

Clairgate Public School

Information Booklet



Gateway to Learning

Address: 41- 43 Colorado Drive
St Clair NSW 2759

Telephone: 02 9670 1408

Facsimile: 02 9834 3869

E-mail: clairgate-p.school@det.nsw.edu.au

Web site: www.clairgate-p.schools.nsw.edu.au

Facebook: www.facebook.com/ClairgatePublic/

Clairgate Public School

Information for Parents

Contents

Statement of Purpose.....	1
Welcome from the Principal	2
General Information.....	3
Curriculum	6
Learning and Teaching.....	7
Student Welfare.....	8
Communication.....	10
School Management	11
Index.....	12

Statement of Purpose

Our purpose:

Is to equip our students with the knowledge, attitude and values to be a safe, respectful, cooperative learner

Enabling students to:

Be self-motivated, lifelong learners,
Demonstrate respect for others and their beliefs,
Work independently and co-operatively,
Persevere when faced with challenges,
Accept responsibility,
Enhance their physical and emotional wellbeing.

Clairgate Public School

Our Student Welfare Policy is supported by three main pillars as we strive to provide a **Safe, Respectful** and **Responsible** setting to maximise a positive learning environment for all our students. We believe in and promote:

- High standards of behaviour based on co-operation;
- Kindness;
- Mutual respect;
- Self-worth; and
- Shared responsibility.

Our three main pillars, **Safe, Respectful** and **Responsible** provide:

- A small number of easy to remember expected student behaviours;
- Consistently implemented behavioural support;
- A shared understanding of expected behaviours by all staff, students and community;
- Opportunities for students to take responsibility for their learning and the behavioural choices they make;
- A scaffold for the teaching and practicing of appropriate student behaviour; and
- Clear consequences for student behaviour;

These principles are basic to our expected student behaviour;

- All individuals are to be valued and treated with **respect**;
- Students have the right to work in a safe environment where they are able to fully develop their talents and interests;
- Parents have a right to expect that their children will be educated in a **safe** environment in which care and **respect** for the rights of others are encouraged;
- Teachers have the right to expect that they will be able to teach in a supportive and cooperative environment;
- Parents, teachers and students will share the responsibility in maintaining a positive teaching and learning environment;
- All stakeholders have an obligation to ensure that the Code of Conduct is implemented in a fair and consistent manner.

Welcome from the Principal

It is with a great deal of pride that I welcome you and your family to Clairgate Public School.

The future for young Australians starting school is not easily predicted. Certainly the world will be significantly different when they leave school. There will be new occupations available to them and they will face challenges that are not yet apparent. I strongly believe that we should be optimistic for them because, despite all the gloomy forecasts, we have a wonderful country and I have great faith in our young people.

The challenge for us is to provide them with the education that will enable them to meet their challenges and to make informed decisions. We must develop their literacy, technology and numeracy skills and foster a positive attitude to life-long learning. They will need a broad understanding of the historical, social, political, cultural and economic issues that affect their lives. They will also need the personal qualities that contribute to success – self-confidence, empathy the ability to work cooperatively with others, the capacity to organise themselves and resilience.

At Clairgate Public School we are well equipped to meet those challenges. We have an outstanding team of teachers, enthusiastic students and a strongly supportive community. We continually strive to improve the quality of education we provide for our students.

We provide a balanced, comprehensive, integrated curriculum. There is an emphasis on literacy and numeracy. We also provide well planned programs incorporating all the mandatory syllabuses for the key learning areas. At Clairgate we are particularly proud of our achievements in using technology to support learning.

We seek an active partnership with parents as a basis for effective learning. We acknowledge parents as their children's first educators and we build on the learning they bring with them to school.

Clairgate is a modern school with excellent facilities. Since opening in 1981, Clairgate has established an enviable record in many fields of educational achievement. We achieve very sound academic standards, our students have won numerous sporting trophies and we participate in a broad range of performing arts events.

We are proud to be part of the New South Wales public education system. I strongly believe that our public schools have made a major contribution to creating the sort of society that we all enjoy, a society where everyone gets a 'fair go'. In these times of rapid social change, our public schools remain a vital element in maintaining sound traditional values at the same time as we make effective use of new information and technologies.

Your children's teachers are dedicated, caring professionals. They work together to plan for and provide the most appropriate learning experiences possible. They have a sound knowledge of what children are expected to learn at school. They also have a thorough understanding of children's learning and development. With their experience, they are able to make accurate, balanced judgements about each student's level of achievement.

