



Claremont Meadows Public School

Parent Information Booklet





FROM THE PRINCIPAL'S DESK

On behalf of the school community, I would like to take this opportunity to formally welcome you to Claremont Meadows Public School

Claremont Meadows P.S. offers a lovely school setting that takes great pride in delivering excellent educational programs in a safe and caring environment.

Our teachers are highly trained practitioners who are committed to helping all students reach their full potential across all key learning areas. They believe in and practice our motto of: Grow, Believe, Succeed and are committed to the principle of life-long learning.

At Claremont Meadows P.S. we continuously evaluate our approaches to teaching and learning to ensure that our school is always on the cutting edge of best practice. We encourage whole community involvement in our evaluations and welcome feedback from parents and community members.

At Claremont Meadows P. S we have an open door policy and promote free communication. Parents and carers are always encouraged to communicate with class teachers, members of the School Executive and the Principal and become involved in the exciting and important activities of our school. We have a dynamic and effective P&C which supports many aspects of our lovely school and always welcomes new members and helpers for special events.

Our strong relationship with the school community contributes to the creation of a happy, safe, secure and welcoming school environment. We believe the welfare of our students and their families is paramount. Our key expectations are for our students to be: Safe; Respectful and Responsible Learners. We celebrate student success, build upon self-esteem and share in individual and group achievements.

Our school provides a Special Education unit to provide teaching and learning opportunities for students with high support needs. The unit has the capacity to take up to 21 students and placement into these classes is done at a Regional level and not through normal school enrolment. These students will be provided with quality learning opportunities and integration opportunities to meet identified needs.

Claremont Meadows is rapidly growing into a larger area and as a consequence we are now a designated school of growth. Across 2018 – 2019 our school is being enlarged with the building of 12 new classrooms and an additional student toilet block. On completion classes will move into these rooms and four of our demountable will be removed. These classrooms will allow our student numbers to increase and cope with new families moving into the area.

We trust the information in this handbook helps you to understand more about our school and what we can offer your child. It is also advised that you read our fortnightly newsletter for important information and regular updates on school activities.

It is with great pleasure we welcome you to the Claremont Meadows School community and this exciting learning journey. Thank you for being part of our future.

Ms Sharon Le Ban

Principal



Deputy Principal

The Deputy Principal does not have a class allocation. The Deputy Principal supports the Principal in leading & managing the school including the day to day operation of the school. The Deputy Principal in conjunction with the Principal, leads the teaching and learning of staff and students. They are also responsible in conjunction with the Principal for improvement, innovation and change.

Assistant Principals

Assistant Principals are accountable in the first instance to the Principal, as well as teaching a class and having full class responsibilities. The Assistant Principal's role encompasses organisational, educational, educational, leadership and management. Each Assistant Principal is responsible for leading a learning Stage.

R.F.F. Release from face to face teaching

Each teacher receives 2 hours release from face to face teaching each week. The RFF teacher relieves the class teacher for one hour per week and follows the school curriculum negotiated with the class teacher.

Teacher/Librarian

The Teacher/Librarian provides library and information skills to the students, as well as providing the remaining release from face to face teaching to the classroom teacher.

Class Teacher

The Class Teacher is responsible for the academic and social well-being of your child. If you have any concerns regarding your child's well-being, the class teacher is the first point of contact.

School Counselor

The School Counselor is located in our community clinic and offers teachers, students and parents specialist skills focusing on student learning. One of our counselor day allocations is to support the Special Education unit within our school. Contacting the School Counselor is through the class teacher in the first instance. Their days of attendance vary-so it is important to contact the school to organise a contact with them.

Learning and Support Teacher

The Learning and Support Teacher will, through the schools learning and support team, provide direct and timely assistance to students in mainstream classes with additional learning and support needs and their teachers.

The emphasis of the role will reflect school priorities and programs to support student's learning needs.



Student Leadership Team

Captains and Vice Captains

Prefects

SRC Class Representatives

Sports House Captains

Library Monitors

Captains and Vice Captains

The students of Claremont Meadows Public School from Kindergarten to Year 5 elect two School Captains from Year 5 who serve the following year. Once in Year 6, the successful students play a vital role in leading school assemblies each week, leading student initiated activities, helping around the school, greeting and thanking visitors to the school and generally setting a good example to all other students.

Prefects

Six Prefects are elected at the same time as our School Captains. These students come from Years 5 to assist the captains and are permanent members of the SRC throughout the year. They are elected alongside the Captains as part of the end of year elections.

