

# ***I Strive to Excel***

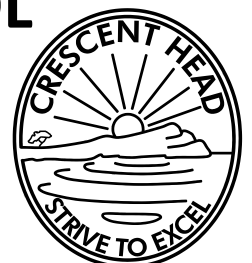


## ***A Love of Learning***

at

**CRESCENT HEAD PUBLIC SCHOOL**

IMPORTANT INFORMATION  
ABOUT OUR SCHOOL





## ABOUT THIS INFORMATION BOOKLET



Welcome to Crescent Head Public School. On behalf of our school I would like to thank you for putting your trust in us as partners in your child's education. This is an incredible responsibility that we undertake with a mixture of dedication, care and professional knowledge.

We are extremely proud of both the quality of educational delivery offered at our school and of the care we provide all our students in a safe, nurturing environment.

Our commitment to excellence in academic, creative, sporting and environmental pursuits ensures that every child who graduates our school has a strong sense of their own value and a confidence in their future contributions to society.

The purpose of this Information Booklet is to provide details of the administration, organisation and normal day to day functioning of the school. Please read the information provided and retain this booklet for future reference. If you need clarification, or any further information in regards to any of the details in this booklet, then please do not hesitate to contact the school office and our trained staff will be happy to assist.

From time to time it is necessary to alter the school routine, and as the year progresses some of the information in this booklet will need to be amended. All amendments will be advised through the school's newsletter, the *Grapevine*.

Crescent Head Public School is a 5C School. We foster and explicitly teach the values of Courtesy, Caring, Consideration, Cooperation and Contribution. Our approachable, dedicated staff are eager to work alongside you, our community, as we Strive to Excel for our children.

Cameron Upcroft  
Principal

**Contact us:**

Phone: 02 6566 0255

Fax: 02 6566 0617

Email: [crescenthd-p.school@det.nsw.edu.au](mailto:crescenthd-p.school@det.nsw.edu.au)

Check us out on the web: [www.crescenthd-p.schools.nsw.edu.au](http://www.crescenthd-p.schools.nsw.edu.au)

Download our communication **Skoolbag App** to keep up to date with messages, alerts and events sent directly to your smart phone.

Our school website is regularly updated. You can find lots of useful information about our wonderful school and some great pictures of the school environment, staff and most importantly our students when you visit us there.

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### **IMPORTANT MESSAGE**



Smoking is **PROHIBITED** in all New South Wales Department of Education and Training premises. Therefore, Crescent Head Public School thanks all visitors for refraining from smoking whilst visiting the school, its buildings and adjoining grounds.

# Welcome to Crescent Head Public School

## Meet our Staff

**Principal:** Mr Cameron Upcroft

**Assistant Principal:** Mr Peter Lobb (Early Stage 1 & Stage 1)

**Assistant Principal:** Mr Murray Dickinson (Stage 2 & 3)

Kindergarten:	Mrs Sarah Lipscombe
Kindergarten/Yr1:	Mrs Josie Faulkner
Year 1/2:	Miss Kerry Gilbert
Year 2:	Miss Kate Fair
Year 3/4:	Miss Lisa Wickham
Year 3/4:	Mr Murray Dickinson
Year 5/6:	Mr Nathan Edwards ( <i>Relieving</i> )
Year 5/6:	Mrs Tracey Munday

Reading Recovery  
Learning &  
Support Teacher: Mrs Lisa Maynard

Librarian: Mrs Wendy Vermeulen

ICT: Mr Jim Lindsell

Aboriginal Tutor: Aunty Kate Morris

**School Administration Manager:** Renée Marchment

School Administration Officers: Pip Eppelstun, Robyn Hudson & Kim Lamb

School Learning Support Officers:  
Kate Morris, Kim Lamb, Kiera Rixon and Mark Black

Groundsman: Lindsay Rogers

## NSW Department of Education

### Mission Statement

We aim to educate the Public School students of New South Wales for the benefit of each individual, the community and the nation.

### AIMS OF CRESCENT HEAD PUBLIC SCHOOL

#### School Motto

*I Strive to  
Excel*

#### School Pledge

*I pledge to myself  
To **contribute** to my school  
To **care** for my fellow students  
To **cooperate** and follow school rules  
To show **courtesy** towards my teachers  
And to be a **considerate** school citizen at all times  
I will do my very best  
To help this school  
Live up to its motto  
**"I Strive to Excel"***

## **Crescent Head Public School is a Positive Behaviour for Learning School**

The whole school community is actively involved in and committed to this proactive model for student behaviour. This model is based on the assumption that expected behaviour needs to be explicitly taught, practiced and reinforced in the same way as other skills. This programme is based on our 5C Values – Courtesy, Caring, Consideration, Cooperation and Contribution.

