



Welcome to Castle Cove Public School!

We hope that your child will be very happy at our school.

This information booklet is intended for new parents with children enrolling at the school. It is a useful guide as to how Castle Cove Public School operates on a daily basis.

If you have any queries concerning material in this booklet or any other enquiries, please do not hesitate to contact us.

If you require further information about the school please visit our website at

www.castlecove-p.schools.nsw.edu.au

Jeanette Cope
Principal

Contents

INFORMATION	PAGE
1. School Details	3
2. The School and its Students	4
3. Statement of Purpose	4
4. School Staff	4
5. Curriculum	5
6. Contact Information	5
7. Playground Supervision	6
8. Reporting to Parents	6
9. Safety Issues	7
10. Absences	8
11. Medication	8
12. Homework	9
13. Library	9
14. Recess & Lunch Procedures	10
15. The Kids' Castle	10
16. Parent Involvement	11
17. Music and School Bands	12
18. Sport	12
19. Transport	13
20. Uniform	13
21. Labelling and Lost Property	15
22. Infectious Diseases	15
23. School Fees	16
24. Money Collection	17
25. Newsletter	17
26. Staff Development Days	17
27. Scripture	17
28. Out of School Activities	17
29. Assemblies	18
30. Awards	18
31. School Song	18
32. Annual Events	19
33. Additional Events	19
34. School Website	20

1. SCHOOL DETAILS

Principal	Jeanette Cope
Assistant Principals	Margie Byrom Ann Prentice Corinne Campbell
Postal Address	Kendall Road CASTLE COVE NSW 2069 TEL: 9417 1039 FAX: 9417 4377
Email	castlecove-p.school@det.nsw.edu.au
Website	www.castlecove-p.schools.nsw.edu.au
School Administration Manager	Yumiko Yoneyama
School Administration officer	Antoinette Belcastro
School Hours	9.25am – 3.25pm
Recess	11.25am – 11.50am
Lunch	1.10pm– 2.00pm

2. THE SCHOOL AND ITS STUDENTS

Castle Cove Public School currently has sixteen classes for approximately 380 students. Most live in Castle Cove, Middle Cove or East Roseville, but several students come from surrounding suburbs. The school is multicultural, with families from many different countries.

Although the school is located on a split-site, all students use the entire school campus. There is a large, open, grassy area with sandpit, play equipment and native trees for shade on one site. On the other site are handball and basketball courts and grassed area surrounded by natural bush. A school hall built in 1998 and financed mainly by parents is used for assemblies and performances, class programs and gymnastics. In 2006 a new library resource centre was built after much community fundraising and hard work. There is also a designated computer room, multi-purpose room and the shell for band activities.

3. STATEMENT OF PURPOSE

Teachers and the school community developed the school's statement of purpose.

We are committed to:

- ✓ providing a caring community where children are nurtured as individuals and as members of the group,
- ✓ promoting educational programs that are positive and challenging and reflect community aspirations,
- ✓ providing an educational culture and fostering life-long learning.

4. SCHOOL STAFF

The teaching staff is a cohesive group of experienced educators and support staff. The teaching staff regularly attend training and development courses to expand their existing knowledge and to learn new skills.

Support staff provide assistance to the general running of the school and specialist aides provide assistance to those children with special needs. A school counsellor is available one day per week. The *English as a Second Language* teacher develops individual and group programs for children with developing English language abilities. Students also have a weekly class with the Teacher/Librarian. A Support Teacher 5 mornings per week provides assistance for students in reading.

5. CURRICULUM

The school curriculum is based on syllabi produced by the NSW Board of Studies, a division of the Department of Education and Training. The curriculum includes the following Key Learning Areas (KLAs);

- English
- Mathematics
- Science and Technology (includes Computer Studies)
- Creative Arts
- Human Society and Its Environment
- Personal Development, Health, Physical Education (includes child protection and drug education)

6. CONTACT INFORMATION

At the beginning of each year, 'Change of Information' forms are sent home. Please fill these in carefully and return them to the office promptly. If contact details or address changes occur during the school year, please advise the class teacher and the office of the changes in writing. It is vital that contact details be updated in the event that a parent needs to be contacted in an emergency.

