



Inspiring excellence together

School Information Book 2023

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Welcome to Charlestown East Public School!

We think CEPS is a wonderful school and we are very proud of our students and what they achieve each and every day. We hope that this book provides you with some general information about our school and how it is organised and is helpful in supporting a smooth transition to our school.

Our school has an enrolment of approx. 334 students and has a combination of mainstream and special needs classes where inclusive programs are promoted. Our professional and caring staff provide a quality education that is differentiated to cater for the individual needs of our students. The school community has developed a shared understanding of a CEPS learner - brave, imaginative, adaptable, resilient and self-motivated. These learning dispositions underpin the teaching and learning environment.

The staff ensure that our students have the opportunity to participate in a variety of sporting, cultural, environmental and educational activities throughout the school year within the school, in the local learning community and beyond, to support their interests and talents.

The 'Tree of Values' program underpins a strong focus on values within the school community. These, combined with our school rules (We Care, We Are Safe, We Listen and We Do Our Best), ensure a safe and supportive school environment. Strong partnerships between the staff and parents create a welcoming, collaborative, inclusive and caring school culture.

We look forward to meeting you and working with both you and your child during your time with us.

Michelle Unterrheiner
Principal



TERM DATES 2023

Term 1	Friday 27 January 2023 - Staff return (Staff Development Day) Monday 30 January 2023 – Staff return (Staff Development Day) Tuesday 31 January 2023 - Years 1 to 6 students return/ Kinder Best Start TBC Wednesday 1 February 2023 – Kinder Best Start TBC Thursday 2 February 2023 – Kinder Best Start TBC Friday 3 February 2023- First day for Kindergarten TBC Thursday 6 April 2023 – Last day of Term 1
Term 2	Monday 24 April 2023 – Staff return (Staff Development Day) Wednesday 26 April 2023 – Students return Friday 30 June 2023 – Last day of Term 2
Term 3	Monday 17 July 2023 - Staff return (Staff Development Day) Tuesday 18 July 2023 – Students return Friday 22 September 2023– Last day of Term 3
Term 4	Monday 9 October 2023– Staff and students return Monday 18 December 2023– Last day of Term 4 for students Tuesday 19 December 2023 – Staff Development Day

General Information

Book Club

The school participates in the Scholastic Book Club. Order forms are distributed in class regularly. Orders should be placed on Scholastic LOOP. Register at scholastic.com.au/LOOP.

Canteen

The school canteen provides a service to students when helpers are available. If you would like to help as a voluntary worker in the canteen, please notify the school. The canteen is currently open Tuesday – Friday each week.

Lunch orders can be ordered in their insulated all-rounder lunch wallet (available from the uniform shop) or 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, but the correct money is preferred. 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 lunch order box located in the office foyer, each morning.

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.

Moving Away

Parents should notify the school office in advance when a child will be leaving the school. You will be required to complete a transfer notice for administration purposes.

Parent Newsletter

A school newsletter is currently published fortnightly. The newsletter keeps parents up to date with all the school's events. Students will also receive separate notes regarding excursions, activities, sporting events and other notifications as needed. A copy of the newsletter also goes on the school website at <https://charlestoe-p.schools.nsw.edu.au> and on our Sentral Parent Portal. A paper copy can be printed upon request.

Parents and Citizens Association

The Parents and Citizens Association meet in the staff room on the third Tuesday of each month at 7.00pm. Parents are encouraged to attend the meetings and support the varied social and fundraising functions.

Payments to School

During the school year, students participate in a variety of extracurricular activities and events, some of which require a small payment. A permission note is generally issued with all the relevant information for the activity. Payments for school expenses can be made online via the school website or Sentral Parent Portal using the 'Make a Payment' tab or by cash at the school office. It is important that all permission notes are returned to the office with the payment (or the online receipt number) in a clearly labelled envelope or zip-lock bag, including name, class and purpose and placed in the silver payment box in the office foyer.

Note: payments for more than one child can be placed together but individual permission notes are required for each child.

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 until all buses depart. 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 students before or after school hours should contact Victory OOSH on 4922 6800 or 0400 722582. Victory OOSH is part of the Community Arm at C3 Church Victory. The OOSH is operated at our school hall.

School Buses

Students 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 and 708 operate from the Bula Street gate to service Burwood Road, Bulls Garden Road areas and Dudley. To apply for bus travel, please go to www.opal.com.au.

School Hours

8.40am	Playground supervision begins
9.10am – 11.10am	Class time
11.10am - 11.35am	Recess
11.35am – 1.20pm	Class time
1.20pm - 1.30pm	Eating time
1.30pm – 2:10pm	Lunch
2.10pm – 3.10pm	Class time

All students are dismissed from the classroom at 3.10pm.

