

# Information Booklet



Success through Teamwork



# Chillingham Public School



Chillingham Public School is a small rural school and a central part of the local community. It is located in the beautiful Numinbah Valley, 16 kilometres from Murwillumbah and 10 kilometres from the Queensland border. Chillingham Public School offers excellent K-6 education in a peaceful rural community setting.

The school, established in 1904, has an enrolment of approximately 40 students from Kindergarten to Year 6. Children may enrol in Kindergarten if they are 5 years old, or they will have their 5th birthday before July 31 of that year.

Currently, there are two class groups. The composition of these groups varies according to enrolments in each grade.

The school has two classrooms, an art room, a conference room (the 'Blue' room) and a well-resourced library; as well as a supervised playground promoting specialised play equipment.

Chillingham Public School has a supportive and hard working Parents and Citizens' Association.

The school caters for the individual needs of each student. Comprehensive teaching and learning programs, differentiated according to student needs, are developed by the teachers and supported by the Learning and Support Teacher and a Buddy Reading Program.

Our students are happy, literate lifelong learners. We empower them with the knowledge, skills and confidence that will enable them to make a positive contribution to society.

## **School Philosophy:**

*We see the total teaching unit as the **home and the school working together** for the physical, academic and social growth of each child.*

**School Motto:** "Success through Teamwork"

## **Staff:**

PRINCIPAL:	Ms Vicki Roach, B.Ed. Dip. T.
TEACHER:	Ms Jan Ward Dip. T.
TEACHER:	Ms Suzy Mason B.Sc. Grad Dip. Ed.
TEACHER:	Ms Emma Bergquist B.Ed.
TEACHER:	Ms Alex Brett B.Ed Early Childhood Primary
SCHOOL ADMINISTRATION MANGER:	Ms Jody Crocker
GENERAL ASSISTANT:	Mr Greg Blacklock
CLEANER:	Ms Jenny Foster

**School Address:** 1420 Numinbah Road CHILLINGHAM NSW 2484

**School Phone Number:** 02 6679 1255

**School Email:** [chillingha-p.school@det.nsw.edu.au](mailto:chillingha-p.school@det.nsw.edu.au)

**School Website:** <http://www.chillingha-p.schools.nsw.gov.au> (updated regularly)

- On arrival at school for appointments, functions, volunteer work or canteen duties, all visitors must sign-in using QR Code or School Visitor Check-in iPad Concierge, located in the Office.
- Parents are encouraged to approach the school if they wish to discuss any aspect of their child's progress. If you feel this will take any length of time, then it is best to telephone and arrange an appointment with the teacher or the Principal.

## **School Times:**

9:00am to 9:25am	- Teachers on duty
9:25am to 9:30am	- Morning Assembly
9:30am to 11:00am	- First lesson period
11:00am to 11:20am	- RECESS
11:20am to 1:00pm	- Second lesson period
1:00pm to 1:45pm	- LUNCH
1:45pm to 3:30pm	- Third lesson period

- Teachers commence duty half an hour before school begins. Limited supervision is provided prior to 9:00am. Students are encouraged to arrive at school at approximately 9:00am.
- Students are expected to leave school promptly at the end of each school day.
- Staff provide supervision for all students who catch buses.

### **After School Travel Arrangements:**

- It is important for school staff to be aware of the regular travel arrangements of students returning home after school. Should there be a need to vary a child's after school travel arrangements on any given day, the parent is required to give prior advice to the school in writing.
- Our duty of care in relation to after school conveyance of students is that the school staff strongly discourages telephone advice from parents; and prevents our accepting verbal advice from students.
- Parents must inform the bus driver verbally, or in writing, if they wish to vary their child's normal bus journey.

### **Ambulance:**

- Our school contributes to the NSW Ambulance Fund covering the cost of transporting students within NSW. An ambulance will be called if it is felt that a student's health is at risk.
- Parents or contact persons will be contacted as soon as is possible and informed of their child's situation.

### **Artistic Performances:**

- From time to time the school will elect to attend or host visits from various performers which may include drama, dance, gymnastics, music, song, language, poetry, environmental studies, science, sport etc.
- Parents will be informed of these events and a fee may be required to cover costs.
- This information will be made available to parents generally through the weekly newsletter.
- A separate sheet containing information on the event, requirements, costs and permission note for parents is normally attached to the back of the weekly newsletter.
- When paying for these events, place the Permission Note and money in an envelope with your child's name, the event and the amount contained within the envelope.

### **Assemblies:**

- Morning assembly is held each day commencing at 9:30am. Brief information may be given or sought at this time. It is very important for students to be at school prior to 9:30 so they don't miss vital information.
- The weekly formal assembly is held on Monday afternoons at 1:45pm. At this assembly the Principal addresses the students, merit awards and any special achievements are presented to the students, important announcements are made; and on occasions a class item is performed.
- Our School Captain and Year 6 students lead the assembly. Parents and friends are invited to attend.
- Parents are notified of Special Assemblies via the weekly newsletter.

### **Attendance:**

- The law requires your child/ren to attend school on each day that instruction is provided unless prevented by sickness or other approved reason. The Principal has the right to ask for proof of valid reason for absence.
- If your child is absent, an explanatory note/telephone call or email must be sent to school giving the reason for the absence within **seven days**. If an appropriate explanation is not given, the absence will be recorded as unauthorised and/or unexplained and will be referred for further investigation by the Department of Education if deemed necessary.
- Regular attendance ensures that students have the best opportunity to learn. Lateness and irregular attendance disrupts a student's learning patterns and impacts on their social and academic progress. (See pages 19 and 20)

- Families should try to arrange their child's appointments after school, or during school vacations where possible.
- When taking extended time off during the school term i.e. family vacations, parents must inform the principal in advance and request leave and/or an exemption from school.
- Home School Liaison Officers come to schools to monitor class rolls and identify students who are having problems with school attendance. It is their role to support families, children and schools where there are issues of poor attendance.