Please notify the school immediately if:

- *your home address changes*
- *your home, work or mobile telephone number changes*
- *your child's designated emergency contact person's name or telephone number changes*

- *your child's custody or access arrangements change. Copies of Court Orders should be provided.*

Our capacity to contact you for either educational concerns or medical emergencies is very much dependent upon the accuracy of the details you provide.

7. PLAYGROUND SUPERVISION

Teachers supervise the playgrounds from 8.55am until school begins and during recess and lunch times. Children should arrive at school after 8.55am. Once they have arrived children may not leave the school grounds at any time in the day.

8. REPORTING TO PARENTS

Teachers hold a parent - teacher information evening a few weeks after classes are established each year to discuss class programs and routines.

Parent-Teacher interviews are conducted during Term 2 when teachers will report on student academic, personal and social development. Reports are sent home in June and December each year.

You are not limited to this schedule. Teachers are always willing to discuss any concerns a parent may have about his/her child's performance. Please contact your teacher to arrange a mutually convenient appointment time.

Basic Skills Tests are undertaken by the Year 3 and 5 classes to assess each student's skills in Literacy and Numeracy across the state. Primary students may also choose to sit for the University of New South Wales competitions in English, Mathematics, Computers, Creative Writing, Spelling and Science.

9. SAFETY ISSUES

The physical safety and well being of students is a matter of concern to us all. Children need to be reminded regularly that they should not walk alone to or from school and should avoid taking short cuts through bush areas. Nor should children leave school with friends unless prior arrangements have been made between parents.

Parents can assist with student safety by ensuring their children do not arrive at school before supervised playground duty commences at 8.55am and are not left at school for a long period after dismissal. Departmental guidelines concerning collection of students during school hours can be found in Point 10 Absences.

Our school has a policy of 'No-Hat-No-Play' and we encourage parents to ensure that children wear a hat to school each day. Children without hats will be required to sit in the shade at recess and lunch. Parents are also encouraged to apply sunscreen to children before they leave home in the morning.

Parents and caregivers should discuss road safety rules with children and should always drive safely and park legally near the school grounds. When dropping off or picking up students by car, please do not stop, stand or park in the **NO STOPPING** areas. Parents are requested not to park or drop off students within the school grounds. Children are asked to refrain from climbing over the perimeter fences to enter the school grounds.

Schools can draw on a wide range of strategies designed to prevent violence and to promote positive relationships among students, including: programs on conflict resolution, peer support programs, anti-racist and anti-discrimination programs, student leadership programs and child protection programs.

Our school is committed to providing a learning environment free from bullying and harassment. Parents are urged to report instances of these practices to the Principal immediately.

10. ABSENCES

Parents are requested to keep their children at home when sick. If a child becomes ill at school, the parents will be contacted immediately to come and take the child home.

SHORT ABSENCES

You may phone the school office to advise staff if your child/ren will be absent from school. They will then advise the class teacher. You are required to send an explanatory note with your child when he/she returns to school or ask office staff to complete a 'verbal notification of absence' form when you report absence to the school.

LONG ABSENCES

Parents should notify the school if their child will be away for an extended period. Please send a note to school outlining the nature of the absence and expected date of return. Where absences exceed 15 days, an application must be lodged for exemption from attendance. Office staff will assist you with this.

PARTIAL ABSENCES

Partial absences must be recorded for children who are not at school by 9.25am or who leave before 3.25pm. When students are required to leave during school hours, parents are asked to complete a leave of absence form obtainable from the school office. No child is permitted to leave the school for any reason during school time without written permission from parents. Parents who collect their children before 3.25pm must sign the departure book before leaving the school.

