CAMDENVILLE PUBLIC SCHOOL

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SCHOOL ADMIN MANAGER Ms Lyn Phillis
SCHOOL OFFICE ASSISTANCE Ms Liz Cleary
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Absences
If your child cannot attend school you are required by law to explain your child’s absence. Please provide a note on your child’s return to school stating the date/s and reasons for their absence. If you are intending to be away for more than 2 weeks (e.g. travel) please ask at the school office for a form you will need to submit to obtain an exemption.

Attendance and punctuality
Punctuality is important, as is regular attendance. Children should come to school on time every day unless they are sick. Should a child be late or absent from school, a note is required explaining the reason for the absence. A note is also required should a child need to leave school before 3.00 pm. If a note has been written parents may collect the child from the classroom. If a note has not been written parents should report to the office before collecting the child.

Before and after school care
Before and after school care is located in the school grounds. Phone 9565 1698. The centre is available only for school age children Kindergarten to Year 6. Children attending the centre enjoy a variety of safe and fun recreational activities. The Centre is run by Marrickville Council. Contact the Centre for more information.

Best Start
Kindergarten teachers will assess your child in the first couple of weeks according to the Best Start Assessment. This gives us a baseline measure of each child’s skill level in literacy and numeracy, and allows us to cater for your child’s learning needs.

Buddies
As a way of making the transition to school a little less daunting for the Kindergarten children, during Term 1, each Kindergarten child is “buddied” with a Year 6 student. The Year 6 students visit the Kindergarten children each week for a scheduled class, such as art, library or gardening. This interaction allows the younger children to get to know the older children in the school while it also allows the older children to exercise leadership and nurturing roles within the school community.

Canteen
Lunches can be ordered through ‘The School Canteen’ an online ordering system. Menus and instructions on how to order are available on their website at http://www.myschoolcanteen.com.au. We encourage NUT FREE foods only at school due to the need to protect students with anaphylaxis. This includes Nutella and peanut butter. We appreciate your support in this.

Classroom Organisation
Classes are organised throughout the school depending on the numbers of children in each year group. Generally, children of the same age group are in the same class. These are called straight classes.

However, from time to time we need to organize classes in which children of different ages or stages are in the same class. These are called composite or multi-age classes. This occurs when there are too many children for one class but not enough children for two classes of the same age group. There is no need to be concerned if your child is in a composite class. The curriculum is organised as a learning continuum from Kinder to Year 12. Students can be anywhere along this learning continuum. Different classes can be studying different topics and still covering the syllabus. Topics are used to provide relevant context, case study or examples for teaching the key concepts in each syllabus area.
Curriculum
The NSW Curriculum is developed by the NSW Board of Studies in response to the National Curriculum. The Primary Curriculum in NSW consists of 7 Key Learning Areas (KLAs). They are English, Mathematics, Science, Human Society and Environment (HSIE), Creative and Performing Arts, and Personal Development, Health and Physical Education (PDHPE).

Discipline
Camdenville Public School has an Effective Learning and Student Wellbeing Policy which outlines steps taken to promote good discipline and effective learning. A copy of this policy and our anti-bullying policy is available on the website. The policy encompasses an inclusive, restorative philosophy based on listening, reflection and the use of respectful, open-ended questioning techniques which promote open communication, risk-taking, self-regulation and the learning of new skills and behaviours by students. The policy promotes a system of logical and consistent consequences for one’s own actions – both positive and negative.

Early departure
If you need to collect your child early you must first come to the school office to sign your child out. Your child will receive an Early Departure note which you must present to the teacher.

Enrolment
Parents wishing to enrol their child at school should complete an Application to Enrol and a Student Information Card. If a child is leaving the parent should notify the school and obtain a Transfer Certificate from the school office to take to the next school.

The NSW Department of Education website has information about enrolment policy, including an Application to Enrol. Our school office keeps copies of these forms and can assist you with ensuring you have the relevant documents. Please contact the school office to make a time to meet with the principal for a tour of the school or to discuss out-of-area enrolments.

Excursions
Excursions are arranged by teachers to inform and complement the courses being undertaken in the classroom. Excursions are arranged with the view that all children will attend unless they are sick or other extenuating circumstances prevail. The school is aware of the many demands parents face and are conscious of the difficulties some families face from time to time. If for any reason, you find yourself in any difficulties regarding your child taking part in an excursion, please do not hesitate to talk to your child’s teacher or the principal.