### ***Before and After School Care:***

- Our students have access to before and after school care via Inspire Program Australia. Inspire can be contacted by telephone on 1300 665 275.

### ***Before School Supervision:***

- A teacher is rostered to attend to students' needs after 9:00am. Limited supervision is provided before this time. Students are encouraged to arrive at school around 9:00am.
- Students who are late for school must report to the Administration Office and will be issued with a late note. The student will take this note to the class teacher who will amend the Student Attendance Roll.

### ***Behaviour:***

- How well a child performs at school is determined, to a large extent, by how well the child behaves whilst at school. Parents share the responsibility with school staff for shaping children's understanding and attitudes about acceptable behaviour.
- Please see attachments: Chillingham Public School Behaviour Policy (page 16)  
School Behaviour Management Plan (page 17)  
Suspension & Expulsion Policy (page 18)

### ***Book Club:***

- Each term, students are offered the opportunity to purchase well graded books for very good value. Book Club catalogues are sent home with the students.
- Order Forms and money are returned to the Administration Office.
- Books are given to the students when they arrive.

### ***Bush Fire Procedures:***

- Our school has been issued with a catastrophic fire danger rating. This is based on information obtained by a bush fire assessment of our school arranged by the NSW Department of Education.
- To ensure the health, safety and welfare of students and staff, the NSW Department of Education has determined that on days when a catastrophic fire danger rating is issued for our area, the school will temporarily cease operations for the day(s) the rating is current.
- A catastrophic fire danger rating is likely to occur on a very small number of days during the bush fire season, if at all.
- The school will only receive notification of a catastrophic fire danger rating after school hours the day before the forecast is issued.
- To assist the principal in contacting all parents please ensure that you have provided the school with up-to-date home or after hours contact details.

## Canteen:

- The school has a modern canteen that is open **Fridays** only.
- A healthy menu is available. The menu is attached to the first newsletter of the year.
- Parents (P&C) run the canteen as the school's main fundraiser. Parents are encouraged to take a turn on the canteen roster once a term and/or alternatively assist by providing cakes, biscuits or fruit for recess.
- At the beginning of each year, via the weekly newsletter, parents are asked if they could volunteer one or more Fridays per term.
- The students are reminded at Friday morning's assembly to place their lunch orders in the Lunch Order Box on the teachers' table.
- **How to order your child's lunch**  
On a brown paper bag write:
  - your child's name and class year
  - your child's choice from the lunch menu.Then place the correct money inside the bag.
- If your child would like a smoothie, apple slinky, milo (hot or cold) or noodles for recess, they are ordered on a separate brown bag to the lunch order.
- **Cakes** don't have to be ordered.

## Curriculum:

- Key Learning Areas for Kindergarten to Year 6 are:
  - English
  - Mathematics
  - Science & Technology
  - Human Society and its Environment (HSIE)
  - Creative Arts (Dance, Drama, Visual Art, Music)
  - Personal Development, Health & Physical Education (PDHPE)



## Education Week:

- Chillingham Public School celebrates Education Week with an Open Day and a Book Fair in Term 3.
- **Open Day** - is when parents, families and community members are invited to visit the school and take part in school activities with their children. These activities vary from year to year.
- **Book Fair** is held in the library. Books are on display for students and parents to view and purchase. Donations of books are often made to the school library during Open Day.

## Enrolment:

- Enrolment can be completed either online or through the School Administration Office.
- Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before July 31 in that year.
- Documentation providing proof of age, such as a birth certificate and residential address is required on enrolment. Proof of immunisation is also required.
- Students transferring from other schools can enrol at any time. At the time of enrolment parents will receive:
  - a list of information required to be provided to the school,
  - an Information Booklet outlining School Policy and Procedures,
  - their child/ren's first school uniform (shorts, shirt, hat) **free**.

## ***Excursions:***

- Chillingham Public School students enjoy excursions that enrich their learning experiences. These excursions may be part of a whole school activity or individual class situations.
- Trips may be conducted to important cultural events, museums or community facilities.
- Details of excursions will be provided in the weekly newsletter, which will include the permission note, lunch and uniform requirements.

## ***Family Information /Details:***

- Families new to the school, receive forms to be completed and returned to the school.
- These forms provide the school with your child's and family details as well as medical information, which the school requires in an emergency.
- If your family name, address, phone, contact numbers or doctor changes, please inform the school immediately, so we can update your details.
- All information is collected under the Privacy Act.

## ***Flood Procedures:***

In the event of a flood these are the procedures to be followed:

1. Go to the school website [www.chillingha-p.schools.nsw.gov.au](http://www.chillingha-p.schools.nsw.gov.au) and look for any announcements.
2. Listen to Radio 97 or ABC radio from 7:00am for advice of school closure.
3. If in doubt please ring the school before sending your child, as staff may be unable to get to school.
4. If the school buses are not running then the school is closed.
5. If you are concerned about rising floodwaters preventing your child from getting home, please pick him/her up early or advise us of alternate arrangements.

