CAMDEN SOUTH PUBLIC SCHOOL

Information Booklet

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School Motto: Loyalty and Respect

Principal’s Comment

Camden South Public School offers a well rounded and holistic education for all students – through nurturing and providing for their academic, social and emotional needs.

Our school culture focuses on the values of integrity, teamwork and respect.

Outstanding academic, cultural and sporting opportunities are available to all students. These cater for the wide range of interests, abilities and talents that our students possess and are underpinned by quality student welfare practices and exemplary teaching.

Our school offers a wide variety of educational programs preparing students for high level achievement in state and regional competitions focusing on mathematics, English, technology and public speaking.

The school band has received accolades for performances at many local and regional events.

Camden South regularly excels in sporting activities with a number of students representing at higher honours.

Significant support for the school is received from a committed, enthusiastic and motivated P & C and FOSCO committees.

Our active student representative council reflects our ethos of:

  Acknowledging Excellence
  Loyalty and Service

Dr Glen Patterson

Principal

School Hours (Bell Times):

School Commences: 9.00 am
Lunch: 11.00-11.40 am
Afternoon Tea: 1.30-1.50 pm
School Concludes: 2.55 pm

Teachers officially commence duty half hour before school. Limited supervision is provided from this time with children encouraged to arrive at school around 8.45am, which is the arrival time of most of the school bus services.

Children are expected to leave school promptly at the end of the school day. Staff provide supervision of students catching the bus with other students leaving the school with parents, or by walking or riding.

School Office Hours:

8.30a.m. – 3.30p.m.
**Ambulance:** Our school contributes to the NSW Ambulance Fund covering the cost of transporting students within NSW where necessary. An ambulance will be called if it is felt that a student’s health is at risk. Parents or contact persons will also be notified as soon as possible with regard to the child’s health concerns.

Ambulance cover is not provided for parents and it is advisable that families consider their own ambulance cover where possible.

**Art:** The school does not provide painting smocks for students to use during art/craft activities. To cover a child’s uniform we encourage families to send along a large shirt or other suitable alternative.

**Artistic Performances:** From time to time the school will elect to attend or host visits from various performers which may include drama, dance, music/song, language, poetry, environmental studies, science, sport etc. Parents will be informed of these events and a fee to cover costs may be imposed. This information will be made available to parents.

**Assemblies:** Formal assemblies are held three times during term, these are advertised in the newsletter. The assembly is held in the hall. At this assembly the principal addresses the students, silver awards and any special achievements are presented and announcements made. Due to the size of the school two assemblies are held, one after lunch and one after afternoon tea. The assemblies are called Blue and Gold and the assembly your child attends depends on which class they are in.

**Attendance/absences:** Regular attendance at school is important to ensure satisfactory progress is being made in all aspects of school development. If your child is absent an explanatory note should be sent to school giving the reason for the absence, sick is not a sufficient reason the illness should be advised. Please include your child’s name and class. Absence notes are legal documents and are kept for several years therefore need to be signed and dated by parents/guardians.

Parents of students who are absent from school for unexplained periods may be referred to the Department of Education and Trainings Home School Liaison Officer with reasons for absence sought.

Children who are travelling overseas or holidaying for a period of longer than 10 days are asked to contact the school office prior to departure to complete an exemption from attendance form.

Late students need to report to the office to be signed in. A parent should accompany them or a note sent with an explanation. In the event a child is late without a parent or note a form is sent home advising parents that their child was late and requesting a reason and authorisation from parent/guardian.

Early release forms are available from the office for students who need to leave for appointments etc. The form must be completed and handed to the class teacher. The only people authorised to take a child early is the parent/guardian that signed the enrolment form. If someone else is picking a child up they need to have written permission.

**Band:** Camden South School Band is open to students in Years 3 - 6. Fees are payable to the Band Tutor at the beginning of the Term. Instrument hire is payable to school.

**Book Club:** Children are offered the opportunity to purchase well graded books of good value each term. Lists of books are sent home with children when the school receives them. Payment is made by cheque payable to Scholastic Book Club, internet or phone, no cash to be sent to school.

**Book Fair:** This is usually once per year. The children may view books sent to the school and may order or purchase if required.

**Bus Travel:** All students in Years K - 2 qualify for a free bus pass. Students in Years 3 - 6 must live over 1.6 kilometres from the school. Please contact the office for an application form.

Students moving from Year 2 to 3 need to complete a new application.
Canteen: The School Canteen operates daily at lunch and afternoon tea breaks. This is with the exception of Tuesday when the canteen is closed at afternoon tea. The P & C run a canteen on Tuesday afternoon. Volunteers are always sought to assist in this area. Lunches are available at very reasonable prices.

Celebration of Learning: A formal assembly is held at the end of the year to celebrate the achievements of students throughout the year. Because of the size of our school the assemblies are held over three days.

