

KINDERGARTEN
INFORMATION
BOOKLET



Success through Teamwork

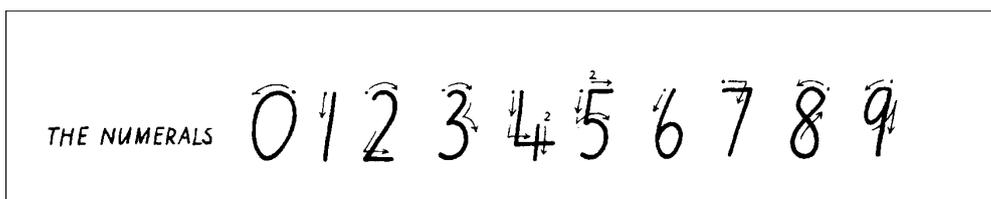
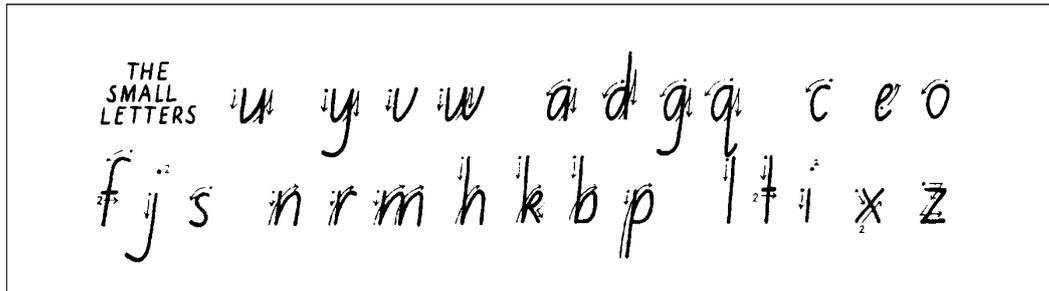
Especially for the new kinders.....

Here are some suggestions to help your child settle into school quickly.

- Say goodbye to your child at the gate in the morning and please leave immediately. This enables your child to socialise quickly with their peers.
- Have a sharing time when your child gets home from school. Look in their school bag for notes, stencils etc. Have your child empty their lunch box and drink bottle themselves.
- Discuss the work done at school that day. This provides a link between school and home.
- Encourage your child to pack their own school bag before coming to school each morning so that they are aware of what is in their bag e.g. notes, bankbook, money etc. These are required by the teacher in the morning.
- Foster independence in your child by giving them simple tasks to complete e.g. packing up their room, setting the table, etc.
- Always talk positively about school with your child even though there may be something bothering you. If there is a problem make an appointment to discuss it with the teacher as soon as possible, rather than involving the child or other parents in any discussion. Don't allow any negative feelings about school to be passed on to your child.
- Your common sense is appreciated when listening to your child's stories about school. At times they may be 'larger than life'. If you have any concerns please follow up immediately.
- Send any money for collection in a sealed envelope, (correct amount please) labelled with your child's name, class and what for.
- Limit any money to be spent at the canteen. (Canteen is Friday only)
- Any toys brought to school are the child's own responsibility.
- Teach your child to repeat their name clearly.
- Talk about lunch and recess. Help your child to 'identify' which is which.
- It would be a great help if your child can tie up their shoelaces.
- Please label everything that comes to school.
- Encourage your child to be responsible for their own belongings, to be able to hang up their clothes and to dress themselves.
- Send a raincoat in a plastic bag if rainy weather.
- Be aware that we require notes to cover all absences (we do appreciate a phone call to explain any lengthy absence) and any variations in going home arrangements.
- Ensure that your child can use the toilet without assistance. (Boys a urinal)
- Explain to your child that they can't leave the school during school hours even with a big brother or sister.
- Be aware that we don't learn our 'sounds' by their alphabetical names but by their sound.
- We have a new style of writing. Please use this if you are teaching your child to write their name, however, it is not essential that your child can write their name before coming to school. (Please see following page for examples) Don't teach them to write in capital letters.
- Please study the leaflet on 'Infectious Diseases'. This provides the guidelines for exclusion that this school follows.
- All children are encouraged to wear proper school uniform. This makes them feel like part of the 'school team' and helps settle students into school.
- Closed in shoes ie joggers or leathers are essential. Daily sport programs require proper footwear both for safety and performance - preferably joggers.
- Hats are a must. This school has a 'No Hat No Play' policy. A hat with a broad brim all the way around is essential. These can be purchased from the school office.