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. Students should stay inside school grounds when waiting to be collected.

A Kiss and Ride area is located on James Street, adjacent to the office block. Parents are able to travel in a westerly direction to drop or collect their child/ren in this area. This area is a no parking zone, which means parents may stop to drop off or pick up children for a maximum of 2 minutes and must remain in, or within 3 metres, of their vehicle.

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

The wearing of school uniform promotes self-discipline and helps build school pride. The school community strongly supports the wearing of school uniform. As a school we are striving to keep our school brand strong, ensuring a consistent look across our playground. 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. Royal blue hair accessories for the girls.

- School hats
- White polo shirts
- Unisex royal blue shorts
- Girls' blue and white skirts
- Girls' blue and white dress
- Royal blue jacket
- Library book bags
- Sporting House polo shirts

All uniform items can be purchased from the uniform shop.

Sizes are available in 4, 6, 8, 10, 12, 14 (youth), 14 (adult) & 16 (adult)

Visit the online Uniform Shop <https://charlestown-east-pc.square.site> to place an order. Orders are generally filled every Tuesday and Thursday afternoon and delivered to your child's class soon after.

If you require a fitting, please make an appointment by emailing uniforms@ceps.org.au



Second-hand Uniform Pool

Second hand uniforms are also available through the online uniform shop. Stock is uploaded to the shop as it becomes available.

SCHOOL UNIFORM



Our school community strongly supports the wearing of the school uniform. We believe that wearing our school uniform promotes self-discipline and helps build school pride among our students.

Please place all uniform orders through our online shop.
Scan the QR code with your smart phone camera to be taken directly to the site.

<https://charlestown-east-pc.square.site>

Remember to include your child's name and class in the notes section at the checkout.
Orders will be filled on Tuesday and Thursday afternoons and delivered to your child's class.
Any further information required please email uniforms@ceps.org.au



SUMMER



GIRLS

- Tartan School Tunic or White School Polo & Tartan Skort
- White Socks
- Black School Shoes



BOYS

- White School Polo
- Grey Shorts
- Grey Socks
- Black School Shoes

SPORTS UNIFORM

is worn on a Friday – Green Koalas, Blue Kangaroos, Red Robins, Yellow Swallows



SPORTS

- House Colour Polo
- Royal Blue Sports Shorts
- White Socks
- White Joggers

WINTER



GIRLS

- Tartan School Tunic or White Polo with Tartan Skort or Grey Pants
- Royal Blue School Jacket or Jumper
- Navy Stockings
- Black School Shoes



BOYS

- White Polo
- Grey Long Pants
- Royal Blue School Jacket or Jumper
- Grey Socks
- Black School Shoes

UNISEX

- White Polo
- Royal Blue Shell School Jacket
- Royal Blue Shell School Pants
- Black School Shoes

SPORTS UNIFORM

is worn on a Friday – Green Koalas, Blue Kangaroos, Red Robins, Yellow Swallows



SPORTS

- House Colour Polo
- Royal Blue Shell School Jacket
- Royal Blue Shell School Pants
- White Socks
- White Joggers

HAT

HAVE HAT, WILL PLAY!

School hats are mandatory to support the school's 'HAVE HAT, WILL PLAY' policy.



For students safety it is requested that jewellery is not worn to school.

Earrings such as studs or small sleepers are acceptable. Royal Blue Hair accessories for girls.

Student Wellbeing

Attendance

Regular attendance at school is essential. If a student is absent, advice must be provided within 7 days, you can do this by responding to the SMS, the Sentral Parent Portal, note to the teacher, email or phone. If your child arrives late he/she should report to the office first to obtain a student late arrival slip, which is then given to the class teacher. This also must be explained by following the above procedure. Students are not allowed to leave the school grounds during school hours. If you need to collect your child early, you will need to come to the office to get an early leaver slip. The office staff will organise for your child to meet you at the office.

Charities

Caring for others is an important part of social education. Each year, the school community organised events to support various charities.

Emergency Contact

Student information is maintained electronically for each child. This includes telephone numbers, email addresses, 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 the system remains accurate. A change of details form is available at the office and can be sent home with your child to be completed when requested.

Student Wellbeing Guidelines

These guidelines outline the procedures and strategies that are in place to ensure that all students are cared for and supported, within a safe, secure learning environment. Detailed information is available on our website.

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.

Immunisation

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

Medication

If a child requires medication at school, parents must complete a 'Request for support at school of a child's medical condition' and provide the medication clearly labelled with clearly labelled. 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.

Asthma

If your child is asthmatic you are required to contact the school and complete an Asthma Action Plan. The plan should be updated yearly. Students are permitted to carry a bronchodilator in their bag, with special permission; please ask office staff for the appropriate form.

