

# Coutts Crossing

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## Public School



# 2024 Handbook

Version Jan 2024

## **Welcome**

Coutts Crossing Public School is a small school which services the local village and outlying areas. Its size and rural setting allow students the opportunity to engage in quality learning activities in a friendly, inclusive environment.

Our experienced and committed staff offer current evidence-based programs which allow each student to reach their full potential. We acknowledge that each child possesses their own unique skills and abilities. Through differentiated teaching, each student's learning is tailored to suit their individual needs, providing them with opportunities to connect with their learning, succeed and thrive.

Your child's education is a team effort between parents, staff, and the student themselves. We encourage parents to be actively involved in all of aspects of schooling within an environment of collaboration and mutual respect. Open communication is important. Please do not hesitate to make an appointment with the teacher or Principal if you have any concerns. Our P&C is always seeking new members and joining can be a great way to contribute.

The school promotes four positive core values that are instilled in students every day within the classroom and playground:

- Personal best
- Take responsibility
- Be safe
- Show respect

*Our school motto is: Cooperative & Caring*

### 2021-2024 Vision Statement

At Coutts Crossing Public School we provide high quality, inclusive educational experiences in a school community where all children are known, valued, and cared for and are encouraged to achieve their potential. Our vision is to empower all students to embrace learning, to develop their social, emotional, and physical wellbeing and to become independent, lifelong learners.

## **SCHOOL & STAFF INFORMATION**

**ADDRESS:** 1570 Armidale Road, Coutts Crossing 2460

**TELEPHONE:** (02) 6649 3225

**EMAIL:** [couttscros-p.school@det.nsw.edu.au](mailto:couttscros-p.school@det.nsw.edu.au)

**WEBSITE:** [couttscros-p.schools.nsw.gov.au](http://couttscros-p.schools.nsw.gov.au)

<b>PRINCIPAL:</b>	Mrs Sarah Bathgate
<b>ASSISTANT PRINCIPAL:</b>	Mrs Karleigh Moran
<b>TEACHING STAFF:</b>	Mrs Karleigh Moran - Learning & Support & APCIM Mrs Necia Creighton – K/1 Ms Michelle Storm – Stage 1 Miss Elouise Wood – Stage 2 Mrs Jessica Tomlinson – Stage 3 Mrs Eleni Mclver – Stage 3/MC Ms Kimberley Howard – Stage 1/ RFF
<b>ADMIN STAFF:</b>	Mrs Narelle Butcher - Admin Manager Mrs Amanda Adamson - Admin Officer
<b>SUPPORT STAFF:</b>	Mrs Susanne Gardiner - Learning Support Officer Mrs Amanda Adamson – Learning Support Officer Miss Taleah Melenhorst - Learning Support Officer Mrs Gemma Albert – Learning Support Officer Mr Ben Jaquin - General Assistant Ms Kim Kratz - Cleaner
<b>DIRECTOR:</b>	Mr Martin Gill
<b>SCHOOL COUNSELLOR:</b>	Mr Jason Wade
<b>P&amp;C Executive 2023:</b>	Ryanda Ellis - President Georgina Heal - Vice President Alexa McKittrick - Secretary Megan Newman – Treasurer

The 2024 AGM will be held on Thursday 15<sup>th</sup> February 2024 at 2.00pm.

Committee positions for 2024 will be declared vacant. Nominations can be made by any P&C member after one year of membership.

### **SCHOOL TERMS FOR STUDENTS - 2024**

TERM 1	Thurs 1 Feb - Fri 12 Apr
TERM 2	Tues 30 Apr - Fri 5 Jul
TERM 3	Tues 23 Jul - Fri 27 Sep
TERM 4	Mon 14 Oct – Wed 18 Dec

**Please do not hesitate to contact the school if you have any questions or concerns. We are here to work together for your child's education!**

## **SCHOOL HOURS**

The school day commences at 9.00am and finishes at 3.10pm.

The school provides direct supervision between 8.40am and 3.30pm. Recess is from 11.10am to 11.50am, with lunch from 1.30pm to 2.10pm.

Children should not be at school before 8.40am or remain after 3.10pm, unless travelling on school buses or special arrangements have been made.

## **ATTENDANCE / ABSENCES**

Students are legally required to attend school every day that it is open. Any absences must be explained by personal contact, email, a phone message or note. Please refer to the attached document *Compulsory School Attendance*, for more information regarding attendance policies.

**We ask that parents/carers contact the school office on the morning of each absence.** This ensures the safety of students and assists in maintaining accurate attendance records. Parents will receive an absence notification if a student is marked absent on the class roll.