I hope to meet you soon and welcome you in person to our wonderful school.

*Michelle Lawrow
Principal*

General Information

School Hours

8:30 am	School Opens	Students should not arrive at school before 8:30am. There is no supervision before this time. The canteen opens for lunch orders and K-2 children purchasing Recess food must order this before 8.55am.
8:55 am	Morning Lines	Students line up in the main quad area. Any students who arrive after 9:00 must go to the office and get a late note.
9:00 – 11:00	Class Lessons	
11:00– 11:20	Morning recess	Canteen opens for drinks and snacks.
11:20 – 1:10	Class Lessons	
1:10 – 1:20	Lunch	Lunch is eaten in class groups.
1:20 – 2:00	Play	Canteen open for drinks and snacks for a short time.
2:00 – 3:00	Class Lessons	
3:00	School Closes	Students must leave promptly when classes are dismissed. There is no formal supervision arranged for after school care.

Gates are locked at 3.15pm – any students waiting for parents must wait at the gates. If not picked up by 3.15pm, children must go to the office.

Attendance

Children are required by law to attend school each day the school is open.

Children who are absent from school require a note from their parents giving a satisfactory explanation for the absence. Acceptable reasons include sickness and injury, family emergencies and leave for religious observances. The Principal may judge some explanations as unacceptable. Notes are required for all absences, including part day absences.

Students who arrive at school after 9:00 am must report to the office. Parents should either accompany their child, send a note or ring the office with an explanation. If none of these options are taken a note will be sent home asking for a reason. If you need to collect children early from school, please come to the office before going to the classroom to collect children.

The Home School Liaison Officer (HSLO) visits the school regularly to check rolls, looking for poor attendance patterns and assessing whether the school and families are complying with the law. The HSLO may visit the homes of students who have a poor attendance record to offer advice and support. In some cases, parents may be prosecuted.

Before School

Staff members are rostered on duty from 8:30am. Before that time there is no formal supervision. Students should not arrive at school before this time.

After School

Please ensure that students are collected promptly at the end of the school day. If you will be late arriving to collect your child, please telephone the office and let us know. It can be quite worrying, especially for younger students (and their teachers), if you are not there when they expect you. There are no formal provisions for supervision of students after 3:00 pm

Please inform the school of any variations in usual arrangements for students being collected at the end of the day. This is particularly important for students who attend after-school care and are usually collected by the care centre.

Other people collecting children from school

If you arrange for your child to be collected from school by someone other than immediate family members, please telephone the school office or send a note. This is particularly important on days when school routine is varied, such as Athletics Carnivals or excursions.

Family Law and the School

Any court document needs to be sighted by the school. We cannot deny access to non-residential parents without having seen Family Court Orders restricting access. These are copied, uploaded and held with student records. Any such cases are treated in strict confidence.

When a student's parents live separately, we can arrange for additional copies of newsletters and reports to be sent to the non-residential parent if requested.

Travel to and from School

All students should travel between home and school by the most direct practicable route. Younger students who walk should be accompanied by a responsible older person.

Parents who deliver and collect students in motor vehicles are asked to observe the following:

- **Unauthorised vehicles are not permitted to enter the staff car park.** This applies particularly to parents dropping or collecting students, even more so in wet weather. It puts our students at great risk.
- **Please obey all parking restrictions and be considerate of the school's neighbours.**

We strongly discourage any students younger than ten years from riding bikes to school. Older students do so at their own risk, and must wear a helmet as required by law. Bikes must be secured to the bike racks. Bikes, scooters, skateboards and roller blades are not to be ridden within the school grounds.

Access to School Grounds

Under the *Inclosed Protection Lands Act 1901* it is an offence to enter school grounds without lawful excuse without the consent of the principal. The maximum penalty in relation to school premises is \$1100. While we encourage parents and carers to visit the school, entry to the school grounds is a privilege, not a right. We ask all visitors to our school to abide by our Code of Conduct. All visitors must sign into the Visitors book located in the office.

Money

All money for excursions etc. is paid directly to the school office. Correct money and **permission notes** need to be placed inside a sealed envelope. A money collection box is located outside the front door of the office and is used to collect envelopes before school. This collection box is emptied each day.