### **Vision Statement**

Our shared commitment to learning at Crescent Head Public School is to develop highly engaged students through innovative, quality teaching in a positive and harmonious environment, where high aspirations and creativity are fostered and students strive to excel.

At Crescent Head Public School we value:

- student differences and cater for individual student learning needs and styles;
- high quality and innovative teaching;
- ongoing professional development and reflective practise to improve teacher quality;
- collaboration between parents, teachers and students in achieving our shared vision;
- open communication within our school community;
- the individuality and capacity of all students to achieve their best; and
- the promotion of a harmonious and positive learning environment.





## A Message from the Staff

We want Crescent Head Public School to be an open and friendly school – one in which the staff, community and children are able to work together and communicate freely. We believe it is important to teach the children as individuals. Each has unique talents to be developed and each has unique needs to be met.

Our school endeavours to educate the children to be independent people who will go on to play a worthwhile role in the community.

We are also endeavouring to have the children come to value education so that they will continue to make learning a lifelong habit. We trust that your child's and your own association with our school meets your expectations.

If you have any concerns regarding your child's education, please do not hesitate to discuss it with our staff.

## Behaviour Code for a Safe and Happy School



At Crescent Head Public School we strive to provide a positive, safe and secure environment to maximise opportunities for all children. We believe in and promote high standards of behaviour based on cooperation, mutual respect, self worth, self-discipline and shared responsibility. We believe that Student Behaviour and Management is the shared responsibility between students, the school, home and the community and provides for the rights of all through

the following principles:

- students have a right to work in a secure environment where they are able to fully develop their talents and interests;
- parents have a right to expect their children will be educated in a secure environment and equally have an obligation to support the school in its efforts;
- teachers have a right to expect that they will be able to teach in an orderly and cooperative environment; and
- school leaders and staff have an obligation to implement the Student Welfare Policy in a fair and consistent manner.

The Student Code of Conduct for Crescent Head Public School has been developed through broad community consultation and has resulted in a tiered Student Behaviour Management Program.

The School Rules of Crescent Head Public School are explicitly stated in the *15C@CHP* (see back page).



## **CURRICULUM**

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All students follow a *Syllabus* set by the Board of Studies Teaching and Educational Standards (BOSTES) NSW and the NSW Department of Education and Communities.

### **KEY LEARNING AREAS FOR K- 6**

#### **English**

- Reading
- Writing
- Speaking and Listening

#### **Mathematics**

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

#### **Science & Technology**

#### **History**

#### **Creative Arts**

- Music
- Visual Arts
- Drama
- Dance

#### **Personal Development, Health & Physical Education**

- Growth & Development
- Interpersonal Relationships
- Games and Sport
- Personal Health choices
- Active lifestyle
- Safe living
- Gymnastics & movement exploration
- Child Protection

## **Student Representative Council**

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The Student Representative Council (SRC) takes a very proactive role in the decision-making of our school. The student voice is valued in the overall collaborative planning and development of school activities.

The Student Representative Council organises whole school activities, stages fundraising events and liaises closely with the staff and other students to enhance student life at our school and the lives of other students who are less fortunate.

Representatives are elected from Years 2, 3, 4 and 5. The two senior representatives elected from Year 6 are the school SRC Leaders.

**NEW PHOTO NEEDED**

*Our School Leaders and Senior SRC Representatives*

## Enrolment

Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before July 31 in that year. Documentation providing proof of age, such as a birth certificate, is required on enrolment. Proof of immunisation is also required.

Students transferring from other schools can enrol at any time provided they reside within the school zone. There are limited 'out of zone' enrolments.

## Transition and Orientation to Kindergarten



During Terms 3 and 4 the local Pre-school visits the Kindergarten classroom every second Tuesday to familiarise the young students with the school setting. The children join in classroom singing and games and share experiences with the Kindergarten students. A Buddy Support Program involving Year 5 students takes place in Term 4. As part of this program, Year 5 students are selected to adopt a buddy Pre-school student.

The Year 5 students visit the Pre-school and get to know their young buddies throughout Term 4. This familiarisation and support greatly assists the transition of the Pre-school students to Kindergarten each year.

An Orientation Day is held towards the end of Term 4 and all new Kindergarten students and

their parents are invited to visit the school. On this day the students and parents are informed of what will happen when their child commences school and they are familiarised with school routines, uniforms and other requirements that will assist in the smooth transition of their child into the school setting. The Best Start Assessment for the following year is explained and organised on this day.

## Attendance

Regular attendance at school is important to ensure satisfactory progress is being made in all aspects of school development. If your child is absent an explanatory note should be sent to school giving the reason for the absence. Parents may wish to phone this information to the school, but a written explanation is preferred.

Parents of students who are absent from school for unexplained periods may be referred to the Department of Education and Communities Home School Liaison Officer with reasons for absence sought.