The NSW Foundation Style



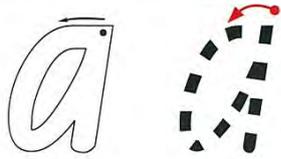


Making an alphabet book

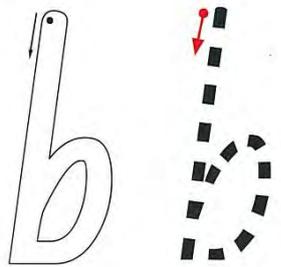
finding, cutting and pasting magazine pictures

Help your child consolidate his or her beginning sounds by making this alphabet book.

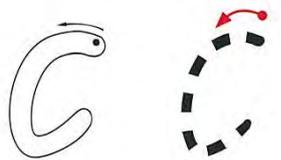
Trace *a*. Draw or cut and paste pictures from magazines that begin with the letter *a*.



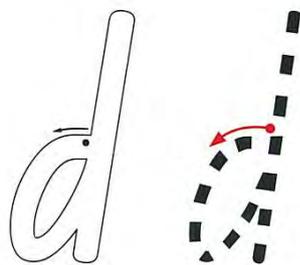
Trace *b*. Draw or cut and paste pictures from magazines that begin with the letter *b*.



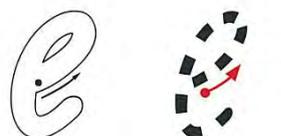
Trace *c*. Draw or cut and paste pictures from magazines that begin with the letter *c*.



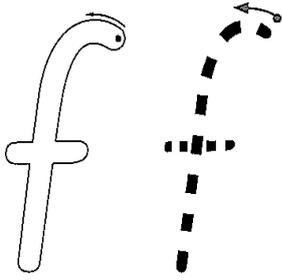
Trace *d*. Draw or cut and paste pictures from magazines that begin with the letter *d*.



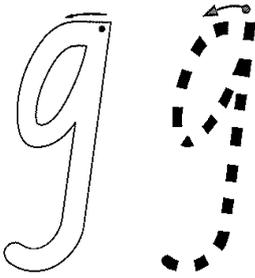
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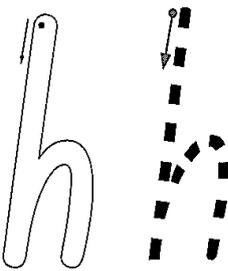
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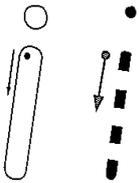
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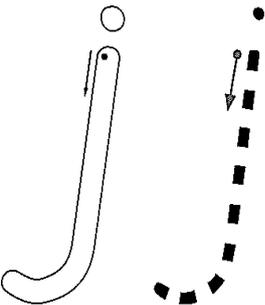
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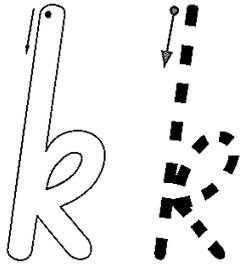
Trace *i*. Draw or cut and paste pictures from magazines that begin with the letter *i*.



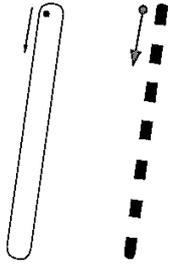
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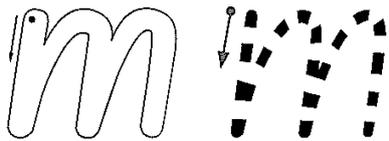
Trace *k*. Draw or cut and paste pictures from magazines that begin with the letter *k*.



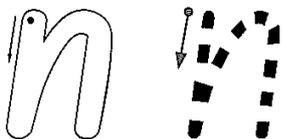
Trace *l*. Draw or cut and paste pictures from magazines that begin with the letter *l*.