Student Leadership Agreement

As a member of the Claremont Meadows Public School Student Leadership Team, expectations are higher than those for the general student body. Student Leaders must be respectful at all times in order to set a positive example to all other students and be an asset to our school. These students sign a student leadership agreement, which must be adhered to.

Student representative council (SRC) Class Representatives

All classes from Kindergarten select two students to be their SRC Representative. These SRC Representatives attend SRC meetings, propose ideas for student fundraising activities and assist with SRC events.

Sports House Captains

Sports House Captains and Vice Captains are elected each year and are determined through a student vote at sports house meetings. House patrons (staff) are responsible for the elections.

There are two house captains (Year 6 students) and two house vice captains (Year 5 students) chosen for each of the four house groups.

Sports House Captains should be active in both competition and supporting their peers in all sports carnivals by encouraging others to do their best and to demonstrate good sportsmanship.

School Captains and Prefects are ineligible for Sports House Captain elections.

Library Monitors

Library monitors hold another leadership position in our school. Library monitors are selected by the School Librarian. Library monitors are rostered to work in the library helping the Librarian with putting books away, helping with computers and other duties.

The induction ceremony for Captains and Prefects, SRC Class Representatives, Sports House Captains and Library Monitors will occur early in Term 1.



School Organisation

School Contact Information

Contact Details

Address	124-164 Sunflower Drive, Claremont Meadows, NSW, 2747
Telephone	02 9833 0711
Facsimile	02 9833 0755
Email	claremontm-p.school@det.nsw.edu.au
Website	claremontm-p.schools.nsw.gov.au

Office Hours

School office hours are from 8:30am until 3:15pm.

Daily Routine

Times

The school timetable operates over a three session teaching day...

Session 1	9.00am to 11.00am
Eating Time	11:00am to 11:10am
Recess	11.10am – 11.30am
Session 2	11:30am to 1:00pm
Eating Time	1:00pm to 1:10pm
Lunch	1:10pm to 1:55pm
Session 3	1:55pm to 3:00pm



SCHOOL SONG

*Here we stand our school assembled
Tall and proud at Claremont Meadows
We will grow, believe succeed
Together as a TEAM*

*Claremont Meadows always
Guiding us through the days
Through our work and all our play
We're getting closer to our goals*

*Teamwork is our daily theme, we're
Working hard for all our dreams
Through our lives we'll all remember
Claremont Meadows School*



What your child will need & Uniform Requirements

Uniform

- * Uniforms may be purchased from Back to Basics which are located at 52 Cox Avenue, Kingswood. Phone: 4721 7402. Back to Basics offers a lay buy system.
- * Summer Uniform:
- * Polo shirt and navy blue shorts (boys)
- * Summer tunic or polo shirt and navy blue shorts (girls) White socks
- * Black shoes
- * Winter Uniform:
- * Polo shirt (long sleeve optional) Navy blue track pants
- * Navy blue long pants/trousers
- * Navy blue sloppy Joe or zippered jacket
- * (Optional winter tunic worn with long sleeve polo shirt for girls) Navy stockings or white socks
- * Black shoes
- * Sport Uniform
- * Navy polyester sports shorts with a red and white stripe (boys) Navy knit long line shorts with a red and white stripe (girls) Navy Skorts – cross between a skirt and shorts (girls)
- * House polo sports shirt (team colour to be advised in Term One) White socks
- * Joggers
- * Optional items include:
- * Library bag
- * Microfiber jacket & track pants
- * ** Hats – A broad brimmed hat is recommended for all outdoor activities. All students are expected to have a hat with them every school day.
- * Uniforms may also be purchased through the second hand uniform shop located at the School.

Requirements

- * Black shoes and sneakers for sport. Please DO NOT send children in sandals or thongs.
- * Bag - a light, strong case or backpack. Make sure your child is able to recognise his/her bag. Please do not write your child's name on the outside of their bag for child protection reasons.
- * Lunchbox and plastic drink bottle - name on both. NO CANS OR BOTTLES PLEASE.
- * Paint shirt - an old adult T- shirt is ideal. Please put the name on the outside of the garment.
- * Rainwear - a yellow raincoat and hat with your child's name on the inside of both should be kept in a bag.
- * Hats – School hats should be worn all year as we have a "NO HAT, PLAY IN THE SHADE" policy at school.
- * Library Bag – can be purchased from 'Back to Basics' or made from material with a drawstring top.
- * A spare pair of undies / panties for younger students.