Allergies

We have several students who have reactions to a range of allergens. The exact nature of these are communicated in the newsletter at the start of every year. We ask that parents avoid sending these items to school to avoid risk to the health of these students.

If your child has any allergies please inform the school. An Allergy Action Plan may need to be completed.

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. The Assistant Principal responsible for the area of the school where your child is enrolled can be contacted in the next instance or the Principal, depending on the nature of the issue.

The School Community Charter outlines the responsibilities of parents, carers, educators and school staff in NSW public schools to ensure our learning environments are collaborative, supportive and cohesive. The key messages are:

- We treat each other with respect
- We prioritise the wellbeing of all students and staff
- Unsafe behaviour is not acceptable
- We work together with the school
- We create collaborative learning environments
- We all play a part
- We work in partnership to promote student learning

Reward System

Many forms of rewards are used by teachers to recognize student achievements, progress and effort. These include verbal praise, stickers, stamps, ribbons and certificates.

A formal merit scheme also exists within the school for class work, citizenship and other endeavours. These are presented at assemblies.

5 Merit Awards = Principal's Award

5 Principal's Awards = Presentation Day Medallion

Other awards include:

- Smiley awards for good choices. A weekly draw leads to an invitation to the Principal's Lunch.
- Presentation Day awards and certificates acknowledging achievement, progress and school contributions.
- Our school values are promoted through a Values Award that is presented to one child per class each week during assembly.
- 'Bucket Filler's for showing care and compassion.
- Class trophies presented weekly for Respect, Class Pride or Uniform.

School Counsellor

A District School Counsellor visits Charlestown East Public School for 3.5 days per fortnight. A trained teacher and educational psychologist, the counsellor can provide assessments in academic, social and emotional areas. Referrals are welcomed from parents and teachers.

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.

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/Vice Captains. Other opportunities exist in the library (library monitors) and in the school's gardening program.

Infectious Diseases

Under the Public Health Act and Department of Education and Communities Regulations, some common infectious diseases require students 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.

DISEASE	SYMPTOMS	Do I need to keep my child home?	How can I help prevent spread?
Chicken Pox (Varicella)	Slight fever, runny nose & a rash that begins as raised spots that blister and scab.	Yes, for 5 days from the onset of the rash and the blisters have dried	Immunise your child at 18 months of age. Immunisation is recommended for students at 12 years if they are not immune.
Conjunctivitis	Eye feels scratchy is red & may water. Lids may stick together on waking.	Yes, while there is discharge from the eye	Careful hand washing, avoid sharing towels. Antibiotics may be needed
Gastroenteritis	Combination of frequent loose or watery stools, vomiting, fever, stomach cramps, headaches	Yes, at least for 24 hours after diarrhea stops	Careful hand washing with soap & water after using the toilet & before touching food
German Measles (Rubella)	Often mild or no symptoms: mild fever, runny nose, swollen nodes, pink blotchy rash that lasts a short time.	Yes, for at least 4 days after the rash appears	Immunisation at 12 months & 4 years of age
Glandular Fever	Fever, headache, sore throat, tiredness, swollen nodes	No, unless sick	Careful hand washing, avoid sharing drinks, food & utensils & kissing
Hand Foot and Mouth Disease	Mild illness, perhaps with a fever, blisters around the mouth, on the hands & feet.	Yes, until the blisters have dried	Careful hand washing especially after wiping nose & using the toilet.
Head Lice	Itchy scalp, white specs stuck near the base of the hairs, lice may be found on the scalp.	No, as long as head lice management is ongoing	Family, friends & classroom contacts should be examined & treated if infested. Clothing & bedding should be washed in hot water.
Hepatitis A	Often none in small students, sudden fever, loss of appetite, nausea, vomiting. Jaundice, dark urine, pale stools.	Yes, for 2 weeks after first symptoms or 1 week after onset of jaundice	Careful hand washing, immunisation is recommended for some people.
Impetigo (school sores)	Small red spots change into blisters that fill up with pus and become crusted; usually on the face, hands or scalp	Yes, until antibiotic treatment starts. Sores are to be covered with watertight dressings.	Careful hand washing.
Influenza	Sudden onset fever, runny nose, sore throat, cough, muscle aches and headaches.	Yes, until they look and feel better.	Careful hand washing, especially after coughing, sneezing or wiping your nose. Immunisation is recommended for students with chronic illnesses.
Measles	Fever, tiredness, runny nose, cough & sore red eyes for a few days followed by a red blotchy rash that starts on the face & spreads down the body & lasts 4 to 7 days.	Yes, for at least 4 days after the rash appears.	Immunisation at 12 months & 4 years. Students who are not immune may be excluded for 14 days after onset in the last case at the facility.
Mumps	Fever, swollen and tender glands around the jaw	Yes, for 9 days after onset of swelling	Immunisation at 12 months & 4 years of age
Ringworm	Small scaly patch on the skin surrounded by a pink ring	Yes, until the day after fungal treatment has begun	Careful hand washing.
Scabies	Itchy skin, worse at night. Worse around wrists, armpits, buttocks, groin & between fingers & toes.	Yes, until the day after the treatment has begun	Individuals who have had close contact with the infected child should be examined for infestation & be treated if necessary.
Scarlet Fever	Sudden onset sore throat, high fever and vomiting, followed by a rash in 12 to 36 hours.	Yes, until at least 24 hours of treatment has begun and the child is feeling better.	Careful hand washing. Sick contacts should see their doctor.
Slapped Cheek	Mild fever, red cheeks, itchy lace-like rash, & possibly cough, sore throat or runny nose.	No, as it is most infectious before the rash appears.	Careful hand washing, avoid sharing drinks.
Whooping Cough	Starts with a running nose, followed by persistent cough that comes in bouts. Bouts maybe followed by vomiting & a whooping sound as the child gasps for air.	Yes, until the first 5 days of a special antibiotic have been taken.	Immunisation at 2, 4, 6 months & 4 years of age. Unimmunised contacts should be kept home unless receiving antibiotics.