11. MEDICATION

Only First Aid certified office staff are authorised to administer medication to children. Teachers do not perform this task. All medication should be clearly labelled with your child's name and class. A Medications Authority Note is required to be signed by the parent/guardian and must be sent to school indicating the correct dosage, time and frequency of administration and any special instructions.

It is important that the school has current contact information for you so that you may be notified immediately if your child becomes sick or sustains an injury at school. In these instances, children are cared for until parents are able to collect them.

12. HOMEWORK

The NSW Department of Education and training encourages each school to develop an individual homework policy relevant to the needs of its students. While homework is an important component of the teaching and learning process, the Department recognises that it is essential for students to have time for play, leisure and physical activities outside of school.

Generally, teachers will not assign formal homework in Kindergarten. Students in Year 1 and 2 will be asked to solve simple computations or study spelling words. All are expected to read daily. As children progress to Years 3 and above, they should be working independently on their homework, but the amount of time they are expected to devote to it should be realistic.

13. LIBRARY

A library is located on the school grounds. A Teacher/Librarian is present four days per week and all classes attend a weekly Library class, during which they are taught information skills and given the opportunity to borrow books. All children are required to have a library book bag to protect borrowed books. A fee to cover the cost of book replacements will be charged if books are not returned.

Borrowing is available for parents at various times each day. Please see the Librarian for times that suit you.

The Teacher/Librarian welcomes parent volunteers to work in the library on a regular weekly basis to help reshelv borrowed books, cover new books and to update computer records.

BOOK WEEK

Book Week is a much-anticipated event in the school calendar. Parents, grandparents and extended families are invited to watch the children parade, dressed as book characters. Many families donate a book to the library in the name of their child during this week.

14. RECESS AND LUNCH PROCEDURES

- **Fruit Break:** All children bring fresh or dried fruit or vegetables for a quick snack to have in the classroom at about 10.30am. Children may not bring fruit in juices, roll-ups or the like.
- **Recess:** 11.25am to 11.50am. This is an opportunity for children to have a light snack and drink and a play.
- **Lunch:** 1.10pm to 2.00pm. Students must sit to eat for approximately 15 minutes before they can play. Children may bring lunches from home or may order food and drinks from the shops on Deepwater Road. Lunch orders must be placed before school, as children are not permitted to leave the school grounds once they have entered. A number of students at our school suffer anaphylactic reactions to peanuts and nut products. To support the wellbeing of these students we encourage a nut free environment and your assistance in this regard would be greatly appreciated.

As our school promotes healthy eating habits, foods with high fat or sugar content are discouraged. Lollies should not be brought to school or included in lunch orders.

15. THE KIDS' CASTLE

The Kids' Castle is our popular before and after school care centre. Located on the grounds of Castle Cove School, the professionally run facility provides childcare for K-6 students only during school terms (including staff development days). The program includes supervised homework, indoor/outdoor activities, arts and craft and an afternoon tea!

Hours for The Kids' Castle are:

Before School: 7.15am – 9.15am

After School: 3.25pm – 6.00pm

For information regarding fees and bookings, contact Jane Air (Director) at The Kids' Castle on 9417 7183.

16. PARENT INVOLVEMENT

Parents are a cornerstone of Castle Cove Public School. The involvement of parents as partners with staff and students is constantly in evidence at the school.

Large numbers of families attend weekly assemblies and annual school functions and are involved in school projects; working bees and fundraising. Many parents participate in classroom programs including reading, library, arts and crafts, maths and computers. Parents are also invited to join classes for excursions to assist the teachers.

Class helpers are volunteer parents who liaise between the parent body and the staff and raise funds for the school.

Parents continue to support and organise school bands and camp, athletics carnivals and promotional activities.

PARENTS AND CITIZENS ASSOCIATION

The P&C holds evening meetings on the 2nd Tuesday of each month at the school. All parents are welcome. Parents who attend are regularly involved in decision-making that affects their students. P&C Committees are responsible for: Band, Grounds keeping, Promotion, Library, Fundraising and other activities.

