

Coolongolook Public School



INFORMATION FOR PARENTS AND CARERS

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SCHOOL DETAILS



OFFICE HOURS

The office is open every day between 8.15 am and 3.15 pm. Please try to time your school visits during these hours. If at any time the school office is unattended it is most likely that support is being given in the classroom. Please make your way up to the classrooms.

STAFF

Principal:	Mr Jason Tindall
Teachers:	Mrs Louise Donnelly Mr Adam Martyn Mrs Lindy Nixon
Administrative Manager:	Ms Jennifer Smith
General Assistant:	Mr Alan Bradford
School Learning Support Officers:	Maree Everingham Kristine Thoroughgood

POSITIVE BEHAVIOUR FOR LEARNING (PBL)

At Coolongolook Public School we believe that everyone will be
Respectful – safe – switched on

Students will:

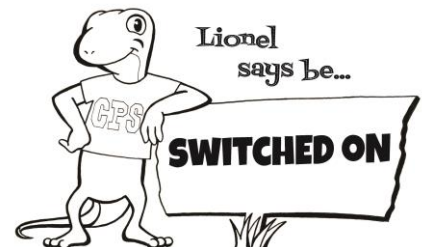
- Be treated fairly and honestly
- Be free from bullying
- Be confident that their property is respected
- Be cared for and supported
- Be respected and catered for as individuals
- Be valued as cooperative members of the school community
- Be trusted and trust others
- Believe they are important

Teachers will:

- Cater for emotional needs
- Promote truth and honesty
- Foster cooperative, supportive behaviour
- Treat students honestly and fairly
- Involve students in decision making
- Listen to and respect students' points of view
- Respect individual differences
- Ensure that all members of the school community believe they are valued, respected and important

Parents will:

- Promote acceptance of individual differences and encourage cooperative behaviour
- Encourage honesty and trustworthiness
- Teach children to respect the rights and property of others
- Provide a safe and loving environment
- Assist in resolving conflict in a mature way
- Continually emphasize the self-worth and importance of their child



At Coolongolook Public School we believe that all students can and will learn.

Students will:

- Accept that learning and knowledge are important
- Take responsibility for their own learning
- Have belief in their learning potential and strive for high standards
- Be curious and questioning while using a variety of learning styles
- Think logically and critically
- Be imaginative and creative
- Have an awareness and acceptance of individual differences
- See education as a life long process

Teachers will:

- Provide a balanced, challenging and relevant curriculum which develops the whole child
- Provide equal opportunities for all students to participate fully in the life of the school
- Use a range of strategies to assess student outcomes
- Have high expectations of students
- Reward student achievement
- Provide teaching and learning programs to cater for individual differences and learning styles

Parents will:

- Believe their child can learn
- Promote education as important and ongoing
- Encourage and accept individual learning styles and capabilities
- Encourage children to always do their best
- Emphasize to children they have a responsibility for their own learning
- Rejoice in all achievements
- Ensure that their child participates fully in the life of the school
- Be aware of their child's progress according to the achievement of curriculum outcomes.



SCHOOL TIMETABLE

School Hours	8:55 am - 3:00 pm
Fruit Break	10:15am
Lunch	11.10 - 11.50 am
Afternoon Break	1:10 - 1:45pm

FRUIT BREAK

Coolongolook Public School is part of the **Crunch** and **Sip** Program. **Crunch** and **Sip** is a set break to eat fruit (or salad vegetables) and drink water in the classroom. All children are asked to bring a piece of fruit/vegetable for fruit break which is held at 10:15am every day.

LUNCHES

- Drink flasks expand when frozen and can leak when they melt. A flask should be put in a plastic bag when frozen.
- Lunch boxes are hard to open and close. If boxes are used, both lid and box should be **labelled. Please do not send tins of food to school.**
- Children will be asked to take uneaten food home. This gives you some idea of how much food your child is eating. Pack small lunches at first.



Events

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Assembly (fortnightly at 9:15am)		Canteen Breakfast Club	Sport Library Newsletter (fortnightly)

CANTEEN

The school canteen is open every Thursday. Students are asked to pre-order their lunch by Wednesday. Volunteers are needed to keep the canteen functioning.

SCHOOL NEWSLETTER

Newsletters are produced weeks Three, Six and Nine each Term. Newsletters are sent home Friday of these weeks.

SPORT

- A regular program of PE and Sport occurs at the school.
- Representative teams are selected for Soccer, Touch, Cross Country and where numbers are sufficient Rugby League.
- Special school uniforms are worn by the representatives.
- The school also participates in the Western Manning Athletics and Swimming Carnivals.