Our attendance policy is clearly stated: "IT'S NOT OK TO STAY AWAY".

## SCHOOL HOURS

Parents are reminded that teachers officially commence duty half an hour before school commences. Limited supervision is provided from this time with children encouraged to arrive at school no earlier than 8.30am. In the interest of safety please ensure that your children are not in the school grounds outside of school hours, at weekends or during school holiday periods.

### Bell Times

<b>8.55am</b>	School Commences
<b>11:00am to 11:40am</b>	Break 1 - Lunch
<b>1.10pm to 1:45pm</b>	Break 2 - Recess
<b>2:55pm</b>	School Concludes



Children are expected to leave school promptly at the end of the school day. Staff provides supervision for students catching the bus with other students leaving the school with parents, or by walking or riding.

### Dismissal Procedure

- Bus students assemble at the top of the back pathway and are taken by the teacher on bus duty to the area near the rotunda to catch the bus. Bus leaves at 3.05 pm.
- Front gate walkers (all students who live in Belmore Street, Loftus road or directly opposite the school in Pacific Street) assemble under the fig tree and are supervised by the Principal to the front entrance of the school and across Pacific Street
- Back walkers (all other students who walk to school or ride bikes) assemble at the top of the back pathway and wait for the teacher on duty to supervise them down the back path, across Killick Street and then across Baker Drive at the school crossing.

## Students Leaving the School Grounds

### EARLY DEPARTURE AND LATE ARRIVALS PROCEDURES

On occasions it may be necessary for some students to depart early from the school premises with parental supervision. Parents wishing to collect students from the school before 2.55pm must first report to the school office to obtain an 'Early Departure' slip. The notification slip must then be presented to the class teacher before the student leaves the school.

If students are late to school they must also report to the school office with their parent/carer. A 'Late Arrival' slip is generated and must then be handed to the class teacher.

### REASONS FOR LEAVING THE SCHOOL GROUNDS

Students are not permitted to leave the school grounds for any reason during the day unless:

- they are accompanied by a parent or caregiver;
- they have provided a written permission note from their parents or caregiver to the class teacher explaining the situation;
- they are involved in an activity for which a parent or caregiver has given written permission, i.e. excursion, swimming lessons, sport etc; or
- they are under the direct supervision of a staff member and are involved in routine school activities.

### **Important Note re: COURT ORDERS**

The principal and the class teacher must be informed of any special circumstances that may affect a student. If custody and access has been determined by court orders, and if there are special provisions, then a copy of the court order must be made available to the principal at the time of enrolment or as soon as possible after any court orders are made throughout the school year.



## Assemblies

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A whole school Assembly is held on Mondays at 11.40am to provide weekly information under our COLA (Covered Outdoor Learning Area). An Early Stage 1 and Stage 1 assembly is held each Friday afternoon in the K and Year 1 classroom. A whole school assembly is held each Friday at 12:15pm - 1.00pm in the new school hall. At this assembly the Principal addresses the students, merit awards and any special achievements are presented, announcements are made and class items are performed. Year 6 lead these assemblies. Parents, students and friends are invited to attend these assemblies.

Special ICON Merit Award assemblies are held during the year. These Award Assemblies acknowledge and celebrate our students who demonstrate the Schools core values of the 5Cs:

***Caring, Courtesy, Cooperation, Contribution and Consideration***

Parents and community members will be invited to these special assemblies. Information will also be provided via the newsletter and website.

## SPECIAL RELIGIOUS EDUCATION

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Non-denominational scripture lessons are provided by visiting clergy and lay teachers on Fridays 9.00 to 9.30.

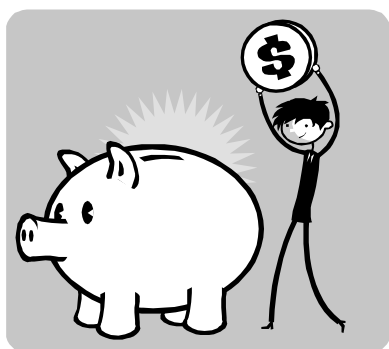
## SPECIAL EDUCATION IN ETHICS

Special Education in Ethics is an option in our school for students not attending Special Religious Education classes.

Special Education in Ethics is a program in ethical decision making, action and reflection within a secular framework, based on a *branch of* philosophy. This is also held on Fridays 9.00 to 9.30.

## Student Banking

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School banking operates through the Commonwealth Bank. Children can create an account and bring bankbooks and money to school each Thursday. Deposits are then processed on Fridays at the school office via the electronic student banking system.

Each child is allocated a student identification number (this can be found on the inside of the booklet cover). For further information please contact the school.

## **Crescent Head Public School Uniform**

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The New South Wales Department of Education and Communities strongly encourage the wearing of school uniform in all state public schools. The Crescent Head Public School Parents and Citizens Association and all staff at the school, support this view.

