



CHARLESTOWN EAST

PUBLIC SCHOOL

Information Book 2019



Contents

TERM DATES 2019	4
GENERAL INFORMATION	5
BANKING.....	5
BOOK CLUB	5
CANTEEN	5
LOST PROPERTY	5
MOVING AWAY	5
PARENT NEWSLETTER.....	5
PARENTS AND CITIZENS ORGANISATION	5
PAYMENTS TO SCHOOL.....	5
PLAYGROUND SUPERVISION	6
OOSH	6
SKOOLBAG APP	6
SCHOOL BUSES	6
SCHOOL HOURS.....	6
TRAFFIC.....	6
SPORT HOUSES	7
UNIFORM.....	7
UNIFORM POOL	8
STUDENT WELLBEING.....	10
ATTENDANCE	10
CHARITIES	10
EMERGENCY CONTACT	10
GUIDELINES	10
FAMILY LAW	10
IMMUNISATION	10
MEDICATION	10
ASTHMA	10
ALLERGIES	11
RESOLVING PROBLEMS	11
REWARD SYSTEM	11
INFECTIOUS DISEASES.....	12
SCHOOL COUNSELLOR	13
SICKNESS AND INJURY	13
STUDENT LEADERSHIP	13
COMPUTER EDUCATION.....	13
EXCURSIONS	13
HOMEWORK	13
LIBRARY.....	13
K-6 SYLLABUSES	14
PARENT ASSISTANCE.....	14
PARENT/TEACHER INTERVIEWS	14
REPORTING TO PARENTS	14
RELIGIOUS EDUCATION	14
SPORT.....	14

SCHOOL CONTACT DETAILS

James Street

Charlestown NSW 2290

Phone: 02 4943 5173

Fax: 02 4942 2575

Web: www.charlestoe-p.schools.nsw.edu.au

Email: charlestoe-p.school@det.nsw.edu.au

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 its organisation and is helpful in supporting a smooth transition to our school.

Our school has an enrolment of approx. 280 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 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.

The 'Tree of Values' program underpins a strong focus on values within the school community. Strong partnerships between the school, the parents and the wider community create a welcoming and supportive school environment.

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

Michelle Unterrheiner
Principal



TERM DATES 2019

Term 1	Tuesday 29 th January - Teachers return (Staff Development Day) Wednesday 30 th January – Years 1 to 6 students return/ Kinder Best Start Thursday 31 st January – Kinder Best Start Friday 1 st February - Kinder Best Start Monday 4 th February – First day for Kindergarten Friday 12 th April – Last day of Term 1
Term 2	Tuesday 30 th April 2019 to Friday 5 th July 2019 (Teachers return Monday 29th April 2019 - Staff Development Day)
Term 3	Tuesday 23 rd July 2019 to Friday 27 th September 2019 (Teachers return Monday 22 nd July 2019 - Staff Development Day)
Term 4	Tuesday 15 th October 2019 to Wednesday 18th December 2019 (Teachers remain until Friday 20 th December 2019-Staff Development Days. Unless otherwise notified)

GENERAL INFORMATION

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.

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 Monday – Friday each week.

Lunch orders should be ordered in their insulation 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 in advance when a child will be leaving the school.

PARENT NEWSLETTER

A school newsletter is currently published fortnightly. 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. A copy of the newsletter also goes on the school website at www.charlestoe-p.schools.nsw.edu.au and on our Skoolbag app. A paper copy can be printed upon request.

PARENTS AND CITIZENS ORGANISATION

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 fund raising 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 Skoolbag app 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 children 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.

SKOOLBAG APP

The Skoolbag app can be downloaded from the Apple App Store or Google Play– search for Charlestown East Public School. We use the Skoolba app to send out alerts and reminders. You can use the app to submit absent notes when you child is away from school and to make payments to the school office.

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 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.coom.au.

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.

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.

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.

These uniform items are available at school. Orders can be placed at the office for the uniform co-ordinator.

