

School Information Handbook



Education

Central Mangrove Public School

Respect, Safety, Personal Best

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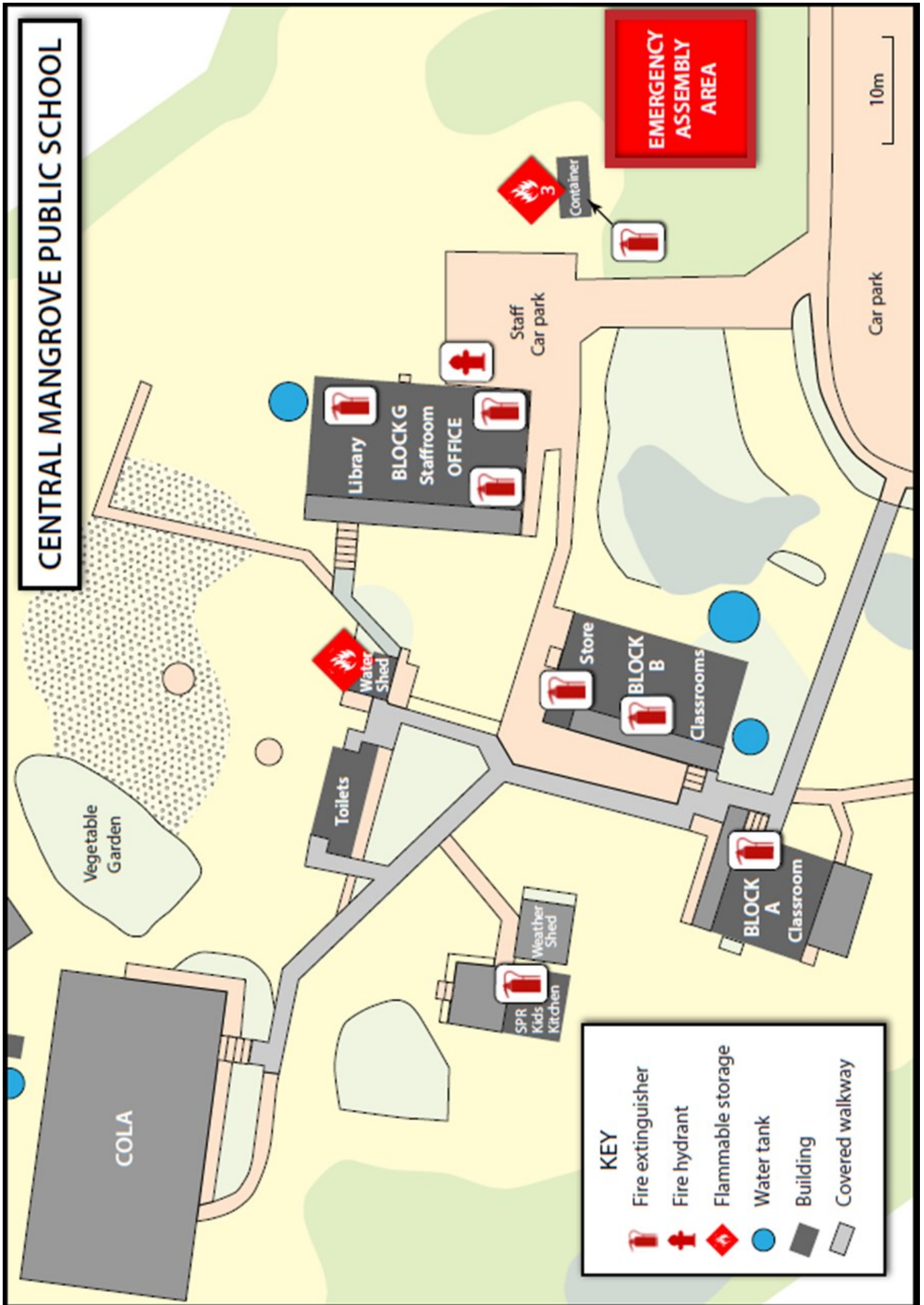
W: <https://centmangro-p.schools.nsw.gov.au>

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Map of School



Contact Information

Central Mangrove Public School
1708 Wisemans Ferry Road
Central Mangrove NSW 2250
Phone: 4373 1156 Fax: 4373 1051

Email: centmangro-p.school@det.nsw.edu.au
Website: <https://centmangro-p.schools.nsw.gov.au>

School Hours: 9:15 am - 3:05 pm
Lunch: 11:30 am - 12:15 pm
Recess: 1:30 pm - 1:50 pm
Office Hours 8:30 am - 3:05 pm

Staffing

Principal:	Mrs Libby Cullen
CM1	Mrs Keara Cunningham
CM2	Mrs Libby Cullen & Mrs Alana Hardy
CM3	Mrs Sarah McCloud
Librarian and RFF	TBC
RFF and LST	Mrs Libby Cullen
Counsellor:	Ms Kelly Hickey
School Admin Manager	Ms Karen McDonald
School Learning Support Officer	Mr Chris Pugh
General Assistant	Mr Chris Pugh

Weekly Routines

Session	Time	Activities
	9:15am	Morning Bell
Session 1	9:20-11:30am	Crunch & Sip, Literacy Focus
	11:30am-12:15pm	Lunch
Session 2	12:15-1:30pm	Numeracy Focus
	1:30-1:50pm	Afternoon Recess
Session 3	1:50-3:05pm	Combined Learning Areas
Monday — Library Tuesday — Scripture Wednesday — Kids Kitchen Friday — Sport		

Message from the Principal

Central Mangrove Public School is a safe and happy community school that equips students with the skills, knowledge and understandings needed to lead successful and rewarding lives. Children learn in a nurturing environment that has high expectations in achieving personal best in academic, sporting and cultural fields.