Crescent Head Public School colours are Royal Blue and Yellow. These colours depict the ocean, sun and sand of Crescent Head.



### **Summer Boys and Girls**

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School royal blue and yellow school shirt with logo; royal blue skirt or shorts; royal blue socks; black shoes and a school cap or hat. Joggers are acceptable.



### **Winter Boys**

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*As above.* Royal blue track pants, royal blue sweatshirt or school jacket.

### **Winter Girls**

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*As above.* Royal blue track pants, royal blue dance pants, royal blue sweatshirt or school jacket.

## **Sports Day**

### **Boys / Girls Sports Uniform**

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School royal blue and yellow school shirt with logo, royal blue shorts/skirt, royal blue socks and joggers.

All of the above uniform items are available at the school office except for the track pants, dance pants, and sweatshirts.

Please note: royal blue socks are now available at the school office.



## Headwear

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### **‘No hat, play in the shade’ We are a *SunSmart* School**

In accordance with Cancer Council guidelines, children are encouraged to wear brimmed hats (blue) when outside. These are available from the school. The School has a “NO HAT – PLAY IN THE SHADE” policy in effect to restrict exposure to sunlight.

There are two styles of hats available from our school office, and these hats are a part of our school uniform.

## Items for Sale at the School Office

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School Shirts, School Shorts, Box Pleat Shorts, School Jackets and School Caps and School Hats are available at the school office.

### **Prices**

School jacket	\$35.00
School shirt	\$22.00
Royal blue track pants	\$20.00
Boys shorts	\$18.00
Girls box pleat shorts	\$20.00
Wide brimmed hat	\$15.00
Caps	\$12.00
Royal blue socks	\$ 5.00
Library bags	\$ 7.00
Portfolios	\$ 4.00
Student Diary/Planner	\$ 6.00



*School students proudly wearing their school uniform: royal blue and yellow shirts with royal blue shorts or skirts and black/white joggers.*

## Student Clothing and Property

Make sure all articles especially lunch boxes, drink bottles, jumpers and jackets are clearly and permanently marked with the student's name. Most lost property results from honest confusion over unmarked items. Every effort is made to return any 'lost' property to its owner. Unclaimed clothing is stored at the school until the end of term and then donated to a local charity.

Leave treasured and valuable toys, jewellery and books at home. They are easily damaged or lost. No responsibility can be taken for loss of or damage to toys, books, trinkets, etc. brought to school.

Make sure your child's schoolbag is easily recognisable, and encourage him/her to leave it in its correct place.

Any dangerous items such as pocket-knives or glass containers ARE NOT to be brought to school.

The school operates a school clothing pool. Donations of items are always required. Please consider donating school uniform items that your child may have outgrown. These items will assist families to obtain school uniforms quickly and cheaply. The clothing pool items are sold at a minimal cost per item and money raised goes into the school funds. A limited clothing pool is available from the school.



**Non-Uniform (Mufti) Days** – these are days held throughout the year, often in association with minor fundraising activities, particularly for charities.

Information about these days is provided through the *Grapevine*.

*Photo taken from World Harmony Day celebrations – where students experience other Cultures.*

## Children's Belongings

Children love to bring belongings like toys to show others. Parents need to exercise discretion about what they allow to come to school as we cannot accept responsibility for lost possessions.

## Bus Travel

There have been many recent changes to bus travel and private vehicle conveyancing through *Transport for NSW*. Please visit the office for information or visit their website.

Details of bus routes can be obtained by phoning BUSWAYS Bus Company on 6562 4724.



Parents needing to apply for a private car subsidy claim can obtain the necessary travel forms from the school office.

## Bicycles and Scooters

A thorough knowledge of road rules is essential for students who ride bicycles or scooters to school. An approved safety helmet must be worn by all students riding bikes or scooters.

At Crescent Head Public School only students from **Years 3 – 6** are permitted to ride bikes and scooters to our school.

## Homework/Home Reading



The most effective homework is usually work that children do because of a sincere interest in a particular topic that has arisen at school.

Parent's interest and encouragement is particularly vital if this voluntary follow-up is to occur at home. Homework is *not* given as a punishment and it should *never* become a source of frustration or stress for children *or* parents. If problems arise please arrange to discuss the matter with the class teacher or the principal immediately.

The individual teacher sets homework on a regular basis. It is intended that completing set tasks at home will help develop better study skills and consolidate work taught at school. Homework

may vary in nature but there is an expectation that all children read at home.

