

Colyton Public School

Seeking Success by Working
Together



Colyton Public School

Nelson Street

Mt Druitt NSW 2770

9625 8185

Information for Parents and Caregivers



Dear Parents,

Welcome to Colyton Public School. We wish your child every success in their future learning and we look forward to working with you to create the foundations for your child to become a successful life long learner.

Kindest regards,

Ms Pate Cooper

Principal

SCHOOL PROFILE

Colyton Public School was established in 1861. From its humble beginnings as a one teacher school it has grown to become a focal point for the local community.

With an enrolment of more than 850 students, over 78% come from non-English speaking backgrounds, speak 58 different languages, and 2% of whom are of Aboriginal or Torres islander descent, the school reflects the increasing diversity and multicultural nature of Australia's population.

A quality future focused curriculum ensures that all learning styles and student needs are catered for. Additional programs are provided for students from non-English speaking backgrounds, students with additional learning needs and those identified as gifted and talented. Two opportunity classes operate across Years 5 and 6 with students being selected on academic merit following a formal application and selection process.

Colyton Public School has a staff of over 55 qualified and enthusiastic teachers and administrative personnel who are supported by a strong parent body. The school places an important emphasis on participative management and seeks input from teachers, students and families alike.

The school actively encourages community participation in all facets of school life, with the aim of providing a school environment which will enable students to develop their full potential, both academically and socially, in a happy, safe, productive and emotionally positive manner. The school supports students to become life-long learners.

MISSION STATEMENT

SEEKING SUCCESS BY WORKING TOGETHER

through:

- * actively encouraging **STUDENTS** to achieve a well balanced, quality education which reflects their needs, interests and talents
- * **STAFF** encouraging students to reach their full potential through setting realistic goals within a positive and caring learning environment
- * the **SCHOOL** setting high standards of behaviour and achievement which reflect the individual needs of the students and the expectations of the wider community.
- * **PARENTS AND COMMUNITY** participating in school programs.

HOME-SCHOOL PARTNERSHIPS

The school aims to:

- * value the contribution of parents to the school and as assistants in their children's education
- * involve parents in many of the school's activities where these will benefit both the parents and their children
- * involve parents in local decision making
- * inform parents of school policies and their underpinning philosophies
- * create a harmonious atmosphere between school and home.

CHILDREN ENTERING KINDERGARTEN

Children can be enrolled in Kindergarten at the start of the year they turn five on or before the **31st July**. Children who turn five on or after the 1st August cannot start school until the following year.

You will be notified of the date and time to bring your child to start school in the first week of school.

K-6 CURRICULUM

The curriculum is all of the learning experiences that take place at school. The curriculum can be divided into six broad areas often referred to as Key Learning Areas, or KLAs.

- ✓ English

- ✓ Mathematics

- ✓ Science and Technology

- ✓ History and Geography

- ✓ Creative Arts

- ✓ Personal Development, Health and Physical Education.

SCHOOL HOURS

School hours for students are **9:00am to 3:00pm**. Children must arrive at school before the 9:00am bell. If your child needs to order their lunch at the canteen or see a teacher before the bell, please ensure they arrive at school with sufficient time to complete these tasks. Students are always dismissed promptly at 3:00pm.

Parents of Kindergarten students will need to establish afternoon routines with the teacher so that your child can be released into the care of a known adult or assisted onto transport at the end of the school day.

SESSION TIMES

| | |
|---------------------|---------------------|
| 9:00 am - 11:00 am | Morning Session |
| 11:00 am - 11:30 am | Recess |
| 11:30 am - 1:20 pm | Mid-Morning Session |
| 1:20 pm - 2:00 pm | Lunch Break |
| 2:00 pm - 3:00 pm | Afternoon Session |

BEFORE AND AFTER SCHOOL CARE

Blacktown City Council will be operating a before and after school care service on Colyton Public School premises. The facility will be available to families at Colyton Public School at the following times:

- 6:45am – 8:45am
- 3:00pm-6:00pm

Please see the school office for costing and further information.