Our professional and caring teachers provide quality, inclusive education for the children of our community. Teachers provide teaching and learning programs that cater for all learning needs and promote successful learning and behaviour. We inspire our students to explore their individual talents and offer extra programs to extend students' interests and abilities.

The school is a focal point for our community who actively support the provision of quality education for all the students. We enjoy enthusiastic help from parents and the wider community, giving us access to expertise and services that enrich our curriculum. By working together we develop strong partnerships between home and school to enhance student achievement and increase opportunity for all students. The school pays respect and acknowledges that it is on Darkinjung Land and a proud member of the Coinda Aboriginal Education Consultative Group.

We provide opportunities for students to engage with the community and prepare them for future involvement through participation in various celebrations such as ANZAC Day Ceremony, NAIDOC Week, musical and arts activities as well as a range of other community events during the year.

We promote environmental education and foster strong sustainable environment practice in everyday life at school. Students participate in lessons which are supported by active recycling and conservation programs.

We are dedicated to ensuring our students are healthy, active and happy children. Participation in personal development, health and physical education programs helps to develop skills, increase fitness and build confidence, teamwork and leadership. We promote an active lifestyle and foster sun awareness and healthy eating habits.

We offer a comprehensive creative and performing arts program. We have participated in the Central Coast Choral and Dance Festivals. The school also further develops confidence through participation in debating and public speaking programs.

Our school is situated on beautifully maintained grounds of natural bushland with ample playing space which provide an attractive and peaceful learning environment. The natural environment stimulates our varied learning programs that encourage students to develop a sense of responsibility for preserving the local and wider community.

Libby Cullen
Principal



About our School

Our Vision

At Central Mangrove Public School we believe that every student should be challenged to learn and continually improve their knowledge in a respectful, inclusive and high expectation environment. We will be partners in learning and collaboratively empower all students to become confident, resilient, self-directed and successful learners. We know value and care for every student

Our PBL Values

Values are important in relation to the achievement of educational goals and the outcomes of public schooling. Values influence the way students think, speak and behave and how they communicate, work together and make decisions.

RESPECT, SAFETY, PERSONAL BEST

Strategic Directions

- **STUDENT GROWTH AND ATTAINMENT**

In order to maximise student learning outcomes in reading and numeracy and to build strong foundations for continual academic success, we will further develop and refine data use and explicit teaching practices that are responsive to the learning needs of individual students.

- **WELLBEING**

For every student to feel valued and to support wellbeing through practices that promote social, cultural, emotional, behavioural and intellectual engagement. To foster positive relationships across the school community.

Student Leadership

Our school provides many opportunities to develop leadership skills for students by being actively involved in support programs, fundraising and decision-making.

All Year 6 student leaders are expected to model appropriate behaviour at all times and to provide positive peer support. Students learn to work co-operatively in a team to achieve their goals.

Year 6 students also conduct meetings, assemblies and special ceremonies throughout the year. Public Speaking skills, development of respect and responsibility are focus areas for Student Leadership.

Fair Discipline

Our Central Mangrove Code of Conduct states the rules we must observe to behave in a sensible and responsible manner **within our classroom, the school grounds and the wider community**. It is the student's responsibility to behave appropriately so that **everyone's rights, property and environment are respected**.

Each individual is responsible for their own behaviour and must accept the **consequences of that behaviour**. The key to a positive code of conduct is **'self-discipline'**. Becoming a responsible person is about **learning to make acceptable choices**. Consequences are graded; age appropriate and any diagnosed disabilities are taken into consideration.

Children are **in charge of their own behaviour**; they choose how they will behave. Unacceptable behaviour and choices will produce consequences the child may not like. At Central Mangrove Public School discipline is about learning to make better choices and **to learn from making mistakes**. To ensure that all children are happy and safe we respond fairly to all reported incidents.

Parents will be informed of repeated misbehaviour so we can work together to establish an agreed resolution. A united partnership between teacher and parent is a must for **effective discipline**. If you have concerns please call and discuss them with the teacher. Sometimes the version that comes home will not be the whole story. Discipline always has the best interest of the child and other children in to ensure safety and respect as we try to **develop our students into responsible young citizens**.

CMPS PBL Values

RESPECT SAFETY PERSONAL BEST

The school has a graded and consistent response to enforcing the school rules. We believe in developing a sense of responsibility in children so we guide them towards acceptable behaviour and making sensible choices.

The school's wellbeing policy is built on the fundamental beliefs that our school will be a safe and happy learning environment where all students learn to accept responsibility for their own behaviour. These expectations are defined across the full range of school activities and related venues e.g. assemblies, PE lessons, library, excursions, playground, Kid's Kitchen, toilet areas and buses. They include:

- acceptable use of internet and email;
- appropriate use of mobile phones and other communication technologies, cameras;
- bullying being taken seriously and not accepted in any form.

Our CMPS Values is based on our School Rules (Respect – Safety – Personal Best) and has specific lessons to teach students expected behaviours, to take responsibility for their own learning and understand the consequences of inappropriate behaviour. We are a positive behaviour for learning school.

Behaviour that infringes on the safety of others, such as violence, harassment, bullying and illegal or anti-social behaviour of any kind, will not be tolerated.

Travelling on school buses and excursions are an extension of the school program. Teachers must be able to expect a high level of cooperation and personal responsibility from students and therefore participation is dependent on appropriate behaviour.

Communication

Newsletters containing information about school organisation and community activities **are sent home each fortnight (even weeks) on a Friday**. This allows parents the weekend to view the newsletter and prepare for the coming fortnight at school. A newsflash will be sent home on alternative weeks if there is emergency information to share. Dojo and Facebook are also used for communication.