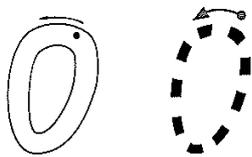
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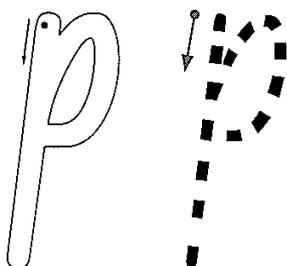
Trace *n*. Draw or cut and paste pictures from magazines that begin with the letter *n*.



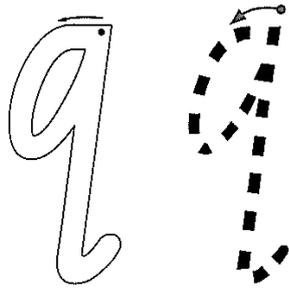
Trace *o*. Draw or cut and paste pictures from magazines that begin with the letter *o*.



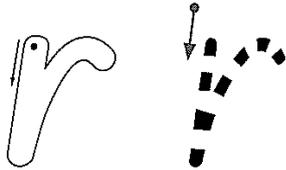
Trace *p*. Draw or cut and paste pictures from magazines that begin with the letter *p*.



Trace *q*. Draw or cut and paste pictures from magazines that begin with the letter *q*.



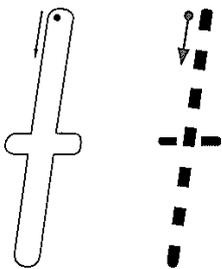
Trace *r*. Draw or cut and paste pictures from magazines that begin with the letter *r*.



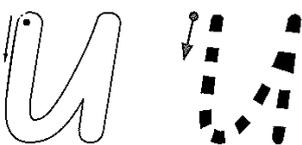
Trace *s*. Draw or cut and paste pictures from magazines that begin with the letter *s*.



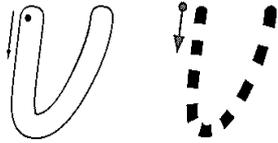
Trace *t*. Draw or cut and paste pictures from magazines that begin with the letter *t*.



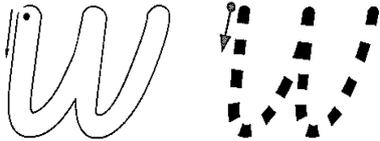
Trace *u*. Draw or cut and paste pictures from magazines that begin with the letter *u*.



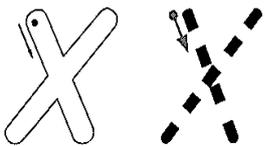
Trace *V*. Draw or cut and paste pictures from magazines that begin with the letter *V*.



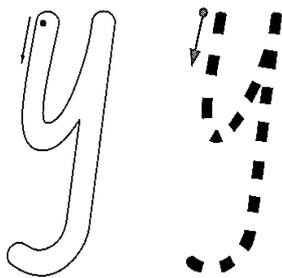
Trace *W*. Draw or cut and paste pictures from magazines that begin with the letter *W*.



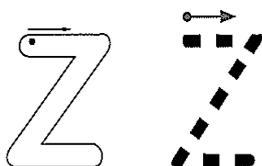
Trace *X*. Draw or cut and paste pictures from magazines that begin with the letter *X*.



Trace *y*. Draw or cut and paste pictures from magazines that begin with the letter *y*.



Trace *Z*. Draw or cut and paste pictures from magazines that begin with the letter *Z*.



Work at Home is Vital

Only two hours of homework each week for Kindergarten students! Not nearly enough.

How will they fit in all the learning that they have to do in two hours a week?

Work at home (homework) is vital for the educational development of Kinder students.

They need to talk, to be talked to and to be talked with.

They need to read, and they need to be read to every day.

They need to observe things - look, touch, taste and smell.

They need to go shopping with mum or dad.

They need to visit friends and relations.

They need to learn about social skills, health skills, sport and play skills.

They need time and encouragement from loving carers to do all these at home to support their learning at school.

Two hours homework a week for Kinder kids.....