The envelope needs to clearly indicate the following;

- a) *Student's name*
- b) *Student's class*
- c) *Details - what money is for e.g. Excursion*
- d) *Total in envelope*
- e) *Whether payment is in cash or cheque.*

You may enclose payment for multiple students and events in a single envelope but a separate permission note is needed for each item/student. **We also have EFTPOS facilities in the office** and the Parents On-line Payment (POP).

The only exceptions to the above are Fun Days (mufti etc.), charity fundraisers and sport collections where collection will be made direct to the teachers.

All cheques should be made out to "Clairgate Public School"

School Uniform

We strongly encourage all students to wear our school uniform with pride.

Our uniform is designed so that it is distinctive, easily cared for and practical for school activities. The P & C Association runs a clothing store on Thursday mornings (8.30am – 9:30am).

Hats

The school has a “No Hat – No Play OR Play in the Shade” policy all year. This is an essential aspect of sun protection education and student welfare. School uniform hats are mandatory for all students and are available for purchase at the uniform shop.

Summer

GIRLS

Brown Check dress OR
Brown gabardine skirt and
Fawn polo shirt with brown collar
Fawn/white ankle socks
Brown/Black leather shoes

BOYS

Brown shorts
Fawn polo shirt with brown collar
Fawn/white ankle socks
Brown/Black leather shoes

Winter

GIRLS

Brown track suit
Bootleg pants
Fawn polo shirt with brown collar
Fawn/white ankle socks
Brown/Black leather shoes

BOYS

Brown track suit
Fawn polo shirt with brown collar
Fawn/white ankle socks
Brown/Black leather shoes

Sport

GIRLS

Brown netball skirt/microfiber sport shorts
Green & White Clairgate Sport Shirt
White sports socks
Joggers

BOYS

Brown microfiber sport shorts
Green & White Clairgate Sport Shirt
White sports socks
Joggers

Jewellery

The only jewellery children are permitted to wear are small ear studs, sleepers and watches. Necklaces, dangly earrings or any finger rings e.g. signet rings are **not** to be worn. This is for the safety of each student under WHS.

Lost Property

Please label all children's belongings. This includes lunch boxes, drink bottles and bags, as well as jumpers, raincoats and hats. Many expensive items are lost at school and the lost property box is always overflowing, usually with unmarked items. At the end of each term we make a special effort to return lost property, we then send the remainder to Stewart House. You may search the lost property box which is located in the hall at any time. This would be largely unnecessary if children's clothing were clearly labelled.

Scripture

Visiting teachers provide religious education classes for half an hour each week on Wednesday. There are classes for Roman Catholic, Protestant and Muslim students. Students who do not attend scripture classes have alternative activities under the supervision of class teachers.

Curriculum

The curriculum at Clairgate Public School is based on the mandatory Key Learning Areas. For each Key Learning Area (KLA) there is a syllabus prepared by the New South Wales Board of Studies. The Department of Education and Training also requires public schools to implement policies that apply across the KLAs.

Key Learning Areas	Strands
English	Talking and Listening, Reading, Writing
Mathematics	Working Mathematically, Number, Patterns and Algebra, Data, Measurement, Space and Geometry
Science and Technology	Built Environments, Information and Communication, Living Things, Physical Phenomena, Products and Services, Earth and its Surroundings
Human Society and Its Environment	Change and Continuity, Cultures, Environments, Social Systems and Structures
Creative Arts	Music, Dance, Drama, Visual Arts
Personal Development, Health and Physical Education	<i>Skills: Communicating, Decision-Making, Interacting, Moving, Problem Solving,</i> <i>Knowledge and Understanding: Active Lifestyle, Dance, Games and Sports, Growth and Development, Interpersonal Relationships, Personal Health Choices, Safe Living, Drug Education and Child Protection</i>

Parents can access all Board of Studies syllabus documents, including those for secondary schools, on the board's website <https://educationstandards.nsw.edu.au/wps/portal/nesa/k-10/years/kindergarten> and there is also information on the Clairgate webpage <https://clairgate-p.schools.nsw.gov.au>

Extra Curricula Activities

Clairgate offers children an opportunity to use and develop their talents in a wide variety of cultural and sporting activities. While these are closely linked to syllabus requirements, we also provide additional opportunities to extend students' experience.

Dance:

All students participate in some dance activities as part of the syllabus. We also have dance groups that perform in festivals with many other schools.

Debating and Public Speaking:

In the senior years, we offer experience in both class and school debating teams together with Public Speaking opportunities.

