

# CASUARINA STREET PRIMARY SCHOOL



## PARENT HANDBOOK 2011

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## **CONTACTING THE SCHOOL**

**POSTAL ADDRESS:**

P.O Box 1046, Katherine, N.T. 0851

**STREET ADDRESS:**

Casuarina Street, Katherine, N.T. 0850

**TELEPHONE:** (08) 8971 2643

**FAX:** (08) 8972 3791

**WEBSITE:**

[www.casuarinastreetprimary.nt.edu.au/](http://www.casuarinastreetprimary.nt.edu.au/)

**E-MAIL:**

[casuarina.admin@ntschoools.net](mailto:casuarina.admin@ntschoools.net)

**PRE-SCHOOL**

**TELEPHONE:** (08) 8971 1783

## **LOGO**

### **The Symbol of Casuarina Street Primary School**

**The Sun:** which rises in the East, our school is in Katherine East.

**The Kite:** which fly around our school. The beak of the kite pinpoints Katherine on the stylized map.

**The Northern Territory Map:** stylized reflecting the lightning during the wet season.

**The River:** for the Katherine River.

**The Books:** representation of learning and the Katherine Gorge.



# **PRINCIPAL'S STATEMENT**

Welcome to the Casuarina Street Primary School community where....

## **EVERYONE IS SOMEONE**

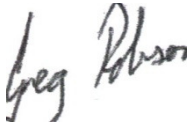
All children are unique individuals with needs, wants and aspirations. At Casuarina Street we treat every student as an individual and assist them in achieving their full potential. To do this we strive to assess what each child knows and what they next need to become a success.

Our staff will work to fulfil the right of all children and their families to a targeted educational service of the highest quality.

To this end we strive to develop relationships with families that are based on mutual trust and open communication. Please share with us your knowledge of your child and together we will develop pathways for your child to develop and grow. Your participation in the life of the school is encouraged, welcomed and valued.

This handbook provides basic information about Casuarina Street Primary School and is updated via regular newsletter.

Cheers



Greg Robson  
Principal

## **OUR MISSION**

To fulfill the right of all children and their families to a targeted educational service of the highest quality.

## **OUR MOTTO**

We Strive To Achieve.

## **Absences**

If your child is absent or late, the school must be notified by email, phone call or personal visit as soon as possible. After roll call in the morning, the parents of **un-notified** students are called to confirm the whereabouts of their children.

Continued unexplained absences will be followed up by school and may result in parents being visited by the Home Liaison Officer. Parents are to be mindful of the effect that long absences from school have on their child's schooling. Arriving late for school also has a great impact on your children's schooling.

All reasonable efforts will be made by teachers to prevent children leaving the school grounds. If a child leaves the school grounds without permission, all efforts will be made to contact the parents to inform them.

### Absences during term time

We understand that some students will need to accompany their parents on holidays during term. Whilst we encourage parents/guardians to keep this to a minimum, a guide to the sort of activities parents can complete with their children to ensure they use their holiday to the best advantage as a learning experience, can be sought from the classroom teacher. The school does not supply homework for your children whilst on holiday.

## **Assemblies**

Whole school assemblies are held fortnightly in the hall at 8:30am on Friday with separate Team Assemblies being held on the alternate Friday. Principal's Awards are presented at whole school assemblies and parents will be informed if their child is to receive one.

Assemblies provide the opportunity for students' interests and achievements to be acknowledged. Individual classes are rostered to share their work at these assemblies.

Parents are encouraged to attend the assemblies. Assembly details are published in the weekly newsletter.

## **Assessment**

Students' work is assessed regularly and results are kept by teachers to monitor progress in Evidence of Learning Folios (ELF's). The ELF's are shared with parents at interviews.

## **Bicycles**

Students riding bikes need to wear covered shoes and fastened safety helmets when riding their bikes.

They must walk their bicycles within the school grounds. There is provision at the school for parking bicycles which is a compound at the side of the oval. It is kept locked during the school day. Children are not permitted to play inside or hang around the bike compound.

## **Bus Service**

Free bus services are provided for all school aged children. Contact Travel North on 8971 9925 for route information and times.