## ***First Aid Plan:***

- First aid is provided to anyone who is on-site, or involved in off-site school activities.
- The First Aid Plan details the strategies in place to ensure appropriate provision of first aid arrangements relative to our workplace requirements.
- The First Aid Plan is located on our WHS noticeboard in the Sign-on room (AR0002) and in the Administration Office (ER0012).

## ***Hats - 'Sunsafe' Policy:***

- In accordance with Cancer Council guidelines and our school policy, students are to wear a broad brimmed hat (blue) when outside. This is part of the school uniform and is available from the school Administration Office. The school has a no hat, no play policy.
- Students also wear close-fitting, wrap-around sunglasses that meet the Australian Standard 1067 (Sunglasses: Category 2, 3 or 4) and cover as much of the eye area as possible. The cost of the sunglasses is subsidised by the P&C.
- As a further preventative measure, sunscreen (SPF 50) is provided for the students' use at school. It is good practice for parents to apply sunscreen to their children before they leave home each day.



## Home Readers:

- Our Home Reading Program involves every student borrowing a book for reading.
- All students are assessed and placed on their appropriate reading level. Students borrow books from their classroom home reading library.

### Kindergarten to Year 2

- Home reading books are returned EVERY DAY. The book can be checked off and borrowed again if needed.
- The book travels between school and home in the reading case supplied.
- Each student has a Home Reading Log (which should remain in the bag with the book) in which the student or parent records the date, title of the book and a comment.

### Year 3 to Year 6

- A home reader bag is not required.
- Home readers can be changed weekly, or when the book is finished.
- Fiction books (story books) can generally be read independently (alone) by the child, but non-fiction (fact) books often need 'shared' reading with mum or dad - this is because non-fiction books, which have a very high interest level also usually have a high level of new vocabulary.
- Research shows that the more children read, the better they get at reading. It is recommended students read for a minimum of 90 minutes every day.

### Reading with your child:

- One of the best ways to assist your child's reading development is to talk about the books they read.
- Before reading As you get ready to share a story together, talk about the cover, the title or some of the pictures in the book. This 'before-reading' conversation helps build the expectation that stories make sense. It's also a good time to connect with any of their personal experiences.
- During reading Stop once or twice to ask, "What might happen next?" They may have several ideas; then they can see if they were right when you read on.
- After reading Children love to share their opinions. You could ask a question or two as part of your conversation after reading the story. These suggestions may be helpful:
  - What did you like about the story, characters or pictures?
  - How did it make you feel?
  - Did it remind you of any experience you have had?
  - Which part was your favourite?
- Learning to read is like learning to talk! You model and they copy (repeat). They make guesses (approximations) and have some errors before becoming proficient.
- When children begin to read themselves, there are some strategies that can be used to help them work out unknown words.
- Pause, Prompt, Praise When children come to a word they don't know, 'pause' allow time for your child to try to work out the word. Encourage them to look for *clues* 'prompt' using some of these strategies:
  - Have a guess (predict)
  - Think about what you have just read - does that make sense?
  - Look at the picture (if it's a picture story book)
  - Look at the first sound
  - Try to sound it out (not spell it)
  - Read on to the end of the sentence, then come back to the word
  - Once the word is worked out, go back and reread the whole sentence.It is important to **praise** your child for attempting new words, working out new words and self-correcting. *"That was really good. You worked out the word by looking at the sounds; the pictures; or that it made sense, then you reread the sentence."*

## **Health:**

- If your child is sick they must convalesce at home until they are well enough to return to school.
- Hand washing is a very important practice of good hygiene. As at home, children are expected to wash their hands as is appropriate. Parents are encouraged to remind their children of this practice whilst their child is at school. Hand sanitizer is available in each classroom.
- Tissues are not provided in the classroom. A small travel pack of tissues, provided from home, is a convenient size for the students to keep on their desk.

## **Homework:**

- **Each week** the class teacher will set homework to be completed in a homework book and **handed in on Friday mornings**. Individual teachers will set homework on a regular basis.
- Research shows that completing set tasks at home strongly supports success in the classroom.

## **Infectious Diseases:**

- From time to time there are outbreaks of infectious diseases in schools.
- The school will follow procedures as set by the NSW Department of Education in dealing with such outbreaks.
- Information sought upon enrolment as to the immunisation status of children being enrolled is used in circumstances such as this.
- Refer to NSW Health Department information sheets on pages 21 and 22 of this booklet for further information.
- If your child has an infectious disease, they must remain at home until the infectious period has passed and are well enough to return to school.
- Parents must contact the school in this case.
- HEAD LICE is infectious - see page 21.

## **Kindergarten Orientation Program:**

- An Orientation Program is conducted for children enrolling in Kindergarten the following year.
- This involves the children attending school for several sessions during Term 4. This time allows the children to become used to the formal routine of the classroom, involving sitting on the floor, listening to the teacher, why the bell rings, learning about recess and lunch, where to eat and where the toilets and water bubblers are.
- The teacher will also tell the children about what they will do and learn in the classroom.
- It is also an opportunity for the teacher to identify any individual needs, so the class program can be differentiated accordingly.

## **Learning and Support Assistance:**

- Students have access to support for learning assistance.
- All students with identified learning needs will have a PLASP (Personalised Learning and Support Plan) developed to enhance their learning experiences.
- The need for support is generally identified by the teachers and school counsellor and is undertaken with parent consultation.
- If you have information about any specific learning needs your child may have it's best to discuss these with the class teacher at the earliest opportunity.