## **LATE ARRIVALS & EARLY LEAVERS**

Any late arrivals and early leavers must report to the office and obtain a pass which should be handed directly to the class teacher. Parents are required to sign their children in/out at the office if they arrive or leave outside of normal school hours.

## **PERMISSION NOTES**

Long term permission notes are to be completed at the commencement of each year or on enrolment during the year. Additional permission notes are sent home by the school when needed for excursions or sporting/cultural events. These **MUST** be signed and returned, to comply with regulations, otherwise students **CANNOT** attend the event.

## **SCHOOL FEES**

An annual school fee (voluntary contribution) will not be applicable in 2024. Payments will be requested through the year for various activities. Please note that we try to keep costs to families at a minimum, while also offering a broad range of opportunities for students. Part payments can be made towards outstanding accounts through School Bytes – see below.

Cash and cheque payments are also accepted, however online payments are preferred.

## **ONLINE PAYMENTS**

Parents have the option to make online payments for amounts owing for students via School Bytes. School Bytes can be accessed via the School Bytes app or through the 'make a payment' link on the school website. New users will need to create a School Bytes account.

If you have any questions about the process please contact the school office.

## **SCHOOL CURRICULUM**

Coutts Crossing Public School provides excellent educational opportunities for all students in the areas defined by the Department of Education. Our academic programs are centred on the National Education Standards Authority (NESA) Key Learning Areas of English, Mathematics, History, Geography, Creative Arts, Science and Technology and Personal Development, Health, and Physical Education.

## **MULTICATEGORICAL (MC) CLASS**

Coutts Crossing Public School has a multi-categorical class to provide intensive support for children with additional learning and wellbeing needs. Enrolment in the MC class will be through application to a placement panel and students will be prioritised according to need and availability.

## **ASSESSMENT AND REPORTING**

Students are continually observed and assessed on the work they complete throughout the year. Teachers use ongoing formative and summative assessments to monitor growth and identify areas for additional support. Written reports on each child's progress, behaviour and attitude to learning are issued at the end of each semester. Parents are encouraged to attend parent/teacher interviews to discuss student progress at the end of Term One.

## **LIBRARY**

Every class has a library lesson each week. During this time children may borrow up to four books. Books may be kept for a fortnight. Students will not be able to re-borrow unless books are returned, or contact is made with the school regarding outstanding books. A library bag is recommended to protect books. On enrolment in kindergarten, each child is given a library bag to keep.

## **EXTRA-CURRICULA OPPORTUNITIES:**

- SRC and leadership roles
- Future focused learning – coding, robotics, film making, Coutts Cafe
- School choir, dance groups, Clarence Valley Conservatorium Music Instrumental lessons
- Visiting performances
- Excursions, gala days, and school camps
- Various other opportunities as they arise

## **SPORT**

It is our policy to encourage full participation in sporting activities. To achieve this, a variety of sporting options are presented, and the children are introduced to the skills needed to enjoy playing these sports at school. Specialists and coaches are invited to the school to promote and train children in different sports, when available. Our school is involved in the Sporting Schools program funded by the Australian Sports Commission. Sports carnivals are held at School, Clarence Small Schools, District, Zone and State levels in Athletics, Cross Country, and Swimming. We have three Sports Houses. These are named after creeks and rivers in the area: BLAXLAND (yellow), GOOLANG (green), ORARA (red). Students are allocated a house when they arrive at school. Siblings are placed in the same house. Nymboida Public School joins us to make a fourth house for our annual Athletics Carnival and Cowper Public School join us at our Swimming Carnival.

## **STUDENT WELLBEING**

There is a continuing focus on the development of positive values and behaviours by children towards their personal relationships with other students and staff.

Support is provided to students who have additional needs (academically, socially, or emotionally) through the class teacher, learning support teacher, school counsellor and Principal. All students are provided explicit instruction to develop their social-emotional skills through the 'Second Steps' program and develop mindfulness skills through the Smiling Minds program. Peer support activities are offered each year. The program content varies from year to year but may

include optimism, values, resilience, teamwork and anti-bullying.

A range of awards are presented to students who show enthusiasm and commitment to their academic, extra-curricular and community involvement. These awards include merit certificates, cool cards, star awards and special recognition awards. Please refer to Wellbeing Behaviour Support and Management Plan for more information.

### **MORNING BREAKFAST PROGRAM**

As part of our ongoing commitment to providing a learning environment which promotes a healthy mind and healthy body, the school offers breakfast before school. This will provide students who have missed breakfast with the opportunity to enjoy a healthy start to the day and foster positive eating habits for students to help ensure they are ready to achieve their full learning potential in class each day.