**PRE-SCHOOLERS ARE NOT ENTITLED TO USE THE BUSES**

## Canteen

The School canteen is a privately operated business on site. The School Council supports the Canteen, Nutrition and Healthy Eating Policy as set out by the NT Government. The menu may change with the occasional addition of special items for sale and is reviewed annually. Canteen menus are available from the front office and are also posted in the newsletter each term.

The canteen provides lunch through a classroom ordering system. Parents are asked to clearly write the orders on lunch bags or on an envelope with the child's name, class, food required and amount of money enclosed, students place their lunch orders in their class lunch crate.

Counter sales are available at recess and for ½ of lunchtime. These are snacks only and should not be the main meal.

## Collection of Children

Parents who need to take a child from school during school hours are to notify the school office prior to collection of the child. Upon arrival at school for this purpose, parents must make their presence known to the school office and sign a register. The register must also be signed when returning your child to school.

## Compulsory School Uniforms - Policy

Casuarina Street Primary School colours are blue and gold. The full school uniform consists of:

- a school polo shirt (Navy & Gold)
- Navy bottoms eg shorts, skorts
- appropriate footwear eg closed sandals, sneakers / runners, school shoes **not** thongs, masseur sandals, elevated or high heeled shoes or footwear that is otherwise deemed to pose a risk when students are engaged in active play
- and a hat (slouch / broad brimmed, bucket, )
- Stud earrings and sleepers worn in the ears, plus watches are the only acceptable jewellery.
- Extreme hair colours and / or extreme hairstyles are not considered appropriate for school.

### Hats

The wearing of broad brimmed or bucket hats outdoors is compulsory or children will not be allowed to play in the sun. School hats can be purchased at the school office.

### School Uniform Price List

Broad Brim Hat	\$10.00
Bucket	\$10.00
Polo Shirt Cool Mesh (sizes 6 – 16)	\$33.00
Preschool Shirt	\$12.00
Skorts (sizes 4 – 14)	\$17.00
Shorts(quick dry Taslon sizes 4 – 14)	\$17.00
Shorts Rugby Knit (sizes 4 – 14)	\$17.00
House Shirt (sizes 6 – 16)	\$20.00

***A copy of the Compulsory School Uniform Policy is available upon request.***

## ***Curriculum***

We have a curriculum plan developed from the NT Curriculum Framework in Literacy and Numeracy. This curriculum plan uses an assessment for learning approach, and targets what individual students know, and what they need to learn.

Special programs are offered at Casuarina Street Primary School. These include: e-learning, water safety education, sport, life education, computer studies, P.E and music. All programs implemented in our school adhere with the NT Department of Education and Training Guidelines.

## ***Dogs***

For the safety and health of children, dogs are not permitted at school.

## ***Emergency Contacts/First Aid***

Should your child have a minor accident or feels unwell at school our qualified first aid officers will render support. If we are concerned we will contact a parent or carer in the first instance and your emergency contact if you are unavailable. In serious cases if no contact can be made or if there is insufficient time, an ambulance will be called. Please note that the school is a subscriber to St Johns Ambulance.

Please check that your correct and current address and telephone numbers are recorded at the school office. Please provide a third emergency contact for when both parents may be uncontactable.

**IT IS IMPORTANT TO KEEP THE SCHOOL INFORMED OF CHANGES WITH EMERGENCY CONTACT DETAILS.**

## ***Enrolment***

When enrolling, parents are required to produce proof of age (birth certificate/extract of birth) plus immunisation records in accordance with NT Department of Education and Training Guidelines.

## ***Excursions***

Excursions are organised to support classwork and provide extra learning experiences. It is up to individual teachers to decide on any excursions taking place. The Year 5 and 6 students go on an extended excursion every 2 years.

A note of intention will be sent home with the child prior to excursions within the Katherine Urban Area. For extended excursions and swimming a signed permission note must be returned before the child can participate.

For all excursions children are expected to wear full school uniform and a hat, and they must wear enclosed shoes.

## ***Headlice***

Parents are asked to be vigilant about this problem and check and treat hair regularly. The school does its best to identify problems at school, but your patience and understanding is sought. Students with live lice are sent home and can resume classes after treatment. All students are sent home with a note if nits or lice are discovered in their class.