STUDENT ABSENCES/ ARRIVING LATE/ LEAVING EARLY

Students will get sick from time to time and occasionally family circumstances may also require a child to be away from school for a day. Such events are required by law to be explained by a brief note to the teacher within seven days of the absence. Notes should include the child's name, date of the absence and an outline of the reason behind the absence. Absences can also be explained via the ***Colyton Public School Skoolbag app***.

If your child will be away from school for an extended period for any reason, please notify the school. The school asks that *Application for Extended Leave* forms be submitted to the office if more than five school days will be missed due to travel.

If you need your child to leave school early for an appointment, please present at the office and get an Early Leavers Slip before going to the classroom to pick up your child.

Children arriving at school after the bell at 9:00am are required to obtain a *late note* from the office before going to the classroom.

These processes fulfil the legal requirements of our roll marking system as well as ensuring the protection and safety of your child.

SCHOOL UNIFORMS

Girls (Summer) Bottle green shorts with a Colyton polo shirt
or
Green and white check dress
White socks, black shoes
Colyton hat or cap

Girls (Winter) Bottle green track pants
Colyton long sleeve polo shirt
Bottle green sloppy joe or zip-up jacket with school emblem
White socks, black shoes
Colyton hat or cap

Boys (Summer) Bottle green shorts with a Colyton polo shirt
White socks, black shoes
Colyton hat or cap

Boys (Winter) Bottle green track pants
Colyton long sleeve polo shirt
Bottle green sloppy joe or zip-up jacket with school emblem
White socks, black shoes
Colyton hat or cap



The shirts, shorts and dress components of our uniform are available for purchase from Lowes at Westfield, Mt. Druitt.

The sloppy joe or zip-up jacket with school emblem, and school hats and caps are available for purchase at school. Items available at school are sold from the office.

In addition, there is a range of second hand uniforms in good condition for sale in the *Clothing Pool*. These items are donated to the school and are sold for a relatively low price from a room in the K-2 area. You will find the clothing pool open on a Tuesday morning from 8:30am to approximately 9.15am.

Children develop a sense of 'belonging' when they wear school uniform and it is usually less expensive than regular clothing. The school actively encourages the wearing of a school uniform, and high expectations are set, especially when students are representing the school at events and on excursions. Apart from the positive image the wearing of a uniform projects to the wider community, it also allows those supervising excursions to readily recognise those children belonging to Colyton Public School. This has obvious safety and supervision advantages.

PLEASE BE SURE TO LABEL ALL CLOTHING WITH YOUR CHILD'S NAME.

LOST PROPERTY

Lost property can be avoided by clearly writing or sewing names on all belongings. Items that can be identified are easily returned to their owners. Unclaimed lost property is stored for a reasonable period of time, after which it is either donated to the school clothing pool or put in a Stewart House bag for the next collection. Classroom teachers can advise of the lost property storage locations.

Valuables should not be worn or brought to school.

SCHOOL DISCIPLINE

The school's discipline policy reflects the Department of Education's *Wellbeing Framework for Schools* and *Behaviour Code for Students*.

NSW Public Schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

Students are expected to:

- respect other students, their teachers and school staff and community members
- follow school and class rules and follow the directions of their teachers
- strive for their highest standards in learning
- respect all members of the school community and show courtesy to all students, teachers and community members
- resolve conflict respectfully, calmly and fairly
- Comply with the school's uniform policy and dress code
- attend school every day
- respect all property

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

In order to achieve these aims we have developed a set of simple and concise school rules:

Go Safely



Go as a Learner



Go Respectfully



Go Responsibly



Our school rules include a set of behaviour expectations. These expectations are explicitly taught to students in classroom programs. In both school and home settings it is essential that a child knows what is expected of him/her.

PARENT AND VISITOR BEHAVIOUR EXPECTATIONS

| Go Safely | Go as a Learner | Go Respectfully | Go Responsibly |
|---|---|--|--|
| <ul style="list-style-type: none"> • All visitors sign in at the front office upon arrival. • Walk on school grounds. • Cross the road at marked crossings. • Keep family contact details up to date. | <ul style="list-style-type: none"> • Know what is happening at school via newsletters, notes, facebook page and apps. • Attend parent information sessions. | <ul style="list-style-type: none"> • Speak politely to students, parents and teachers. • Only approach other children at school with their parent's permission. • Treat all personal student and family information with confidentiality. | <ul style="list-style-type: none"> • Support school events and fundraisers. • Help your child accept appropriate consequences for their behaviour. |

STUDENT BEHAVIOUR

If your child's behaviour is such that it causes concern at school you may be invited to visit the school to discuss the matter with your child's teacher or a member of the Learning and Support Team. In such a situation we ask for your support and assistance in collaboratively seeking solutions that are of most benefit to the learning needs of your child and others at the school.