Musical Theatre/Clairgate On Parade (COPS):

All of our students are given opportunities to use our professional quality lighting, sound and stage facilities.

Sport:

Clairgate is a very successful sporting school with a strong emphasis on sportsmanship. We participate in inter-school sports in softball, rugby league, t-ball, soccer, netball, newcombe ball and cricket. We hold annual swimming, cross-country and athletics carnivals and students in these sports represent the school at District Carnivals. Outstanding students have the opportunity to progress to Sydney West and State level in all sports.

Choir:

All students are offered the experience of performing in concerts and music festivals in Junior or Senior Choir.

Learning and Teaching

Class Learning Programs

Class teachers are responsible for the preparation of learning programs that meet the needs of their students in relation to the requirements of the mandatory syllabus documents and Department of Education and Training and school policies. Teachers plan activities to cater for differences in ability, learning styles and interests.

Our teachers work together to plan activities that ensure this occurs. At a school level, we provide continuing support and professional training to promote best practice in classroom teaching. All classes provide for the needs of students through varied programs catering for the needs of groups and individuals.

Learning and Support Team (LaST)

If a student has difficulty with school learning and the classroom teacher is concerned about their progress they contact the student's parents. The student is also referred to our Learning and Support Team to discuss and implement appropriate support. It is usual to refer the student to the School Counsellor for assessment. If necessary there are a number of support services available within the school.

English as an Additional Language or Dialect (EAL/D)

Our EAL/D teacher works with students whose first language is not English. In addition to spending time with students in small groups developing their English language skills, the EAL/D teacher advises class teachers on suitable strategies to help the students in their normal class work.

Learning and Support Teacher

Our Support Teacher works with teachers and students to plan programs to meet specific learning needs. Small groups of students work with the Support Teacher for varying periods of time outside the classroom. Parent tutors are an important aspect of these programs and we have a number of parents who have undertaken training in tutoring students.

Integration of Students with Disabilities

We have three support classes two Kindergarten –Year 1 Autism classes and a Multicat class Year 1 – Year 6. Each of these class is supported by a full-time SLSO (School Learning Support Officer). Throughout the school we have several students who need additional support for a variety of reasons to ensure that these students gain benefit from their schooling we have additional SLSO's who work closely with the teachers.

Homework

Homework is an important part of the home-school partnership. Parents have an opportunity to see for themselves the work their children are doing and how they perform.

The approach to homework varies as students progress through the years of schooling. In early years there is little formal written work. Children are encouraged to read to their parents and parents are encouraged to listen to and read to their children. As students progress the work becomes more formal and may require students to begin planning their use of time to ensure they complete the work.

Homework should not be a major burden on children or parents. The guide below is to assist parents with the average time children should be engaged in formal and informal homework per night. If you find that your child is unable to complete the set work in the time, do not force them to continue. Contact the teacher to discuss your concerns. However, you will be helping your child if you encourage them to persist in the face of minor difficulties.

Kindergarten
10 minutes

Years 1 & 2
10-20 minutes

Years 3 & 4
15-25 minutes

Years 5 & 6
30-45 minutes

Parent Helpers

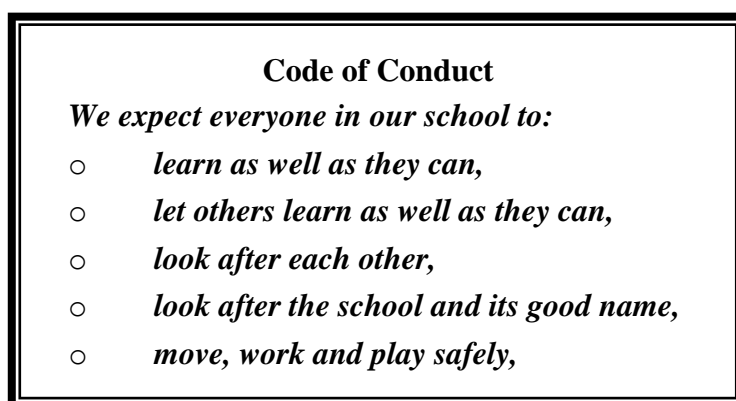
We invite parents to be part of many class programs. Volunteer parent helpers assist with class reading and writing activities, other class programs, performing arts, sports coaching and transport activities away from the school. We also welcome parents who would like to help with gardening activities. We greatly value the many parents who are an integral part of many school programs.