## Health

If you are unsure if your child is unwell and you choose to send him/her to school please do not tell the child to go to the front office and ask for you to be contacted. Often students dwell on this message and it is difficult to tell if the child is really sick. It is better to quietly ring the school and let us know about your uncertainties and we can watch the child then phone you if needed.

## Health Screening

Health screening of students in Transition & Year One is scheduled by the Department of Health personnel, subject to availability of staff. A completed medical card is required for each Transition child plus any new enrolments, to enable the health screening to take place.

### Health Screening Policy

The Department of Education and Training requires all children to be screened in the following areas:

- vision (teachers may ask parents to take their children for testing)
- hearing (teachers may ask parents to take their children for testing)
- sensory motor development
- speech/language development
- behaviour difficulties
- intellectually gifted.

These screenings are carried out by classroom teachers during daily classroom activities. Parents are notified of any concerns.

**It is recommended that all children have their vision and hearing checked every two years as childhood illnesses or growth spurts can sometimes cause momentary problems.**

## Homework

Class teachers will contact parents at the beginning of each year outlining the homework routine for their children.

All children should read at home and each class will have its own requirements. In Early Childhood classes, children will be expected to read each night, Monday to Thursday. In Upper Primary classes, students could expect up to 45 minutes of homework per night, Monday to Thursday, which may include personal reading and researching.

## Hours of the Day

08:10 am	Beginning of school (Bell rings)
10:15 am	Recess begins (Bell rings)
10:35 am	Recess ends (Bell rings)
12:35 pm	Lunchtime - children eat lunch in their classroom (No bell rings)
12:45 pm	Lunch playtime (Bell rings)
13:10 pm	Warning bell
13:15 pm	Return to class (Bell rings)
14:35 pm	Dismissal (Bell rings)

Parents who allow their children to enter school before 7:45am must accept responsibility for their behaviour and safety. Children are expected to leave the school grounds as soon as possible after the final bell at 2:35pm.

## ***Infectious Diseases***

If your child has an infectious illness they must be kept away from school until clear. This exclusion is determined by the recommendations of the National Health and Medical Research Council and/or local health or medical authorities. Some of the illnesses are listed below.

### **CHICKEN POX**

Should be excluded for 7 days after beginning of illness or until last lesion has healed.

### **MEASLES**

Should be excluded at least for 7 days from the appearance of rash or until medical certificate is produced.

### **MUMPS**

Should be excluded for 14 days after onset of symptoms.

### **NITS/LICE**

Should be excluded and treated until all trace of nits and lice are eliminated.

### **RUBELLA**

Should be excluded for 10 days or until the rash has disappeared.

### **IMPETIGO(school sores)**

Exclusion from school until being treated by a doctor. May return if all sores are fully covered.

### **CONJUNCTIVITIS**

Should be excluded until the eyes are clear.

### **SCABIES, TRACHOMA, RINGWORM**

Student can be readmitted when appropriate treatment has commenced. Ringworm must be covered.

### **WHOOPING COUGH**

Should be excluded for 4 weeks from onset of illness and until a medical certificate of recovery is produced.

### **HEPATITIS A**

Excluded until a medical certificate of recovery is provided.

**THE SCHOOL REQUESTS THAT PARENTS NOTIFY THE PRINCIPAL AS SOON AS POSSIBLE IF AN INFECTIOUS DISEASE HAS BEEN DIAGNOSED. THIS ENABLES THE SCHOOL TO TAKE ACTION**

## ***Intake Policies***

### **Pre-School**

Students may commence Preschool at the beginning of the year if they turn 4 up to June 30. Students turning 4 after June 30 may commence however they must complete the following year in Preschool before progressing to Transition. Preschool places are subject to availability.

### **Transition**

Students may commence Transition at the beginning of the year if they turn 5 by June 30th in that year.



## ***Medication for Students***

If it is necessary for your child to take medication during school hours please contact the school office. A signed indemnity form and in many cases, a doctor's certificate are required. Written instructions must be completed by the parent or carer stating:-

- Child's name and class
- Name of the medication
- Dosage
- Time to be administered; and
- Reason for the medication

The only medication that a child may carry with them is an asthma puffer. All other medication must be kept in the office.

## ***Money and Valuables***

The school cannot accept responsibility for items brought to school. Any money or valuables for a specific purpose should be given to a teacher as soon as possible, in the morning. Expensive toys, games, calculators, etc. should not be brought to school except for special occasions that have been agreed upon between parents and the Principal, and written consent obtained. Responsibility for these items remain with the student who owns them.

