

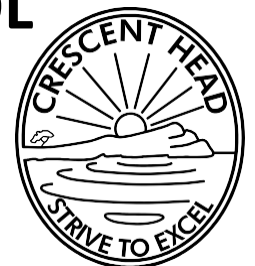
Strive to Excel



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 regard 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 and via the parent School Bytes app.

At Crescent Head Public School we believe that a shared set of values encourage our positive culture to grow and thrive. We foster and explicitly teach the values of **Belonging, Collaboration, Kindness and High Expectations**. Our approachable, dedicated staff are eager to form strong partnerships with our community as Together, We Strive to Excel.

Cameron Upcroft
Principal

Contact us:

Phone: 02 6566 0255

Fax: 02 6566 0617

Email: crescenthd-p.school@det.nsw.edu.au

Check us out on the web: www.crescenthd-p.schools.nsw.edu.au

Contents Page

Pg 5	Meet our Staff
Pg 6	Aims of Crescent Head PS
Pg 7	Vision Statement
Pg 8	A Message from the Staff
Pg 8	Behaviour Code
Pg 9	Curriculum
Pg 10	Student Representative Council
Pg 11	Enrolment Information
Pg 12	School Hours
Pg 15	School Uniform
Pg 18	Travel Arrangements
Pg 19	Homework Policy
Pg 20	Assessment and Reporting
Pg 22	First Aid Procedures
Pg 24	Parent Participation
Pg 25	Canteen
Pg 26	Library
Pg 27	Administration
Pg 28	School Contributions
Pg 29	Excursions
Pg 30	The Creative Arts
Pg 33	Sport
Pg 34	Enrichment & Support Programs
Pg 35	Support Programs

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
Curriculum & Instruction** Kate Hollis (Stage 1)

Assistant Principal: Ms Pelay Ingles (Stage 2)

Assistant Principal: Mr Murray Dickinson (Stage 3)

Kindergarten (KE): Mr Nathan Edwards

Year 1/2: Mrs Josie Faulkner

Year 1/2: Mrs Kirsten Lobb

Year 2/3: Mrs Michelle Ross

Year 3/4: Mrs Tracey Munday

Year 5/6: Mrs Toni Moffitt

Year 5/6: Mr Murray Dickinson

RFF Teacher: Mrs Sarah Jordan

**Learning & Support
Teacher:** Ms Pelay Ingles

Librarian: Mrs Wendy Vermeulen
(Tuesday and Wednesday)

School Counsellor Mr Toby Coleman
(Tuesday)

School Administration Manager: Renée Darling

School Administration Officers: Pip Eppelstun & Kim Lamb

School Learning Support Officers:
Aunty Kate Morris, Kiera Rixon, Mark Black
and Andrea Munster

Ground Assistant: Mark Black

**NSW Department of Education
Mission Statement**

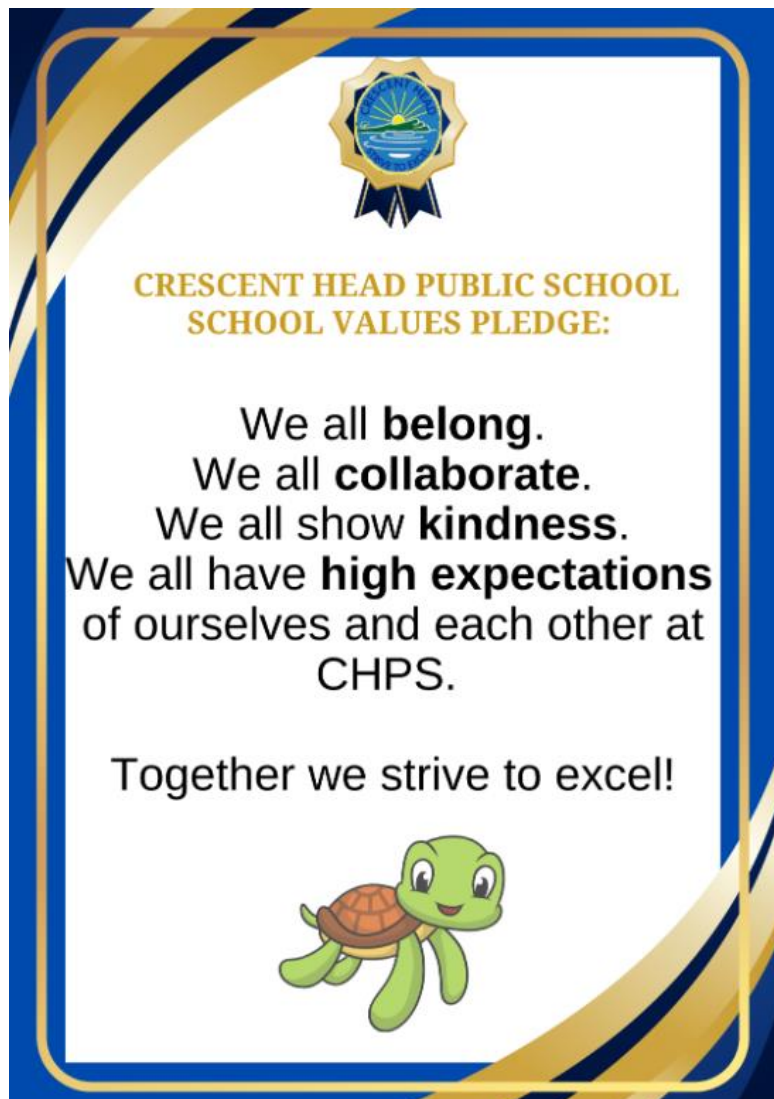
We aim to educate the Public School students of New South Wales for the benefit of each individual, the community and the nation.