NB: It is essential that all items of clothing and personal belongings are labelled with your child's name.

***Do not put your child's name on the outward facing side of clothes; always put it on the inside.
This is a child protection safety measure**



Uniform





Starting School

When does your Child start School?

Children can start Kindergarten the year they turn 5 if their birthday occurs before 31st July. For children who turn 5 later in the year August-December they commence the following year.

When considering enrolling your child, if their birthday is in the middle of the year, May-July we ask that as a family you consider your child's maturity and readiness for school. During the interview period of Kindergarten enrolments, staff are very happy to discuss this with you and provide some guidance on school readiness.

Kindergarten Interviews will be conducted across week 4 of Term 4. This is usually the first week in November.

Kindergarten Orientation will then be held across 3 Friday's weeks 5, 6 and 7 of Term 4 each November.

N.B. Your child will need to have an Interview and the school must also sight your child's original Birth Certificate, Immunisation Certificate and proof of residence before he / she may start school.

Preparing your Child for Kindergarten

If your child is not used to being left without you, please practise by leaving your child with friends or relatives. If your child is not used to eating a packed lunch or dressing / undressing him or herself then these things should also be practised at home. If your child is not used to going to public toilets please take the opportunity to familiarise them in this regard.

Please teach your child to-

Tie his / her shoelaces, if this is not possible, buckle or Velcro shoes may be preferred.

Recognise his / her name

Pack up and put away equipment

Use a handkerchief or tissue

Recognise and name colours

Share toys and games

You can also help by:

Discussing road safety rules and stranger danger

Reading stories and asking questions about them / doing jigsaw puzzles, etc.

Cutting out pictures from magazines and pasting them in scrapbooks

Tracing and writing name using pencils and crayons

Praising your child for his / her efforts.

Children of other grades have already had a school experience, encourage them about starting at a new school, remind them to seek help when they need it and provide them with as much positive information as you can. This booklet provides much information that can assist you and your child.

Immunisation

Good health is vital to school progress. Please check that your child has had their appropriate age immunisations. A booster injection must be given before your child starts school. Remember to bring the immunisation certificate issued by the doctor (not the blue book) when enrolling your child. If for personal reasons your child has not been immunised please discuss this with the Principal or Assistant Principal. An **Immunisation History Statement** can be obtained by contacting The Australian Childhood Immunisations Register on 1800 653 809



Medication

If your child is an asthmatic / anaphylactic or requires any medication at school, it is necessary to complete an indemnity form (available at the front office), with written instructions for the medication to be administered. **School office staff are only authorised to administer medicines prescribed by a Medical Practitioner.** These medications must be in the original bottles with dosage instructions clearly labeled. Cough medicine and pain relievers (including Panadol and Nurofen) are not able to be administered by school staff. Medicines and tablets are not to be given to children to bring to school, and children who are sick should not be sent to school. If your child is sick or has an accident at school, it is important that the school has a phone number where parents can be contacted. Please make sure these details are complete when enrolling and are updated if contact phone numbers change. The information includes an emergency contact person - *someone other than the parents*, who can be contacted as a last resort.

To stop germs spreading

Each child is requested to bring in to their class teacher a box of tissues and a refill for 'soap on tap' at the beginning of the school year.

Medical condition

If your child has a medical condition such as Anaphylaxis, Asthma or Epilepsy (just to name a few), it is very important that you inform the school on enrolment and if needed a healthcare plan will be developed to meet your child's needs. If your child is anaphylactic it is a requirement that you provide the school with a current (in date) Epi pen should your child need treatment

Toileting

Kindergarten: At the beginning of the school year the children are taken to the toilet as a class group on the hour, as well as before and after recess and lunch. Accidents still happen, however, so it is important that children have a ***change of underwear in their bags*** – just in case!

School staff are not permitted to change a child because of Child Protection Laws. If a child wets their pants they are brought to the sick bay toilets and encouraged to change themselves. If they soil their pants a parent is contacted and is requested to come to the School to attend to their child's needs. The exception to this is when students have a documented medical condition and/or funding via a teacher's aid that is employed to support these students.

Students in grades 1-6 are taught and encouraged to use the toilets during each of the break times. Should your child need to use the toilet during lesson time they will be allowed and accompanied by another peer. Wherever possible, students should not need to leave the class during lesson times.