Financial difficulties
If your family faces financial difficulties that make payment of school fees, music fees and or excursions etc. problematic please talk to someone in the school office or phone the principal for a confidential discussion to help find a workable solution. The Smith Family provides ongoing assistance for individual students through their Sponsorship programs. (Tel: 02 9085 7222).

Homework
All children at Camdenville will be given some form of homework. The amount and extent of the homework will depend on the age of the child. Teachers give homework to reinforce lessons which are learnt during the day in class. Sometimes tasks involve the rote learning of facts as a way of practising what has been learnt at school. Other tasks are designed to develop skills over a period of time and to more closely link home and school in supporting children’s learning. Homework is not mandatory. Many families have busy lives after school these days and there is no real benefit in stressing over homework.
Interviews with teachers/principal
Our teachers are always able to make time to discuss your child's progress at school. Please call the school to organise a time to talk to your child's teacher or the principal, through the front office or talk to your child’s teacher directly to organise a suitable time.

Late notes
If your child is late, i.e. arrives after 9.00am, you need to go to the office before they go to class and get a Late Note to give to their teacher.

Library
Students attend library weekly. They borrow books and need a Home Reader Bag for this purpose, with the name and class written on it. This can be purchased from the school office. Students can also attend the library during lunch time on Tuesdays and Thursdays to do quiet reading or borrow books.

Medicines
Children are not allowed to bring medicines to school in their bags. If your child needs to take medicine during school hours it must be handed to our dedicated First Aid Officer (Ms. Lyn Phillis) in the school office. You will need to sign the necessary forms to enable proper administration.

Music
In K-6 classroom programs, music is integrated into lessons and supports learning in literacy and numeracy and across all other key learning areas. Once a week students are taught by a specialist music teacher. Students in Years 3 - 6 can be involved in the senior choir. Students Years 3 - 6 can also participate in the recorder ensemble that works towards performing at the Festival of Instrumental Music, an annual event held at the Opera House. The school has organized the provision of music lessons in singing, keyboards, drums and guitar through a private provider (The Music Bus) before and after school.

Parking
Parking around the school is restricted during school drop off and pick up times. There are drop-off zones (NO PARKING) in both Wells and Laura streets. We ask you to please respect the signs for the safety of our students. There is no parking for parents in the school grounds.

P&C
Camdenville Public School P&C is open to all members of the school community; parents, teachers and citizens. The P&C work to promote the interests of the school and its community and meet once every month during the school term. For more information visit the Camdenville P&C webpage at www.camdenvillepublicschool.com

Physical Education
Physical Education forms part of the K-6 curriculum and is timetabled weekly. In Kindergarten the focus is on general fitness and learning school yard games and ball skills. Once a week students are taught sport and fitness by a specialist teacher. In Term 1 we have a dance program K-6 and in Term 4, Gymnastics. School sports carnivals, swimming, cross country and athletics, take place during the year.

Playground
Children should stay in the school grounds and play in the places where the teacher on playground duty can see them. Teach your child never to leave the playground, and always to go to a teacher if he/she has a problem. New kindergarten children often think that the only teacher they can go to is their own class teacher. Please tell them that all teachers in the playground are there to help.
Reporting
A report is provided on your child’s progress at the end of terms 2 and 4. Kindergarten teachers will meet with you in Term 1 to discuss the Best Start assessments if requested. Teachers are available at any other time to discuss your child’s progress. You may request a meeting via the school website at www.camdenvillepublicschool.com Please make an appointment.

Rewards system
Students are rewarded with merit certificates by teachers to recognise and reinforce appropriate behaviours and learning in the classroom and playgrounds. Students collect the merit certificates and when they have 5 awards, they can choose a book as an award to be given in the school assembly. Students can also receive ‘Caught you Being Good’ awards, which can be handed out by any adult in the school to recognise appropriate behavior, cooperation, or initiative shown by students. These awards can also go towards a book award.

School Counsellor
Our school counsellor is Ms Vanessa Worrall. She is available each Friday. Parents wishing to speak with the counsellor should contact the Principal.