17. MUSIC AND SCHOOL BANDS

All students participate in classroom music programs run by their teachers. K – 2 programs include percussion and recorder.

There are three bands: Training, Concert and Stage. They are open to all children in Years 3 to 6. At the end of Year 2, children who choose to join a school band are given an aptitude test and are assigned to a specific instrument. Some instruments are available for hire from the school.

The bands are financed and run by the parents. Bandmasters are hired to train with each band twice weekly. All band members are required to attend these training sessions and to have a weekly private lesson as well. Two-day band camps are held annually, concluding with a concert for all school families. All bands compete in the annual Yamaha Festival and Ryde East Music competition.

18. SPORT

The physical education program emphasises coordination and gross motor skills for children in Kindergarten through Year 6.

Primary students participate in the school sports program on Friday afternoons. There are also special sports programs offered during the year. Students in Years 3 to 6 may choose to learn sports such as soccer, basketball, netball, hockey, tennis, T-ball, AFL or cricket over the terms. All students participate in gymnastics at some time during the school year. Fees are charged for this program conducted by qualified instructors.

Swimming, Cross Country and Athletics Carnivals are held each year. Children 8 years and over may participate in a variety of races and novelty events. Students who qualify go on to District, Zone and sometimes, State Competitions. Parent participation is encouraged at these events.

The school has four sporting house groups, each designated by a different colour. Children are assigned to a sporting house in Kindergarten and all siblings belong to the same house.

- **STURT – Red**
- **FLINDERS – Blue**
- **COOK – Green**
- **PHILLIP – Yellow**

All students Kindergarten to Year 6 are involved in the development of fundamental movement skills in the Gold Medal Fitness Program.

19. TRANSPORT

Forest Coach Lines operate morning and afternoon bus routes for students who live within Castle Cove. K-2 students may travel at no cost, but older children must live farther than 1.5 kilometres from the school to be eligible for a free bus pass. Students moving into Year 3 must reapply for a pass if they meet the criteria.

State Transit also operates buses, which transport students who live in Middle Cove, Castlecrag and Willoughby. Further information and bus pass application forms are available from the school office.

20. UNIFORM

Students at Castle Cove Public School are expected to wear the School Uniform. The School Uniform helps to foster pride and a feeling of belonging.

Parents/carers should make every possible attempt to ensure their child wears the correct uniform while attending school. There is a No Hat-No Play policy. Jewellery is discouraged for safety reasons.

It is not necessary to acquire every item/combination shown below. The uniform (except shoes) is available for purchase at the School Uniform Shop, open Tuesday 9.00am -10.00am and Thursday 2.30pm - 3.30pm. Some second hand uniform items are also available at other scheduled times. If you are unable to

access the Uniform Shop during opening hours order forms are available from the school office and orders will be filled and delivered to your child's class.