Let's give them more than that!

~Peter Curnow
former Principal
Murwillumbah Public School





Earlier Is Not Better

Many parents are concerned when their children aren't learning letters and numbers. They feel that stencils and homework in infants programs will prepare their children for primary school.

Children who are rushed into reading and writing too soon miss important steps in learning and may suffer later on because they lack the foundation they need for using language. Children who are taught to read in preschool may be able to sound out and recognize words, but they may also have little understanding of what they are reading. If they haven't been given time to play, they won't have explored objects enough to know what words (like "hard, harder, hardest") mean. If they aren't allowed to string beads, button, dress up, cut, paste, pour and draw, they won't develop the small muscle skills they need for writing.

Because maths involves more than memorizing facts (like $2 + 2 = 4$), because it involves logical thinking, children shouldn't be pushed into paper and pencil arithmetic too soon. To acquire the foundation for logical thinking, children need many opportunities to count objects, sort them into piles and add some to a pile and take some away. It is by playing games like these that they will learn to truly understand addition, subtraction, division and multiplication. Without these concrete experiences, children may give correct answers but not necessarily understand what they are doing and why.

Worst of all, if children are rushed into academic subjects too soon, they may lose their enthusiasm for learning and lose their sense of themselves as learners. If children are told what to learn and memorize by the teacher, they may become more passive and dependent learners and be less excited about learning something new. Children who are given plenty of time to play, however, learn to ask their own questions and work out their own answers. They are responsible for their own learning. They see themselves as explorers, discoverers, problem solvers and inventors.



Chillingham Public School



Chillingham Public School is a small rural school, which is 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. Also there is a well supervised playground with excellent 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, through comprehensive teaching and learning programs developed by the teachers whilst being supported by the Learning Assistance teacher and a Buddy Reading Program.

Chillingham Public School's aim is to empower students with the knowledge, skills and confidence required to produce individuals who can be happy, literate, life long learners who will make a positive contribution to our community and later to our 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.
ASSISTANT:	Ms Sarah Alexander GDLT. BA.
LIBRARIAN:	TBA
RELEASE TEACHER:	Ms Nadine Dean, Dip. T.
LEARNING & SUPPORT TEACHER:	Ms Jan Ward Dip. T.
PHYSICAL EDUCATION/MUSIC TEACHER:	Ms Isabel Topper, B.Ed.
SCHOOL ADMINISTRATION MANGER:	Ms Paula Window
SCHOOL LEARNING SUPPORT OFFICER:	Ms Norma McNamara
GENERAL ASSISTANT:	Mr Ian Lasker
CLEANER:	Ms Wendy McMahon

School Address: 1420 Numinbah Road, CHILLINGHAM, NSW 2484

School Phone Number: 02 6679 1255

Fax Number: 02 6679 1207

School Email: chillingha-p.school@det.nsw.edu.au



School Website: <http://www.chillingha-p.schools.nsw.edu.au>

- On arrival at school for appointments, functions, volunteer work or canteen duties, all visitors must sign the Visitors Book, 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. Limited supervision is provided prior to 9am. Students are encouraged to arrive at school at approx 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 also be contacted as soon as is possible and informed of their child's situation.
- Ambulance cover is not provided for parents and it is advisable that families consider their own ambulance cover.

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 9:25am. Brief information may be given or sought at this time.
- 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 may be performed.
- Our School Captains leads the assembly. Parents and friends are invited to attend.
- Parents are notified of Special Assemblies via the weekly newsletter.



Attendance:

- The law requires your children to attend school on each day that instruction is provided unless prevented by sickness or other good reason.
- If your child is absent, an explanatory note must be sent to school giving the reason for the absence within **seven days**.
- Regular attendance ensures that students have the best opportunity to learn. Lateness and irregular attendance disrupt a student's learning patterns and impact on their social and academic progress.
- 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 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.