Newsletters are sent electronically or if requested given to the eldest child in each family. Please check your child's bag for the newsletter or any emergency notes that may be sent home daily. Children don't always remember to deliver notes. Teachers keep newsletters and notes for absent students marked with their name to be sent home as soon as they return.

The newsletter is published on the school's website. We encourage all families to access the newsletter using our website as this would alleviate the expense of printing for our school.

Copies of the newsletter are available in the office.

Our school website address: <http://www.centmangro-p.schools.nsw.edu.au>

Facebook page: <http://www.facebook.com/centralmangroveprimary>

Resolution of Complaints

Please feel free to contact us as soon as you feel concerned about an issue. We encourage parents and teachers working together, with the best interests of the students in mind, to resolve any concerns and focus our attention on learning.

Complaints or suggestions can be made in two ways:

Informally

- Parents are encouraged in the first instance to address informal complaints or suggestions to the class teacher.
- Parents may wish to discuss their concerns further and they are encouraged to contact the Principal.

Formally

- The Department of Education and Training has established a formal complaint and suggestion procedure which should be used for the resolution of complaints of a serious and significant nature.
- Parents are invited to contact the Principal and ask for a copy of these procedures and forms.

STUDENT SUPPORT

School Counsellor

The services of a school counsellor are available at the school. The School Counsellor has specialist training in child/parenting counselling, psychology and the teaching profession. The school counsellor handles cases of students referred to by the teacher. Parents may request for the counsellor's support to help improve learning outcomes for their child/children and to give advice in seeking access from outside agencies if necessary.

The High Potential and Gifted Education (HPGE)

The High Potential and Gifted Education promotes engagement and challenge for every student, regardless of background, across intellectual, creative, social-emotional and physical domains. It supports every student to achieve their educational potential, through talent development opportunities and differentiated teaching and learning practices.

Learning Assistance Support Teacher

Year K-6 Students who require extra support in learning may participate in a special program to improve literacy skills. This program focuses on improving reading skills, including comprehension and fluency skills. A teacher is employed to design a program in consultation with the class teacher. If funding support is given by the DoE, a School Learning Support Officer may also be employed to support the teachers.

School Assemblies

School Assemblies are held each fortnight on Friday afternoon (odd weeks of term). Parents and friends are welcome to attend any assembly. Student leaders run our school assemblies, organising the agenda, and developing skills in public speaking.

Some children are given awards for good work, good behaviour, good manners at each assembly. Teachers award merit certificates each fortnight and student leaders choose well behaved students at assembly to receive an award.

Safety and Security

Students are supervised in the school grounds from 8.50am to 3.05pm. Teachers are not officially on duty until 8.45am so it is expected that your child will not arrive before that time. Please note there is no supervision before 8:50am.

Students should not bring expensive, special toys or electronic games to school as they are too often broken or misplaced.

Please call 1300 880 021 — during weekend/holiday periods if you have any concerns about security.

Enrolment and Attendance

All new pupils are required to complete enrolment procedures before starting school.

Application to Enrol in a NSW Government School Form and supporting documentation

For Kindergarten children this process must be completed before they begin the school year. A Birth Certificate and an Immunisation Certificate must be presented for all Kindergarten enrolments. All students enrolling in a public school for the first time are also required to complete these procedures.

It is essential that you provide us with up to date details for your child and family details as well as medical information and contact details in the case of an emergency. If there are changes to your address, phone numbers or emergency contact details, please inform the school immediately (even if the changes are only temporary).

The Principal must be informed of any custody conditions in the event of parents being separated. This must be done by providing a copy of the custody papers when enrolling or when a separation occurs. This protects a child from being taken from the school by an unauthorised person. All information is strictly confidential.

Attendance

Did you know? Going to school every day is important.

If your child misses as little as eight days in each school term, by the end of primary school they will have missed a year of education.

If your child misses school they miss information, their learning routine is broken, they lose confidence and they miss out on building their friendships.

You have a legal responsibility to send your children to school every school day. Students are legally required to attend school during school times, this includes attending learning activities such as excursions organised by the school. Regular attendance is most important. Class Rolls are legal documents and teachers are required to complete them daily.

Written notification must be given to explain absences on the day the student returns to school

If your child has to be away from school, due to illness, religious or family circumstances please either tell your child's teacher or send a signed note explaining the reason for their absence as soon as possible.

Early Leavers and/or Late Arrivals

If your child arrives at school late, or needs to leave early, you will need to go to the office to sign your child in or out. This leave note is then given to the classroom teacher.

Children can only leave the school grounds with a parent or carer. Students will not be allowed to leave without permission from the Principal or delegated person.

If you're having difficulty getting your child to school every day and on time please talk to the teacher or principal. Principals can grant leave to students of compulsory school age totalling not more than 100 school days per school year in addition to sick leave providing certain conditions **Family holidays are no longer an accepted category for exemption from school attendance.**

Principals may decline to accept an explanation for absence and record the absence as unjustified.

If your child is sick at school

If your child gets sick or injured at school, the school will contact you. If your child is ill they will go to the Sick Bay in the administration building where they can lie down and be monitored. You will be called to come and collect your child if they are too sick to go back to the classroom. For this reason it is important to keep your contact details up to date, including an alternative contact – such as a relative or neighbour – who the school can call should you be unavailable.

The emergency contact person will be called if some of these symptoms include:

- a fever of 38°C or above
- vomiting or diarrhoea
- severe cold or flu symptoms
- rashes of an unknown origin

If your child is sick at home

From time to time your child may get sick and display any number of symptoms that means it's best to keep your child away from school and see your doctor. Please ensure a note is sent to school explaining any absences. A Doctor's Certificate is required after 3 days.