Following a parent survey it is the policy of this school to set homework up to 4 nights per week (Monday – Thursday)

**Early Stage 1 & Stage 1                      Up to 15 minutes**

**Stage 2 & Stage 3                              15 to 30 minutes**

Work set for homework:

**E.S.1 & S.1**      Home readers – parents to child / child to parent

Spelling

Number concepts

Phonic sounds

Foundations for research

**S.2 & S.3**

Spelling

Maths

Current Affairs

Reading

Consolidation of Work

Completion of unfinished class work

Research

## Win Bin Tokens

As a special incentive scheme teachers award 'Win Bins' to students for improvement and achievement in their class and around the School. These tokens are placed in a special bin in the foyer and student names are drawn for special weekly prizes. This culminates in a major draw at the end of each term, where the 10 winners receive a special Win Bin Dinner.

## ICONS

Students will receive icon stamps for displaying the 5 C values of our school – Courtesy, Caring, Co-Operation, Contribution and Consideration. Students may achieve Bronze, Silver and Gold levels for displaying the Schools Values.

## Counsellor

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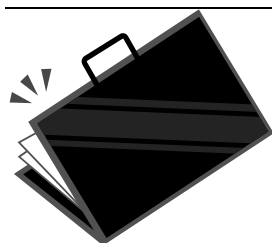
Help is available for problems or concerns that you may have about the development of your child.

Students may be referred to the counsellor by teachers or by parents – or may seek counsellor assistance themselves. Parental permission is always obtained prior to any detailed assessment or testing of a child.

Parents will be closely involved and regularly consulted about any long term program of assistance undertaken by the counsellor with their child.

## Assessment & Reporting

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All opportunities need to be taken to enhance the learning culture of our school through open communication to each parent about their child's school progress. Continual reporting to parents is a vital aspect of monitoring accountability and responsiveness in meeting children's needs and producing quality educational outcomes for all children enrolled in the school. At our school, student progress will be communicated to parents through parent/teacher/student interviews and the Semester 1 and 2 Report.

A Report will be sent home at the end of Term 2 and Term 4. Parent interviews will be held at the end of Term 1 and can be requested at the end of other Terms if considered necessary.

## Learning Continuums

Teachers assess student achievement in terms of outcomes. Learning Continuums are now used to plot student progress and plan for future learning to ensure that student learning is relevant. Continuum based learning addresses the essential skill development that each student needs to progress to the next level in literacy and numeracy.

All parents will be made aware of Continuum based learning through the parent information sessions at the beginning of the school year.



## **Parent/Teacher Interviews**

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All families within our school are encouraged to contact the School at any time during the school year to arrange an appointment to discuss their child's progress. Teachers welcome discussion with parents to ensure that all student needs are met. The best time for an interview is generally after school, however where this is not convenient, attempts will be made to arrange a mutually acceptable time.

As an important part of our annual reporting system, all parents are invited to attend an interview with their child's class teacher at the end of Term 1. Samples of student work will be presented to parents to demonstrate where the child is working on the Literacy and Numeracy continuums and what they need to do to progress. Parent/Teacher interviews may be requested at the end of other Terms.

## **Best Start – Kindergarten Assessment**

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At the beginning of the year every new Kindergarten student will participate in an individual assessment with their teacher.

The information gained from this assessment provides vital information to assist in providing the best teaching and learning for each individual child.

## **Presentation Ceremony**

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A Presentation Ceremony is held in December each year. Prizes and presentations are awarded to students on this occasion. The school receives valuable donations to support this activity and to help recognise and celebrate the achievements of students from within our school.

## **Year 6 Placement into Year 7**

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To assist the High School in the placement of Year 6 students entering Year 7 in the following year, the children participate in a Transition Program to prepare them for moving into the Secondary School setting. This program involves past students and high school teachers working closely with the Year 6 students to provide information about the learning and culture of high school life.

During the year Crescent Head Public School links with the High School to share data on external testing across Stages 3 and 4 and engage in activities to support students and strengthen learning.

## **MACLEAY PUBLIC SCHOOLS (MPS)**

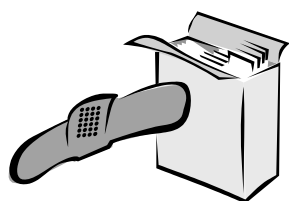
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Crescent Head Public School is an active member of this very strong community of schools group. The group consists of the 18 Primary and feeder High Schools in the Macleay area and the goal of this group is to provide increased educational opportunities for all students.

Activities and opportunities are provided for students and teachers to enhance the quality educational outcomes by working together and utilising the specialist skills across the network of schools.

## **FIRST AID, ILLNESS AND ACCIDENTS**

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The first aid officer will administer first aid for minor accidents. In the event of a serious illness or accident, parents will be contacted personally by telephone or via the designated emergency contact. Please ensure that emergency contact numbers are kept up to date at all times.

In case of a serious accident and the inability to contact one of the parents or caregivers, the school may request the Ambulance Service to transport the child to Kempsey Hospital.



