

# Coutts Crossing Public School



## 2019 Handbook

## Welcome

Coutts Crossing Public School is a small school which services the local village and outlying areas. Its size and rural setting allow children who attend it the opportunity to engage in the full range of educational activities in a friendly, inclusive learning 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 rapport 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
- Stay safe
- Show respect

We also provide students with the opportunity to be involved in a range of extra-curricular activities such as peer support, excursions and camps, eisteddfods (including choir, dance and verse speaking) and student leadership.

*Our school motto is: Cooperative & Caring*

## **SCHOOL & STAFF INFORMATION**

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

**TELEPHONE:** (02) 6649 3225

**FAX:** (02) 6649 3051

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

**PRINCIPAL:** Mrs Michelle Dalglish

**TEACHING STAFF:** Mrs Jo-Ann Conyard  
Mrs Karleigh Moran  
Ms Maddison Campbell  
Ms Caitlin Nay  
Mr Peter Woolridge (Instructional Leader & Librarian)

<b>SUPPORT STAFF:</b>	Mrs Narelle Butcher	Admin Manager – Relieving
	Mrs Elaine Niland	Admin Officer
	Mrs Susanne Gardiner	Learning Support Officer
	Ms Nicola Moloney	Learning Support Officer
	Mr Warren Bebbington	General Assistant
	Ms Kim Kratz	Cleaner

**DIRECTOR:** Mrs Meghanne Wellard

**SCHOOL COUNSELLOR:** Mr Paul Young

<b>P&amp;C Executive 2018:</b>	Suzie Gendle	President
	Cory Fallon	Secretary
	Hayley Sacco	Treasurer

## **SCHOOL TERMS FOR STUDENTS - 2019**

TERM 1 30 Jan – 12 Apr (Kindergarten starts on Monday 4.2.19)