## ***Newsletters***

### **School Newsletter**

Newsletters are emailed weekly to each family usually on Wednesdays. Parents can receive a paper copy of the newsletter if they request one.

We are happy to print items in our newsletter for you if they are appropriate to our community. You can arrange this by contacting the school by Tuesday 10:00am. Because we do not charge for entries into our newsletter, we cannot guarantee placement in a specific edition.

### **Class Newsletters**

Teachers contact the parents of students in their class at the beginning of the school year to introduce themselves and inform parents of happenings in their class. Teachers will send out class newsletters each term and at other times, when necessary.

## ***Parent Contribution***

Parents are invited to contribute towards the following:-

- Visiting Performances, eg. Life Ed Van, authors, musicians, other artists
- School bus for excursions, upkeep, maintenance and fuel
- Renewal and maintenance of the consumables and equipment that are used during the year.
- Sport, eg. balls, beanbags, hoops, soccer & basketball nets, bats, chalk
- Science, eg. magnets, batteries, gloves, straws, light globes, balloons
- Maths, eg. dice, counters, calculators, batteries, compass, number boards
- Cooking, eg. cleaning & laundry equipment, flour, salt, oil, dishes
- Library, eg. book cover, labels, card, scanning equipment, posters
- Computers, eg. mouse, keyboards, cables, cleaning equipment, CD's, DVD's.

## ***Parent Contribution(cont..)***

### **Suggested Contribution**

One Child	\$100 per school year
Two Children	\$150 per school year
Three or more	\$175 per school year

Payment options Cash, Cheque or EFTPOS.

**PARENT CONTRIBUTIONS ARE VOLUNTARY NOT COMPULSORY**

## ***Parent Participation***

**We have an open door policy and parents are welcome to volunteer their help in school. Please check out below some examples of areas parents can participate in:**

Reading - Hearing individual/small groups of children read, helping to change readers.

Sport - Sensory Motor Program, swimming programs, coaching a sport, helping on sports day.

Library - Covering and repairing books.

Excursions - Assisting with school excursions.

School Council - As active members of School Council, attendance at working bees, special school events.

School Council Sub Committees - Parents not on School Council are welcomed and encouraged to join sub committees formed for specific purposes, eg: Finance, Grounds, Corporate Image, Canteen and Fundraising.

## ***Parent/Teacher Interviews***

You are welcome to regularly discuss your child's progress and the classroom program with the class teacher. During the year the school arranges for specific Teacher/Parent evenings. Senior Teachers are also available to discuss classroom programs or concerns.

## ***Reports***

It is a teacher's duty to report regularly and fully to parents on the academic, social and behavioural development of your child. Semester 1 progress reports are sent home at the end of Term 2 and end of year reports are sent home at the end of Term 4. Parent/Student/Teacher meetings are held during Term 1 and 3.

## ***Road Safety***

Parents who set down or collect their children by car are asked to take all possible care and to obey the road law relating to stopping vehicles near a school, particularly around the bus parking area in front of the school. We encourage parents to pick up and drop their children at the Preschool end of Casuarina Street. Please note the erected signs detailing areas where you can stop/wait/park. There is a teacher on duty at the end of each day, supervising students catching buses plus students waiting to be picked up by their parents. Children should not have to cross a street after being set down or when meeting parents after school. We request that parents do not use the school car park for setting down or picking up their children. (Children are not permitted in the car park at any time, unless with an adult) All students using the Needham Terrace entrance should use the school crossing provided. Students are discouraged from using the service road access.

**PLEASE NOTE - BUSES SET DOWN AND PICK UP STUDENTS EACH DAY IN THE BUS BAY. THIS IS A NO PARKING AREA.**

## ***School Council***

The Casuarina Street Primary School community is encouraged to have input in determining the school's direction through participating in School Council activities. Council meetings are held on Tuesday, usually in week 3 and week 7 of each term and are open to all parents of the school.

The Council plays an active role in developing and implementing the School Action Plan. It contributes to school policy development, school budgeting, overseeing of school operations and fundraising activities, through relevant sub-committees. Sub-committees also encourage parent participation.