- ☐ 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
- ☐ Sporting House polo shirts

	Girls	Boys
Summer Uniform	<ul style="list-style-type: none"> ○ Tartan school tunic or ○ Tartan skort with white school polo ○ White socks ○ Black school shoes ○ Royal blue bucket sports hat 	<ul style="list-style-type: none"> ○ Grey shorts ○ White school polo ○ Grey socks ○ Black school shoes ○ Royal blue bucket sports hat
Winter Uniform	<ul style="list-style-type: none"> ○ Tartan school tunic or ○ Tartan skort with white school polo (Short or long sleeve) or ○ Long grey pants or blue shell pants ○ Navy blue stockings or white socks ○ Royal blue school jacket or jumper ○ Black shoes ○ Royal blue bucket sports hat 	<ul style="list-style-type: none"> ○ Grey long pants or Royal blue shell pants ○ White sleeve polo (long or short) ○ Royal blue jacket or jumper ○ Grey socks ○ Black shoes ○ Royal blue bucket sports hat
Sports Uniform	<ul style="list-style-type: none"> ○ Royal blue shorts (summer) ○ Royal blue shell pants and shell jacket (winter) ○ House coloured polo ○ White sports socks ○ White joggers ○ Sports bucket hat 	<ul style="list-style-type: none"> ○ Royal blue shorts (Summer) ○ Royal blue shell pants and shell jacket (winter) ○ House coloured polo ○ White sports socks ○ White joggers ○ Sports bucket hat

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)

Two ways to place an order:

- 1) Complete an order form and send into the office with payment
- 2) EFTPOS facilities (coming soon)
- 3) Make an appointment by emailing uniforms@ceps.org.au

The uniform shop also has a large supply of 2nd hand uniforms for minimal cost.

UNIFORM POOL

A uniform pool is operated once each term or by arrangement through the uniform co-ordinator. A range of second hand uniform articles is available at reasonable prices.



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.

Uniform items are available through CEPS Uniform Shop, which is located between years 3 and 4 classrooms.

The uniform shop is open by appointment only by emailing uniforms@ceps.org.au

For orders at other times please download the order form from the school website, or pick up from the office.

Place order and money with the office staff. Your order will be delivered to your child's classroom.

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



BOYS

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

UNISEX

- White Long Sleeve 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.

CHARLESTOWN EAST PUBLIC SCHOOL – PARENTS & CITIZENS ASSOCIATION

90 James St, Charlestown NSW 2290 T 02 4943 5173 E pandc@ceps.org.au W www.charlestoe-p.school@det.nsw.edu.au ABN 66 410 605 564

STUDENT WELLBEING

ATTENDANCE

Regular attendance at school is essential. If a student is absent, advice must be provided to the teacher upon return to school via note, email, Skoolbag app or verbally within 7 days. 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. 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 early leaver slip from the office to give to the class teacher.

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

Student information is maintained electronically 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 the system remains accurate.

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 administering prescribed medication' form with clearly labelled and sufficient supply of medication. 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.

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.

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.

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 medallion at the annual Presentation Day in December. 'Smiley' awards are frequently given out when students are observed making good choices. The winner of the 'Smiley' draw each week at assembly receives an invitation to the Principal's lunch. At Presentation Day tribute is also paid to those students who have achieved the highest outcome in academic, citizenship, social, sporting and cultural areas.

Our school values are promoted through a Values Award that is presented to one child per class each week during assembly.

INFECTIOUS DISEASES

Under the Public Health Act and Department of Education and Communities 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.

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 children 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 children, 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 children 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.

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.

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.

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 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 student 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.

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.



LIBRARY

Children from Kindergarten to Year 6 have library lessons for introduction to literature, research skills and teaching of information skills each week on Wednesday, Thursday or Friday. Children are able to borrow books each week. To help protect books, children 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 way are asked to sign a volunteer's register for insurance protection. It is also a Department of Education requirement that all volunteers complete an 'Appendix 5 – Declaration for volunteers and non child related contractors' and present 100PT of I.D. to the office. 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.

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.

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 on an interdenominational whole school assembly. Please notify the Principal in writing if you do not wish your child to attend these assemblies.

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.

SCHOOL CONTACT DETAILS

James Street

Charlestown NSW 2290

Phone: 02 4943 5173

Fax: 02 4942 2575

Web: www.charlestoe-p.schools.nsw.edu.au

Email: charlestoe-p.school@det.nsw.edu.au

