the school year. As well as meeting your child's teacher and other parents, you will hear about classroom organisation, homework, rules, expectations, excursions and ways that you can help your child and be involved with their learning. This is not the time for an individual interview about your child's progress.

## **MOBILE PHONES**

Mobile phones are not allowed at school unless permission has been sought from the Principal. Mobile phones are very expensive items and if lost or stolen will cause your child distress. Students who bring mobile phones to school do so at their own risk and the school will not accept any responsibility for any loss or damage. There is a school policy on the use of mobile phones and other electronic devices. Please ask for a copy of the policy at the school office.

## **MONEY COLLECTION**

Money sent to school needs to be in an envelope marked with your child's name and class, together with the excursion note or a note with the reason for the money. This is to be given to the class teacher as soon as the child enters the class in the morning. Excursions, class resources, school contributions and camp payments etc over \$15 will be invoiced and a receipt will be issued to the family. Other small excursions etc will not be receipted to the family, they will be bulk receipted to the class.

## **MULTICULTURAL EDUCATION**

Multicultural education is for all students and school communities. It promotes cultural understanding and community harmony. Multicultural education aims to equip all students with the knowledge, skills and values needed to participate successfully in Australia's culturally diverse society. Focus areas for multicultural education include:

- English as a Second Language
- Refugee support programs
- Interpreting and translations
- Cultural diversity and community relations
- Anti-racism education.

## **N**ATIONAL ASSESSMENT PROGRAM (NAPLAN)

Students in Years 3, 5, 7 and 9 sit for the National Assessment Program Literacy and Numeracy (NAPLAN) test in May. The assessments are an opportunity for students to demonstrate what they have learned in class. Teachers use these results to meet the individual literacy and numeracy needs of all students. There are four tests covering numeracy, reading, writing and language conventions (spelling, punctuation and grammar). Students who have been learning English for less than a year need not take the tests. Results from these tests are available later in the year. Please feel free to discuss the results with the class teacher.

## **NEWSLETTER**

The newsletter is published each Thursday at <http://www.carlton-p.schools.nsw.edu.au/>. Parents can subscribe to have the newsletter emailed directly each Thursday by visiting our website and following the link in the Newsletters tab. Families who do not have access to the internet can request a hard copy sent home. A limited number of copies will also be available in the office.

## **NURSE**

The Community Health Nurse visits the school to provide some health checks to students who have been referred by a teacher or parent. The Community Nurse can be contacted through St George Public Hospital.

## **O**C CLASSES

Opportunity Classes are for academically gifted and talented children in Years 5 and 6. These classes exist in schools throughout NSW. They provide intellectual stimulation and a rich educational environment. Application packages and online applications are available in May. Before being placed in an Opportunity Class, students take an Opportunity Class Placement Test. The results of this test, combined with school assessment and other information about academic merit, form the basis of any offer made. The final decision is posted to parents in November each year.

## **P**ARENTS & CITIZENS' ASSOCIATION

Our school has an active Parents & Citizens' Association. The P&C meets the 2<sup>nd</sup> Tuesday of the month during school terms commencing at 7.30pm. A Parent Information Session is often held followed by a meeting to discuss general school issues. The meetings provide a forum where parents can participate in making decisions and raise matters of interest or concern. The Community Club is a sub-committee of the P&C that develops ideas and plans for fund raising activities. Fund raising activities include Mother's Day & Father's Day stalls etc.

## **PARENT PARTICIPATION**

We encourage parents to participate in their child's education through:

- Asking about your child's progress.
- Attending P&C meeting and/or Community Club meetings.
- Attending social functions & school events.
- Helping around the school with reading, maths, writing, art/craft, covering books.
- Discussing homework with your child.
- Attending the Sports and Swimming Carnivals.
- Volunteering to work on school committees.
- Responding to surveys sent home by the school.



## **PARENT TEACHER INTERVIEWS**

The school encourages good communication between parents and teachers. Formal parent teacher interviews are arranged at the end of Term 1. Parents are welcome to contact their child's teacher to arrange an interview at any time during the year. Please note that teachers are not available to speak to parents during class time.