UPDATING INFORMATION

It is important and essential that the school's record of your address, phone numbers (home, work and mobile), along with emergency contact numbers, are **kept up to date at all times.**

If at any time during the year these details change, we ask that you **notify the school's office and administrative staff promptly, in writing.** Personal details can also be updated through the Colyton Public School Skoolbag App in the eforms section.

In cases of illness or accident to your child, we will endeavour to notify you first. For serious cases we will contact an ambulance first and the parent immediately after that. The school pays a fee for ambulance membership and you will not be charged for the service.

SCHOOL TRANSPORT

All children from K-2 are eligible for free bus and train transport. When they proceed to Year 3 a new application form must be submitted if they are still eligible to apply. All school transport applications are processed online at <https://apps.transport.nsw.gov.au/ssts>

To be eligible for free bus or train travel, children in Years 3-6 must reside more than 1.6 km (radial distance) measured from the centre of the school, or 2.3 km or more by the most direct practicable walking route, to the nearest school gate.

Free Opal cards for eligible children can only be issued for travel between the pupil's home address and the school, not from that of a childminder. Please ensure that when completing the online application for free bus travel you comply with this regulation.

If you change your address during the year, you will be required to submit your changes by going online to <https://apps.transport.nsw.gov.au/ssts>

INTERVIEWS - Parent/Teachers

Formal interviews between parents and teachers are arranged each year. Interviews are a part of the collaborative home-school partnership. These processes help to foster positive home-school partnerships, provide parents with valuable information about their child in the school environment and allow teachers to effectively plan to continue to best fulfil your child's learning potential.

During interviews, both parties have the opportunity to take on a role.

- **Parents** have the opportunity to communicate individual and personal knowledge of their child.
- **Teachers** have an opportunity to outline progress achieved to date and to offer guidelines for further learning.

All parents are encouraged to attend these interviews.

At other times throughout the year you may request an interview with your child's teacher at a mutually agreed upon time. Ask the teacher or phone the office to make an appointment.

INTERVIEWS WITH PRINCIPAL

These are readily available by appointment and the Principal aims to respond to your request and establish a meeting time within two business days. For private, urgent or confidential situations an appointment is not always necessary. Contact the school via phone on 9625 8185.

ASSESSMENTS AND REPORTS

At Colyton Public School, assessment is an on-going process that is consistent with the outcomes of each Key Learning Area, as indicated within the NSW Education Standards Authority (NESA) syllabus documents.

Written reports are sent home twice a year. Students in Years 1-6 will be graded on a five point scale (A-E) for each of the Key Learning Areas (KLAs). For students in Kindergarten, reports will provide a grade reflecting student effort in each of the KLAs as well as a comment for English, Mathematics and General Capabilities, outlining student achievement against stage statements.

Written reports allow the formal communication of information about student achievement and progress. At times teachers may require contact with parents regarding student progress outside of these processes and will contact you to set up a mutually agreed upon meeting time.

Similarly, an invitation is always open for parents to make an appointment to discuss their child's progress with the classroom teacher or supervising executive.

BIKE RIDERS

Children in Years 3 to 6 are permitted to ride their bikes when they adhere to the following guidelines:

- ✓ wear an approved bike helmet
- ✓ walk the bike within school premises
- ✓ maintain their bike to approved standards
- ✓ ride to NSW Government bike rules - Children under 12 years of age can ride on a footpath.
An adult rider who is supervising a cyclist under 12 may also ride with the young cyclist on the footpath.

Students in K-2 are permitted to ride to schools when they are accompanied by an adult.

EXCURSIONS

Excursions complement, build on and support the learning that occurs in classrooms. They may reflect concepts, themes, values or experiences that are critical to Key Learning Areas or the development of student skills and emotional growth. Excursion activities are chosen for their relevance to the school curriculum and the age of the children. Excursions are not compulsory and, in the event that some students do not attend, an alternative program at school will be made available.