Special needs students: where appropriate toileting will be one of their negotiated learning goals. The unit has change tables and cleaning products. Parents are asked to supply 3 nappies per day and nappy wipes to suit their child's needs.

Please note: supervision by teaching staff commences at 8.30. Should your child need to be at school prior to this time – you need to find suitable care arrangements or place them into OOSH care.

Sunscreen

Parents are encouraged to apply the highest factor sunscreen before their child comes to school each day. In keeping with Child Protection guidelines teachers are not permitted to apply sunscreen to students, however parents are able to send sunscreen to school with their child. Please ensure that your child knows how to apply it. **Wearing a school hat is mandatory** and are available from Back to Basics. Our P & C has also provided sunscreen in every classroom available during terms 1 & 4 for the students to apply.



Infectious diseases

It is possible that during your child's time at school he/she may contract one of the common childhood diseases. They are listed below:

Measles: Patient is excluded for at least 5 days from the appearance of the rash, or until a medical certificate of recovery is produced.

German measles (Rubella): Patient is excluded for at least 5 days after rash appears, or until a certificate of recovery is produced.

Mumps: Exclude until full recovery, minimum 10 days after swelling occurs.

Chicken Pox: Exclude until fully recovered, 7 days minimum after first spots appear.

Whooping Cough: Exclude until fully recovered or on receipt of a medical certificate. Minimum exclusion 3 weeks from onset of whoop.

Conjunctivitis: Patient excluded until discharge from eye has ceased.

Pediculosis / Headlice / Nits: Please check your child's hair regularly. Treatment with anti-lice lotion is recommended if any lice or eggs are found.

Please consult the Principal concerning any case of **Ringworm** or **Impetigo**.

Allergies

If your child has allergies please inform the school of details and provide the school with the necessary medicines etc. The medicines must be prescribed by a doctor with your child's name, dosage listed on the front.

Guardianship- Please be advised that should the guardianship of your child change, that you contact the school as soon as possible to ensure correct contacts are maintained. In cases where legal matters have occurred – we need a copy of any court papers where any restrictions are listed. The school cannot prevent access without a copy and knowledge of imposed orders.

Court Orders

Details of any court orders made by Family Law Court should be given to the school to ensure the continued welfare of children. Such information is confidential and is only released to school personnel as required to support the needs of individual students. We endeavour to provide maximum care for your child and the provision of any court orders will assist us in this process.

School Website

We have a lovely and informative web site found at www.claremontm-p.schools.nsw.gov.au where a range of school information can be found, including: Newsletters, Annual School Report, Some school Policies and some School events. Additionally it has Department of Education links and information.

Technology:

The school has a Facebook page where school events and calendar are listed. This can be accessed through the 'Official Claremont Meadows Facebook page'. Events can also be accessed through our phone app **School Enews**



Playing Outside

The School's play areas are divided into three zones. The Active area is the open grassed area to the side of the school nearer the shopping centre. The Passive area is concreted areas between the classrooms for quiet sitting games and handball and the Covered Play-gym located outside the Kindergarten rooms. While construction is occurring our active play area will be used by students from Kindergarten to Year 2. Students in Years 3-6 will have supervised play on Myrtle Oval.

Kindergarten students will be encouraged to stay within the perimeter of the passive area during Term One, however some may wander into the Active area especially if they have older siblings or friends.

Inside Play Days

In the case of extreme heat or inclement weather, the students remain indoors with their classroom teacher and the next-door buddy class and teacher. They will either play games or watch a DVD. They will eat their lunch and go to the canteen and toilet as usual. NB all classrooms are air-conditioned & heated.

Splitting Classes

While it is not desirable, a class may need to be split at some point throughout the year.

If this happens, the Assistant Principal of that stage group will be responsible for the split. After roll marking the students will be placed in classes across the school with prepared work to complete.

The class split roll is sent to the office, canteen and attached to the classroom door. The office staff will know where to locate students if the need arises and lunch orders will be placed in the class the students have been split to. The exception to this is the Support unit. Classes will not be split across mainstream classes for these students, internal arrangements will occur to ensure appropriate support is available for these students.

Child Protection

This is a mandatory Curriculum area for teachers to teach, the program is designed by the Department of School Education to keep our children safe. The program covers growth and development, interpersonal relationships, personal health choices and safe living.