AIMS OF CRESCENT HEAD PUBLIC SCHOOL

School Motto

Strive to Excel

School Pledge



CHPS is a Berry Street Education Model School

Our teaching staff work closely with the Macleay Valley Public Schools Community to implement the Berry Street Education Model (BSEM) for all our students. Through this program our students are explicitly taught how to ensure that they are emotionally and socially "Ready to Learn" through the 5 domains of Body, Relationships, Stamina, Character and Engagement. This process is supported with every student in every class feeling valued and known through our morning "Check in Circle" and timed, physical "Brain Breaks". Students taking positive actions to support others is encouraged through our Positive Upstanders assemblies where kindness is celebrated. This is in addition to the Raise Responsibility system where students are supported to play a role in ensuring that Kindness and Collaboration lead to every student at CHPS having a strong sense of Belonging in our School.

Vision Statement

Our culture of trust and collaboration at Crescent Head Public School develops highly engaged learners through innovative, quality teaching in a positive, harmonious environment, where high aspirations, creativity, environmental and cultural awareness are cultivated. Together we all 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.

Curriculum

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

- Working scientifically
- Design and production
- Thinking skills

History/Geography

- Concepts
- Skills

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

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.

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. Enrolments can be completed online from the CHPS website:

<https://crescenthd-p.schools.nsw.gov.au/about-our-school/enrolment.html> or a paper copy can be collected at the school office.

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 Preschool visits the Kindergarten classroom every second week 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 Preschool and get to know their young buddies throughout Term 4. This familiarisation and support

greatly assists the transition of the Preschool 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 or notification using the School Bytes app 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

8.55am	School Commences
11:00am to 11:15am	Break 1 Eating time
11.15am to 11.35am	Break 1 Play time
1.05 pm to 1:15pm	Break 2 Eating time
1.15pm to 1.45pm	Break 2 Play time
2:55pm	School Concludes



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

End of school day 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 on the stairs of the Admin building and are supervised by a teacher 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 Killuke Crescent and then across Baker Drive at the school crossing.
- Kiss and drop students form a line and walk down to parents waiting at the bottom of the school hill at the back path.

Before and After School Care

CHPS has an Out of School Hours Care in our school Monday to Friday from 7am until school begins and from the end of school until 6pm. This service is provided by the Kempsey Family Day Care who can be contacted on 02 65 626387 for enrolment enquiries.

Students Leaving the School Grounds

Early Departures and Late Arrivals Procedure

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. If the parent/carer does not attend the office on late arrival a call should be made to CHPS to explain late arrival.

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

A whole school assembly is held on Mondays at 11.35am to provide weekly information under our COLA (Covered Outdoor Learning Area). A whole school assembly is held each Friday at 2pm – 2.55pm in the 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.

Assemblies of Excellence are held twice per year to celebrate the students in each class who have achieved through our values of **Belonging, Collaboration, Kindness** and **High Expectations.**"

Special Religious Education

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

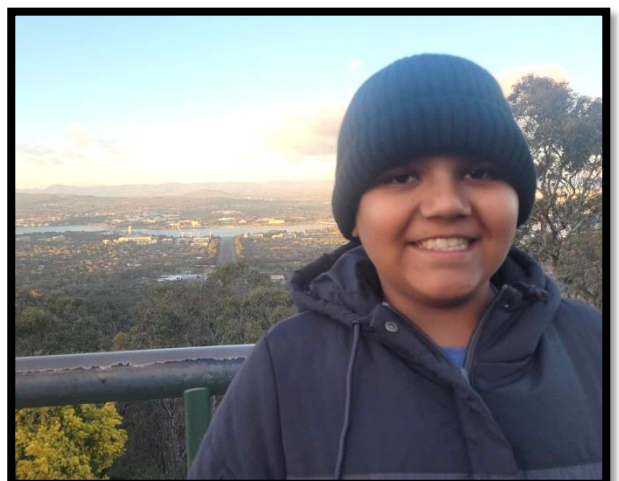
Special Education in Ethics

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.