## **Library:**

- Each child from K - 6 has a Library lesson every week.
- Students can borrow up to four books from the library, provided they have a durable library bag in which to transport these books.
- Library bags are available for purchase from the school.
- Students will be advised of their library days at the beginning of the year.
- Parents are asked to make sure books are treated with respect and any damage reported to the school when the book is returned.
- Library books must be returned each week and can be borrowed again.
- Co-operative learning and developing information and research skills are the key focus areas of the library program.

## **Mufti Days:**

- Mufti Day means your child does not have to wear the school uniform to school that day. Please ensure the alternate clothing is sun safe and appropriate for school activities.
- School hat and shoes must be worn for Work Health & Safety reasons.
- These days are held throughout the year, often in association with minor fundraising activities, particularly for charities.
- Information about these days is provided through the weekly newsletter.

## **Parking:**

- There are limited car parking spaces available in the car park area.
- When dropping off or picking up your children, parents are requested to observe extreme caution in this area and only park in marked bays. Please ensure your children stay with you and do NOT run in and around the parked cars.

## **Parent Teacher Interviews:**

- All families are encouraged to contact the school at any time during the school year if they are concerned about their child's progress.
- Teachers welcome discussion with parents in the interest of their children.
- As an important part of our reporting system, parents are invited to attend an interview with the class teacher at the beginning of Term 3.
- Reports are sent home at the end of Terms 2 and 4.

## **P&C Association:**

- Our school is fortunate in having an active and enthusiastic parent body. Meetings are held once a month at a mutually agreeable time – decided at each year's AGM.
- All parents are invited to come along and participate in the decision-making processes of the school. As schools become more and more responsible for regulating their activities it is vital to have the extra support that comes from P&C activities.
- All members of our school community are encouraged to attend these meetings.
- P&C fundraising activities include catering for specific organisations and events, Easter and Christmas raffles, Mothers and Fathers' Day stalls, voting day and cake stalls. Your support of these events is encouraged and very much appreciated.
- The P&C sets a family levy which is payable during first term. This levy contributes to Association Fees and Insurances. The amount of the levy is decided at the Annual General Meeting each year. Currently the levy is set at \$30 per family.

## Presentation Days:

- **Presentation Day** is held in December each year.
- Awards are presented to students on this day. As well as class awards, there are a number of school awards for the year including Citizenship, Dux and special performance awards that are presented on this day.
- There are also a number of other **special events** throughout the year. This will vary from year to year, but include: Induction of School Captains and School Council Representatives, Public Speaking, Open Day and Anzac Day march.
- **Easter** is celebrated with an Easter hat parade, Easter egg hunt and raffle. The children make their hats at home with their family, then bring them to school for the parade.
- **Christmas** is celebrated with the families on Presentation Day with a visit from Santa. We also hold a Christmas Carols evening complete with Christmas raffles.

## Requirements:

- All students are required to have a durable bag suitable for library books. These bags are available from the Administration Office at school.
- All students from Year 1 to Year 6 require an exercise book to use as a homework book. An A4 size book is preferable for students in Years 3 - 6.
- **Kindergarten** students are supplied with a pencil case and their stationery needs at the commencement of the school year.
- |                             |                             |
|-----------------------------|-----------------------------|
| <b>Year 1</b>               | <b>Year 2</b>               |
| Coloured pencils            | Coloured pencils            |
| Sharpener                   | Sharpener                   |
| 1 glue stick                | 1 glue stick                |
| 1 lead Learner pencil       | 1 lead HB pencil            |
| 1 packet of wind-up crayons | 1 packet of wind-up crayons |
- |   |                  |
|---|------------------|
| <b>Years 3/4/5/6</b>  |                  |
| 1 HB lead pencil  | Sharpener        |
| Red biro  | Ruler (30cm)     |
| 1 glue stick  | Coloured pencils |
| Eraser (plastic erasers are preferred as they don't leave coloured marks on the page) |                  |
- Please check **regularly, especially at the beginning of each term**, with your child/ren about their stationery needs. It is important that every student has these basic requirements so they can focus on their core business of learning.
- All the items listed can be bought from the school.
- **All students** receive book packs at the beginning of the year. This includes handwriting, maths and spelling books. At the beginning of each term, all students in Years 3-6 receive 2 HB pencils and a glue stick. These are bought by the school and charged back to parents. The cost is kept to a minimum ranging from \$35 to \$80. Student accounts are sent home in the first term and can be paid online through the school website or in person at the School Administration Office. If there any financial concerns always phone the school on 02)6679 1255.
- Chillingham Public School does not charge set school fees.

## **Road Safety:**

- A Road Safety Officer from Tweed Shire Council made a thorough investigation of the roads around Chillingham and reported to the school, that it was not a safe practice for Chillingham students to ride their bikes or self-propelled conveyances on the road to school.
- The Murwillumbah Police verified that the NSW Government Road Transport Authority recommends children 10 years and under ONLY ride on the road when accompanied by an adult.
- Accordingly, we at Chillingham Public School, feel it unwise for students to travel to or from school by bicycle or self-propelled conveyance.
- As the decision of students' conveyance to and from school rests with parents and guardians, we believe it is important that you be made aware of these safety recommendations.
- If your child wishes to ride his/her bike to school, the school requires a signed permission note from the parent.

## **School Counsellor:**

- The School Counsellor provides expertise, a range of support and counselling services.
- If you have any concerns regarding your child's development, please contact the class teacher or principal who will discuss the referral procedures with you.