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 identified as a school at increased risk if a fire was to break out on a day when a catastrophic fire danger rating is issued for our area.
- To ensure the health, safety and welfare of students and staff, the NSW Department of Education and Communities 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.
- This is based on information obtained by a bush fire assessment of our school arranged by the Department.
- 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 me 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 and is altered seasonally.
- 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
 - if your child would like a smoothie or apple slinky or milo (hot or cold) or noodles for recess they are ordered on a separate brown bag to the lunch order. **NO CAKES/SAOS OR CUSTARD** on this bag
 - your child's choice from the lunch menu.Then place the correct money inside the bag.



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 (PD/HPE)



Discipline:

- 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 Discipline Policy
School Behaviour Management Plan
Suspension, Exclusion & Expulsion Policy

Education Week:

- Chillingham Public School celebrates Education Week with an Open Day and a Book Fair.
- Education Week is 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 if they wish. Donations of books are often made to the school library during Open Day.



Enrolment:

- 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, 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 **free**.

Excursions:

- Chillingham Public School enjoys excursions which enrich students' 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 given in the weekly newsletter which will include the permission note, food and uniform requirements.

Family Information /Details:

- New families 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.
- All information is collected under the Privacy Act.



Flood Procedures:

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

1. Listen to Radio 97 or ABC radio from 7.00am for advice of school closure.
2. If in doubt please ring the school before sending your child as staff may be unable to get to school.
3. If the school buses are not running then the school is closed.
4. 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.

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.
- As a further preventative measure, sunscreen (SPF 30) is provided for the students' use at school. It is good practice for parents to sunscreen their children before they leave home.



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 must be returned EVERY DAY. The book can be checked off and borrowed again if needed.
- The book must travel between school and home in the plastic folder supplied.
- Each student has a Home Reading Log (which should remain in the bag with the book) in which the student or parents 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 as regularly as the student wishes or when the book is finished.
- The Home Reading Log is ruled into the back of the student's homework book.
- 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 content vocabulary.
- Research shows that the more children read, the better they get at reading. Good readers read more at school and also read more often outside school. Children should read every day, if possible.
- Always show enthusiasm when listening to your child read.
- When children are reading, there are some strategies which can be used to help the child work out unknown words. When children come to a word they don't know, it is best not to supply the word, but to give the child time to try and work out the word. Allow about 5 seconds, then, if the child has not been able to attempt the word, the parent or caregiver, should provide some cues or strategies that the child could use to work out the word e.g.
 - Read on to the end of the sentence, then come back to the word.
 - Think about what you have just read.
 - Look at the picture (if it's a picture story book).
 - Look at the first sound.
 - Try to sound it out (not spell it).
 - Go back and read the sentence again.
 - Have a guess.
 - Ask someone.
- It is important to praise the child for attempting new words, working out new words and self-correcting. If possible, provide praise that tells the child what they actually did, e.g. "That was really good. You worked out the word by working out the first sound, then rereading the sentence to find a word which made sense."
- During, or after reading the book, discuss the vocabulary, character and plot of the story with you child.
- Above all, don't make reading the books a chore. Be enthusiastic yourself and show interest.



Homework:

- **Each week** the class teacher will set spelling words and times tables (Years 3 to 6) to be completed in a homework book to be **handed in on Friday mornings**.
- Individual teachers will set homework or projects on a regular basis.
- Research shows that completing set tasks at home will help develop better study habit skills.

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.



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 and Communities 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 sheet at the back 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.
- *HEAD LICE* is Infectious - See attached *Infectious Disease Policy*

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.



Learning and Support Assistance:

- Students have access to support for learning assistance.
- Students experiencing learning difficulties will be taken through a developmental program to meet their educational needs to enhance aspects of their schoolwork.



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 every week and can be borrowed again.
- The library is also available to students during school time to carry out research.
- Co-operative learning, 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.
- School hat and shoes must be worn for WHS 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 children, parents are requested to observe extreme caution in this area and only park in marked bays.

Parent Teacher Interviews:

- All families are encouraged to contact the school at any time during the school year to arrange an appointment to discuss their child's progress.
- Teachers welcome discussion with parents in the interest of their children.
- The best time for an interview is generally after school. However where this is not convenient, attempts will be made to arrange a mutually acceptable time.
- As an important part of our reporting system, parents are invited to attend an interview with the class teacher at the end of Term 2.
- Reports are sent home at the end of Terms 2 and 4.