Bullying

Bullying is not accepted at Claremont Meadows Public School where every effort is made to have a happy and safe place to learn and grow.

In Term One Kindergarten students participate in a program called APEEL, which is designed to help the students develop strategies to cope with the rigors of school life and focuses on positive ways to interact with their peers. All other grades are involved in anti-bullying lessons and the Bounce Back program. Our school operates and promotes the rules of being a Safe, Respectful and Responsible Learner.

The Bounce Back program aims to promote positive mental health, wellbeing and resilience and to build safe and supportive learning environments.

All students participate in weekly "Bounce Back" class lessons with their teacher as well as anti-bullying lessons



Dropping off and collecting children

When dropping off or collecting children out the front of the school please be aware of the **bus zone area** and "**No Standing**" and "**No Parking**" signs to avoid a parking fine. ***Please do not park in the school car park.*** For safety reasons students **MUST** enter the school through the front or side gates **NOT** the car park gates.

The front of the school has a large bus bay that now also has allowance for our vehicles bringing our Special needs students to our school. Please do not park / stop in this space, it prevents our ability to alight these students safely. If you stop there, you have a real risk of being booked by the Highway Patrol that drives past regularly and fines are doubled during school hours.

Collecting your child in school hours

Please be advised if you need to collect your child during school time you will need to come to the school office and we will organise your child to meet you. Parents will no longer be collecting children from classrooms.

If you are collecting your child during recess or lunch it is often time consuming and sometimes difficult for students to hear announcements, especially if out on the back ovals. If you know that you need to collect your child/ren during these breaks, to save time, please let the school know beforehand and we can organise for them to be ready and waiting for you. This is especially true when you have appointments to get too.

Students arriving late to school: Please note if a child arrives late to school or leaves early an explanation from a parent is required. For late arrivals: if you know in advance please send a note in with your child outlining the reason why, otherwise a call will be made to you requesting an explanation.

Any student leaving school must be signed out and accompanied by an adult. No student can sign themselves out and a justifiable reason for leaving is required. A full day absence will require a note explaining the reason for the absence

Absences

Notes - If your child is away from school either for a full or part day, a note is required, giving a reason for the absence. Class rolls are legal documents and teachers are required to complete them daily. If a child arrives late to school they **MUST** report to the front office for a late note. **Phone** - If the absence will be **longer than 3 days**, please phone the office on 9833 0711.

Extended holidays – an Application for Extended Leave Travel form needs to be completed, so that permission can be granted, you will need to supply evidence of need/time away for example copy of flights. A certificate of approval will be completed for you to take with you.

Discipline Procedures

We have in place strategies to promote good discipline and effective learning. We recognise and reinforce student achievement. Our school discipline code has two basic strands, classroom and playground behaviour and is a levelled set of practices so we can deal with unacceptable behaviour. The whole school community was consulted on this process and our discipline policy ensures a safe and happy school for every child.

Toys, Jewellery, iPods

Please do not allow your child to bring expensive or precious toys to school. Many children are very upset if their favourite toys are lost or broken. Jewellery including bangles and necklaces around the neck should not be worn. Students with pierced ears must wear sleepers or studs. Accidents occur when children wear fancy earrings particularly in the playground or PE lessons.

Photographs School Photographs are taken early in the school year. Adequate notification is given through the newsletter. At this time individual and class photographs are taken. Family photographs are an extra offer that is offered.



Out of Hours School Care (OOSH)

Claremont Meadows has a Before and After school service and Vacation Care program operating at Claremont Meadows Public School in a purpose built building and under the operation of YMCA.

This service is for students who attend CMPS. Enrolments are taken throughout the year according to vacancies. Applications for new students into Kindergarten need to be made around September prior to the children starting school. We recommend that you contact the service to get all the appropriate details. It is the responsibility of parents to make necessary arrangements for their child's care.

Contacting your child's class teacher

Teaching time is valued by all at our school – it is our most vital resource. Class teachers are committed to providing quality educational delivery. If you need to contact your child's teacher we ask that you arrange an appointment time so that the teacher can give you the time and attention required to address your questions or concerns. Please note: teachers are not available to speak to you during lesson time.

Voluntary Contributions

The School appreciates the support of our families by them contributing a small amount of money each year to help resource our teaching and learning programs. The contribution is \$50 per child or \$100 per family of 2 or more children.