## **School Newsletter:**

- The school produces a **weekly** newsletter, which is distributed within the school and the community. It is also published on our school website [www.chillingha-p.schools.nsw.gov.au](http://www.chillingha-p.schools.nsw.gov.au)
- The newsletter aims to promote school activities and student achievements, along with providing information about upcoming events or activities.
- The school newsletter is sent home with the **eldest** child each Thursday.

## **School Photographs:**

- School photographs are arranged each year and families are given the opportunity to purchase these if they so wish.
- The school tries to vary the timing of our school photos so that our students are captured during different seasons during their time in our school. This also helps to change the 'environment' that makes up the backdrop of our school photos.

## **Sport and PE:**

- Students are appointed to one of two houses:  
BEANTREE house colour - **Red**  
CEDAR house colour - **Green**
- At times throughout the year when we have inter-house sports days, students will wear a t-shirt in the colour of their house team.
- The school has a wide range of sporting items and shaded play equipment, which are used by the students, especially during lunchtime.
- It should be noted that due to the dangers of excessive exposure to the sun, this school has a 'No Hat, No Play' policy. This means that children must wear a broad brimmed hat to school every day. It is good practice to sunscreen your child each morning.
- Inter-school sports meetings are conducted in athletics, ball games and cross country running. Particular highlights of this program are the Tweed Community of Small Schools Athletics and Ball Games Carnivals held in Term 3 each year.
- Students must wear joggers and white socks each day to protect their feet and enable them to participate in daily sport activities.

## School Uniform:

- The school colours are **royal blue** and **white**.
- Uniform: Royal blue shorts  
Royal blue polo shirt with logo.
- Hat: Royal blue broad brimmed hat with logo.
- Shoes: Black joggers - as sporting activities occur daily.
- Socks: Short white.
- Shirts, shorts, hats and winter jackets are available to purchase from the Administration Office.
- In winter, students may wear a royal blue tracksuit, purchased privately by parents.
- First uniform (shirt, shorts and hat) is provided **free** of charge.



## Student Clothing and Property:

- **All articles**, especially lunch boxes, drink bottles, hats, jumpers and jackets should be clearly and **permanently marked** with your child's name.
- Treasured and valuable toys, mobile phones, jewellery and books should be left at home. No responsibility can be taken for loss of or damage to these items.
- Students in K,1,2 are encouraged to bring personal items to school for 'News' (part of the Speaking and Listening strand of English) but breakable items, including photos in glass frames, are not suitable. Breakages pose a safety risk, generally ending in tears too!
- Ensure your child's schoolbag is easily recognisable and clearly labelled. Encourage him/her to leave it in its correct place.
- A LOST PROPERTY box is located inside the teachers' staff room.
- Every effort is made to return any 'lost' property to its owner.
- A CLOTHING POOL (for pre-owned items) is located at the Administration Office.
- Dangerous items such as pocket-knives are prohibited from being brought to school.

## Student Reports:

- Written student reports are sent home at the end of **Terms 2** and **4**.
- These reports provide an indication of student achievement as assessed by the classroom and specialist teachers.

## School Website: <http://www.chillingha-p.schools.nsw.gov.au> (updated regularly)

- Chillingham Public School website provides up-to-date information for families and community. I would advise that the website be referred to when verifying if the school is operational, during periods of uncertainty (eg flooding, fire and pandemics).
- At the school website [www.chillingha-p.schools.nsw.gov.au](http://www.chillingha-p.schools.nsw.gov.au)
  - you will find factual information
  - student accounts can be paid,
  - enrolments can be completed online,
  - school learning needs can be accessed, as well as the weekly school newsletter and much more.

## **Transport:**

### **Bus Service:**

- Buses servicing this school are owned and operated by Singhs.
- There are three services:
  - 1) Zara Road / Limpinwood / Youngs Road bus arrives at school at 9:15am and departs at 3:45pm.
  - 2) Hopkins Creek / Numinbah bus arrives at school at 9:15am and departs at 3:45pm.
  - 3) Boat Harbour bus arrives at school at 9:15am and departs at 3:15pm
- Individual bus stop arrival and departure times can be obtained from the driver.

### **Private Vehicle Subsidy:**

- To be eligible for Private Vehicle Conveyance Subsidy (if you have to drive your child/ren to the bus stop each day) you must reside more than 1.7 kilometres (walking distance) from the nearest transport pick-up point.
- Applications are completed online at <https://apps.transport.nsw.gov.au/ssts/schoolPortalAccess/>

## **Visitors:**

- When visiting the school, all parents, carers and other visitors must report to the Administration Office located in the residence.
- It is a requirement that all visitors sign-in using either QR Code or School Visitor Concierge iPad that is located in the Administration Office. Staff must know who is on the school premises at all times.
- Parents and visitors to the school are expected to adhere to the Parents and Visitors Code of Conduct (see page 27) when they are on school premises.



# CHILLINGHAM PUBLIC SCHOOL

## BEHAVIOUR POLICY

**Purpose:** To promote and foster the development of self esteem and positive behaviour.

**Date:** April 2023

### **Aims:**

- To establish a framework for behaviour and communicate this structure to the school community.
- To encourage the students in their understanding of appropriate and inappropriate behaviour.
- To ensure recognition is given to those with acceptable, positive behaviour and general good manners.
- To ensure students are aware that continuing unacceptable, inappropriate behaviour is their choice and will result in specific consequences.
- To maintain uniform behaviour procedures and practices across the school.