For further information on Council activities, contact the Chairperson or the Principal through the school office. The School Council constitution is available from the school office for any interested parents.

## ***School Grounds***

The school grounds are closed to the public after school hours. Please ensure your child does not enter our school facilities out of hours. Permission to use these areas under adult supervision will be given if requested.

## ***Semester Dates for 2011***

Student enrolments will be accepted from Monday 17<sup>th</sup> January - please visit our administration building. The office will be open from this date. Students begin school on Tuesday 25<sup>th</sup> January.

### **Semester 1**

**Term 1** - Tuesday 25<sup>th</sup> January to Friday 1<sup>st</sup> April  
(Teachers resume Monday 24<sup>th</sup> January)

**Term 2** - Monday 11<sup>th</sup> April – Friday 24<sup>th</sup> June

### **Semester 2**

**Term 3** - Tuesday 26<sup>th</sup> July - Friday 30<sup>th</sup> September  
(Teachers resume Monday 25<sup>th</sup> July)

**Term 4** - Monday 10<sup>th</sup> October - Friday 16<sup>th</sup> December

## ***Spirit / Sport Houses***

Our School is divided into four houses named after cattle stations in the Katherine Region. House T-shirts are available from the school office.

<b><u>House Name</u></b>		<b><u>Colour</u></b>
Buchanan	-	Green
Elsy	-	Maroon
Tarlee	-	Purple
Kalala	-	Blue

House competitions are a regular event and include: annual athletics and aquatics events; weekly competitions where points are given for effort in behaviour, helpfulness and academic work; plus special events such as the house singing competition. Points are totaled each fortnight and announced in the newsletter plus at Friday assemblies.

Spirit Day is held on some Friday's and students can earn points for their House. Students are asked to wear their house shirts and participate in an activity, which is advertised in the school newsletter (examples of such activities are wearing odd socks, funny hat, crazy hair). The students in the winning team of the Spirit Day competition receive a surprise at the end of each semester.

Casuarina Street Primary School is actively involved in intra and inter-school sports.

Rivers Region is the name given to the Katherine Region. Students can compete to be part of Rivers Region Teams which can then lead on to being chosen to represent the Northern Territory.

## ***Stationery Supplies (Book Packs)***

Stationery supplies cost \$75 per child (this includes a free school hat for every student) and can be paid for at the front office. The supplies go directly to the classroom teacher. Back to school Vouchers (issued by the NT Government) can be used to purchase these items.

## ***Visitors***

All visitors to our school during business hours are expected to sign in at the front office where they will be issued with an identity badge. This is handed back to the front office when they sign out.

## ***Water Safety***

Water safety is taught to all students through the Austswim Program and consists of 10 hours on 10 consecutive days, the last one usually being an aquatics day to practice the newly learned skills in a fun way. The program is "user pays", and costs will be advised. Students not participating in the program will be supervised at school.

## **Wellbeing Policy**

We follow the National Safe School's Framework by endeavouring to be a safe supportive school where:

- bullying, harassment and violence are minimised
- students receive support on issues related to child abuse & neglect.

We endeavour to promote sustained, positive approaches which encourage students to:

- Value diversity
- Contribute to the safety and wellbeing of all
- Act independently, justly, co-operatively & responsibly in all areas of life
- Contribute to creating & maintaining a safe & supportive environment.

Children are encouraged to take responsibility for their work and actions are rewarded with Merits, Stamps and stickers in their class.

Merit Awards form the basis of our reward system and they are given at the teacher's discretion, for good work and behaviour.

10 Behaviour dots/points	=	1 Merit Award
10 Merit Awards	=	1 Class Award
10 Class Award	=	1 Principal's Award
5 Principal's Awards	=	1 Casuarina Award

Class Awards are presented at Team Assemblies by the teachers.

Principal's Awards and Casuarina Awards are presented at Whole School Assemblies by the Principal. Parents are informed and they are also posted in the newsletter.

Parents will be kept informed about their child's progress through regular phone calls and letters.

### ***Safe Schools, Responsible Behaviour, Quality Learning and Teaching***

## **School policies available upon request**

- Wellbeing Policy (including Behaviour Management)
- Compulsory School Uniform Policy
- Canteen, Nutrition and Healthy Eating Policy
- Gifted and Talented Policy