Variation to Routine

Written notification should also be given for variations to a child's usual means of travelling home. In emergency situations parents/carers are asked to phone the school office by 2:30pm in order for change of travel details to be given to teacher and child before the end of the school day.

School Development Days

Five School Development Days are held each year. Parents/caregivers will be reminded about these days in the school newsletter. These are days when **staff only** attend school as they will be engaged in professional development.

There are 2 School Development Days at the start of the year and usually 1 on the first day of Term 2 and Term 3.

Holidays

The NSW Department of Education and Training operates four terms per year. Parents will be notified via the school newsletter of vacation dates each year.

TERM DATES FOR STUDENTS

2022

Term 1	Tuesday 1 February – Friday 8 April
Term 2	Wednesday 27 April – Friday 1 July
Term 3	Tuesday 19 July – Friday 23 September
Term 4	Monday 10 October – Monday 19 December

2023

Term 1	Tuesday 31 January – Thursday 6 April
Term 2	Wednesday 26 April – Friday 30 June
Term 3	Tuesday 18 July – Friday 22 September
Term 4	Monday 9 October – Thursday 18 December

Subject to change

CURRICULUM

Curriculum for Key Learning Areas

English

Strands include:

- Speaking and Listening
- Reading and Viewing
- Writing and Representing
- Spelling, Grammar, Punctuation and Vocabulary
- Handwriting and digital technologies
- Thinking imaginatively, creating and interpretively
- Expressing themselves
- Reflecting on learning

Maths

Strands include:

- Number and Algebra
- Statistics and Probability
- Measurement and Geometry
- Working Mathematically

Science & Technology K - 6

Skill Strands:

- Working Scientifically
- Design and Production

Content Strands

- Physical World
- Earth and Space
- Living World
- Material World
- Digital Technologies

Human Society and It's Environment (HSIE)

History

Strands include:

- Change and continuity
- Cultures
- Environments
- Social systems and structures

Geography

Strands include:

- Geographical Concepts
- Geographical Inquiry Skills
- Geographical Tools

Creative & Practical Arts (CAPA)

Content includes:

- Visual Arts
- Music
- Drama
- Dance

Personal Development, Health and Physical Education (PD/H/PE)

Skill Domains

- Self management Skills
- Interpersonal Skills
- Movement Skills

Content includes:

- Movement Skills and Performance
- Health, Wellbeing and Relationships
- Healthy, Safe and Active Lifestyles

Cross Curriculum Areas

We integrate many cross curriculum priorities into our Key Learning Areas to facilitate the teaching and learning of 21st century skills. Our focus is to:

- provide literacy foundations for current and future learning to enhance successful participation in a workplace and contribute to a democratic society;
- provide numeracy foundations to develop confidence and proficiency in applying numeracy skills;
- foster a deep understanding of our Aboriginal and Torres Strait Islander histories and cultures;
- strengthen our relationship with Asia;
- promote responsibility and respect through our civics and citizenship studies;
- empower students with creative and critical thinking skills;
- value difference and diversity in our society;
- develop the capacity for ethical understanding and commitment to ethical behaviour;
- increase competency in information and communication technologies;
- develop intercultural understanding within a global environment;
- increase personal and social competence to interact confidently and appropriately in a range of social contexts;
- promote the importance of sustainable environmental practice at school and in the wider global community; and
- develop students' capacity in work and enterprise through study of skills, values and attitudes.

Literacy and Numeracy focus are school priorities at our school in all 6 Key Learning Areas. Teaching programs are designed to spend:

- 60% of teaching time English and Mathematics.
- 30% of teaching time HSIE/History/Science & Technology/CAPA/PDHPE.
- 10% of teaching time extra-curricular activities.

Students have the opportunity to learn with computers in the classroom. Information computer technology forms an important part of learning programs. Parents are encouraged to assist their children to be confident and skilled using the computer.

All classrooms are networked and connected to the internet. Smartboards play a vital role in our educational programs and one is placed in each classroom for interactive computer lessons.

Assessment & Reporting

Your child will undertake a number of assessments throughout their school year.

Your child's progress at school is assessed in three main areas:

- **Assessment for learning** involves teachers using evidence about students' knowledge, understanding and skills to inform their teaching. Sometimes referred to as 'formative assessment', it usually occurs throughout the teaching and learning process to clarify student learning and understanding.
- **Assessment as learning** occurs when students are their own assessors. Students monitor their own learning, ask questions and use a range of strategies to decide what they know and can do, and how to use assessment for new learning.
- **Assessment of learning** assists teachers in using evidence of student learning to assess achievement against outcomes and standards. Sometimes referred to as 'summative assessment', it usually occurs at defined key points during a unit of work or at the end of a unit, term or semester, and may be used to rank or grade students. The effectiveness of *assessment of learning* for grading or ranking depends on the validity and reliability of activities. Its effectiveness as an opportunity for learning depends on the nature and quality of the feedback.

Reports

Teachers use the information from assessments to generate your child's report. Reports show achievement using the five point grade scale of A-E or its equivalent (Years 1 to 6 only). Reports are outcomes-based progress reports with detailed information about achievement and application in all key learning areas as well as values, attitudes and social skills.

This report, which you will receive twice a year, will also include teachers' written comments with strengths and

areas for improvements. Children in Kindergarten will receive teacher comments and not graded assessment.

If you have concerns about your child's performance at school, at any time, please speak to your child's teacher as soon as possible.