## **Ambulance**

Our school contributes to the NSW Ambulance Fund covering the cost of transporting students within NSW where necessary. An ambulance will be called if it is felt that a student's health is at risk. Parents or contact persons will also be contacted as soon as possible with regard to the child's health concerns.

Ambulance cover is not provided for parents and it is advisable that families consider their own ambulance cover where possible.

## **Administration of Medication**

Administration of medication requires a written authorisation from parents. Please contact Renée Marchment, the Administrative Manager, for further information regarding the Department of Education's policy on prescribed medication.

## **Infectious Diseases**

From time to time infectious diseases become evident in schools. The school will follow procedures as set by the Department of Education and Training in dealing with such an outbreak. Information sought upon enrolment of the immunisation status of children is used in circumstances such as this.



Regulations require that children suffering from certain illnesses stay away from school for set periods.

Please telephone the school office for further information should your child be diagnosed with: chicken pox, German measles, mumps, whooping cough, ringworm or scabies, conjunctivitis, impetigo (school sores) or pediculosis (head lice). Other children living in the same house are not usually required to stay at home.

## PARENT PARTICIPATION

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### P & C Association

**President – Riitta Kytola**

These meetings are open to all interested parents and citizens within our school community. Parents and caregivers who attend the monthly P&C meetings have the opportunity to meet the Principal, other staff and community members and contribute to important decision-making about our school. A strong P & C body is essential to ensure the success of school community cooperation and effective communication

Each year the P&C conducts various fund raising activities to finance additional school equipment. The major function is the Crescent Head P&C Art Exhibition. Your support of these events is encouraged and appreciated.

Parents may also support their child's school by becoming actively involved in many different ways – as classroom helpers, canteen workers, sport coaches, transport providers, parent-tutors etc.

The Crescent Head P & C Association meet in the Staff room on the:

**1<sup>st</sup> Thursday of each month from 5.30pm**

### Parent Helpers

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Parents as partners in education are appreciated. Your skills are valued. Help can be given in many areas: reading, craft, maths, etc. If you would like to help, just let the school know. The school runs a very successful “Parents as Tutors” program.

## Canteen – OPEN: TUES, THURS & FRI



The canteen at Crescent Head Public School is an integral part of our school, providing valuable financial assistance to our P&C and healthy, nutritious food to our students.

Our canteen is classed on a GOLD LEVEL.

Each year we welcome new volunteers. The school canteen cannot operate without parent helpers and additional assistance is always needed. If you can volunteer for a day each month or if you know of any community member who may like to come along and support our school by assisting in the canteen, please let us know.



Please give this consideration and contact our school office or phone Alison Koivu, *pictured left*, (Canteen Manager) on 0412 814 861.

If you have not worked in the canteen previously, you will be rostered with an experienced volunteer.

It is expected that all students demonstrate our 5C values at all times to voluntary workers.

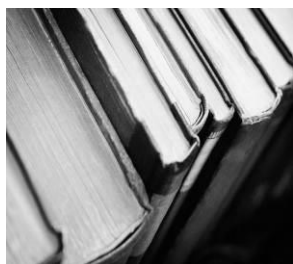
## **Our Canteen is CLOSED on Monday and Wednesdays.**

### **Lunch Orders**

Lunch may be ordered from the School Canteen. Students are required to fill out their lunch order on a brown paper bag showing their name, class and what they require for lunch, along with the correct money, if possible, enclosed. Lunch orders are placed in special 'class boxes' in classrooms when school commences.

A Canteen Price List is sent home at the beginning of the year.

## Library



The school library is the centre of the school for both teachers and students. It is used for instruction as well as recreation. The main purpose of the library is to encourage children to love books and use information technology as a tool for research and a pathway to knowledge and understanding.

It is also important for children to think of the school library as a place for enjoyment and as an opportunity to accessing a world of information. Each child from K-6 has a half-hour Library lesson every week. They can borrow from the library provided they have a durable library bag in which to transport these books. Library bags are available for purchase from the school library at a cost of \$5.00.

Parents are asked to make sure books are treated with respect and any damage reported to the School when the book is returned.

The Library is also open Tuesday and Wednesday lunchtimes from 1.20pm – 1.45pm for borrowing and research. Students have access to our computer lab during Tuesday, Wednesday and Thursday lunchtimes from 1.20pm – 1.45pm.

It has become a custom each year for families to have the opportunity of purchasing a book to donate to the school enabling the library to have a wide range of books for borrowing. Students participate in the Premiers Reading Challenge (PRC) each year.

The library offers students access to a computer lab, the Internet and a wide range of interactive technologies to enhance learning.

**Volunteer helpers are always required to assist in the school library.**

***If you have an interest in covering books or in assisting to keep the library 'up to date' please contact our librarian.***

### Book Club

Children are offered the opportunity to purchase well graded books of good value each term. Order lists are sent home with children and orders are placed with Scholastic Book Club.