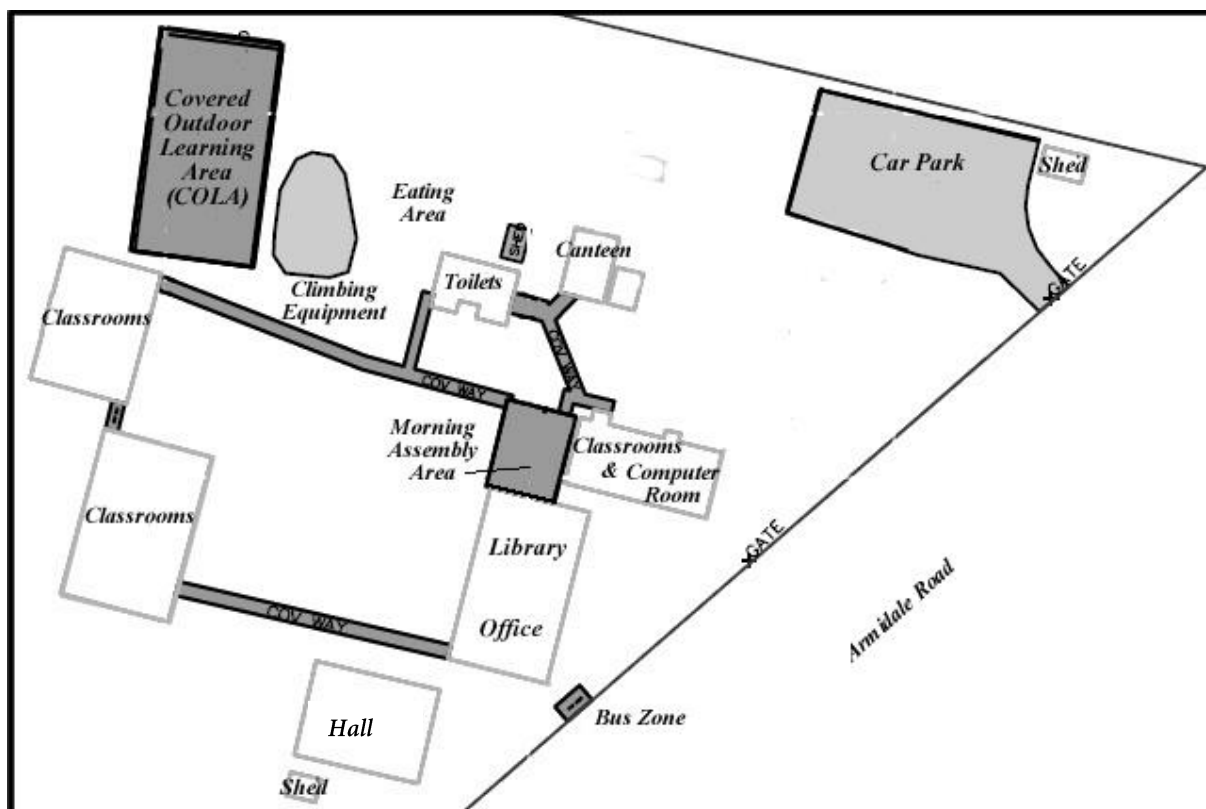
TERM 2 30 April – 5 July

TERM 3 23 July – 27 Sept

TERM 4 14 Oct – 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 Map**



## SMOKING

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

## SCHOOL HOURS

The school day commences at 9.10am and finishes at 3.10pm. The school provides direct supervision between 8.40am and 3.40pm. Recess is from 11.10am to 11.35am, with lunch from 1.10pm to 2.00pm. 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.

## LATE ARRIVALS & EARLY LEAVERS

Students are not allowed to leave school grounds at any time unless:-

1. they are attending an authorised school outing
2. they are being collected by a parent
3. they bring a note from a parent

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.

## 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.

## **PERMISSION NOTES**

Long term permission notes are to be filled in on enrolment and also at the commencement of each 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 general voluntary contribution fee of \$50 is levied for each child, with a reduced fee for siblings. This money is used to purchase all resources needed for each student and subsidise or cover additional school activities and excursions. Coutts Crossing Public School has always strived to minimise any cost of education for students. The payment of school fees will allow the school to continue to offer special opportunities to students that would otherwise not be accessible or affordable.

## **POP - Parent Online Payments**

Parents have the option to make online payments for amounts owing for students, via a secure payment page hosted by Westpac. Payments can be made using either a Visa or MasterCard credit or debit card, and can be made via computer, tablet or mobile phone. The payment page is accessed from the front page of the school's website by selecting [\\$ Make a payment](#). If you have any questions about the process or if you would like an updated Statement of Account at any time, please contact the school office.

## **SCHOOL CURRICULUM**

Coutts Crossing 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.

Students receive daily instruction in literacy and numeracy, utilising a variety of quality resources to allow them a range of modes of accessing the curriculum.

## **INSTRUCTIONAL LEADER**

Coutts Crossing Public School currently benefits from the NSW Department of Education Early Action for Success Program. This program aims to improve students' performance through a targeted approach in the early years.

In particular, the strategy involves employment of an Instructional Leader to assist teachers with:

- Early identification of the level of attainment in literacy and numeracy of each individual child (K-2).
- Differentiating teaching practice that focuses on the needs of the individual student.
- Using targeted interventions in literacy and/or numeracy according to need.
- On-going monitoring of student progress against the Literacy and Numeracy Continuums/Learning Progressions.

## **HOME READING PROGRAM**

This is a structured reading program where children read each night and children record their reading habits in a home reading diary. Incentives are provided as children reach targets.

## **ASSESSMENT AND REPORTING**

Students are continually assessed on the work they complete throughout the year. Teachers use a variety of methods to do this. Written tests, bookwork, homework, completion of set assignments and teacher observation are utilised to monitor student growth and identify areas for additional support. Written reports about each child's progress, behaviour and attitude 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.

## **HOMEWORK**

Homework assignments are given regularly, dependent on the homework schedule used by each classroom teacher. Each teacher will communicate their expectations regarding homework at the commencement of the year. Each child should do some reading each day in addition to set work. Homework is the responsibility of the child but can be assisted in this by both parents and teachers.

## **LIBRARY**

Every class has a library lesson each week – either Tuesday or Wednesday depending on class. During this time children may borrow books: Kindy - 1 book, Years 1-6 - 2 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
- Clarence Science Initiative
- Future focused learning – coding, robotics, film making, Maker Space
- the chance to learn a musical instrument (through the CV Conservatorium)
- School choir and verse speaking groups, musical and eisteddfod opportunities
- visiting performances
- excursions, gala days and school camps
- Coutts Café – cooking healthy meals with produce grown in school gardens each term

## **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. In 2018 we received additional funding for an AFL, tennis and swimming program.

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.