BOOK CLUB

Children can order inexpensive paperback books from Ashton Scholastic Book Club. Order forms are sent home several times throughout the year. Parents can order books via the LOOP (Linked Online Ordering & Payments). If you need assistance ordering online, please discuss this with important part to play in students developing social skills which help to foster an environment in which the individual is safe and respected.



Term 1

- Small Schools Swimming Carnival
- Cross Country
- Harmony Day
- Easter Hat Parade
- Parent /Teacher interviews

Term 2

- ANZAC Assembly
- Education Week
- Life Education
- Small Schools Athletics Carnival
- School Photos
- Semester One Report
-

Term 3

- NAPLAN testing for Years 3 and 5
- Book Fair

Term 4

- Swimming Scheme
- Presentation Day
- Semester Two reports



ENROLMENT

It is necessary to provide proof of date of birth at the time of enrolment e.g. birth certificate, clinic card.

Children must turn 5 before 31st July to be eligible for enrolment. It is recommended that children turning 5 late in the year should be enrolled in the following year.

A current certificate of immunisation **must** be provided. Although no child will be prevented from enrolling, children not immunised may be sent home during an outbreak of a vaccine-preventable disease.

FEES

Students are invoiced in Term 1 for school fees. These fees include:

- Resource Fee \$40.00 per student
- General Contribution \$40.00 per student

Waivers apply for more than one student per family

ATTENDANCE

- Once a child arrives at school he/she will not be allowed to leave without your permission.
- Children are **not** supervised until 8.30 a.m. Children assemble to go into school at 8.55 a.m.
- Children will get very tired during their first few weeks at school. Try and have a quiet time when they get home
- Absences must be explained to the teacher with a note or phone call.

COMMUNICATION

- The school should be notified:
 - When a child is absent for any reason.
 - If there is to be any variation in routine.
 - For any change of address or emergency contact.
- It is necessary to have a contact, preferably a phone number or address of a person who can be contacted if you are not available in case of an emergency.



SCHOOL BUS

If your child is eligible for school bus travel it is necessary to complete an application online at Transport NSW. When the pass is issued your child should carry it for presentation if necessary.

HOMEWORK

- Each child will be assigned homework relating to the Key Learning Areas on a regular basis.
- Maximum guidelines for each grade are:
 - Kindergarten, Year 1, Year 2 - 15 minutes/night
 - Years 3/4 - 20 minutes/night
 - Years 5/6 - 30 minutes/night

COMPUTERS

- The school has 20 computers for student use, and access to internet sites is part of the program.
- The school has an intranet site and the students have work gathered in electronic portfolios.

DISCIPLINE

- Children are expected to obey school rules and to treat others with respect. Punishment for repeated misbehaviour takes the form of detention or “time out”. If this occurs, parents are notified in writing. Failure to respond to normal discipline over a period of time may result in suspension. A copy of the current policy is available at the office.

PEER SUPPORT

Peer support has an important part to play in students developing social skills which help to foster an environment in which the individual is safe and respected.

- Year 6 students train a small group of students in developing skills which are important in individual development. Issues such as responsibility, sharing, caring, protecting, reliance, honesty and awareness of individual differences are presented and discussed in the peer support group. The older students assist the younger ones with the more difficult concepts.



School Uniform & Equipment

The school community and the Department of Education and Training support the wearing of school uniforms.

Summer Uniform	
Boys <ul style="list-style-type: none"> • Green/Yellow shirt • Green shorts • Green/Yellow Jacket or jumper • White socks • Black shoes or joggers • Green school hat 	Girls <ul style="list-style-type: none"> • Green/Yellow shirt • Green shorts/Green skort • Green/Yellow Jacket or jumper • White socks • Black shoes or joggers • Green school hat • Stud earrings
Winter Uniform	
Boys <ul style="list-style-type: none"> • Same as summer uniform • Green trackpants 	Girls <ul style="list-style-type: none"> • Same as summer uniform • Green trackpants
Sports Uniform	
Boys <ul style="list-style-type: none"> • Same as summer/winter uniform 	Girls <ul style="list-style-type: none"> • Same as summer/winter uniform



CLOTHING

- All items of school uniform with the school name printed on them need to be ordered through the office.
- Second hand clothes can be purchased from the clothing pool located in the office. We ask that a gold coin donation is provided for these purchases.
- The school has a “no hat, no play in the sun” policy. Hats can be purchased for \$13.00 without student name or \$17.00 with student name and can be purchased from the office.
- There may be special requirements for excursions.
- Neat, clean appearance will be encouraged.
- The Principal may exercise his discretion in matters of uniform.
- No child will be victimized for failure to wear uniform.
- **ALL** items of clothing **must** be marked with the child’s name and a distinctive mark. The child should know the mark.
- It helps if your child is able to dress him/herself and tie his/her laces.
- All parents are requested to dress their children in the school uniform. A copy of the uniform policy is included in this booklet.
- School bags should be about 35cm (no smaller) and marked with name and address on the inside and a distinctive picture, transfer or tag on the outside.