The underlying philosophy of this policy recognises that:

- Students accept responsibility for their behaviour;
- Teachers and parents play an integral part in assisting students to develop positive and acceptable behaviour patterns and
- Consequences for wrong choices need to be consistent throughout the school and provide an opportunity for the student to modify and improve their behaviour in the future.

### **The Expectations of Good Behaviour in NSW Public Schools:**

NSW public schools have the following requirement of all students:

- sustained application to learning;
- respect for other individuals and their property;
- courtesy to other students, to teachers and to community members;
- due respect for teachers;
- no violence, discrimination, harassment, bullying or intimidation;
- no weapons, illegal drugs, alcohol or tobacco;
- peaceful resolution of conflict;
- adherence to the standards of dress determined by the school community and
- compliance with all school rules and the School Behaviour Policy.

While meeting these expectations, students also have the right to expect courtesy, fairness, respect and excellence in teaching.

### **School Rules**

- display acceptable behaviour at all times, including when travelling to and from school;
- take pride in my school by wearing my uniform, representing my school proudly and helping to care for the playground and buildings by keeping them neat and tidy;
- respect others;
- play safely and fairly;
- attend school regularly and take part in class and other school activities to the best of my ability;
- look after personal and school property and
- take responsibility for my own actions.





# CHILLINGHAM PUBLIC SCHOOL

## BEHAVIOUR MANAGEMENT PLAN

### Strategies to Promote Good Behaviour & Effective Learning:

- develop easily understood rules which are fair, clear and consistently applied;
- create a safe and challenging environment;
- involve parents in promoting acceptable student behaviour;
- provide a curriculum which is appropriate;
- communicate high expectations;
- provide appropriate support programs eg counselling, remediation and
- recognise effort and success.

### Practices Designed to Recognise & Reinforce Achievement & Appropriate Student Behaviour:

- social reinforcers, ie the attention a student gets from the teacher eg verbal and non-verbal praise and commendation;
- activity reinforcers, ie special things students might “get to do” as a reward for good behaviour eg getting free time, being a line leader;
- tangible reinforcers, ie physical objects students might get as a reward for good behaviour eg stickers, merit certificates at assemblies;
- visit to Principal for recognition;
- acknowledge student achievements in the local media and in school newsletters;
- ongoing parent contact and
- modelling of consistent and caring behaviour by staff.

### Strategies for Dealing with Inappropriate Behaviour:

Students have the right to be treated fairly and with dignity.

For minor breaches, consequences may include:

- reprimand (non verbal and verbal);
- simple ‘distraction’ method (move the student);
- behaviour reflection;
- writing a letter of apology.

For serious breaches, or consistently inappropriate behaviour, consequences may include:

- individual Behaviour Modification Program;
- being sent to the Principal;
- parent interview;
- school counsellor intervention;
- suspension or expulsion in serious instances.

To monitor the frequency and severity of inappropriate behaviours, a running record of incidents will be maintained.

### Excursions & Sporting Events

- When students are representing the school, attending any activity organised by the school or under the auspices of the school, student behaviour should be consistent with school rules.
- The decision on exclusion will be made by the principal, based on the documentation available.



# SUSPENSION & EXPULSION OF SCHOOL STUDENTS

In some circumstances, the principal may determine that a student should be suspended as a first response to a behaviour of concern because there are immediate and significant risks to health, safety and wellbeing for students or staff that cannot be mitigated with the student at school.

## Grounds for suspension

Principals may use suspension as a behaviour management response. Principals must consider all factors, including whether possible and appropriate alternative behaviour support measures have been implemented or attempted, and believe that a student's behaviour/s of concern:

- causes actual harm to any person; or
- poses an unacceptable risk to health and safety, learning, and/or the wellbeing of any person, including where such a risk is posed by
  - a student's continuing, consistent, unproductive and disruptive behaviour that results in a detrimental impact on the educational interests of other students and all possible interventions and supports to redirect or minimise this behaviour have already been attempted
  - a student's behaviour that causes damage to or the destruction or loss of property.

Actual harm or unacceptable risk to health, safety, learning and/or the wellbeing of any person may include the student exhibiting the behaviour/s of concern.

Behaviours of concern could include physical violence, verbal abuse or psychological abuse. Other examples may include:

- bullying and cyber-bullying
- drugs in schools
- weapons and knives in schools
- assault
- racism or discrimination, including that based on sex, race, religion, disability, sexual orientation or gender identity
- mis-use of technology

## Suspension timeframes

Principals must determine the appropriate number of school days for a suspension and will give the shortest number of days needed to implement supports for the student after considering all the factors

## During a suspension

Suspension should not prevent a student from continuing their learning. The school must attempt to check in with the student, parent or carer regularly during the suspension period to ensure continuity of learning and wellbeing.

## Plan for return to school (including 'return to school planning meeting')

In all cases of suspension, it is important to consider the student's transition back into school and plans to minimise any further disruption to their learning and the learning of others. Principals must return the student to school on or before the concluding date of the suspension.

## After the student returns to school

After a suspension, a student may need additional supports to transition back to the school environment. The school's processes and supports to ensure students feel known, valued, respected and cared for should be reinforced during the student's return from suspension.