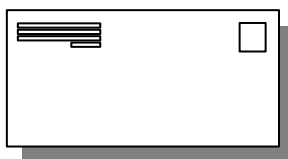
## ADMINISTRATION AND GENERAL SCHOOL INFORMATION

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**School phones are attended from  
8.30am to 3.30pm on school days.**

### Family Information Details

New families to the school receive forms to be completed and returned to the school. This supplies the school with your child and family details as well as medical information, which the school may need to know in an emergency.



If your family name, address, contact numbers or doctor changes, please notify the school as soon as possible by phone or in writing. It is vital that the school be kept up to date to ensure that parents can be contacted quickly in times of an emergency.

### Student telephone messages

It is requested that telephone messages for students be of an urgent nature only.

Urgent brief messages may be telephoned to the school office and staff will relay them to the teacher or the child concerned providing that messages are received prior to 2.30pm.

NOTE:

**Messages must be received prior to 2.30pm to ensure delivery.**

### School Newsletter

Our school produces a regular newsletter ***The Grapevine***, which is distributed within the school and community. The Grapevine is sent home each Monday to every family via the eldest child. The newsletter aims to promote school activities and student achievements along with providing information about coming events or activities. On rare occasions separate notes are sent home.

*Be on the lookout each Monday afternoon for your Grapevine.*

The Grapevine is also available online each week at:

**[crescenthd-p.schools.nsw.edu.au](http://crescenthd-p.schools.nsw.edu.au)**

**Or** via our school app – *Skoolbag* and sent straight to your smartphone.

## General School Contributions

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A voluntary general school contribution is requested at the beginning of each year. These funds help to meet some of the costs of resources and consumable materials used by children each year. Whilst these contributions are minimal, they are certainly beneficial to the school. These payments can be made in full or by instalments.

The 2015 School Contribution:	
\$50.00	1st Child
\$50.00	2nd child
\$120.00	<u>Maximum</u> for Family

## General Requirements

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- All students are required to have a bag suitable for library books and readers. These are available from the school office.
- All pencils, books, erasers and rulers are supplied for students in Years K-2. They may bring their own textas to school.
- Students in Years 3-6 are asked to bring their own lead pencils, coloured pencils and textas to school. They will be supplied with books, paper, red and blue pens, a ruler and an eraser.
- From time to time, individual teachers may require some additional materials brought in by the children (homework book, craft items etc.)

## Financial Support

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The State Government has provided schools with money called the Student Assistance Fund. This is a fund available to parents in rural parts of NSW who are experiencing financial difficulties meeting the cost of school related activities for their children e.g. school uniforms, cost of excursions or visiting shows, books etc. Parents need not be worried about approaching the school for assistance as the matter is strictly confidential between the parent and the principal.

Parents wishing to access financial support from the fund are encouraged to contact Mr Upcroft as the need arises, either by phone, letter, or personally.



## Excursions

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Our school participates in excursions to enrich a child's learning experiences. These excursions may be as part of a whole school activity or in smaller group situations. At present the school undertakes a major excursion every year for Stage 2 and Stage 3 students. This alternates between Sydney and Canberra and the Snow Fields.



*Years 3&4 at MudWorld on their Adventure Land excursion*



*Stage 3 also participates in an Orientation Camp at Delicate Nobby where students ride to their campsites along the beach. They then spend their days exploring the local coastal area.*



## Artistic & Cultural Performances

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From time to time the school will elect to attend or host visits from various performers which may include drama, dance, music/song, language, poetry, environmental studies, science, sport etc. Parents will be informed of these events and a fee to cover costs may be imposed. This information will be made available to parents in our weekly newsletter.

## Creative Arts

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Crescent Head Public School has an enviable reputation for the quality of its programs in the Creative Arts. The exceptional quality and outstanding achievements of our School in the Creative Arts Programs was recognised by receiving a Director General's School Achievement Award.

Our School participates in District Music, Dance and Drama Festivals as well as entering Art Exhibitions and supporting the Macleay Educational Community of Schools Creative Arts Activities.

In class time, activities such as choir, percussion, marimba, visual arts, dance and drama are offered to all students. A major production is staged in Term 3 involving all Stage 3 students. An annual whole school concert is a popular feature of the School's calendar and involves all students K - 6 in a thematic production.

### Every FRIDAY at 1.45pm – 2.55pm

All students in Years 3 – 6 participate in **Creative Arts Groups** each week in Stage groups. All students get exposure to quality teaching and learning experiences in a variety of Creative Arts areas by utilising specialist teacher skills.



### Creative Art Groups include:

- Visual Arts
- Drama
- Multi-Media
- Craft
- Music

## Art

The school provides painting smocks for students to use during art and craft activities. If these are not sufficient to cover a child's uniform to a parent's satisfaction we encourage families to send along a large shirt or other suitable alternative.