Parent-Teacher Meetings

Our school has an open school policy and parents are urged to contact the classroom teachers to discuss their child's progress.

Parents have an open invitation to visit their child's classroom by arrangement with the classroom teacher for either observation or help with the learning programs.

Please make an appointment if you wish to speak to a teacher. Students require teacher's full attention when working in class and adequate time is needed to give parents the attention they deserve.

State and national assessments provide meaningful information for the student, their family and their teachers about their achievements at school.

Best Start Assessment in Kindergarten

Children enter Kindergarten with different skills and experiences. The Best Start Kindergarten Assessment is a tool to help teachers find out each child's skills and strengths and tailor teaching to their individual needs.

For more information about Best Start:

<https://education.nsw.gov.au/teaching-and-learning/curriculum/literacy-and-numeracy/best-start>

The NSW Department of Education and Communities uses the information from these results to constantly improve the teaching and learning support provided to students.

National Assessment Program – Literacy and Numeracy (NAPLAN)

NAPLAN assessments are undertaken by all Australian school children in Years 3, 5, 7 and 9. The assessments gauge your child's strengths and areas for improvement in numeracy, reading, writing, spelling, punctuation and grammar.

You will receive a detailed report outlining your child's achievements in their NAPLAN assessments.

For further information visit:

<https://www.nap.edu.au/naplan>

<https://www.acara.edu.au/assessment/naplan>

<https://www.myschool.edu.au>

Library

Children require a material library bag before taking books home. All K-6 students participate in the NSW Premier's Reading Challenge. Please encourage your child to participate as we are keen to be awarded 100% participation. Library day is **Monday**.

The number of books that can be borrowed each week from our School Library for up to 2 weeks are:

Kindergarten 1 book **Year 1 & 2** 2 books **Year 3 & 4** 3 books **Year 5 & 6** 4 books

The Star Reader Program runs each term in the Library. It is a Scholastic initiative encouraging children to borrow and read regularly. At the end of each term a senior and junior student are awarded a prize bag for consistent borrowing.

Book Mobile

Gosford City Council's Mobile Book Van visits our school fortnightly on Wednesdays during each school term. Membership forms are available from the office. This service is for all community use. The van is parked in our staff car park for ease of access. Central Coast Library membership is needed to utilise this facility.

Homework

At the beginning of each year teachers will explain homework procedures to parents and students. Homework is given to all students in all classes. Homework is given as a means to:

- Establish good working habits.
- Develop independent study skills and work habits.
- Reinforce skills learnt at school.
- Foster communication between home and school.

Parents can help by establishing appropriate homework routines in a calm, quiet space. Please talk to your teacher if you have any concerns.

Performing Arts

Our performing arts program allows students the opportunity to perform at the Central Coast Laycock Dance Festival every second year and also the Central Coast Choral Festival every other year. Both boys and girls are encouraged to participate in this program. Teachers and students have developed an outstanding reputation due to their commitment and high standard of performance.

Sport

Sporting activities are organised for all students.

The sports program is a developmental program where student's skills are developed accordingly to their maturity. The school provides students with the opportunity to compete individually and in teams in a wide range of sports. Fitness is an important aspect of our program and sessions are conducted routinely depending on the weather. Sport day is Friday and the sports uniform should be worn. Students are required to have their own school hat.

Excursions

Excursions are part of the school curriculum and are essential to all students' education in helping to provide significant and meaningful learning experiences.

Excursions may be conducted to local places of interest or for special sporting or extra-curricular activities. Year 3-6 students participate in a cycle of overnight excursions organised for our Small Schools on the Mountain.

They may participate in:

Years 3 & 4 - Jenolan Caves and Bathurst area - each even year

Years 3 & 4 - Taronga Park Zoo Snooze - each odd year

Years 5 & 6 - Sport Recreation Camp - each even year

Years 5 & 6 - Canberra - each odd year

Teachers must have written permission forms from parents before students are allowed to attend every excursion.

Refund Policy

When excursions or in-school performances are organised, every item has a cost – transport, venue etc. This total cost is then divided by the number of students expected to be attending this excursion/performance. Often, especially in the case of overnight trips, the school has to pay a deposit in advance.

On occasions there are unforeseen circumstances, including illness that may prevent your child from attending this event. Central Mangrove Public School policy is that **no refunds** are able to be provided, unless a student can be found to take the place of the cancelling student. The school will make reasonable efforts to find a replacement but this will obviously not be possible in all cases, especially with little or no notice.

If an excursion is cancelled by the school or a third party, all monies will be refunded to parents.

If a refund is needed our preferred way to refund is through POP or direct payment to your bank account.

Scholastic Book Club

The Scholastic Book Club order forms are given to students. Extra catalogues are available from the school office.

Orders can be completed and paid online using the scholastic online payment system:

<https://mybookclubs.scholastic.com.au/Parent/Login.aspx> or by completing the order form and sending cash to the office

Scripture

Scripture is held on Tuesday afternoons. Lessons are conducted by visiting School Religious Education (SRE) teachers. Students are placed in classes according to information on the Enrolment Form or Family Information Sheet. A letter from a parent or guardian is necessary if pupils are to be excused from Scripture if there are any changes

Ethics Classes

If an Ethics Class option is offered, parents may have their child participate in an Ethics Class conducted by a trained Ethics Teacher. When applicable, classes are formed depending upon the number of interested students. A letter from a parent or guardian is necessary if pupils are to be excused from the Ethics Class.

Central Mangrove Public School Kitchen Garden Program

Central Mangrove Kitchen Garden Program delivers regular kitchen and garden classes, enabling skills-based learning that extends across the entire school curriculum. At CMPS this program will involve senior students. Students will spend structured time in a productive veggie garden and home-style kitchen as part of their everyday school experience. They will learn skills that will last them a lifetime and discover just how much fun it is to grow and cook their own seasonal vegetable and fruits.