Money Collection

Please place money for all school activities in a sealed envelope with your child's name, class, amount enclosed and what the money is for on the front. All money goes directly to the office and placed in the "**Silver Money Slot**", unless otherwise directed. Electronic payment is also available through our website under the "Make a Payment" tab.

Newsletters & Notes

Newsletters are distributed on a fortnightly basis. At the commencement of each term a large coloured document called the "Meadows Messenger" will be published listing all the important dates/ events for that term. It will also list assemblies and have a message from our Principal Ms. S Le Ban. On a fortnightly basis a smaller newsletter will be distributed on blue paper highlighting information for that fortnight.

Information via notes, permission slips etc. are sent out across the term according to need and upcoming events.

Student Welfare

"Student Welfare" encompasses everything a school community does to meet the personal and social needs of students and enhance their well-being. Schools need to be places where every student can learn and grow with confidence. Students develop best in schools where teaching and learning occur in a context of student welfare. Schools need to be safe and happy places for students and their teachers. Student welfare is enhanced when all members of the school community participate in the learning programs and life of the school. - *Student Welfare Policy NSW Department of Education 2018*

At Claremont Meadows Public School our Student Welfare Policy aims to provide a Safe, Respectful, Responsible setting to maximise a positive learning environment for all our students. Claremont Meadows Public School is a Positive Behaviour for Learning (PBL) School which provides a whole school approach to creating a positive, safe and supportive school climate in which all students can learn and develop.



Birthdays

It is lovely for your child to celebrate their birthday with their classmates.

Cupcakes, iced biscuits, chocolate crackles, lamington fingers, doughnuts etc. are an ideal substitution for large cakes which are difficult to cut up and distribute.

Please ensure that Peanuts or nut products are not used in these food items for the interest and safety of all.

Book Club

Several times during the year, the children are given the opportunity to buy books from Scholastic Book Club; prices are below shop prices. All orders must be placed in a sealed envelope with the child's name and class clearly marked on both the order form and the envelope. These envelopes are then taken to the front office where they are placed in the "Money Slot".

The P & C (Parents & Citizens Association)

The P & C meets in Weeks 4 and Weeks 8 of each school term on a Tuesday afternoon in the school hall at 2pm. The P & C's role is to work in conjunction with the school staff to ensure a quality education for our students. The P & C organise a number of fundraisers throughout the year to better resource the school. We encourage you as important members of our school community to be an active member of this very important group.

The P&C consists of the President, Vice-President, Secretary, Treasurer and special committee members and interested parents.

Excursions and Camps

Each grade will participate in a one off site excursion across the year. The venues are linked to the Curriculum topics being taught. We also have visiting artists who perform at our School for students to enjoy and learn from. Older students will also have the opportunity to participate in activities such as the Cares Bike program, Debating and Public Speaking.

Camps are offered to students in both Stage 2 (grades 3&4) – an overnight stay and Stage 3 (grades 5&6) 2 or 3 night stay. Camps vary year to year to meet educational content, student interest, cost and availability. Due to increasing school numbers from 2019 onwards camps will be run for grades not stages.

Lost Property

Lost and found items are kept in a large plastic crate in the front of the hall. ***Please remember to label all clothing and equipment with your child's name, in ink that won't wash off.***

Canteen

Recess and Lunch orders can be ordered from the canteen before school in the morning by students or you can write your child's name and class on the front of a paper bag along with what they wish to order. They have also introduced an online booking system. Please contact the lovely canteen staff for information on this. For younger students we encourage you (if you are not with them) to place the correct money inside the bag (preferably in a labeled envelope) and hand it in to the canteen. If you wish your child to have an ice-block at lunchtime, include this on the lunch order.

All orders must be placed before school. Price lists are available from the canteen



School Events

Across the year parents/grandparents/Carers are invited into our school to attend our special occasions these include: Grandparents Day, Easter Hat Parade, Education Week, Book Week Parade, Multi-cultural Day, Assemblies and end of year events. These are great events and our students & staff very much enjoy our community involvement. We all love photos of our children, however it is a school policy that photos taken at school cannot be uploaded to social media sites if they contain any other students from the school in the photo.

Banking

School student banking through the Commonwealth Bank is available at school. The P & C collect student's banking before school every Tuesday morning.

Bikes and Scooters

Students in Years 3 - 6 are permitted to ride bicycles to school provided that:

- bikes are chained to the provided bike racks;
- the bike is in road safe condition with operating brakes etc.
- the bike is wheeled inside the school grounds; and;
- students wear a helmet.