P&C Association:

- The school is fortunate in having an active and enthusiastic parent body. Meetings are held once a month at a mutually agreeable time.
- 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 \$25 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, performances and Open Day, Anzac Day march and Banana Festival walk.
- **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, Santa's visit and 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.

- **Year 1**

Coloured pencils
Sharpener
Glue stick
2 lead Learner pencils
Ruler
Crayons

- **Year 2**

Coloured pencils
Sharpener
Glue stick
2 lead HB pencils
Ruler



- **Years 3/4/5/6**

At least 2 HB lead pencils bought through the school for 25 to 50c

Red biro

Blue biro

At least 2 glue sticks

3 Display books

Eraser (plastic erasers are better as they don't leave coloured marks on the page)

Tissues and hand sanitiser optional.

Ruler (30cm)

Sharpener

Coloured pencils

- 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. These are bought by the school and charged back to parents. The cost is kept to a minimum ranging from \$35 to \$65.
- Chillingham Public School does not charge set school fees.



School Counsellor:

- Should you have any concerns regarding your child's development please contact the principal.
- The School Counsellor can provide some counselling services. The principal will discuss the referral and outline the process.



School Newsletter:

- The school produces a **weekly** newsletter, which is distributed within the school and the community. It is also published on our School Internet home page.
- 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 **oldest** 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.

School Uniform:

- The school colours are royal blue and white.
- Uniform: Royal blue shorts/culottes/skorts
Royal blue polo shirt with logo.
- Hats: 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 from the Administration Office.
- In winter, students may wear a royal blue tracksuit, to be purchased privately by parents.
- First uniform (shirt, shorts and hat) is provided **free** of charge.



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.



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 well shaded play equipment which is used by 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. A highlight of this program is the Small Schools Athletics Carnival held early 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.
- Chillingham Public School offers a Physical Education program one day a week with a specialist PE Teacher.



Student Banking:

- At the beginning of each year the Commonwealth Bank provides information packages on student banking.
- Students bring their bankbooks and money to school each Monday and this will be banked for them.
- For further information please contact the school.



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.
- A CLOTHING POOL (for pre owned items) is located at the Administration Office.
- Treasured and valuable toys, jewellery and books should be left at home. No responsibility can be taken for loss of or damage to these items.
- Ensure your child's schoolbag is easily recognisable and clearly labelled. Encourage him/her to leave it in its correct place.
- Every effort is made to return any 'lost' property to its owner.
- A LOST PROPERTY box is located inside the teachers' staff room.
- Dangerous items such as pocket-knives are prohibited from being brought to school.

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 to school.



Road Safety: continued



- 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.

Transport:

Bus Service:

- Buses serving this school are owned and operated by Singhs. There are three services.
 - (a) Zara Road / Limpinwood / Youngs Road bus arrives at school at 9:15am and departs at 3:45pm.
 - (b) Hopkins Creek / Numinbah bus arrives at school at 9:15am and departs at 3:45pm.
 - (c) Boatharbour 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.
- Contact the school office for an application form.

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 the Visitors Book that is located in the Administration Office. Staff must know who is on the school premises at all times.



CHILLINGHAM PUBLIC SCHOOL'S DISCIPLINE POLICY

The school is not by itself responsible for, or equipped to develop, socially acceptable behaviour by students. That is a shared responsibility of parents and students in partnership with teachers.

Parents are responsible for ensuring their children attend school. They share in the responsibility of shaping their children's understandings and attitudes about acceptable behaviour. They assume greater responsibility for their children's behaviour as their children travel to and from school.

INTRODUCTION

Chillingham Public School exists to provide a first-class education for all its students.

When parents enrol their children, they enter into a partnership with the school staff. This partnership must strive to create in children an understanding of appropriate public behaviour. Such understanding should lead the student to develop a responsibility for their own behaviour.

Teachers are responsible for the education and care of their students when at school. Their task is to provide the best possible program to meet the needs, capabilities and aspirations of each student and to communicate with parents about the educational progress and behaviour of each student.