SCHOOL EQUIPMENT

- Children in the senior class should have their own pencils and textas.
- K-2 should have their own pencils. Texta’s are not allowed in K-2.



SCHOOL PROGRESS

If you have any concerns related to your child's education, you should contact the school for an appointment to discuss the concern.

Reports are issued at the end of Term 2 and 4. An interview will take place in Term 2. However, this is not necessary at the end of term 4.

PARENT PARTICIPATION

The school holds various functions during the year, which enable parents to meet with the teachers. You should avail yourself of these opportunities. Your interest is vital to your child's positive attitude to school.

P & C

President	Rachael Ryan
Vice President	Jo Coupland
Secretary	Kriss Thoroughgood
Treasurer	Kelly Ede

Parents' and Citizens' Association (P & C) - meets monthly; dates, agenda and times are advised in the newsletter. All parents are encouraged to attend meetings. Membership of the P & C costs \$1 per month for 10 months. The function of the P & C is social, fund-raising and as an advisory role to the School Council.

STUDENTS' REPRESENTATIVE COUNCIL

There is a Students' Representative Council which expresses the opinions of the students and is responsible for some functions. They purchase an item for the school each year from funds raised.

VOLUNTEER HELPERS

The school relies on voluntary help to carry out some of its functions. Please tell the teachers if you would like to help them in any way.



HEALTH

Students with health conditions need to be reported to the office and have the relevant paperwork completed. This applies to students needing to take medication during school hours. Medication is to be given to the First Aid Officer (Ms Smith) and relevant paperwork completed.

Your child can keep their asthma medication with him/her, or it can be left in the school office.

If a child has trouble with toilet training, please let the teacher know and you could provide an extra pair of pants if you feel it is necessary.

Health and Communicable Diseases

- **Measles** - Patient excluded from school for at least 4 days from the appearance of the rash. Contacts not immunised should be kept home for 14 days unless immunisation is given. Vaccination within 3 days of exposure may provide protection.
- **German Measles (Rubella)** - Exclude until the child has fully recovered or for at least 4 days after the rash appears. Contacts are not excluded.
- **Whooping Cough** - Exclude for a minimum 14 days from onset of the whoop, or until 5 days from the start of a 14-day course of antibiotics. Contacts need not be excluded from primary school.
- **Mumps** - Excluded for at least 9 days from the onset of swelling and until fully recovered. Contacts need not be excluded. Vaccine preventable.
- **Chicken Pox** - Exclude for 5 days after the first spots appear or when blisters have all crusted. Contacts not excluded.
- **Head Lice (Pediculosis)** - Treatment must be carried out at home by an appropriated solution from the chemist. Everyone living in the same house should be treated also. You should check your child's hair carefully and regularly for head lice, and notify the school if any are present.
- **Ringworm** - Patient excluded until treatment has commenced. Notify the school. Students with cases of ringworm of the scalp may return provided that a hat or cap with a washable, removable lining is worn constantly. Ringworm of the body should be covered with a clean bandage.
- **Septic Sores (Impetago)** - If the sores are being treated and are properly covered by a clean dressing, children may attend school.
- **Conjunctivitis** - Excluded until discharge from eye has ceased.
- **Glandular Fever** - Not necessary to be excluded from school due to infection, but some children with Glandular Fever are too sick to attend. Contacts are not excluded.



SCHOOL CREED

This is our school.

Let peace dwell here.

Let the rooms be full of contentment.

Let love be here.

Love of one another,

Love of humanity,

Love of learning,

And love of life itself.

Let us remember that as many hands build a house,

So many hearts make a school.

SCHOOL SONG

Coolongolook our home and township

Our friends and family are all here

The trees are green

Hills all surround us

The lakes and rivers are so near

We love our country living

We love the school that we share

Its here we learn the joy of giving

Its here we learn to show we care

And so to show our dedication

Our uniform we proudly wear.



It is hoped that this booklet will facilitate your child's
introduction to

Coolongolook Public School

Please keep in touch with the school

Your interest is vital to your child's positive attitude to
school