## **PARKING**

Parents are asked to obey all road rules and parking signs in the streets surrounding the school. There are large fines for illegal parking around schools. The school will not support any appeals against fines issued by the police or parking officers.

## **R** **EADING RECOVERY**

Carlton Public School is able to offer selected Year 1 students the opportunity to participate in the Reading Recovery Program. Reading Recovery is a research-based early intervention program to reduce reading and writing failure. Within the Reading Recovery Program, each student's regular classroom instruction is supplemented with a 30-minute daily lesson individually designed to meet his or her literacy needs. The students selected to participate in the Reading Recovery Program are those who, after a year at school, appear to be at greatest risk of literacy failure

## **ROAD SAFETY**

Road Safety is taught as part of the Physical Development, Health, and Physical Education syllabus. We encourage all parents to discuss Road Safety with their children. Each year we participate in *Walk Safely to School Day* when parents are encouraged to reinforce road safety with their children as they walk to school together.

## **S** **CHOOL ADMINISTRATIVE & SUPPORT STAFF**

The School Administrative & Support Officers in our school's office area undertake reception and secretarial duties, student enrolment, banking, first aid and a hundred and one other tasks. They assist teachers with the care of students, the preparation of lesson materials and the maintenance and storage of equipment. The School Administration Manager supervises the office staff and is responsible for the administration and accounting procedures within the school. To contact the school please phone 9587 3717, fax 9553 8307 or email [carlton-p.school@det.nsw.edu.au](mailto:carlton-p.school@det.nsw.edu.au)

## **SCHOOL BOUNDARIES**

Carlton Public School has enrolment boundaries. Students are permitted to enrol in our school if they live within the area. A map showing the exact boundaries can be viewed at the school office.

- Forest Rd to the West
- Botany St to the South
- Railway Parade to the East
- Queen Victoria St (parts)

## **SCHOOL CAPTAINS/PREFECTS**

At the end of each year the Year 5 students have the opportunity to nominate for the positions of captain, vice-captain or prefect for the next school year. The captains hold the position for the full school year. Prefects are elected on a rotating basis each term from the Year 6 students. Captains and prefects are selected on their ability to set a good example for the other students by their positive behaviour and attitude. They help teachers, guide visitors, assist with assembly, have office and canteen duty and other duties when needed.

## **SCHOOL COUNCIL**

The School Council currently has nine members: the Principal, the P&C President, four staff members, two parent members and one community member. Elections are held every two years. The School Council meets four times a year to review the school's finances and to discuss school issues and policies.

## **SCHOOL HOURS**

Children are to attend school Monday to Friday between 9.00am & 3.00pm during school terms. Kindergarten students finish at 2.30pm for the first few weeks of Term 1 only. Supervision of students in the playground is available from 8:30am. Students are not supervised after 3.00pm and it is school policy that all students leave the grounds as soon as school finishes.

## **SCRIPTURE**

Parents of students in Years 1 - 6 can elect for their child to receive religious instruction for 30 minutes on Wednesday mornings from representatives of the following faiths:

- Anglican/Protestant
- Greek Orthodox
- Roman Catholic
- Islam Religion
- Macedonian Orthodox

Students who do not attend scripture classes are supervised by a teacher during this time, formal lessons are not taught. If parents do not wish their child to attend scripture please indicate this on the enrolment form.

## **SICKNESS AT SCHOOL**

Occasionally students become sick at school. They are placed in the sick bay and monitored. If it becomes obvious that they need the care of a parent, a call is made to home or work. The same applies in the case of an injury unless immediate attention needs to be sought. The school will arrange for an ambulance if the child is in need of urgent medical assistance. Please do not send your child to school if he/she is unwell.

## **SMOKE FREE POLICY**

It is the policy of the Department of Education and Training that smoking is not permitted inside the school grounds and buildings or at school events held at outside venues. All staff, parents and visitors are to comply with this policy.

## **SPORT**

**K – 2:** Individual teachers take their own class for fitness, games, gross motor activities, etc. Sport is arranged for Kindergarten and Stage 1 at a set time each week. Mini tennis and basket ball with an accredited coach are offered during Stage 1 sport. Costs are involved.