Curriculum

Computer Education

Technology is integrated into the curriculum. The students have access to a number of devices to support the development of skills in this area. The school's Wi-Fi network supports access to internet in all learning spaces. Each classroom has access to computers and an interactive whiteboard. The school has a mobile laptop lab and iPads that are accessible by classes K-6, enabling the integration of technology into all areas of the curriculum.

Excursions

Each year excursions are planned for students in all years, mainly to supplement and consolidate work being covered in lessons. These excursions are educational activities beyond the classroom that support learning. Parents are often invited to help with student management on excursions and the ratio of such help is dependent on location and travel. Parents are asked to confirm the medical information held by the school about their child for each excursion and risk management plans are completed by staff.

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. Homework tasks are set each week, intended to complement work done at school and has the potential for further home-school partnership in the education of the child.

Library

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

K-6 Syllabuses

The Primary School Curriculum consists of:

- English - Reading, Writing, Speaking and Listening, Handwriting and Digital Technologies, Grammar, Punctuation and Vocabulary
- Mathematics - Number and Algebra, Measurement and Geometry, Statistics and Probability
- History
- Geography
- Science
- Creative Arts - Visual Arts, Music, Drama and Dance
- Personal Development/Health/Physical Education - Personal Development, Health Studies, Sport and Fitness.

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 capacity are required to complete a 'WWCC Declaration for Volunteers and Non Child-Related Contractors' and present Government issued photo ID to the office staff. All visitors, to the school, including volunteers and contractors must sign in at the office and wear a visitor lanyard 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.

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 students.

Play Program

We acknowledge the importance of play in developing social skills, resilience, building relationships and encouraging creativity. A range of options are available for the students during lunch time including:

- Gardening
- Outdoor games
- Use of sporting equipment
- Nature based play
- Library
- Lego
- Outdoor drawing kits
- Outdoor construction toys

Outdoor Learning and Vegetable Garden

An outdoor learning area and vegetable garden is managed by a sub-committee of the P&C and provides a wonderful alternative learning space for teachers and students. This space is available during lunch times two days per week. Produce from the garden is used in the canteen, particularly on Fresh Food Tuesdays. At times when the harvest is plentiful, produce is available for sale. It also provides an opportunity for teachers to integrate the curriculum in a meaningful way.

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.

Religious Education

Visiting clergy and lay teachers attend the school once a term, for religious instruction for an interdenominational whole school assembly. Please notify the Principal in writing if you do not wish your child to attend religious education.

Sport

A comprehensive sport program operates at the school. Our main emphasis is on developing skills, fitness, enjoyment, fairness, teamwork and a positive attitude towards sport. Sport is held on Fridays and students wear their sports uniform on this day. In Term 1 all students participate in an athletics program to teach the students the skills required to actively and safely participate in the Athletics Carnival in Term 2. Selected students compete in inter-school sports in Terms 2 and 3 in soccer and netball and in the state knockout competition and gala days in a number of sports. An intensive swimming program operates for Year 2 and the students in the support classes during Term 4.

Creative and Performing Arts

There are a number of programs that support the development of creative skills. An experienced and talented teacher teaches visual arts to all classes for an hour each week. The school has a choir which performs at school and community events. Musical instrument tuition is available by an external provider on the school site which is working towards the establishment of a school band. The school participates in StarStruck in dance and drama. The drama group performs weekly at assembly to communicate the weekly values focus.