The Counsellor’s role includes:-
- acting as a link between the school and other services
- giving educational guidance
- assessing individual children with learning or behaviour problems
- helping with personal, emotional or adjustment matters
- giving assistance within the school to children with special needs
- acting as a resource service for teachers and parents

School hours
9.00am to 3.00pm, Monday to Friday. Students line up outside under the COLA after the 9:00am bell and then walk to classrooms with their teachers. Lunch is at 11.00am -11.40am, and afternoon recess 1:40pm - 2.00pm. Playground supervision commences at 8.30am. Children who need to be dropped off prior to this should be enrolled in before school care. There is no playground supervision after school and children will need to be picked up promptly at 3.00pm or enrolled in after school care. If your child is to be regularly collected by a younger person (eg. a high-school student), please make your child’s teacher aware of this. If you are running late please let the school office know to make suitable arrangements. It is helpful if you make contacts with other parents in the class so they can collect your child when needed.

Sickness/Sick Bay
If your child is sick or injured at school, the school will administer First Aid and make a decision about contacting you, or if you are not available, your nominated emergency contact. Please advise the school of your child’s absence for sickness.

Spare Clothing
In case of accident or sickness it may be necessary to change your child/ren’s clothing. The school has a small range of used school clothing for these purposes. If your child needs to use this clothing, it would be greatly appreciated if you could launder and return it to school promptly.

Special Religious Education (SRE) and Primary Ethics
A basic level of religious education, called special religious education (SRE) or Scripture is provided in all NSW public schools. Authorised representatives of approved religious groups are invited to schools to teach students. Camdenville currently offers Catholicism. Parents are asked to advise the school of their child’s religious denomination at enrolment. SRE is not compulsory and students not attending SRE will be appropriately supervised for that lesson. Currently Yrs 1/2, 3/4 and 5/6 students who do not participate in SRE have the option to enrol in
an Ethics class for that period. These classes are led by volunteer teachers trained by the St James Ethics Centre (Primary Ethics). [http://www.ethics.org.au/]

**Sporting Houses**
There are three sporting houses – Earth (green), Fire (red) and Water (blue). Students are placed into their houses in their first year at the school, and will compete for their house at school carnivals:

- Swimming Carnival for years 2-6 in Term 1
- Cross-country carnival in Term 2
- Athletics Carnival in Term 3

**Stages**
NSW primary schools are organised into stages. They are:

- Early Stage 1 – Kindergarten
- Stage One – Years 1 and 2
- Stage Two – Years 3 and 4
- Stage Three – Years 5 and 6

**Sun Safety**
At Camdenville PS the school community, including families, work together to take all reasonable actions to protect students from risks of harm that can be reasonably predicted due to ultraviolet radiation from the sun. A school hat is considered part of the school uniform. Children must wear a school hat when playing outdoors or on an excursion. The school hat can be either a legionnaires cap or a wide brimmed hat. No baseball caps are allowed at school. Sunscreen is supplied at school and students are encouraged to apply regularly. All sporting events require a hat and sunscreen to be applied as well.

**Take Home Reading**
Your child will regularly bring home a "Home Reader" for oral reading practice. We expect that parents will be able to spare the time to read this with their child. When a book is finished please sign and date the "Record of Home Readers" card and return to school with the reader. Always keep the card and reader together in the home reading/library bag available from the uniform shop.

A separate booklet, *Take Home Reading – Some Tips for Parents*, which outlines strategies and ideas for Take Home Reading, will be provided to you. Teachers listen to your child read regularly. While listening to them read and talking to them about the book, they determine the level of reader that is appropriate for your child’s reading level. They will inform the child of their level and they are able to choose books from that level to use for Take Home Reading.

**Term/holiday dates**
There are four school terms within the school year of approximately 10 weeks each. The NSW Department of Education website has dates for school terms and school holidays. In Terms 1, 2 and 3 the first day of term will be a staff development day (i.e. pupil-free). In Term 4, the last 2 days of term will be staff development days. [http://www.schools.nsw.edu.au/calendar/]

**Uniform**
Our school uniform comprises a green and gold polo top with dark green bottom (cargo, bootleg or tracksuit pants, shorts or skorts). Girls also have the option of wearing a checked green dress. All children are required to wear our school hat when outside especially in the summer months. Black shoes are recommended. A school library bag is available for purchase. Uniforms are purchased from the school office. A second-hand uniform pool is run by the P&C, at least once a term or on request.
Voluntary Annual Contribution
Public Schools in NSW do not charge a school fee for children to attend. Like most schools in NSW, Camdenville PS asks parents to make a voluntary annual school contribution. This covers general stores used within the classroom, photocopying and printing and library resources. We spend around $30,000 on stores a year and $25,000 on photocopying and printing. The suggested contribution is $60 per single child or $80 per family.