Counselling - School Counsellor: Help is available for problems or concerns that you may have about the development of your child. Our School Counsellor is at school twice a week testing children referred by teachers for assessment for learning difficulties, behaviour and/or social adjustment problems. Parents are informed by note when the School Counsellor is going to work with their child. The Counsellor usually contacts parents after pupil assessment.

Curriculum: Key Learning Areas for K-Year 6 are: English, Mathematics, Science & Technology, Human Society and its Environment, Creative & Practical Arts, Personal Development, Health & Physical Education. NB. The school presently teaches Combined Outcomes Groupings (COGS). This groups together all areas with the exception of English and Mathematics.

Enrolment: Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before July 31st 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.

Proof of address is also required to confirm in area enrolment. Out of area enrolment is by application and will be reviewed by the out of area enrolment committee. The committee comprises the principal and or their delegate, one staff member and one parent representative.

Excursions: Our school participates in excursions to enrich a child’s learning experience. These excursions may be part of a whole school activity or in smaller group situations. At present the school undertakes overnight major excursions with Years 3/4 and Years 5 6. In some cases a non refundable deposit is required, especially when buses have been booked. All excursion notes have a due by date which must be adhered to arrange buses and venues. Please ensure your payment is in by the date or contact the office to make other arrangements.

Family Information / Details: New families to the school receive forms to be completed and returned to the school. This supplies the school with your child’s and family details as well as medical information, which the school may need to know in an emergency. If your family name, address, phone or contact number or doctor changes, please inform the school. Forms are available at the office. Proof is required for change of address e.g. purchase agreement, lease agreement, utility bill.

Family Law Orders: Please ensure that school has up to date records concerning custody arrangements, without current information we are unable to enforce court orders.

General School Contributions: A general school contribution is set each year by the Department of Education and Training, with these funds helping to meet some of the costs of resources and materials used by children each year. Whilst these fees are minimal, they are certainly beneficial to the school. These payments can be made in full or by instalments as suits families needs. In 2012 the amount is $48 – just over $1 per week. In 2012 we are introducing payment of contributions by the term i.e $12 per term. To assist with budgeting all parents are encouraged to pay this.

Hats - No hat, play in the shade: In accordance with Cancer Council guidelines, children are encouraged to wear broad brimmed hats (blue) when outside. The School has a “NO HAT – PLAY IN THE SHADE” policy to restrict exposure to sunlight.
**Homework/Home Reading Scheme:** The individual teacher sets homework on a regular basis. It is intended that completing set tasks at home will help develop better study habit skills. Homework may vary in nature but an expectation that children read at home exists across all grades.

**Infectious Diseases:** From time to time infectious diseases become evident in schools. The school will follow procedures as set by the Department of Education and Training in dealing with such an outbreak. Information sought upon enrolment as to the immunisation status of children being enrolled is used in circumstances such as this.

**Interviews (Parent – Teacher):** All families within our school 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 the 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 annual reporting system, all parents are strongly encouraged to attend an interview with the class teacher after reports are sent home in Term 2.

**Kindergarten Orientation Program:** Each year an orientation program will be organised to ensure all new students are introduced to the routines of school life. This is also an invaluable time in which the class teacher is able to get to know your child better.

**Library:** Each child from K-6 has a Library lesson weekly or fortnightly. They can borrow up to two books from the library provided they have a durable library bag in which to transport these books.

Parents are asked to make sure books are treated with respect and any damage reported to the School when the book is returned. The Library is also available to children during school time to carry out research.

**Medication:** Medication such as paracetamol and antibiotics are not administered by school staff. Parents are asked to organise doses of such medication around school hours.

Long term medication for conditions such as ADD & ADHD will be given after Departmental paperwork is completed. Medication should be given to school in bottles or boxes from the Pharmacist. Please enquire at the office.

**Merit System: 3 Bee’s**

School rules are

- Be Safe
- Be Respectful
- Be a Learner

Our Student Achievement Award System is designed to acknowledge and encourage each student in pursuit of personal excellence. This system operates in the classroom, on the playground, on the sporting field and representing the school.

Students receive recognition for a wide variety of reasons. These include:

- Making a valuable contribution to activities taking place within the school;
- Displaying appropriate behaviour in the classroom and on the playground;
- Diligence in class work and assignment work;
- Valuable service in a particular area of the school;
- Citizenship, displaying school values.

Students receive school awards, five of these are traded for a Principal’s Award, five Principal’s Awards are traded for a Silver Award, five Silver Awards are traded for a Gold Award, and two Gold Awards will gain a Gold Medallion. Silver awards and above are presented at whole school assemblies and students receive an invitation to afternoon tea with the
Principal. Gold Medallions are presented at Celebration of Learning at the end of the year. It is anticipated that Medallions will take students several years to earn.