When the partnership is based on mutual respect, each partner will support the decisions and responsibilities exercised by others.

THE EXPECTATIONS OF GOOD DISCIPLINE IN NSW PUBLIC SCHOOLS

NSW public schools have the following requirements 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;
- ◆ no 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 Discipline Policy.



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

SCHOOL RULES or DISCIPLINE CODE

- ◆ respect others;
- ◆ 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;
- ◆ play safely and fairly;
- ◆ attend school regularly and take part in class and other school activities to best of my ability;
- ◆ look after personal and school property;
- ◆ display acceptable behaviour at all times and
- ◆ take responsibility for own actions.

SCHOOL BEHAVIOUR MANAGEMENT PLAN

Practices Designed to Recognise and Reinforce Achievement and Appropriate Student Behaviour

- ◆ social reinforcers, ie. the attention a student gets from the teacher eg. verbal and nonverbal praise and commendation
- ◆ activity reinforcers, ie. special things that students might "get to do" as a reward for good behaviour eg. getting free time, being a line leader
- ◆ tangible reinforcers, ie. physical objects that students might get as a reward for good behaviour eg. stickers, merit certificates at assemblies
- ◆ whole-school Social Skills Awareness Program
- ◆ visit to Principal for recognition
- ◆ ongoing parent contact



Strategies For Dealing With Unacceptable Behaviour

For minor breaches, consequences may include:

- ◆ reprimand (non verbal and verbal);
- ◆ simple 'distraction' method (move the child);
- ◆ loss of privilege;
- ◆ in-class/playground isolation and
- ◆ writing a letter of apology

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

- ◆ name in BEHAVIOUR BOOK;
- ◆ individual Behaviour Modification Program;
- ◆ being sent to the principal;
- ◆ parent interview and
- ◆ school counsellor intervention.

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

SUSPENSION, EXCLUSION AND EXPULSION FROM SCHOOL

Suspension highlights for the student and the parents the unacceptability of the student's behaviour and the parent's responsibility for remediation of that behaviour.

The school and the public school system, will work in partnership with parents in assisting the student to rejoin the school community.

Suspension is subject to procedures set by the Department of Education and Training and is consistent across all public schools. The principal, in considering and implementing a suspension, will in all cases follow the department's procedures.

Immediate Suspension

Principals of government schools **must** suspend immediately and consistently with policy guidelines, any student who:

- ◆ **is physically violent;**
[Resulting in injury, or seriously interfering with the safety and well being of other students, staff or other persons. The matter may need to be reported to NSW police]
- ◆ **is in possession of a firearm or prohibited weapon;**
[The matter must be reported to NSW police]
- ◆ **Uses, supplies or is in possession of, a suspected illegal substance** (not including alcohol or tobacco) **or supplies a restricted substance.** [The matter must be reported to NSW police]

Short and Long Suspension

In determining whether a student's misbehaviour is serious enough to warrant suspension, the principal will have:

- ◆ ensured that all appropriate school student welfare strategies and discipline options have been applied and documented;
- ◆ ensured that all appropriate support personnel available within the school system and externally have been involved;
- ◆ ensured that discussion has occurred with the student and parent or caregiver regarding specific misbehaviour which the school considers unacceptable and which may lead to suspension and
- ◆ provided a formal written caution detailing these behaviours, as well as clear expectations of what is required of the student in future and recorded all action taken.

A **short suspension** of up to and including 4 school days may be imposed for the following reasons:

- ◆ **Continued Disobedience**
This includes but is not limited to, breaches of the school discipline code, minor criminal behaviour related to the school and use of alcohol or persistent use of tobacco.
- ◆ **Aggressive Behaviour**
This includes, but is not limited to, hostile behaviour directed towards students, members of staff or other persons, including verbal abuse and abuse transmitted electronically such as by email or SMS text messages.