Student Welfare

We want our school to be a place where all students feel safe, physically, socially and emotionally. Our Student Welfare Policy is based on the premise that our students are learning to accept responsibility for their own actions. They learn to accept that when they make choices about their actions they should consider the consequences of those actions.

We can be justly proud of the general standard of behaviour of our students, both within and outside the school.

We recognise that we must all, parents and teachers, set examples in our own behaviour. Our Code of Conduct applies to everyone in our school.



Award System

Celebrations of Merit

What is it?

The Celebrations of Merit system will reward all students for **a positive attitude towards learning.**

How does it work?

Children receive merit awards for positive behaviour towards learning.

The children hand their certificates into the office, in multiples of three, to have them checked and registered for the appropriate level of certificate achievement.

3 merit awards = 1 Principal's Awards

6 merit awards or 2 Principal Awards = 1 Bronze Certificate

9 merit awards or 3 Principal Awards = 1 Silver Certificate

12 merit awards or 4 Principal Awards = 1 Gold Certificate

15 merit awards or 5 Principal Awards = 1 Platinum Certificate

18 merit awards or 6 Principal Awards = 1 Diamond Certificate

If students are sick or injured at school

We administer first aid and contact parents immediately. If a student is seriously ill or injured and we are unable to contact parents or emergency contacts we will arrange medical treatment as required. This will most probably mean ambulance transport to the nearest suitable hospital.

Please do not send students to school if they are ill. If you are not sure whether they are genuinely sick or just suffering 'schoolitis', discuss the situation with the class teacher or a member of the school executive staff.

Medication

Students must not bring medication of any kind to school unless the principal is informed. If medication needs to be administered during school hours, parents are legally required to complete an application in writing that includes advice from a medical practitioner. We do not administer any analgesics.

All medication must be secured in the school office with the exception of Asthma puffers and students' EpiPens. Students who suffer chronic asthma must have an asthma management plan provided to the school by their parents/carers.

Suspension

The Principal has the authority to suspend students from school for varying periods of time for acts of violence or for persistent disobedience or disruptive behaviours.

Weapons

Students are prohibited from bringing to school any knife, gun, club, incendiary device, chain or item that could be used as a weapon. If a student has a weapon in his/her possession, the Principal must immediately contact the police and suspend the student from school.

Child Protection Legislation

Teachers are required by law to report any student who shows signs of physical, emotional or sexual abuse, or neglect. Part of our teachers' continuing training and development includes recognition of indicators that might give rise to concerns in this regard. If we have cause to make a report involving a member of a student's family, we are not permitted to advise the family of the report. There are quite stringent procedures in place for the Department of Community Services to investigate such reports.

Privacy

The school respects every student's right to privacy. We will not publish children's details in the Newsletter or any other publications, including the intranet, unless we have an authorisation signed by the parent or carer.

This authorisation is contained within the Application to Enrol in a New South Wales Government School form. It is important to read the permission statement carefully & if you accept, your child's name and/or photograph may be published or broadcast in:

- ❑ The Newsletter, which may contain items of work with name and the occasional photograph and reports of a student's academic, sporting or cultural achievements,
- ❑ on the school intranet (accessible only from within the school),
- ❑ Our official Facebook site,
- ❑ newspapers as part of news items about school or student achievements,
- ❑ television programs about the school,
- ❑ other electronic or digital media created by students at the school.

Communication

We sincerely believe in the benefits of communicating openly and honestly with parents. We also ask parents to keep us informed of all matters that might have an impact on student's learning. We treat all information about students and their families as confidential. For the teaching-learning partnership to work effectively, we need to share information.

It is particularly important that you tell us immediately of any changes in telephone numbers and emergency contact details.

Parents can communicate with the school:

- by telephone on 9670 1408 between 8:30 am and 3:15 pm, however, teachers cannot take telephone calls when they are in class. The office staff will take messages and calls will be returned as soon as possible.
- by email: clairgate-p.school@det.nsw.edu.au
- in person, preferably by arranging an appointment with the relevant staff member. The Principal and Executive Staff are usually available to discuss any issues, but it is still advisable to make an appointment. If you tell us your concern when you make the appointment we can gather the necessary information in advance and this helps resolve the situation more quickly. All class teachers have some time available each week when they can meet parents. As a matter of courtesy, and security for the school, all visitors are to report to the office on arrival.
- sending a note with a student.
- mail, addressed to Clairgate Public School, 41-43 Colorado Drive, St Clair NSW 2759.