As excursions include an additional cost to families, as much notice about payment as is possible will be provided via the school newsletter, electronic media and notes sent home.

Excursions must be paid for by the closing date. Regrettably, failure to pay for excursions by the set date will result in your child not being able to attend the excursion/s as the finance system cannot physically accept money after this date. We support many means of payment including cash and cheque as well as credit card or EFTPOS over the phone.

CULTURAL VISITS BY PERFORMERS

In school performances (or 'incursions') are organised from time to time at a low cost to students. These experiences often include those that students may not otherwise seek (e.g. Australian Opera, Indigenous Performances). The shows are approved by the Department of Education and are chosen for their relevance to various curricula. Again, payment for performance activities **must be received** by the set date.

SPORT IN THE PRIMARY SCHOOL

All students across K-6 are involved in fitness activities and the development of Fundamental Movement skills each week. In addition, Years 3-6 are involved in Sport most Fridays.

Friday Sport at school focuses on the application of Fundamental Movement Skills to sporting games and activities. Students have the opportunity to learn and participate in a variety of sports across the year.

Throughout some school terms Colyton Public School may be involved in an interschool sport program. Sports on offer may include, according to season and/or need, cricket, netball, softball, t-ball, newcombe ball, swimming, athletics, soccer, rugby league, volleyball, touch football and Australian Rules football. There is a selection process to access these teams.

Colyton Public School has an outstanding record of sporting achievement due to student effort and dedicated coaching by teachers in their own time. Where competition against other schools is involved you will be asked to provide bus fares and a note permitting your child to attend the match or carnival.

MONEY AND VALUABLES

Children should have some secure means of safeguarding any money they bring to school. Usual practice is to keep money in a zippered pocket in their uniform. Students should place lunch orders as soon as they arrive to school and bring payments for excursions or school events in a well-sealed school envelope. Students are advised not to leave money in bags or classrooms, as lost money creates much unhappiness and inconvenience. Children should only bring to school the amount of money they will consume on any one given day.

MONEY COLLECTION

When sending money to school for special purposes, please place the correct amount in a school envelope (along with permission note) and clearly mark the outside of the envelope with your child's name and class, the amount of money enclosed and the purpose for which it is intended.

Sample: "Puppet Show"
 Jack Smith, 3L
 \$2.50 enclosed

School payment envelopes are available from the office at no cost.

Collection of money is always carried out promptly and banked the same day. Money is not left on school premises overnight or on weekends. If you must give your child a large note to pay for an excursion, the change will be required to be collected by a parent or caregiver. Change in excess of \$10 will not be given back to students.

Whilst it is acknowledged that some students may bring mobile phones, tablets and music devices to school, the school holds no responsibility for the safety of these items.

STUDENT ASSISTANCE FUNDS

Each year a sum of money is provided by the school to assist parents who are unable to meet all of the expenses associated with school.

Excursions, uniforms and visiting performances are the major expenses associated with attendance at school and these areas are specifically targeted for assistance.

If student assistance is required, the parent/carer should contact the Principal or a Deputy Principal, who will treat requests with respect and confidentiality.

VANDALISM

School security is a high priority for all schools and vandalism is a great drain on public monies. Children are not to be on school premises out of school hours without permission. Your co-operation in this regard is requested and appreciated. Acts of vandalism will be reported and be handed over to the appropriate authorities. Should you see anything suspicious on school premises outside of school hours, please ring the **School Security on 1300 800 021 (24 hour service)**.

SCHOOL FEES

A voluntary contribution scheme operates within the school. An envelope will be sent home in the first half of each year requesting your support of the voluntary scheme. Your contributions are very much valued and are used to purchase resources that are used by students. Kindergarten students have the option to pay their school fees at orientation evening or afternoon sessions.

Voluntary Contribution Fees have been set as:

- \$38 per student, OR
- \$55 per family -

LIBRARY

The school has a magnificent library, which aims to provide children with a love of reading and learning, and to develop in them independent research skills.

Books may be borrowed at any time, provided a library bag is used.