<p>SUMMER: TERMS 1 & 4– Girls</p> <p>Navy gabardine skort or shorts White short sleeve polo shirt with navy crest</p> <p>OR</p> <p>Blue/white check dress with navy tab tie Navy bike shorts may be worn under tunics for non-Friday sport activities</p> <p>White socks Black school shoes Navy wide brim hat with white crest</p>	<p>SUMMER: TERMS 1 & 4– Boys</p> <p>Navy gabardine shorts White short sleeve polo shirt with navy crest</p> <p>White socks Black school shoes Navy wide brim hat with white crest</p>
<p>WINTER: TERMS 2 & 3– Girls</p> <p>Navy Gabardine skort or shorts or long pants Short or long sleeve white polo shirt with navy crest</p> <p>OR</p> <p>Grey/blue check tunic with belt White long sleeve blouse with peter-pan collar (White long-sleeve skivvy also allowed)</p> <p>White socks OR grey tights Black school shoes Navy wide brim hat with white crest</p>	<p>WINTER: TERMS 2 & 3– Boys</p> <p>Navy Gabardine shorts or long pants Short or long sleeve white polo shirt with navy crest</p> <p>White socks (shorts) OR Black socks (long pants) Black school shoes Navy wide brim hat with white crest</p>
<p>SPORT – Girls & Boys</p> <p><i>To be worn on Fridays and nominated sports days eg Sports Carnival</i></p> <p>Boys: Navy gabardine shorts</p> <p>Girls: Navy gabardine shorts, skort or pleated netball skirt</p> <p>Boys & Girls: Coloured short sleeve polo shirt with white crest <i>Sturt – Red</i> <i>Flinders – Blue</i> <i>Cook- Green</i> <i>Phillip – Yellow</i></p> <p>Coloured swimming cap for carnival (Yrs 2/3-6)</p> <p>Optional: Royal blue track pants (<i>may be worn with Sports Uniform only</i>)</p> <p>White socks White sports shoes Navy wide brim hat with white crest</p>	<p>ACCESSORIES</p> <p>Royal blue & navy baseball jacket with white crest Royal blue track-top with white crest Navy Vest with White crest</p> <p>Each year there is a special jumper/jacket available to Year 6 only</p> <p>Medium or Large Backpack – Navy with school crest Library Bag – Navy with crest</p> <p>Raincoat Art smock</p> <p>Hair accessories in plain blue or school dress fabrics</p> <p>Badges as awarded</p>

21. LABELLING AND LOST PROPERTY

Names should be clearly marked on all your child's belongings, including lunchboxes, library bags and all removable clothing. Please mark your child's name in a place where he/she can find and read it.

Write your child's name, address and telephone number on his/her school bag and musical instrument case and check the label regularly to ensure it is still clear and has not faded.

There are two lost property bins on the school grounds. One is outside the office on the K-2 campus and the other is at the back of the administration building on the 3-6 campus. As students use both sites please check in both locations if your child has lost something at school. The clothing hooks outside the library and the computer room are also worthwhile checking. Lost property bins are emptied at the end of each term and any unlabelled items are given to the Clothing Pool for resale or to a charity.

22. INFECTIOUS DISEASES

The Department of Health recommends that children entering school be immunised against childhood diseases. An immunisation certificate signed by your child's doctor must be presented upon enrolment.

Children who are not immunised are required to be excluded from school during an outbreak of any infectious disease. The following exclusion guidelines have been recommended:

CHICKEN POX For at least 5 days after the first spots appear or until scabs have been shed.

MEASLES For at least 5 days after the appearance of rash

GERMAN MEASLES (RUBELLA) For at least 5 days after the appearance of rash

MUMPS For at least 9 days after appearance of swelling

WHOOPING COUGH For at least 14 days from the start of the illness or until 5 full days into the start of a 14-day course of antibiotics

CONJUNCTIVITIS Until all discharge from eyes has cleared

IMPETIGO Children may attend school only if sores are being treated and can be covered by a clean dressing. If sores are on exposed parts of the body, such as scalp, legs and hands, they must be excluded until sores are healed.

HEAD LICE

Check children regularly for head lice. Lice are not a sign of unsanitary habits, they are common in places where people work and play together. Please notify the school if your child contracts head lice and see your chemist for an appropriate treatment. Children with head lice must be kept away from other students until treatment has been applied.

23. SCHOOL FEES

All school-related costs for excursions, textbooks, art and craft materials are invoiced in Semesters 1 and 2 by the school. Accounts are sent home with students along with information about due dates and how to pay.

Parents are also asked to pay P&C fees, which are organised and collected by the P&C, for each child. These fees are used to fund projects for the school or purchase additional resources for class, band, ICT and sport programs.

24. MONEY COLLECTION

Occasionally, children will need to bring small amounts of cash to school (for fundraisers, Sushi Day, Mothers' and Fathers' Day Stalls). In most cases, money is brought to school in labelled envelopes and is collected by class room teachers or handed in at the school office.