*For further information refer to Student Behaviour Procedures K-12 - PD-2006-0316-06-V02.0.0*

**Date:** September 2022



# EVERY DAY COUNTS

*A day here or there doesn't seem like much, but...*

When your child misses just...	that equals...	which is...	and therefore, from Kindy to Year 12, that is...	This means that the best your child can achieve is...
1 day each fortnight	20 days per year	4 weeks per year	Nearly 1½ years of school	Equal to finishing Year 11
1 day a week	40 days per year	8 weeks per year	Over 2½ years of school	Equal to finishing Year 10
2 days a week	80 days per year	16 weeks per year	Over 5 years of learning	Equal to finishing Year 7
3 days a week	120 days per year	24 weeks per year	Nearly 8 years of learning	Equal to finishing Year 4

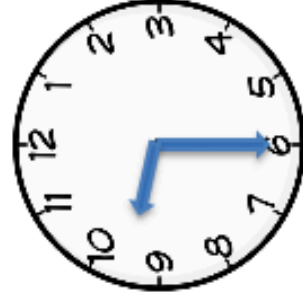


**Every day counts!**

*Give your child every chance to succeed...*

# EVERY MINUTE COUNTS

When your child misses just...	that equals...	which is...	and therefore, from Kindy to Year 12, that is...
10 minutes a day	50 minutes of learning each week	Nearly 1½ weeks per year	Nearly ½ year of school
20 minutes a day	1 hour and 40 minutes of learning each week	Nearly 2½ weeks per year	Nearly 1 year of school
½ hour a day	½ day of learning a week	4 weeks a year	Nearly 1½ years of learning
1 hour each day	1 whole day of learning each week	8 weeks per year or nearly a term a year	Over 2½ years of learning



**Check the time**  
**school starts**  
**DON'T BE**  
**LATE!**

*Your child's best  
 learning time is at the  
 beginning of the day...*

# Some infectious diseases of children

## Chicken Pox

### Time from exposure to illness

2 to 3 weeks.

### Symptoms

Slight fever, runny nose, and a rash that begins as raised pink spots that blister and scab.

### Do I need to keep my child home?

Yes, for 5 days from the onset of the rash and the blisters have dried.

### How can I help prevent spread?

Immunise your child at 18 months of age. Immunisation is recommended for children at 12 years if they are not immune.

## Conjunctivitis

### Time from exposure to illness

1-3 days.

### Symptoms

The eye feels scratchy, is red and may water. Lids may stick together on waking.

### Do I need to keep my child home?

Yes, while there is discharge from the eye.

### How can I help prevent spread?

Careful hand washing; avoid sharing towels. Antibiotics may be needed.

## Gastroenteritis

### Time from exposure to illness

Depends on the cause: several hours to several days.

### Symptoms

A combination of frequent loose or watery stools, vomiting, fever, stomach cramps, headaches.

### Do I need to keep my child home?

Yes, at least for 24 hours after diarrhoea stops.

### How can I prevent spread?

Careful hand washing with soap and water after using the toilet and before touching food.

## German Measles (Rubella)

### Time from exposure to illness

2 to 3 weeks.

### Symptoms

Often mild or no symptoms: mild fever, runny nose, swollen nodes, pink blotchy rash that lasts a short time. Can cause birth defects if pregnant women are infected.

### Do I need to keep my child home?

Yes, for at least 4 days after the rash appears.

### How can I help prevent spread?

Immunisation (MMR) at 12 months and 4 years of age.

## Glandular Fever

### Time from exposure to illness

4 to 6 weeks.

### Symptoms

Fever, headache, sore throat, tiredness, swollen nodes.

### Do I need to keep my child home?

No, unless sick.

### How can I help prevent spread?

Careful hand washing, avoid sharing drinks, food and utensils, and kissing.

## Hand Foot & Mouth Disease

### Time from exposure to illness

3 to 5 days.

### Symptoms

Mild illness, perhaps with a fever, blisters around the mouth, on the hands and feet.

### Do I need to keep my child home?

Yes, until the blisters have dried.

### How can I help prevent spread?

Careful hand washing especially after wiping nose, using the toilet and changing nappies.

## Head Lice

### Time from infestation to eggs hatching

Usually 7 to 10 days.

### Symptoms

Itchy scalp, white specks stuck near the base of the hairs; lice may be found on the scalp.

### Do I need to keep my child home?

No, as long as head lice management is ongoing.

### How can I prevent spread?

Family, friends and classroom contacts should be examined and treated if infested. Clothing and bedding should be washed in hot water.

## Hepatitis A

### Time from exposure to illness

About 2 to 6 weeks.

### Symptoms

Often none in small children; sudden fever, loss of appetite, nausea, vomiting, jaundice (yellowing of skin and eyes), dark urine, pale stools.

### Do I need to keep my child home?

Yes, for 2 weeks after first symptoms or 1 week after onset of jaundice.

### How can I help prevent spread?

Careful hand washing; those that have had close contact with an infected child may need to have an injection of immunoglobulin; immunisation is recommended for some people.

## Impetigo (School Sores)

### Time from exposure to illness

1 to 3 days.

### Symptoms

Small red spots change into blisters that fill up with pus and become crusted; usually on the face, hands or scalp.

### Do I need to keep my child home?

Yes, until antibiotic treatment starts. Sores should be covered with watertight dressings.

### How can I prevent spread?

Careful hand washing.

## Influenza

### Time from exposure to illness

1 to 3 days.

### Symptoms

Sudden onset fever, runny nose, sore throat, cough, muscle aches and headaches.

### Do I need to keep my child home?

Yes, until they look and feel better.

### How can I prevent spread?

Careful hand washing, especially after coughing, sneezing or wiping your nose. Immunisation, is recommended for children with chronic illnesses.