Students may borrow the following:

- **Kindergarten - one fiction book**
- **Years 1 – 2 - two fiction books**
- **Years 3 – 6 - two fiction and two non-fiction books**

Parents wishing to assist in the library can offer their help either on a casual basis or at a set time each week. Assistance is always appreciated and helps to maintain library order, ensure new books are covered as they come into the library and process Book Club orders.

BOOK CLUB

All students are offered membership of the Lucky, Star or Arrow Book Club, depending on their reading level.

The aims of Book Club are to encourage children to read for enjoyment and to provide reasonably priced books designed to appeal to children of all abilities.

There is no obligation to purchase books.

SCHOOL BANKING

The School Banking program provides a fun, interactive and engaging way for young Australians to learn about money and develop good saving habits.

School banking takes place each Thursday. Money and bank books are to be handed to classroom teachers at 9:00am. Student monies and banking slips are checked, data is entered into the computer and transmitted to the bank. Bank books are then returned to students. New account forms are available from the office for those students wanting to join the banking program. The school receives a commission for conducting school banking to benefit all students.

FIRST AID AND ILLNESS

All children will become unwell at times. *If your child is ill, please keep them at home where they can recuperate quickly and minimise the spread of infection.*

In the event that a minor injury or illness occurs at school, students will attend 'sick bay' and first aid treatment will be administered by qualified staff. Parents are notified when a student appears to be too ill or injured to return to class, or if staff first aid training indicates additional medical advice should be sought.

Please note that whilst all students are assessed and treated when they attend sick bay, parents are notified only when trained staff judge that parent communication is required.

MEDICINES AND TABLETS

Our policy on the administration of prescribed medicines and tablets is based on Department of Education guidelines and is as follows:

1. Supervision of the administration of prescribed medication by a staff member is voluntary.
2. If possible, parents should discuss with doctors the possibility of prescribed medicines being administered outside school hours. This is the preferred method.
3. Where this is not possible and a staff member is willing to supervise medication, parents must sign and provide a letter indicating medicine to be given, dosage, time and duration.
4. Parents are advised to supply quantities of medication, where possible, on a daily basis and in an appropriate container clearly labelled with the student's name and details of the medication and dosage unless the medication is supplied in a form that renders this impractical and/or unsafe. The original container in which the medication was received should be included to inform staff of the required dosage and time frames.
5. All medication must be delivered to the office.
6. It is the child's responsibility to come to the office at the appropriate time to take the medication.
7. Students with known illnesses and allergies that require medications (Epipen, antihistamine, etc) require a Healthcare Plan. An Action Plan for Anaphylaxis or severe Asthma must be presented to the school and signed by a medical practitioner.

SPECIAL RELIGIOUS EDUCATION (SRE)

Special Religious Education sessions are delivered by visiting providers from different denominations during 30 minute sessions on a Wednesday morning.

Children generally attend Anglican, Catholic, Islamic, Sikh, Hindi or Protestant classes.

Parents **who do not wish their children to attend** Special Religious Education **should send a note** to the school indicating that they do not wish for their child to attend such lessons.

Students who do not attend Special Religious Education will attend an alternative program where community values are explored.

THE SCHOOL COUNSELLOR

A counsellor's role within a school setting is to assist students to achieve their potential. School counsellors fulfil this role by addressing student academic achievement, behaviour, social relationships or general wellbeing.

The school counsellor will support as many students as possible at any given time and will work with students who seek out the counsellor themselves, or those who are requested support from parents or teachers.

School counsellors are also very experienced in linking parents with medical practitioners outside of the school who can help with assessments and recommendations in fields such as speech, hearing and vision.

If you would like to make an appointment to speak to our school counsellor, please contact the office.

THE COMMUNITY HUB

Community Hubs is a national program that supports parents and children as they navigate the education system and it has a particular focus on catering for migrant and refugee families. The Community Hub provides a holistic approach that supports the whole family, offering early learning programs, building social networks, providing access to services, and creating pathways to education, training and employment.

Everyone is welcome at the Colyton Community Hub, located in 'The Residence' building on the school grounds. It is a family friendly space where parents are encouraged to bring their children and connect to the school. Currently the Community Hub runs Playgroups for pre-school age children, free TAFE training courses, English Classes, gardening and friendship groups and much more. It is a fantastic place to meet people and make new friends. For further information contact Lisa Gobo, the Colyton Community Hub Leader through the school office.