All awards need to be sent to the office for trading. Please send awards in when children are eligible for the next level rather than save them up.

**Messages to Students:** Camden South School does not have children on office duty. Messages to students are given via a folder that is returned to classes at 12pm daily. Please try and let us know prior to this time however we do understand that last minute calls are unavoidable. Every effort is made to advise children on changes to routine especially home arrangements in the afternoon. No child is ever left at a gate without a parent but is taken to the office and parents contacted.

**Parent Helpers:** Parents as partners in education are appreciated. Your skills are valued. Help can be given in many areas: reading, craft, maths, etc. If you would like to help please let the class teacher know.

**Payment to School:** All payments to school need to be sent in with a payment coupon. This coupon contains information needed to process the payment, the child’s name, class and the event you are paying for. School has an Eftpos/Credit Card facility available. Details are entered on the coupon. All payments should be sent in a plastic sandwich bag (issued by school) to the class teacher. The receipt will be sent home in the bag.

**P&C Association and FOSCO:** P&C and FOSCO are a gathering of parents of children at Camden South Public School who wish to be involved in the education of their children through participation in the meetings.

P & C meetings are conducted on Wednesday weeks 2, 6 & 10 of each term at the school starting at 7:00pm. FOSCO meetings are held during the day as advertised in the newsletter. The school principal/delegate attends each meeting as the conduit to the staff at the school.

There are often special presentations held during P&C meetings to showcase special programs or new educational processes for the information of parents and guardians.

The P&C and its Sub-committee FOSCO work very hard to support the school in its efforts to provide the best possible outcomes for our children. Fundraising events such as the school fete, trivia night, chocolate drives and annual Carols by Glowstick are well supported by both groups.

**School Photographs:** School photographs are arranged each year and families are given the opportunity to purchase these if they so wish.

**School News:** Our school produces a fortnightly newsletter, which is distributed within the school and community, as well as being published on our school webpage. This newsletter aims to promote school activities, student achievements along with providing information about coming events or activities.

**School Uniform:** Camden South Public School colours are Navy Blue and Yellow. Uniforms can be purchased from Lowes at Narellan Town Centre.

Non-Uniform (Mufti) Days – these are days held throughout the year, often in association with minor fundraising activities, particularly for charities. Information about these days is provided when known. Children should not wear thongs or singlets on these days.

**Sick Bay** There is a very basic first aid facility at school. Children will be attended to by administration staff very experienced in “Sick Bay”.

If a child is not well enough to return to class, parents/caregivers will be contacted to arrange pick up.
**Scripture:** Non-Denominational scripture lessons are provided by visiting clergy and lay teachers each week. These lessons take place on Tuesday mornings from 9.00am-9.30 and 9.30-10.00am. Should you wish your child to attend non scripture please send a note to their teacher.

**Sport:** Children have sport in PE lessons during the week. Some grades have children take part in fitness/skills sessions each day. These activities form part of our PE/Health/PD program of which all children are required to participate.

Gala Days are held approximately six times during the year. Three for winter sport and three for summer sport. This involves students in years 3 - 6.

The School also participates in State Knockout competitions. School Cross Country, Swimming, and Athletics are held annually and are open to students who are 8 years old (or turning 8 in that school year) or older.

Our intensive swimming lessons are held in term 4 each year. Children attend these lessons usually covering a two-week period. This involves students in years 2 - 6.

**Staff Car Park:** For safety reasons parking is provided for staff only with the exception of picking up sick students from the office in the southern car park. The northern car park should be avoided as the gates are locked daily during school hours and it is a dangerous practise to have pedestrians going through the car park when staff are arriving in the morning and leaving in the afternoon.

Parking is available on the street at Old Hume Highway, Peter Avenue and a car park is located at the back of the school at Belgenny Oval.

**Student Clothing - Property (Caring for):**

- Make sure all articles, especially lunch boxes, drink bottles, jumpers and jackets are clearly and permanently marked.
- Leave treasured and valuable toys, electronic devices, jewellery and books at home. They are easily damaged or lost.
- No responsibility can be taken for loss of or damage to toys, books, trinkets, etc. brought to school.
- Every effort is made to return any ‘lost’ property to its owner.
- Any dangerous items such as pocket-knives MUST NOT be brought to school. The possession of such items will lead to suspension.
- Mobile phones are not to be used by students at school. They must be signed in at the office before school and then collected at the end of the day.

**Student Reports:** Written student reports are sent home at the end of Semesters 1 (term 2) and 2 (term 4). These reports provide an indication of student achievement as assessed and noted by the classroom teacher. In addition to these written reports, parents are encouraged to speak with class teachers to gain additional information as to student achievement.

**Support Teacher Learning Difficulties:** The School has access to a Support Teacher – Learning Difficulties. Children experiencing a learning difficulty may be taken through a developmental program to assist their required need(s) and enhance any aspect of their schoolwork.