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

SRE is a part of curriculum offered by the Department of Education. An SRE teacher visits the school every week presenting a non-denominational Christian approach to all classes. Parents not wishing their children to attend need to notify the classroom teacher in writing. Enrolment forms include an area where a student's religion can be identified for inclusion in SRE. If you wish to have your child included in SRE, if they are not already, please contact the school.

### **STUDENT WELLBEING**

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

We run a peer support program each year which is led by our Year 6 students. The program content varies from year to year but may include optimism, values, resilience 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.

### **MORNING FRUIT PROGRAM**

As part of our ongoing commitment to providing a learning environment which promotes a healthy mind, healthy body and healthy spirit, the school offers a selection of fresh fruit each morning before school. This will provide students who have missed breakfast with the opportunity to enjoy a healthy start to the day. We hope this will foster positive eating habits for students and 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, salad 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.

### **SCHOOL BANKING**

Commonwealth Bank deposits may be left at the office on Wednesday mornings. The student banking rewards program offers a special prize to bankers who collect 10 deposit tokens. Rewards can be claimed at the school office. A Commonwealth Bank student account is required.

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

Children who become ill at school will be catered for in the sick bay until parents can be contacted. If for any reason a parent cannot be contacted a note will be sent home with the child in case you feel further action may be necessary.

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.

## **MEDICINE 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
- provide up to date information as required, including dosage and timing
- supply the medication and any consumables necessary for its administration

The administration of prescribed medication in schools is carried out by staff who volunteer and who are trained. Except in an emergency, only individual staff members who have volunteered and 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.

## **ACCIDENTS**

While there are very few accidents at this school and every care is taken to ensure that our students are not exposed to danger, the following procedures are carried out in the event of accident or sudden illness:-

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

Staff are trained in CPR and Anaphylaxis procedures annually.

## **SCHOOL UNIFORMS**

The school uniform was developed in consultation with the community. 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**

**Girls:** Maroon skirt and a pale blue blouse with school emblem on pocket

**Boys:** Grey shorts with pale blue buttoned shirt with school emblem on pocket

**General uniform:**

**Sport:** Maroon soccer shorts or skirt worn with school sports polo shirt

**Jumper:** Maroon

**Socks:** White

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

## U-DESIGN UNIFORM SHOP

Gate 3/Shop 18

170 North St, Grafton

Ph: 02 66432989

### Price List –Coutts Crossing PS

Girl Shirt	\$30.00
Boy Shirt	\$30.00
Girl Skort	\$40.00
Boy Short	\$27.00
Girl Long Pants	\$40.00
Jacket	\$55.00
Sport Shirt	\$30.00
Sport Shorts	\$27.00

As at Sept 2018

### OPENING HOURS

MONDAY: 10:00 A.M - 2:P.M

THURSDAY: 2:30 P.M - 6:P.M

SATURDAY: 9:00 A.M - 1:P.M

The shop is closed for a three week period during the Christmas/ New Year season.

For a three week period prior to the return of school each year the shop is open

Monday to Friday 9am to 5pm

### HATS

Students are required to wear a bucket or broad-brimmed hat at all times when outside. The maroon school hat is available at the school office, priced at \$8.00 each.

Spare hats are available from the office for students without a hat, only twice per term. 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. After one 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, or for second hand purchases. We appreciate donations of unwanted uniforms, particularly in smaller sizes for beginning students.

### PERSONAL POSSESSIONS

Students who wish to bring toys or items from home to play with during breaks, do so at their own risk. Special items for news should be given to the class teacher on arrival for safe keeping.

## **SCHOOL NEWSLETTER**

This is distributed each Monday to every family and published on the school website and Facebook page.

## **FACEBOOK**

Our school has a Facebook page which includes photographs from special events, and important reminders. Please 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. <http://www.couttscros-p.schools.nsw.gov.au/>

## **BUSES**

Buses run to and from school each day. 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 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**

Blaxland Flat – Nymboida Bus – BNA Buses: Mr Harvey Atwal 0403352211

Sandy Swamp – Kangaroo Ck Bus – Fullers Bus Service:

Mr Warren Fuller 66493147 or 0428493147

## **CAR PARK SAFETY**

Parents picking up and delivering children to and from school are asked to leave the bus area clear and use the school carpark. Mrs Conyard escorts ‘walkers’ to the far side of the car park each afternoon. Drivers are asked to take extra care when using the school carpark and reverse park.