COMMON INFECTIOUS DISEASES OF CHILDHOOD

Listed below are some diseases and the period of exclusion from school.

Chicken Pox (Varicella)

and Herpes Zoster (Shingles) Child excluded for 7 days after first spots appear.
Contacts not excluded

German Measles (Rubella).....Excluded for 5 days from appearance of rash.
Contacts not excluded.

Infectious Hepatitis.....Re-admitted on production of medical certificate of
recovery.
Contacts not excluded

Measles.....Excluded for 5 days from appearance of rash.
Contacts not excluded from Infants or Primary
Schools.

Mumps.....Excluded for 10 days from onset of swelling.
Contacts not excluded.

Streptococcal Infection

(including Scarlet Fever).....Exclude till fully recovered or on production of
medical certificate of recovery.
Contacts not excluded.

Whooping Cough (Pertussis)..Excluded till fully recovered or on production of
medical certificate of recovery. Contacts not
excluded from Infants or Primary Schools.

Scabies (The Itch)Excluded until appropriate treatment has begun,
supported when requested by a medical certificate.
Contacts not excluded but regularly inspected.

RingwormExcluded until appropriate treatment has begun,
supported when requested by a medical certificate.
Contacts not excluded but regularly inspected.

Acute Conjunctivitis.....Excluded until discharge from eyes has ceased.
Contacts not excluded.

Impetigo (Septic Sores).....Excluded if on exposed surfaces. Students are allowed to attend if treatment has been applied and the sores covered by clean dressing. Contacts not excluded but regularly inspected.

Pediculosis (lice in hair).....Excluded until hair has been effectively treated. Contacts not excluded but regularly inspected.

Please Note: The above is a summary of instructions received by the school from the Department of Education which is advised by NSW Health. Many of the instructions contain more information than we have shown and some less frequent diseases have been omitted. Check with a doctor and school if you are in any doubt about sending your child to school.

FAMILY LAW - PARENTAL RESPONSIBILITY

The Department of Education recognises that some families will be subject to family breakdown. In the absence of any notification to the contrary, it will be assumed that both parents retain a shared and equal parental responsibility for their children and have been involved in making any decisions regarding their children's education.

This means that the school will recognise that each parent has equal duties, obligations, responsibilities and opportunities in relation to matters involving the school.

If any changes occur in your family relationships which have the potential to impact on the relationship between the school and your family, you are required to advise the school immediately. This includes providing copies of any court orders that may be obtained.

PARKING

The streets surrounding the school are supervised regularly by the police and council rangers. **You are asked not to park in the driveways of our neighbours, Bus Zones or No Stopping Zones** during restricted times and not to Double Park in the street.

It is far safer and healthier for your child to walk the few extra metres to your vehicle and it sets a good example in road safety if you park correctly. Please do not park across the school gateway, as children crossing the road will be in extreme danger. **Private cars should not park in the school grounds. The staff car**

park is strictly for the use of staff. There is NO pedestrian access through the staff driveway gate.

Students who cross Nelson St to enter and exit the school **are expected to cross at the supervised pedestrian crossing**. Students who need to cross Carlisle Avenue are requested to **use the overhead pedestrian bridge at all times**.

SMOKING AND ALCOHOL ON SCHOOL PREMISES

Smoking and the consumption of alcohol on school premises is **prohibited**. School is a safe place for all students, staff members and the school community. School premises have been designated as commencing at the fence line and within four metres of any gateway. Your cooperation in following this policy is expected and assists us in setting an example to the children.

DOGS AT SCHOOL

Parents are requested not to bring dogs to school or allow their dogs to roam the school playground, as they constitute both a health and safety hazard. Dogs that are a nuisance in schools are picked up by the local council and impounded.

LOST PROPERTY

Lost property can be avoided by clearly writing or sewing names on all belongings. Items that can be identified are easily returned to their owners. Unclaimed lost property is stored for a reasonable period of time, after which it is either donated to the school clothing pool or put in a Stewart House bag for the next collection. Classroom teachers can advise of the lost property storage locations.

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