The philosophy behind this program is that by setting good examples and engaging children's curiosity as well as their energy and their taste buds we can provide positive and memorable food experiences that will form the basis of positive lifelong eating habits.

Celebrations

Our school has the best interests of your child/children in mind and we encourage them to respect the achievements made by all students, including themselves.

Our many celebrations help students to foster pride in themselves, developing self-esteem and confidence. Celebrations promote pride in our school, as we share our achievements with the local community.

Celebrations also include recognition of the wonderful contribution parents make to our school and the various community groups who support our school.

We have many school activities to celebrate success from informal encouragement to formal ceremonies of significant events. Community celebrations include:

- Assembly Awards; Class Awards
- ANZAC Day
- Education Week , Book Week , Grandparent's Day
- NAIDOC Week / Reconciliation Day
- Newsletter Announcements
- Presentation Day

Mufti-Days

A Mufti-Day is a 'No Uniform Day' Mufti-days are usually held to raise money, so a gold coin donation is charged for the privilege of wearing fun clothes instead of school uniform.

Sometimes a special theme is chosen, but on most occasions children wear sensible weekend clothing (no sleeveless tops or midriff showing). Please be conscious of sun safety making sure shoulders are covered and shoes are sensible and safe to wear, limiting stubbed toes and blisters.

Lost Property

All property brought to school, including clothing, must be labelled with your child's name.

A lost property basket is located in the Administration building of the school. Please look for lost property in the basket. If unable to find your item in the basket then contact the class teacher. At the end of each term unclaimed items will be washed and placed in our 'pre-loved' clothing pool.

Please encourage your child to be responsible for what they bring to school. Every attempt is made to return property to students as it is found.

HEALTH ISSUES

Good health is vital to an enjoyable school life. A balanced diet, regular rest, sensible sleep patterns and play are essential. Our school encourages healthy eating habits and physical fitness. We have a healthy canteen policy and hope that our parents can support us to promote a healthy lifestyle for our students.

If children are genuinely ill before school, it is wise to keep them home or arrange for their care elsewhere. Often very little work is achieved and the possibility of infection is increased.

Accidents:

In case of an accident your child will receive first aid at the office. A non-teaching staff member holds a current First Aid Certificate.

If medical attention is necessary then administration staff will contact you or your emergency contact person. Please make sure the school has updated telephone numbers for emergency calls. It is essential that parents notify the school if contact details change.

If a serious accident occurs at school, parents or emergency persons will be contacted if possible. An ambulance will be called and the child admitted to casualty at the Principal's discretion (if parents or contacts cannot be reached).

Immunisation:

All Kindergarten students are required to present an Immunisation Certificate to school **before** enrolment. Students who have not been fully immunised against infectious diseases may be excluded from school each time an outbreak of the disease occurs. This could have an adverse effect on your child's education if there are a high number of absences.

The Department of Health recommends that children entering school should be immunised. This is particularly important because students will be coming into contact with lots of other children and infections can spread easily. Immunisation is available from your Doctor and Community Health Centres.

Prescribed Medication

When a medical practitioner has prescribed medication that must be administered during the school day, parents are responsible for:

Bringing this need to the attention of the school

- Ensuring that the information is updated if it changes
- Supplying the medication and any 'consumables' necessary for its administration in a timely way
- Collaborating with the school in working out arrangements for the supply and administration of the prescribed medication.
- Parents of children who require prescribed medication to be administered at school **must complete a written request** which can be obtained from the school office or from our website at www.centmangro-p.schools.nsw.edu.au

Departmental regulations state:

- Medication must be kept in the office so that it is safely away from all students.
- The **required dosage** is to be sent to school in its original prescribed packaging and given to the teacher or Admin Staff.
- School Assistants or teachers are not responsible for ensuring that children receive their medication. It is the child's responsibility to remember.

Students who require inhalers for the treatment of asthma can keep an inhaler in their classroom and/or at the school office for emergency needs. We encourage parents to provide preventative medication for their children with asthma.

Protection from the Sun

The school encourages students to embrace skin protection behaviours and help children gain knowledge, attitudes and skills to adopt a healthy lifestyle which will reduce the risk of skin cancer.

Precautions:

- wearing a broad brimmed hat
- wearing school uniform as protective clothing
- applying 15/30+ broad-spectrum reliable sunscreen and reapplying when needed
- remaining in the shade during intense sun periods
- teachers will restrict play areas in extreme temperatures and supervise students in the classroom when necessary

'No Hat Play in the shade' Policy to foster sensible skin protection habits.



Anaphylaxis Prevention

Anaphylaxis is a severe and sudden allergic reaction.

This can occur when a person is exposed to an allergen e.g. nut or nut products, grasses, bee/wasp stings, seafood. It can be life threatening and always requires an emergency response.

All students with known risks of an anaphylactic reaction, require an Individual Health Care Plan. Parents will need to provide information from their family doctor. In some cases, parents will need to provide the school with an EpiPen as part of the individual health care plan.

Department of Education (DoE) provides staff with anaphylactic specialist training.

We encourage parents to be mindful of nut products when packing lunches to help support students with anaphylaxis .

Change in your child's medical condition/allergy/illness

The **school MUST be advised** of any change in your child's medical condition/allergy or illness. The DoE provided special form for this notification. Please contact the school office and these forms will be sent home. It is of the utmost importance that the school always has up to date information on all students.