**Years 3 – 6:** Students are able to select from a range of sports activities held at school each Friday morning. Students participating in school sports, learn specific skills and games e.g. cricket, ball games, softball etc. Students may also participate in elective sports activities which may include tennis, basketball, gymnastics, swimming or other types of leisure activities when arranged. Costs are involved for these activities.

## **Primary Schools Sport Association (PSSA)**

Children in Years 3 – 6 may be selected to participate in a range of competitive sports. PSSA involves students going away from the school and playing against other schools.

## **SPORTS CARNIVALS**

The school Swimming Carnival is held in Term 1 for students in Years 3 – 6 who can competitively swim 50 metres. The Cross Country Carnival for students in Years 3 – 6 is held in Term 2. The Athletics Carnivals are held during Term 3. The Kindergarten to Year 2 children participate in races and novelty events. Students in Years 3 – 6 participate in competitive events and have the opportunity to represent the school at Zone Carnivals.

## **STAFF MEETINGS**

The teachers meet every Wednesday morning at 8.30am for an administration or stage meeting. They also meet alternate Tuesday mornings at 8.30am and Tuesday afternoons after school at 3.00pm for professional learning activities. Teachers are not available to meet with parents during these times.

## **STUDENT REPORTS**

Parents will receive two written reports each year. The reports will give you a clear picture of your child's achievements. They will help you understand how your child is progressing and how we can support your child's future learning. The reports are indicative of the achievement level of students across each Key Learning Area. Kindergarten students, students with learning difficulties and students who are learning English for the first time will receive a written report but without grades. The report also includes written comments and indicates progress in social skills, attendance and attitudes to learning.

## **STUDENT REPRESENTATIVE COUNCIL (SRC)**

The Student Representative Council is made up of elected class representatives from Years 2 - 6 and meets regularly to develop leadership skills, consider matters of interest to the students and make recommendations to the Principal.

## **SWIMMING**

An Intensive Swimming Scheme is offered in Term 4 for students in Years 2 to 6 with Year 2 students having the priority. There is a charge for pool entry and bus fare but no charge for the swimming instruction.

## **TERM DATES**

School term and holiday dates for future years are available on the DET website: <http://www.schools.nsw.edu.au/calendar/?do=setViewPeriod&categoryid=21&viewType=yearView>

## **TRANSFERRING TO ANOTHER SCHOOL**

A transfer certificate is issued when a child leaves to enrol in another NSW Public School. Parents are asked to let the school know if their child is leaving at least one week before the date and we expect that library books and all other school equipment is returned before requesting a transfer certificate.

## **UNIFORMS**

Carlton Public School is a 'uniform wearing' school. Parents are asked to ensure that their child comes to school each day in full uniform. School uniforms are available for sale from the school uniform room which is open two mornings per week from 8.30am to 9.00am and one afternoon from 2.00pm to 2.55pm. (Please enquire at the office for the days of trading). Please assist the committee by having the correct money. Please label all clothes with your child's name. A uniform list & prices can be obtained from the uniform room, school office or on the website. Black school shoes are required and students can wear sport uniforms and joggers on sports days.

## **V**ALUABLES

Apart from a wrist watch, valuables should not be brought to school. This includes items of jewellery, mobile phones, electronic games, toys and expensive items that students may break or lose at school. Students who bring valuables to school do so at their own risk and the school will not accept responsibility for any loss or damage.

## **VOLUNTARY CONTRIBUTIONS**

Schools can request contributions to enhance the school's educational and sporting programs. These school contributions are voluntary and payment is a matter for decision by parents. They help provide additional educational resources for the benefit of students. Schools may also charge students for the purchase of materials used in particular subjects. Parents who cannot pay because of financial hardship may be eligible for assistance from the Student Assistance Scheme or other appropriate sources. At Carlton Public School each family is asked to help the school by paying a voluntary school contribution.

## **W**EBBSITE

The school has an excellent website that provides information on the school in general, the Annual School Report and School Plan, newsletters and information notes, term calendar, curriculum information, school policies and more. The address for the web site is [www.carlton-p.schools.nsw.edu.au](http://www.carlton-p.schools.nsw.edu.au)