### **CRUNCH & SIP**

Our school is a part of the Crunch & Sip® program. During our morning session we set a time for students to 'refuel' on vegetables and fruit and 'rehydrate' with water. Students who are not hungry and are well hydrated perform better in the classroom, show increased concentration, and are less likely to be irritable and disruptive. Please send a small serve of fruit or vegetables with your child each day, preferably pre-cut.

### **SRE - Special Religious Education**

SRE is a part of the curriculum offered by the Department of Education. An SRE teacher visits the school on a fortnightly basis, presenting a non-denominational Christian approach to participating students in years K-3. Participation in SRE is confirmed on enrolment. For students to join or withdraw from SRE after enrolment, parents must notify the school in writing.

### **IF YOUR CHILD IS SICK**

Children who become unwell at school will be catered for in the sick bay until parents can be contacted. If for any reason a parent cannot be contacted an email will be sent to parents/carers to advise of symptoms. We encourage parents to keep sick children at home until recovered, to prevent the spread of infection to other children and staff.

### **IMMUNISATION**

On enrolment, we request information regarding your child's current immunisation status with an Immunisation History Statement. An information leaflet is included with enrolment packs regarding immunisation legislation that was introduced on 1 April 2018.

### **HEALTH CARE PLANS**

All students are required to have a health care plan if they have anaphylaxis, asthma or any other ongoing medical needs. Health care plans should be prepared by your GP and supplied to the school on enrolment and updated annually. Please contact the school if you have any concerns regarding your child's ongoing health needs.

### **MEDICATION AT SCHOOL**

When a medical practitioner has prescribed medication that must be administered during the school day, parents/carers must:

- notify the school in writing
- complete Department of education consent forms provided by the school



- parents must supply the medication and any consumables necessary for its administration. Students should not bring medication to school in their school bag.

The administration of prescribed medication in schools is carried out by staff who volunteer and who are trained. Except in an emergency, only staff members who have been trained will administer prescribed medication to students.

Parents/carers of children who require prescribed medication to be administered at school must complete a written request. Ongoing medication requests, including the use of a personal asthma inhaler, must be accompanied by a 'Request for support at school of a student's health condition', available at the school office.

Students who take regular/daily medication **MUST** have their medication prepared in a blister pack (Webster-pak).

## ACCIDENTS

Safety is a priority, however at times there may be the odd accident. The following procedures are carried out in the event of accident or sudden illness:

- render first aid to the extent we are able
- in the first instance, every effort is made to contact the child's parent/guardian
- where necessary the child will be transported to hospital by ambulance

Staff are trained in CPR and anaphylaxis procedures annually, with a number of staff also trained in current first aid procedures.

## SCHOOL UNIFORMS

The wearing of school uniforms by students assists in defining an identity for the school within our community. It helps to develop a student's sense of belonging to the school community and it enhances the health and safety of students when involved in school activities.

### UNIFORM

**Shirt:** Maroon, blue and white polo – unisex  
This shirt can be worn every day, including sports days

**Bottoms:** Black shorts, skirt or pants

**Jumper:** Maroon or school jumper

**Socks:** White

**Footwear:** Preferably black joggers or black school shoes

Shirts are available to purchase at school for \$30.00 each.

An optional school jumper/hoodie is available for \$45.00 - limited stock available during warmer months. In cool weather students can also wear a maroon fleece jumper or zip jacket from school wear ranges, sourced at local stores or online.

Black 'bottoms' can be sourced at local stores or online. The school recommends any black bottoms from the school wear range at most large retailers.

Please note uniform prices are subject to change in the future, depending on suppliers.



## **HATS**

Students are required to wear a maroon bucket or broad-brimmed hat when outside. The maroon school hat is available at the school office, priced at \$10.00 each.

Spare hats are available from the office for students without a hat. A no hat, no outdoor play policy is in place.

## **LOST PROPERTY**

Lost property is collected at the office. Please ensure items are clearly labelled. At the end of term unclaimed clothing goes into the clothing pool or is passed on to charity organisations.

## **CLOTHING POOL**

We have a limited amount of donated clothing available at school for students who might need a replacement uniform during the day.

## **PICK UP AND DROP OFF**

**By car** - There is a new section of parking directly out the front of the school (reverse 45deg) to allow for easier and safer pick up and drop off. To access this parking if coming from the town, please U Turn by using the bus turn around bay. **IMPORTANT** - DO NOT enter the new bus bay if a bus is in use. DO NOT stop if driving through as this is a NO STOPPING zone. Please keep moving to the parking area. The new parking area is tagged for 5 minute parking at the beginning and end of school day.