SUSPENSION, EXCLUSION AND EXPULSION FROM SCHOOL (continued)

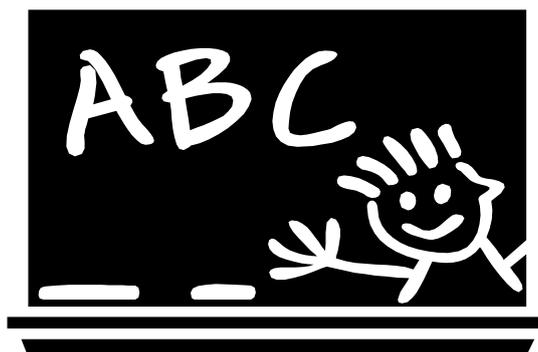
A If short suspensions have not resolved the issue of inappropriate behaviour, or the misbehaviour is so serious as to warrant a long suspension, the principal may impose a long suspension of up to and including 20 school days. In determining if a student's behaviour is serious enough to warrant a long suspension the principal will consider:

- ◆ the safety of students and staff;
- ◆ the merit and circumstances of the particular case and
- ◆ factors such as the age, individual needs, any disability and developmental level of students.

A **long suspension** of 20 days may be imposed for the following reasons:

- ◆ **physical violence;**
- ◆ **use or possession of a prohibited weapon, firearm or knife;**
- ◆ **possession, supply or use of a suspected illegal substance;**
- ◆ **use of an implement as a weapon or threatening to use a weapon;**
- ◆ **serious criminal behaviour related to the school and**
- ◆ **persistent misbehaviour.**

NB For further information please refer to Suspension and Expulsion of School Students (unique identifier PD/2006/0316) produced by the Department of Education and Training 2011.



Some *infectious diseases* of children

For more information please contact your **local public health unit, community health centre, pharmacist or doctor**

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. Can be more severe in pregnant women and newborns.

Do I need to keep my child home?

Yes, for 5 days after the rash first appears and until the blisters have all scabbed over.

How can I help prevent spread?

Immunisation is available for children over 12 months old. It is recommended for people over 12 years who 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 help prevent spread?

Careful hand washing with soap and water after using the toilet or handling nappies 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 and mouth disease

Time from exposure to illness

3 to 7 days.

Symptoms

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

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 noses, using the toilet and changing nappies.

Head lice

Time from infestation to eggs hatching

Usually 5 to 7 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 headlice management is ongoing.

How can I help prevent spread?

Family, friends and classroom contacts should be examined and managed if infested.

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; close contacts may need to have an injection of immunoglobulin; immunisation 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 with pus and become crusted; usually on the face, hands or scalp.

Do I need to keep my child home?

Yes, until treatment starts. Sores should be covered with a watertight dressing

How can I help 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 and headaches.

Do I need to keep my child home?

Yes, until they feel better.

How can I help prevent spread?

Immunisation, is recommended for the elderly and people with chronic illnesses.

Measles

Time from exposure to illness

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 help prevent spread?

Immunisation (MMR) at 12 months and 4 years. Contacts who are not immune should not attend school or work for 14 days.

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 and rash.

Do I need to keep my child home?

Seek medical help immediately.

Patient will need hospital treatment

How can I help prevent spread?

Avoid sharing drinks. Close contacts should see their doctor urgently if symptoms develop, and may need to have a special antibiotic.

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 help 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; reinfections: 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 treatment has begun.

How can I help prevent spread?

Close contacts should be examined for infestation and treat 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 help prevent spread?

Careful hand washing. Sick contacts should see their doctor.

Slapped cheek

(Erythema infectiosum, Fifth disease, Parvovirus B19)

Time from exposure to illness

1 to 2 weeks.

Symptoms

Mild illness; 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, most infectious before the rash appears.

How can I help prevent spread?

Careful hand washing; avoid sharing drinks.

Whooping cough (pertussis)

Time from exposure to illness

7 to 20 days.

Symptoms

Starts with runny 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, and 18 months and 4 years of age. A special antibiotic can be given for the patient and close contacts. Unimmunised contacts may be excluded from child care until the first 5 days of a special antibiotic has been taken.

Worms

Time from exposure to illness

Several weeks.

Symptoms

Itchy bottom.

Do I need to keep my child home?

No.

How can I help prevent spread?

Careful hand washing. Whole household should be treated. Wash linen, towels and clothing worn in the past 2 days in hot water and detergent.