Clothing Pool

There is a clothing pool available through the uniform shop for preloved uniforms in reasonable condition. Donations to this pool are always appreciated. The office also requires a few emergency clothes for younger students. Donations are gratefully received.

Common Diseases

At some time during your child's time at school, they may possibly contract one or more of the common childhood diseases. **In the following list we identify the procedures that must be followed in regard to exclusion.**

Chicken Pox	7 days from appearance of spots
Conjunctivitis	Until discharge ceases or medical certificate is produced
Gastroenteritis	At least 24 hours after diarrhoea stops
Head Lice	Must have received treatment and re-admitted only after no lice are evident
Hepatitis A	2 weeks after first symptoms or 1 week after onset of jaundice
Impetigo	Until treatment start and sores should be covered with a watertight dressing
Influenza	Until the child feels better
Measles	5 days from appearance of rash
Meningococcal	Patient will need hospital treatment
Mumps	14 days from start of swelling
Ringworm & Scabies	When all evidence of disease disappears or with medical certificate stating that lesions are inactive
Scarlet Fever	At least 24 hours of treatment and child is feeling better
Slapped Cheek	No time away, most infectious before rash appears
Streptococcal Infection	7 days after subsidence of symptoms
Whooping Cough	Until the first 5 days of a special antibiotic have been taken
Trachoma	Until discharge ceases
Worms	No time away

Please check: <http://www.health.nsw.gov.au> for further information

Pediculosis Capitis – 'Head Lice'

History

Nits are eggs laid by the lice. They hatch in about 5 – 7 days and the louse is mature in 2 to 3 weeks and starts laying more eggs. It breeds only on human heads –not on animals or furniture.

Transmission

- This is by lice crawling from one person to another – they cannot jump or fly.
- They can survive for a few days off the head, so transmission from bed linen, towels and carpets only occurs when infestation is recent.
- Sharing combs, brushes and hats may transmit lice.
- The reservoir of head lice is often an adult at home unaware of the problem.

- Eggs found greater than a centimetre from the scalp are probably dead or hatched.

Management

- Check all heads, including mother, father, and all the children.
- If eggs are alive they will stick to the hair when fingers are run down the hair shaft.
- All family members must be treated. Use a recommended treatment.
- Hair must be combed with a special fine lice comb to remove all eggs.
- Coat hair with conditioner before combing as the eggs will come away more easily.
- Wash the bed linen and towels and sun the blankets. Vacuum carpets, lounge and mats.
- Discourage sharing combs, hats, ribbons etc. Keep hair tied back – Don't let it flow.

Remember

- Their presence does not mean 'dirty' or 'life threatening'.
- Weekly inspection of children's heads and inspect carefully the nape of the neck, under the fringe, and behind the ears.

It is the parent's responsibility to detect and treat head lice infestations

SCHOOL COMMUNITY

Partnership in Learning

Home, school and community partnerships are important as children do better at school when their parents are involved in their child's education.

It is of critical importance that students receive consistent, positive messages about their school education at home

Did you know?

Research identifies that parents are a child's first and most enduring teachers. Parents need to know what happens at school, what is required of students and what the role of parents is in supporting their child's education.

Schools need to know about the knowledge that students, parents and community members bring to the school, so they can provide educational programs that are strong on "significance", and that build on background knowledge and cultural knowledge.

In researching students expectations of their own learning achievement, responses showed that individual students consistently ranked their personal expectations mid-way between the expectations of their teachers and those of their parents.

Our school community is unique, and effective practice involves school staff, parents and students working together to achieve the best partnership programs for our school community and best learning outcomes for students.

Being involved at school

Parents are always welcome in our school.

It is essential for parents and teachers to work together as a team to ensure the best education for students.

By fostering a positive approach based on mutual respect this will provide a solid foundation for students to realise their potential and help them to achieve academically, socially, emotionally, physically, creatively and spiritually.

You can visit, phone or email the school to discuss any matter that concerns you. If you need an interpreter to help you discuss matters with your child's teacher, the school can call the Interpreter Service.

You can:

- Introduce yourself to your child's teacher
- Keep the teacher informed of any changes that may affect your child
- Stay informed by reading the school newsletter and/or school website
- Go to information sessions at the school, attend school celebrations and assemblies.
- Participate in school social activities and help in the Canteen, library or garden
- Share your skills or expertise
- Support teachers by volunteering in class with reading, maths, writing, art and sporting activities.
- Help to improve our school by completing surveys and tell us how you feel about school policy.

Parent Helpers

- **Parents must sign in and out at the office in the Visitor's Book as soon as they arrive at school.**
- **Parents must understand the importance of confidentiality when working with children.**
- **All parents must complete an Appendix 5—Declaration for Volunteers and provide 100 points ID.**

Parents and Citizens Association (P&C)

The Parents and Citizens' Association (P&C) at our school is involved in making decisions about the school and how it spends the funds it raises. If you can't get involved in the P&C meetings, you can get involved in the things they organise for the school, such as social events and fundraising. To contact the P&C please email centralmangrovepnc@gmail.com

Aboriginal Education

NSW Aboriginal Education Consultative Groups (AECG) ensure communities have input into Aboriginal education and related issues at the local level. The school pays respect and acknowledges that it is on Darkinjung Land and a proud member of the Cooina Aboriginal Education Consultative Group.

Visit: <https://www.aecg.nsw.edu.au/> for more information

Uniforms

Order forms are always available from the school office. A Uniform Order Form will be handed into the office for processing at a later time. Please ensure your order is placed in an envelope clearly marked with your child's name, class, Uniform Order and correct cash amount enclosed.

Kid's Kitchen

The School has a healthy eating policy in place and all students must finish the lunch packed by parents each day. Students who are given nutritious food have the best opportunity to learn well in class, having the energy for active engagement in all lessons.