25. NEWSLETTER

A school newsletter is sent home each fortnight with students, listing forthcoming events, school activities and students achievements. School committees often submit items for the newsletter. The deadline for Newsletter contributions is the Friday before publication and we ask all submissions are emailed to the school.

26. STAFF DEVELOPMENT DAYS

The Department of Education and Training allocates three days per year for staff development. They occur on the first days of Term 1, Term 2 and Term 3. Classes begin on the second day. Kids' Castle will be open for childcare on staff development days.

27. SCRIPTURE

Anglican, Catholic, Baha'i and Jewish Scripture classes are held once a week for 30 minutes during school hours. A teacher-supervised non-scripture class is also conducted during this time.

28. OUT OF SCHOOL ACTIVITIES

Various out of school activities are also available such as, tennis, ballet, drama, music and Spanish. Currently, a yoga class for adults is run once a week. If you require more information please see the school office or our website for details.

29. ASSEMBLIES

Each fortnight a K-6 assembly is held in the school hall at 2.00pm. Parents are welcome to attend all assemblies. Assemblies are conducted by the students and are student focused. Many students receive certificates and commendations during this time. Each assembly features a performance by a class or one of the school bands.

30. AWARDS

Awards are an opportunity to recognise effort and achievements in class and in personal growth. The system is cumulative and leveled and achievable by all who try.

- Step 1:**
- a) Collect 10 Castle Cards (tokens worth 1 point) and trade them in for a Merit Card.
 - b) Collect Merit Cards (worth 10 points) awarded by teachers each week.
- Step 2:** Send in 10 Merit Cards for a Bronze Award. The Merit Cards are stamped and returned. The Bronze Award is presented at the next fortnightly K-6 Assembly.
- Step 3:** Begin step 1 and 2 again. 10 Merit Cards will then earn a Silver Award.
- Step 4:** Begin step 1 and 2 again to achieve a Gold Award.

31. SCHOOL SONG

Where the air is fresh and still,
Our school is on the hill at Castle Cove.
We make our friends, we love to play.
We all work hard throughout the day.
We come from Australia
And other nations too.
Our motto is Truth and Honour,

Our school colour is blue.
Where the air is fresh and still,
Our school is on the hill at Castle Cove.

32. ANNUAL EVENTS

Castle Cove Public School is well known for organising many enjoyable and successful family events. Among them are:

- **Jazz Festival**
- **Trivia Night**
- **Art Extravaganza**
- **Book Week Parade**
- **Working Bees to care for the school grounds**
- **Christmas Concert**
- **Market Days**

33. ADDITIONAL EVENTS

- **Harmony Day**
This is an annual event to celebrate multi-culturalism and promote harmony and anti-racism. Children come to school dressed in orange – the official colour of Harmony Day and make a gold coin donation to support our World Vision sponsored child in Africa.
- **Sushi Day**
A popular alternative to our packed lunch when children can appreciate a Japanese inspired lunch.
- **Afternoon Teas**
A very social fundraising event held on a Friday afternoon in the infants' playground. The afternoon tea is coordinated/hosted by each class at different times throughout the year and sometimes includes take home meals (soup, Dahl etc). All proceeds go towards the purchase of additional class resources.
- **“A” Day Assemblies**

An **Awards Day** assembly is held at the end of each term where children are recognised for their outstanding efforts and achievements.

34. SCHOOL WEBSITE

Castle Cove Public School launched our website in July, 2003. The site provides access to information about:

- the school
- enrolment procedures and forms
- links and information on the Key Learning Areas
- general information about upcoming events
- the school newsletter

Please visit the CCPS website at: www.castlecove-p.schools.nsw.edu.au

Permission notes are required for students work and photographs to be included on the website. Forms and DET guidelines on Internet Publishing are available from the school office.