*Left: Our students worked closely with local Aboriginal artist Richard Campbell to create wonderful artwork. He shared his local cultural knowledge and skills with all our students.*



*Our students enjoyed working with local Aboriginal artist Milton Budge to create our outdoor learning space.*



## Music

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Our School provides rich musical experiences for all students at the classroom level. Extra music sessions are provided throughout the year depending on the focus and will include:

- School Band  
Class instrumental groups including percussion, drumming and marimbas
- Dance Groups
- School Productions and concerts
- Participation in the NSW Schools Spectacular



*CHPS Band jam session*



*Above: Our School Choir members and Marimba Group performing at the Macleay Public Schools Music Festival.*



## Sport and PE

**K, Years 1 & 2 (E.S.1 & S.1)** - Individual classroom timetabling

**Years 3 – 6 (S.2 & S.3)** - FRI **12:10 – 1:10pm**



As well as regular sport and fitness each week, the school conducts swimming lessons for non-swimmers with an intensive swimming program that runs for 2 weeks in Term 4. All children under 8 years old attend these lessons as well as any child who is not a competent swimmer over 25 metres.

Early Stage 1 students will have swimming lessons for sport in Term 4. Stage 2 and Stage 3 students will have swimming for Sport in Term 1 and Term 4.

These activities form part of our PE/Health/PD program of which all children are required to participate.

All students from K-6 participate in School Cross Country, Swimming, and Athletics. Our School now has a fantastic skipping demonstration team.

The school has a strong tradition in inter-school sport. Local community teams are entered in weekend swimming, cricket, netball and soccer competitions.

Our School has had a high number of student representatives at North Coast, State and National levels in PSSA sport.

### SPORTS HOUSES



BLUE	A – D
Beranghi	
RED	E – L
Noongah	
GREEN	M – Q
Goolawah	
YELLOW	R – Z
Dulconghi	

Children are grouped in their sporting houses alphabetically; to ensure all family members are together. Groupings are as above.

## Enrichment Programs

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These programs will be offered to students in Years 3 - 6 who show aptitude and talent in the following areas of the curriculum. Students will be selected by teacher nomination and parents will be informed of their inclusion in such programs. Courses include Environmental Education, Literature, Communication, Mathematics, Computer, Science and Technology.

### Learning and Support teaching

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Crescent Head Public School has access to a Learning and Support teacher 3 days per week.

This program is provided for students experiencing difficulties in the area of Literacy in Years K – 4 (or wherever there is the greatest need). This program is taught by Mrs Lisa Maynard. It involves both withdrawal and in-class work and utilises a parent tutoring program.

### Reading Recovery

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Reading Recovery is provided to students in Year 1 who are identified as experiencing difficulties in Literacy.

This intensive one-on-one program is taught by a qualified Reading Recovery teacher and involves working with individual students to

improve their reading skills to a point that will enable them to successfully engage in classroom literacy activities.

## Support Programs

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In any class in any school there are children who need extra support and encouragement to learn. At the same time, there are students capable of being extended in their learning beyond the classroom.

All teachers provide support within the classroom for children needing that extra assistance while at the same time providing opportunities for capable students to be extended.

The school also has the services of a Learning and Support Teacher who provides additional assistance each day of the week to children in the various classes requiring such assistance. This help can take the form of working with individual students or small groups of students within the classroom setting or by withdrawing such students for periods of time to work extensively on numeracy or literacy problems.

The school also provides an Enrichment Program each week. It provides an opportunity for students who have a particular interest or talent to receive extra stimulation and challenges. Activities include science and technology, writing, logic, mathematics, problem-solving, visual arts, inquiry learning and critical thinking. Students with sporting talents are well catered for in the school's other programs.

The aim of the Enrichment Program at Crescent Head Public School is to identify Gifted and Talented students on a school wide basis using a variety of identification processes which include; teacher nomination forms and discussion, standard testing results and classroom assessment procedures. Identification is ongoing and recognises that talent and giftedness may occur in different areas.

The Enrichment Program provides the opportunity for students to achieve their full potential through their daily routine and extra curricular activities.

Opportunities are provided within the classroom and among groups of identified children in weekly school based enrichment classes.



Crescent Head Public School is a proud member of the  
*Macleay Educational Community of Public Schools*

We welcome all new families and students to our school and look forward to working together to build our strong learning community.



If there is anything else that you would like to know about our wonderful school or our educational programs, please feel free to contact a member of our staff at Crescent Head Public School.

Simply phone the school on the following number and we will do everything we can to assist you with your enquiries.

**02 6566 0255**

Please find us on the web at:  
**[crescenthd-p.schools.nsw.edu.au](http://crescenthd-p.schools.nsw.edu.au)**