## **CANTEEN**

The canteen operates on Wednesday and Friday (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 the criteria set by the Department Of Education and the NSW Health ‘Healthy School Canteen Strategy’.

If you are able to assist in the canteen please consider it as we are always keen to welcome new helpers. Price lists are available from the office, and a copy is included in this handbook. Lunch orders should be written out on a bag or envelope marked with a name and class. Money should be placed inside and secured. Students place the order in a class tray 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 2019 Annual General Meeting will be held early in Term 1. P&C meetings are typically held Thursday mornings twice per term. Meeting dates will be advised at least 7 days prior. A number of events are organised by the P&C during the year and your support for these is appreciated.

## **HELPERS**

Community support is very much appreciated in our school, and is vital in encouraging our students to attain their best. HOW CAN YOU HELP?

- library assistance – repairs, covering, research
- maths groups / reading groups / Kindergarten groups / sight word program
- P&C
- Canteen

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

## **TRANSITION TO SCHOOL PROGRAM**


During Terms 3 & 4 we offer opportunities for your child to experience 'big school' during some half days and full days. They will be exposed to 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.

## **PREPARING YOUR CHILD FOR SCHOOL**

Encourage him/her:

- Insist that your child wears his/her uniform each day
- Label all belongings
- Talk about school in a positive way. Be interested in what he/she does. Your child will follow the example you set
- Show that you expect your child to try hard and to behave well at school or wherever he/she may be
- To be independent and take responsibility for looking after his/her belongings
- To share and take turns
- To express ideas confidently and clearly
- Talk about road safety, travelling on the bus and the routines for going to school and coming home
- Encourage your child to be responsible for getting ready for school (little ones will need your help) poor preparation interferes with good learning
- Make sure your child values their time at school as much as anything else he/she might do
- Getting enough sleep to allow for full concentration during the day
- Providing a healthy lunchbox
- Encourage your child to interact with other children prior to starting school

# CCPS Canteen Menu 2019

RECESS ITEMS		LUNCH ITEMS (to be ordered)	
Popcorn	0.60	Chicken nuggets	0.60
Jelly or Custard	0.30	Spaghetti bolognaise	2.50
Jelly and Custard	0.60	Fish burger	2.50
Yogurt cup	0.40	Whiting fillet & salad (on a plate)	2.50
Cheese pizza muffin	0.60	Party pie	0.80
Ham & cheese muffin	0.60	Mini sausage roll	0.80
Sultanas	0.50	Large sausage roll	1.20
Pikelets	0.20	Hamburger (beef pattie & salad)	2.50
Large fruit kebab	1.00	Cheeseburger (beef pattie, cheese & salad)	3.00
Small fruit kebab	0.60	Chicken burger	3.00
Raisin Toast	0.20	Steamed dim sim	1.00
		Large hot dog	1.80
<b>DRINKS</b>		Half hot dog	0.90
Cold Milo	0.80	Toasted sandwich –Ham and cheese	2.00
Water	0.60	Toasted sandwich –Ham, tomato and cheese	2.00
Juice cup- orange	0.50	Pizza muffin- Ham, pineapple & cheese (Tomato base)	2.50
Juice cup- apple	0.50	Chicken salad wrap (wholemeal or white)	3.00
Juice cup- apple/blackcurrant	0.50	Ham salad wrap (wholemeal or white)	3.00
Milk cup- chocolate	1.00	Egg & lettuce sandwich	2.00
Milk cup- strawberry	1.00	Ham & tomato sandwich	2.00
Fruit smoothie- banana	0.60	Chicken sandwich	2.00
Fruit smoothie- strawberry	0.60	Cheese and vegemite sandwich	2.00
Fruit smoothie- blueberry	0.60	Salad sandwich	2.50
<b>AFTER LUNCH</b>			
Ice cream cup	0.50		
Frozen ice cup	0.50		
Ice Mony- chocolate	1.00		
Ice Mony- sour ice	1.00		
Pineapple UFOs	0.20		
Frozen Orange 1/4	0.20		



# Compulsory School Attendance

## Information for parents

Education for your child is important and regular attendance at school is essential for your child to achieve their educational best and increase their career and life options. NSW public schools work in partnership with parents to encourage and support regular attendance of children and young people. When your child attends school every day, learning becomes easier and your child will build and maintain friendships with other children.