Kid's Kitchen is open on Wednesday. This is organised by Year 6 students and is operated by volunteers on a roster basis.

MONEY MATTERS School Fees

In order to maintain the level of teaching resources at a high standard, parents are asked to contribute school fees per child each year. This can be paid as a lump sum or made in instalments. Please note that this is voluntary contribution.

Workbooks/Textbooks

Workbooks/textbooks are a valuable teaching resource and they change from year to year depending on learning and teaching programs.

Money/Note Collection

If you need to send money to school with your child for excursions, special lunches etc, please place the money with the relevant permission/order slip in a sealed envelope with the child's name, class, amount enclosed and what it is for. For example:- **John Smith CM2 Year 3 Zoo Excursion \$5.00**

If you send any notes or permission slips to school with your child, please ensure they include all of the required details and they are returned to school by the due date. All notes, unless otherwise specified, are to be placed in the secure letterbox attached to the wall in the office foyer. Receipts for payments usually are sent home the next day.

Payments can be made by cash or by using the Parent On-line payment system (POP). Access to this on-line payment option is found on the school's webpage — <https://centmangro-p.schools.nsw.gov.au>

Choose the **Make a payment** symbol at the top of the screen. Either enter the reference number on the school invoice or your child's full name and date of birth. If paying using the POP option please ensure you write your payment receipt number on your child's permission note.

Charities

Our school supports various charities e.g Stewart House, Cancer Council at particular times.

Stewart House is a holiday house for children who would benefit from a rest from difficult family or school circumstances. Stewart House is funded solely by donations from students and teachers in Public Schools.

Student Assistance Scheme

The Department of Education & Training Student Assistance Scheme provides funds to cover the costs of textbooks, uniforms and excursions for families facing financial hardship. These funds cannot be used without a written request from parents and /or caregivers. Contact the school office for more information.

TRAVEL Car Parking

Parents and visitors are welcome to park in the school top car park in marked car spaces or outside the grounds. This will allow buses to move freely and safely within the car park. There are designated disability parking spaces in this area.

The bottom car park is for staff and deliveries only. Due to the steep incline and slippery surface of this entry NO pedestrian access is permitted at any time.

For safety parents are asked to:

- take extra care when reversing your vehicle;
- never park in the bus zone in the car park;
- No parking across pedestrian crossings;
- never call your children up to your car or across the road - their focus will be on you and not the surrounding traffic; and
- observe parking sign posts at all times.

Students must be collected from the school assembly area at the end of the day to ensure children's safety.

Private Vehicle Conveyance (PVC) Subsidy

The PVC subsidy is available for eligible school students where there is no public transport available for all or part of their journey to school.

Applications can be made online at <https://apps.transport.nsw.gov.au/ssts/schoolDriveSubsidy#/>

Or alternatively, forms are available from the office. An application for each individual child must be made and a new application is only required if your information changes eg. address, change of bank details.

Bus Travel

Students in Kindergarten, Year 1 and Year 2, are eligible for a student opal card for travel to and from school each day.

Students in Years 3 - 6 who live more than 1.6km radius / 2.3 km walking route distance are also eligible for a student opal card. Students MUST carry their opal card at all times when travelling by bus.

Children who live within this radius may also apply for a special circumstance opal card as our school is located on a busy regional road with a high volume of heavy vehicle traffic and no footpaths. Please contact the school office for further information.

Applications for a student opal card are made online at: <https://www.opal.com.au/en/about-opal/opal-for-school-students/>

Student opal cards are ONLY for free travel to and from the student's home and school. Students are required to pay for travel to an alternate destination.

There are two buses to carry students to and from our school. Students need to know which bus to catch in the afternoon and the correct place to line up. Students are expected to behave safely on the bus. The bus company may take action for students who do not act responsibly.

Busways Phone - 1300 692 929 <https://www.busways.com.au/>

Responsibility for appropriate behaviour while travelling on the bus rests with each individual child and parents are asked to impress upon their children the need for courtesy and consideration in this regard. This is an important safety issue as students are required to behave safely and sit sensibly while travelling.



Central Mangrove Public School Uniform Order Form

Name: _____ Phone: _____ Date: _____

Child's Name: _____ Class: _____

Uniforms are to be: Left at the School Office or Sent home with my child

Item	Price	Size (4,6,8,10,12,14,16)	Quantity	Total Amount
School Uniform				
Bucket Hat (Small/Medium/Large)	\$ 10.00			
Blue Polo Shirt with Short Sleeves (with Logo)	\$ 18.00			
Blue Polo Shirt with Long Sleeves (with Logo)	\$ 20.00			
Girls Pleated Check (#) Shorts	\$ 26.00			
Girls Check (#) Dress (Sizes 4,6,8,10) *	\$ 42.00			
Boys Grey Shorts	\$ 16.00			
Boys Grey Long Pants	\$ 18.00			
Fleecy V-neck Sweat Shirt (Sloppy Jo with Logo)	\$ 23.00			
Flying Jacket (Waterproof Windcheater)	\$ 32.00			
Sports Uniform				
Gold Polo Shirt with Short Sleeves (with Logo)	\$ 18.00			
Dark Royal Microfibre Shorts	\$ 14.00			
Sports Tracksuit Jacket	\$ 38.00			
Microfibre Track Pants with straight leg & zipper	\$ 25.00			
2nd Hand Uniform Items				
GRAND TOTAL				\$

Dress- *(Sizes 12+ made to order. Allow up to 4 weeks)

Payment is via the school website <http://www.centmangro-p.schools.nsw.edu.au> or correct money to the office for processing.

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