These arrangements are to keep our children and community safe. Please be aware of your surroundings and the movement of vehicles and people.

**School Crossing** – Children needing to cross the road must use the school crossing. Children will wait next to the office of an afternoon and will be escorted across the road via the crossing.

## **BUSES**

All children getting to and from school via buses will be dropped off at the new bus bay and will use the cemented pathway that leads to the front of the school and enter the school near the front office. **IMPORTANT – Only enter the bus bay if not in use by a bus.**

Safety and behaviour on and around buses is taken very seriously. Parents are asked to encourage children to follow the rules established by the bus drivers. Parents are also asked to inform the school if their child is not travelling on the bus, particularly if they are being picked up during the day.

Bus travellers arriving prior to the school starting time must remain seated under the assembly area until the teacher is on duty at 8.40 am. Direct supervision is provided for children after school hours until the departure of the last bus.

Bus travel applications are now completed online on the School Student Transport Scheme (SSTS) website. A brochure with further details is available at the school office.

## **BUS CONTACTS**

All school buses are operated by BNA Buses. Buses provide transport on various routes to and from Blaxland Flat, Nymboida, Sandy Swamp, Kangaroo Creek and South Grafton.

For details on bus routes and times please contact BNA Buses: Harvey Atwal 0403 352 211



## **SCHOOL NEWSLETTER**

This is published fortnightly on the school website. A link will be shared via Facebook.

## **FACEBOOK**

Our school has a Facebook page which includes photographs from special events, and important reminders. Please follow and give us a "Like."

## **SCHOOL WEBSITE**

The school website is another source of information for the school and the Department of Education. Online payments can be made through the website. It is also an archive of past newsletters. Newsletters and Facebook will be the most reliable and up to date source of information for parents.

## **SMOKING / VAPING**

Visitors to the school are prohibited from smoking/vaping whilst in the school grounds.

## **CANTEEN**

The canteen operates on Fridays (recess and lunch). A quality range of items is offered at very reasonable prices. All profits benefit the school and students.

Our school canteen has been certified as a 'Healthy School Canteen' by meeting criteria set by the Department of Education and the NSW Health 'Healthy School Canteen Strategy'.

If you can assist in the canteen, please get in touch with the school office or a P&C committee member. We are always keen to welcome new volunteers.

Price lists are available from the office. Lunch orders should be written out on a bag or envelope marked with your child's name and class. Money should be placed inside and secured. Students place the order in a class tub at the commencement of the day.

## **PARENTS & CITIZENS ASSOCIATION**

The P&C is formed by parents and citizens of the Coutts Crossing community. All parents and interested persons are urged to join (\$1). The 2024 Annual General Meeting will be held on Thursday 15 February. P&C meetings are typically held twice per term. Meeting dates will be advised at least 7 days prior in the school newsletter and/or on Facebook. A number of fundraising events are organised by the P&C during the year and your support for these is appreciated.

## **VOLUNTEERS**

Community support is very much appreciated in our school and is vital in encouraging our students to attain their best. P&C and helping in the canteen are great ways to support CCPS.

Let us know if you feel you have something additional to offer our school.

Please note that all community and parent volunteers who attend the school need to complete a 'Declaration for Volunteers'. Volunteers are asked to abide by our Parent/Carers, Visitors and Volunteers Procedures, including the Code of Conduct. A copy of this document is available at the school office.

## **WHAT TO BRING & WHEN**

Information on class specific routines and requirements will be shared by classroom teachers.

Essential classroom items (pens, pencils, books, etc) are provided by the school.

Students will need to bring their school bag, recess, lunch, water bottle, Crunch & Sip and a hat every day.

## PERSONAL POSSESSIONS

Phones are not permitted for student use in NSW public primary schools. If you believe your child has exceptional circumstances and needs to have a mobile phone at school it must be handed in to the school office on arrival at school and collected at the end of the day.

## TRANSITION TO SCHOOL PROGRAM

During Term 4 we offer opportunities for children entering Kindergarten to experience 'big school' through planned visits that last up to half a day. They will participate in activities that they will encounter when they begin Kindergarten. Experience suggests that children who attend these days settle much more quickly into school life the following year.