### What are my legal responsibilities?

Education in New South Wales is compulsory for all children between the ages of six years and below the minimum school leaving age. The *Education Act 1990* requires that parents ensure their children of compulsory school age are enrolled at, and regularly attend school, or, are registered with the Board of Studies, Teaching and Educational Standards for homeschooling.

Once enrolled, children are required to attend school each day it is open for students.

### The importance of arriving on time

Arriving at school and class on time:

- Ensures that students do not miss out on important learning activities scheduled early in the day
- Helps students learn the importance of punctuality and routine
- Give students time to greet their friends before class
- Reduces classroom disruption

Lateness is recorded as a partial absence and must be explained by parents.

### What if my child has to be away from school?

On occasion, your child may need to be absent from school. Justified reasons for student absences may include:

- being sick, or having an infectious disease
- having an unavoidable medical appointment
- being required to attend a recognised religious holiday
- exceptional or urgent family circumstance (e.g. attending a funeral)

Following an absence from school you must ensure that within 7 days you provide your child's school with a verbal or written explanation for the absence. However, if the school has not received an explanation from you within 2 days, the school may contact you to discuss the absence.

Principals may decline to accept an explanation that you have provided if they do not believe the absence is in the best interest of your child. In these circumstances your child's absence would be recorded as unjustified. When this happens the principal will discuss their decision with you and the reasons why.

Principals may request medical certificates or other documentation when frequent or long term absences are explained as being due to illness. Principals may also seek parental permission to speak with medical specialists to obtain information to collaboratively develop a health care plan to support your child. If the request is denied, the principal can record the absences as unjustified.

### Travel

Families are encouraged to travel during school holidays. If travel during school term is necessary, discuss this with your child's school principal. An *Application for Extended Leave* may need to be completed. Absences relating to travel will be marked as leave on the roll and therefore contribute to your child's total absences for the year.

In some circumstances students may be eligible to enrol in distance education for travel periods over 50 school days. This should be discussed with your child's school principal.





### **My child won't go to school. What should I do?**

You should contact the principal as soon as possible to discuss the issue and ask for help. Strategies to help improve attendance may include a referral to the school's learning and support team or linking your child with appropriate support networks. The principal may seek further support from the Home School Liaison Program to develop an Attendance Improvement Plan.

### **What might happen if my child continues to have unacceptable absences?**

It is important to understand that the Department of Education and Communities may be required to take further action where children of compulsory school age have recurring numbers of unexplained or unjustified absences from school.

Some of the following actions may be undertaken:

- Compulsory Schooling Conferences

You may be asked, along with your child, to attend a Compulsory Schooling Conference. The conference will help to identify the supports your child may need to have in place so they attend school regularly. The school, parents and agencies will work together to develop an agreed plan (known as Undertakings) to support your child's attendance at school.

- Application to the Children's Court – Compulsory Schooling Order

If your child's attendance at school remains unsatisfactory the Department

may apply to the Children's Court for a *Compulsory Schooling Order*. The Children's Court magistrate may order a Compulsory Schooling Conference to be convened.

- Prosecution in the Local Court

School and Department staff remain committed to working in partnership with you to address the issues which are preventing your child's full participation at school. In circumstances where a breach of compulsory schooling orders occurs further action may be taken against a parent in the Local Court. The result of court action can be the imposition of a community service order or a fine.

### **What age can my child leave school?**

All New South Wales students must complete Year 10 or its equivalent. After Year 10, and up until they reach 17 years of age, there are a range of flexible options for students to complete their schooling.

### **Working in Partnership**

The Department of Education and Communities recognises that working collaboratively with students and their families is the best way to support the regular attendance of students at school.

We look forward to working in partnership with you to support your child to fulfil their life opportunities.

**If a student misses as little as 8 days in a school term, by the end of primary school they'll have missed over a year of school.**

Further information regarding school attendance can be obtained from the following websites:

### **Policy, information and brochures:**

Please visit the Department of Education's *Policy library*

### **The school leaving age:**

Please visit the Department of Education's *Wellbeing and Learning* website

### **Do you need an interpreter?**

Interpreting services are available on request, including for the hearing impaired. The Telephone Interpreter Service is available 24 hours a day, seven days a week on 131 450. You will not be charged for this service.

For further advice and questions contact your educational services team

T 131 536

Learning and Engagement

Student Engagement & Interagency Partnerships

T 9244 512

[www.dec.nsw.gov.au](http://www.dec.nsw.gov.au)

© February 2015

NSW Department of Education and Communities