## Measles

### Time from exposure

About 10 to 12 days until first symptoms, and 14 days until the rash develops.

### Symptoms

Fever, tiredness, runny nose, cough and sore red eyes for a few days followed by a red blotchy rash that starts on the face and spreads down the body and lasts 4 to 7 days.

### Do I need to keep my child home?

Yes, for at least 4 days after the rash appears.

### How can I prevent spread?

Immunisation (MMR) at 12 months and 4 years. School attendees who are not immune may be excluded for 14 days after onset on the last case at the school.

## Meningococcal Disease

### Time from exposure to illness

2 to 10 days.

### Symptoms

Sudden onset of fever and a combination of headache, neck, stiffness, nausea, vomiting, drowsiness or rash.

### Do I need to keep my child home?

Seek medical attention immediately. Patient will need hospital treatment.

### How can I help prevent spread?

Individuals who have had close contact with the infected child should see their doctors urgently if symptoms develop, and may need to have a special antibiotic. Immunisation with Meningococcal C vaccine at 12 months of age.

## Mumps

### Time from exposure to illness

14 to 25 days.

### Symptoms

Fever, swollen and tender glands around the jaw.

### Do I need to keep my child home?

Yes, for 9 days after onset of swelling.

### How can I prevent spread?

Immunisation (MMR) at 12 months and 4 years of age.

## Ringworm

### Time from exposure to illness

Varies (may be several days).

### Symptoms

Small scaly patch on the skin surrounded by a pink ring.

### Do I need to keep my child home?

Yes, until the day after fungal treatment has begun.

### How can I help prevent spread?

Careful hand washing.

## Scabies

### Time from exposure to illness

New infections: 2 to 6 weeks;  
reinfection: 1 to 4 days.

### Symptoms

Itchy skin, worse at night. Worse around wrists, armpits, buttocks, groin and between fingers and toes.

### Do I need to keep my child home?

Yes, until the day after the treatment has begun.

### How can I prevent spread?

Individuals who have had close contact with the infected child should be examined for infestation and be treated if necessary. Wash linen, towels and clothing worn in the past 2 days in hot water and detergent.

## Scarlet Fever

### Time from exposure to illness

1 to 3 days.

### Symptoms

Sudden onset sore throat, high fever and vomiting, followed by a rash in 12 to 36 hours.

### Do I need to keep my child home?

Yes, until at least 24 hours of treatment has begun and the child is feeling better.

### How can I prevent spread?

Careful hand washing. Sick contacts should see their doctor.

## Slapped Cheek

### Time from exposure to illness

1 to 2 weeks.

### Symptoms

Mild fever, red cheeks, itchy lace-like rash, and possibly cough, sore throat or runny nose. Can cause foetal disease in pregnant women.

### Do I need to keep my child home?

No as it is most infectious before the rash appears.

### How can I prevent spread?

Careful hand washing; avoid sharing drinks.

## Whooping Cough

### Time from exposure to illness

7 to 20 days.

### Symptoms

Starts with a running nose, followed by persistent cough that comes in bouts. Bouts maybe followed by vomiting and a whooping sound as the child gasps for air.

### Do I need to keep my child home?

Yes, until the first 5 days of a special antibiotic have been taken.

### How can I help prevent spread?

Immunisation at 2, 4, 6 months and 4 years of age. A particular antibiotic can be given for the patient and those that have been in close contact. The infected child should be excluded from school until 5 days after treatment begins.

# CHILLINGHAM PUBLIC SCHOOL

## PARENT & VISITORS CODE OF CONDUCT

An engaged community who share and live our school beliefs and values; and who support our endeavours, is critical in helping us to build and maintain an effective school. Appropriate conduct on school grounds by everyone is central to ensuring we achieve this goal. Our staff and students work to a Code of Conduct and this document is intended to provide similar guidelines for parents and visitors.

This Code is not intended to comprehensively address every situation but is a general guide only.

**Date:** February 2022

### **Aims:**

- To provide a set of general principles to guide parents and visitors in their interaction with staff, students and other parents of Chillingham Public School;
- To communicate the school's expectation as to how parents and visitors conduct themselves when on school grounds; and
- To explain how parents and visitors can direct their concerns.

### **Personal behaviour**

As parents you are our students' biggest role models. Accordingly, the school expects a high standard of personal behaviour from parents and visitors when on school grounds, including but not limited to such things as:

- Refraining from offensive, insulting or derogatory language or conduct on school grounds. This includes wearing clothing with offensive language or insignia.
- Department of Education facilities are strictly non-smoking. Please refrain from smoking within sight of the boundary of the school property.
- Not possessing on school grounds, or attending school grounds if affected by alcohol or any other intoxicant.

### **Interaction with staff, other parents and students**

Parents and visitors are expected to interact civilly with staff, students and other parents at all times. Abusive language, raising your voice, insulting or violent behaviour to **anyone** on school grounds is not appropriate.

It is not appropriate to discipline another parents' child whilst on school grounds. Physical contact can be an assault and is a serious matter.

### **Communication and the potential for conflict**

In some circumstances parents are required by law to advise the school of areas of potential conflict, such as parenting and family court orders.

Whilst there is no obligation to inform the school of other situations where parents may be in dispute (e.g. separation or other Court Orders in place between parents or people at the school) any information received of this nature will be treated in strict confidence.

In any event, the school expects parents to behave lawfully on school grounds and observe the terms of any order, obligation or undertaking they may be subject to.

The school does not exist to police parents and visitors' conduct.