Scooters will also need to be secured near the bike rack.

Storage of scooters in classrooms is regarded as a hazard and will not be permitted.

Sport

Each week students will participate in school sport involving a variety of skills, activities and games. Students participate in school based sport activities and fitness activities throughout the week on Fridays. Actual sport times will vary depending on seasonal factors.

Our school also conducts Athletics, Cross Country and Swimming Carnivals prior to competing in these events at District level. At different times throughout the year coaching clinics and specialised sports programs such as Swim School and Sports in School Program will be offered.

Sport will commence in Week 3 of Term 1 (Weather Dependent). If a Kindergarten student has an older brother or sister already attending the School they will automatically be placed into the same sport house group. The office ladies will allocate a sporting house to all other Kindergarten and new students after they have commenced school. The decision as to which house they go into is done purely on numbers to make sure that the sport house group sizes are even.

The sport house group names are:

Frazer – Red named in honour of Dawn Frazer (elite Olympic swimmer)
Newcombe – Green named in honour of John Newcombe (champion tennis player)
Freeman – Yellow named in honour of Catherine Freeman (elite Olympic runner)
Perkins – Blue named in honour of Kieren Perkins (elite Olympic swimmer)

Our first school enrolments and their families did the naming of the above sport houses.



Assessment and Reporting

For Kindergarten

Throughout the year the class teacher will give you written and verbal information on your child's progress. As soon as your child commences school, prior to any teaching and learning taking place, he/she will participate in the **Best Start Kindergarten Assessment**. Students will be assessed on their knowledge of Literacy and Numeracy prior to commencing to school. The results of these assessments allow the classroom teacher to provide a learning program that suits the individual needs of each child in the class.

They will then be assessed on an ongoing basis across the school year.

Grades 1-6

Students are assessed throughout the year.

Parents will be invited to a Meet the Teacher session early in Term 1.

At the end of Terms 1 and 3 parents will receive feedback to parents- information for literacy and numeracy.

At the end of Term 2 a Half yearly report will be provided for all students and parent interviews will be conducted. At the end of Term 4, Yearly reports will be prepared.

Throughout the year students work will be marked and available to parents. Parents are welcome to discuss their child's progress at a mutually convenient time should you wish additional information. **Special needs students:** students integrated into mainstream will be assessed in line with their agreed Individual learning plans and reports will be written to reflect their progress.

Students within the Support unit will have a tailored Person Centered Learning Plan and reporting will be half year and yearly based on the student centered learning goals.

Literacy Groups

We are really proud of our achievements in literacy at Claremont Meadows Public School. From the moment your child enters Kindergarten, we will be preparing them to become fluent readers and writers. The Literacy session will run from 9am to 11am most days. Parent helpers are encouraged to assist in the Literacy Session. Parent Workshops will be organised to support your role in the classroom.

Mathematics

The development of sound mathematical skills and the acquisition of number sense are the core aims of our Mathematical lessons at Claremont Meadows Public School. Students are involved in daily activities involving mathematical concepts and ideas and work with the teacher, in small groups and independently. Students have access to concrete materials and technology to enhance their learning.



Homework

Parents can help your child at home by:

1. BEING INTERESTED

Ask your children about their day.

Ask your children to check their bags for work.

Ask questions starting with "Show me"

"Tell me...."

"What did"

Listen to what your child tells you.

Praise your child when they are successful

Encourage your child to keep doing their best.

2. ENCOURAGE HOMEWORK AND STUDY

It is especially important for primary school students to have a quiet place to study. Provide your child with a suitable homework and study area.

This area may include:

A table and comfortable chair.

Good lighting.

School equipment such as folder, paper, pencils, eraser.

Try to keep noise and distractions to a minimum.

Encourage other family members to support these students.

3. BE ORGANISED

Help your child to have a regular time for studying.

Help your senior child make study timetables and to keep to the timetable.

Help your child be prepared for the next day by making sure the homework is done and packed into their bag.

Remember to set aside time for regular breaks when doing homework or study. It is important for children to have free time on the weekends. Supporting your child in

completing homework and study lets them know their education is important to you.