CCPS Canteen Menu 2024			
RECESS ITEMS ONLY		LUNCH ITEMS (to be ordered)	
Ham & cheese muffin	1.50	Chicken crackles (5)	3.00
Jelly	0.50	Pie	4.00
Custard	0.50	Large sausage roll	3.00
Jelly and custard	1.00	Half sausage roll	1.50
Pikelets	0.20	Hamburger (beef patty, salad & sauce- tom/BBQ)	4.50
Garlic bread	0.40	Cheeseburger (beef patty, cheese & sauce- tom/BBQ)	3.50
Banana bread	1.00	Large hot dog (inc sauce - tom/BBQ)	2.50
Red Rock Deli chips	1.50	Half hot dog (inc sauce - tom/BBQ)	1.20
Sippy milk straw	1.50	Pizza - ham, pineapple & cheese (tomato base)	3.50
Frozen fruit cup	1.00	Pizza – meat lovers (BBQ base)	3.50
		Vegemite sandwich	2.50
		Vegemite and cheese sandwich	2.80
		Salad sandwich	4.00
		Ham & salad sandwich	4.50
		Chicken & salad sandwich	5.00
<b>DRINKS</b>		Ham & salad wrap	4.50
Cold milo	1.50	Chicken & salad wrap	5.00
Milk cup - Chocolate	1.50	Toasted sandwich – cheese or ham	3.00
Milk cup - Strawberry	1.50	Toasted sandwich - chicken/ham & cheese	3.50
Fruit smoothie	2.00	Toasted sandwich - chicken/ham, tomato & cheese	4.00
Juice cup - Apple/Blackcurrant	1.00		
Orange or Apple			
Bottled water	1.50		
		Sauce sachet – tomato or BBQ	0.50
		Paper lunch bag	0.10
<b>AFTER LUNCH ONLY</b>			
Vanilla ice cream cup	1.00		
Frozen quelch ice block	0.80		
½ quelch ice block	0.40		
Pineapple UFO’S	0.20		
Twisted frozen yoghurt	2.50		
Canteen is open on Fridays for recess and lunch. Students are to put lunch orders in the classroom basket at the start of the day. * Please send lunch orders to school in a paper lunch bag *			

# Behaviour code for students

## Information for students and parents or carers

NSW public schools are committed to providing safe, supportive, and responsive learning environments for everyone across a range of settings. We teach and model the inclusive and safe behaviours we value in our students.

### **In NSW public schools students are expected, to the best of their ability, to:**

- show respect to other students, their teachers and school staff and community members
- follow school and class rules and follow the directions of their teachers
- strive for the highest standards in learning
- act in a courteous and respectful way that makes all members of the school community feel valued, included and supported
- resolve conflict respectfully, calmly and fairly
- meet the school's agreed uniform policy or dress code
- attend school every day (unless legally excused)
- respect all property
- be safe and not be violent or bring weapons, illegal drugs, alcohol, vapes, e-cigarettes or tobacco into our schools
- not bully, harass, intimidate, or discriminate against anyone in our schools.

Schools take action in response to behaviour that is detrimental to self or others or to the achievement of high-quality teaching and learning.

### **All students have a right to:**

- safety at school
- access and fully participate in their learning
- be treated with respect by other students, teachers and school staff
- express their views, set goals and self-advocate.

The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments and apply an appropriate action when students are not meeting these expectations.

The department is responsible for the provision of a policy framework and resources such as legal issues bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment.

In this context, the NSW Government and the Department of Education will back the authority and judgment of principals and school staff at the local level.

### **Behaviour code for students: Student actions**

Promoting the inclusion, learning, wellbeing, and safety of all students in NSW public schools is a high priority for the Department of Education.

We implement teaching and learning approaches across a range of settings to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

**To meet the expectations set out above, students in NSW public schools, to the best of their ability, should adhere to the following principles.**

### **Respect**

- Treat one another with dignity.
- Communicate and behave courteously.
- Act and work cooperatively with other students, teachers, and school staff.
- Develop positive and respectful relationships.
- Value the interests, ability and culture of others.
- Respect the learning needs of other students.
- Dress appropriately by wearing the agreed school uniform or dress code.
- Take care with school property and the property of staff and other students.

## Safety

- Model and follow school and class rules and expectations around behaviour and conduct.
- Negotiate and resolve conflict.
- Be aware of and take responsibility for how their behaviour and actions impact others.
- Care for self and others.
- Be safe and help others to make safe choices that do not hurt themselves or others.

## Engagement

- Arrive at school and class on time.
- Be prepared for every lesson.
- Actively participate in learning.
- Aspire and strive to achieve the highest standards of learning.

### Telephone interpreter service

If you would like more information please call the school principal. If you need an interpreter to assist with your enquiry, please call the Telephone Interpreter Service on 131 450 and ask for an interpreter in your language.

Tell the operator the phone number you want to call and the operator will get an interpreter on the line to assist you with the conversation. You will not be charged for this service.