School Communications to Parents/Carers

Newsletter

The Newsletter is published every second Wednesday and is available on the school website. This is one of our primary means of keeping everyone informed about school activities and educational issues. Please read it! We include information about school events, sport & excursions. There is also information from the Principal and the P&C Association.

Notes

We send home notes giving details of special events, excursions, camps or special class requirements. Parents must give written consent before students can participate in many activities. Please ensure that all replies for notes are returned to the school office promptly.

Website

Information about the school is also available on the school's Web Site www.clairgate-p.schools.nsw.edu.au It contains information about a wide range of school activities and policies, with regularly updated information from the Newsletter and links to other educational sites. There is also a school calendar on the website that parents can view.

Facebook

We have our Facebook page for promoting a sense of community and sharing achievements within our school.

Please search for Clairgate Public School on Facebook, to access our new page using this url <https://www.facebook.com/ClairgatePublic/>

Meet the Teacher Meetings

Early in first term each year there is time set aside for parents to meet their child's teacher and discuss plans for the year. This time is not for individual parent-teacher interviews but is used for general information to be exchanged.

Reports

A written report is sent home at the end of each semester (the end of Terms 2 and 4).

Parent - Teacher Meetings

We arrange formal parent – teacher meetings for individual students at the end of Term 1. Parents and teachers can clarify any issues arising from first term. These meetings are a most important part of the learning partnership and we strongly encourage all parents to attend.

Concerns about performance or behaviour

If a teacher has a concern about a student's learning or behaviour, we contact parents or carers.

Information Meetings

From time to time we arrange meetings to explain aspects of schooling to interested parents. These meetings give parents an opportunity to seek clarification of issues related to the school curriculum, assessment and reporting practices or school policies.

School Management

Parents & Citizens Association

The Clairgate Public School Parents & Citizens Association Inc. (P&C) is the primary forum through which parents can influence school decision making. The P&C also raises additional funds for the school and manages the uniform shop.

To have a successful P&C we need lots of VOLUNTEERS, parent/caregivers, nans and pops and community members who are willing to give up their time to help us. Maybe you could help by donating gifts to our Mother and Father's day stalls or you might have contacts with companies who would like to make a donation to the school for our raffles.

I'm sure you realise these contributions are only possible with the help of our volunteers.

Please consider joining the P&C. We are always looking for new ideas to raise funds. Our meetings are held on the 1st Monday of each month at 7:00pm in the school staffroom.

Meetings are advertised in the school newsletter. We strongly encourage all parents to take an active role in their organisation.

The Uniform shop is open every Thursday from 8:30 – 9:30am

Student Representative Council

The Student Representative Council (SRC) consists of the school captains, vice captains and executive councillors, elected by the students each year, and representatives of Years K-6. The council meets regularly and makes suggestions for the improvement of the school.

Voluntary Contributions

We do not charge any fees. We do ask parents to make a voluntary contribution to the school each year. This is currently \$29.00 per student per year. No student is denied any educational benefits for failure to contribute. If everyone does contribute, we can purchase additional resources which contribute directly to your child's learning.

Canteen

The school operates a canteen every school day. The canteen provides a range of foods for lunch and students can also buy snacks and drinks at recess and lunchtime. We always need parent volunteers to help prepare lunches.

Index

Access to School Grounds, 4
Asthma, 9
Attendance, 3
Award System, 8

Canteen, 11
Choir, 6
Class Learning Programs, 7
Communication, 10
Curriculum, 6

Dance, 6
Debating, 6

English as an Additional Language or
Dialect, 7
Extra Curricula Activities, 6

Facebook, 10
Family Law, 4

Hats, 5
Home School Liaison Officer, 3
Homework, 7

Key Learning Areas, 6

Learning and Teaching, 7
Learning Support, 7
Lost Property, 5

Medication, 9
Money, 4
Musical Theatre, 6

Newsletter, 10

Parent Helpers, 8
Parents & Citizens Association, 11
Parent - Teacher Meeting, 11
Privacy, 9
Public Speaking, 6

Reports, 11

School Hours, 3
School Management, 11
Scripture, 5
Sport, 6
Statement of Purpose, 1
Student Reports, 15
Student Representative Council, 11
Student Welfare, 8
Students with Disabilities, 7

Travel, 4

Uniform, 5

Voluntary Contributions, 11

Website, 10