Parent Helpers

Parent Helpers are always needed across the school. You might like to help in the classroom, with sport, covering books in the library or making resources. All help is greatly appreciated. When helping in the school you will be required to sign on and off in a visitor's book located at the front office. You will also be required to wear a **Visitor's sticker** while working in the school and completed a Declaration for volunteers and non-child related contractors. Parents and grandparents have the opportunity to work in small groups with the children, under the teacher's guidance, during Literacy and Math's sessions. Math's session times vary according to the teacher's timetable .

Assemblies

At Claremont Meadows Public School we conduct fortnightly assemblies on Fridays. We have a whole school (K-6) assembly where major awards are presented. These include Principal and Honour awards, Superstar awards, class awards and specials awards as they are available. A class item is also presented. These assemblies are presented by our student leaders and commence at 2pm.

At the beginning of each term a special newsletter is sent home outlining the assembly dates and class performances as well as the many other activities that will be occurring during that term.

Kindergarten will be given time to settle into school before they start attending assemblies. This is usually Week 6 of Term 1.

School Development Days - Student Free Days

School Development Days are now designated by the Department of Education. These days are the first day of Term 1, Term 2 and Term 3 and the last two days of Term 4. On these days teachers attend school to participate in professional development workshops, mandatory training and receive updated information on curriculum implementation. Students do not attend on School Development Days.

At times schools can elect to change the date of a School Development day to meet the needs of professional development events. Parents will be notified if any changes will occur.



Awards

Class teachers give many awards that may vary from class to class. These may include reading, sitting quietly, tying shoelaces, Sport etc. At Assembly they may receive a merit award.

The major school awards are as follows:

25 Stamps or stickers on a class chart = *Team Leader Award*

5 Team Leader Awards = Principals Award

3 Principal Awards = Honour award

3 Honour Awards = Principals Medallion

These awards are earned and accumulated throughout the student's time at Claremont Meadows Public School.

Glossary of frequently used school terms

COLA– Covered Outdoor Learning Area

ES1 – Early Stage One Kindergarten **Stage One** - Years 1 and 2

Stage Two – Years 3 and 4

Stage Three – Years 5 and 6

Homebase – Brick classrooms – each door is numbered

MDR'S – Prefabricated classrooms – each door is numbered

Demountable – Portable installed classroom

Team Time – Special time when each Stage meets

Inside PlayDay – Raining too wet to go outside, too hot or other conditions preventing students from going outside.

Red Day Intermittent rain, outside play but only under cover and on hard surfaces.

Mufti – Students wear appropriate clothing other than school uniform. Usually associated with fund raising

RFF- Release from face to face teaching. Every teacher is entitled to 2 hours per week

Executive Release – Additional release for Assistant Principals.

Infants – Kindergarten, Year One and Year Two

Primary – Years Three, Four, Five and Six

Support Unit—Three class three class area of the school for Special needs students.



INDEX

1. PRINCIPALS MESSAGE
2. STAFF
3. STUDENT LEADERSHIP
4. CONTACT DETAILS AND BELL TIMES
5. SCHOOL SONG
6. UNIFORM / REQUIREMENTS
7. UNIFORM IN PICTURES
8. STARTING SCHOOL / PREPARING YOUR CHILD FOR KINDERGARTEN / IMMUNISATION
9. MEDICAL / TOILETING / SUNSCREEN
10. INFECTIOUS DISEASES / ALLERGIES / GAURDIANSHIP / COURT ORDERS WEBSITE / TECHNOLOGY,
11. PLAYING / SPLITTING CLASSES / CHILD PROTECTION / BULLYING
12. DROPPING OFF & COLLECTING YOUR CHILD / LATE TO SCHOOL / ABSENCES / EXTENDED HOLIDAYS / DISCIPLINE PROCEDURES / TOYS / JEWELLERY / I PADS / PHOTOGRAPHS
13. OUT OF HOURS SCHOOL CARE (OOSH) / CONTACTING CLASS TEACHER / VOLUNTARY CONTRIBUTIONS / MONEY /NEWSLETTER & NOTES / STUDENT WELFARE
14. BIRTHDAYS / BOOK CLUB / P & C / EXCURSIONS AND CAMPS / LOST PROPERTY, CANTEEN
15. SCHOOL EVENTS / BANKING / BIKES AND SCOOTERS / SPORT
16. ASSESSMENT AND REPORTING, LITERACY GROUPS AND MATHEMATICS
17. HOMEWORK
18. PARENT HELPERS / ASSEMBLIES / SCHOOL DEVELOPMENT DAYS ,
19. AWARDS, GLOSSARY OF TERMS
20. INDEX