Aboriginal Education

We pride ourselves on being a school that enhances learning, fosters cultural pride and ensures that all students have knowledge of and value Aboriginal Education. Crescent Head Public School is a proud member of the Macleay Aboriginal Education Consultative Group. Our practices are aligned to the Aboriginal Education Policy ensuring that every family is connected to our school through their child's Individual Education Pathway and every class includes Aboriginal perspectives in all subject areas.



Crescent Head Public School Uniform

The New South Wales Department of Education strongly encourages 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

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

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

Winter Girls

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

Sports Day

Boys / Girls Sports Uniform

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 dance pants, and sweatshirts.

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

Headwear



‘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.

Wide brim and bucket hats are available from our school office, and these hats are a part of our school uniform.

Items for Sale at the School Office

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
Boy’s shorts	\$18.00
Girl’s box pleat shorts	\$20.00
Wide brimmed and bucket hat	\$15.00
Royal blue socks	\$ 5.00
Library bags	\$ 7.00



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, hats, 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 appreciated. 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* and on the School Bytes app.

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.



Homework/Home Reading

At CHPS, homework tasks will be assigned by teachers with a specific learning purpose. On completion, teachers will acknowledge student effort and provide feedback related to student learning.

Quality Research indicates that student learning may be enhanced if homework is:

- appropriate for each student's age and ability
- relevant to each student's needs
- purposeful and designed to meet specific learning goals
- varied and challenging, but achievable
- built on knowledge, skills and understanding developed in class
- clearly stated and requirements made explicit during class time
- supported by teacher strategies for students having difficulties with homework.

Our teachers monitor that the quantity of homework is manageable to ensure quality and can provide feedback to students on completion. Homework that is manageable for students will:

- be age appropriate
- consider students' outside of school hours commitments, such as sport, cultural activities, tuition, parttime employment and home responsibilities
- take into account students' access to resources and technology beyond school
- be clearly communicated to students
- provide some flexibility and options to allow for different student circumstances.

Quality homework across the stages may help students to develop effective study habits and broaden their understandings and skills across the curriculum.

Homework for Kindergarten-Year 2:

In general, students are not expected to complete formal homework in Kindergarten. Students will be given decodable texts, at their level, to read at home.

In Years 1 and 2 some formal homework may be set. For example, students might be asked to read and write, learn words for spelling and complete some mathematical activities.

Homework for Years 3-6: Homework in Years 3-6 may be varied and students may be expected to work more independently. Students could be encouraged to read and practise mathematical concepts, and spelling strategies, learnt at school. Other homework may also be set across areas of the curriculum and will be communicated by the class teacher.

Reading records will be monitored at school and students will receive recognition for each 25 nights of completed home reading.

How can I best help my child with reading at home?

- **Pause – Prompt – Praise**
- **Practise reading decodable texts (encourage fluency)**
- **Practise reading word cards and or sentence strips**
- **Read a range of books to your child – Model expression, fluency, exposure to vocabulary, improve oral language**

Counsellor

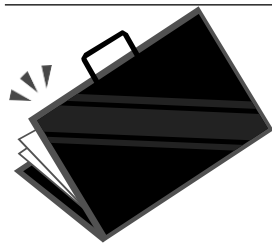
Help is available for problems or concerns that you may have about the development of your child.

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.

Sharon Lane is a Senior School Psychologist and works with our students at CHPS each Friday. Appointments are able to be made through our parent referral process by contacting the school.

Assessment & Reporting



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 around the end of Term 2 and can be requested at the end of other Terms if considered necessary.

Learning Progressions

Teachers assess student achievement in terms of outcomes. Learning Progressions are now used to plot student progress and plan for future learning to ensure that student learning is relevant. Progression 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 Progression based learning through the parent information sessions at the beginning of the school year.

Parent/Teacher Interviews

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 2.

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

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

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

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)

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 or Accident



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 Darling, 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 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

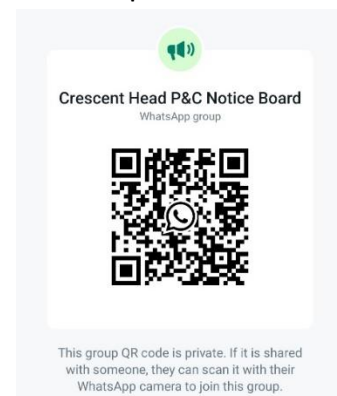
P & C Association

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. 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 once a month. Please scan the QR code for up to date P&C information including meeting times.



Parent Helpers

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: THURSDAY



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.

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

Our Canteen is OPEN on Thursday

Lunch Orders

CHPS uses an online lunch ordering system called Spriggy Schools.

Spriggy Schools will make lunch orders more convenient for both families and the canteen.

Steps to get started:

1. Go to www.spriggyschools.com.au to register and download the app or use the QR code.
2. Add a profile for each of your children, making sure you select Crescent Head Public School and your child's class.
3. Start placing lunch orders!

If you have any questions, please contact Spriggy Schools via their webchat on the website or in the app.

Recess does not need to be ordered but an order must be placed for lunch items.

Up to \$2 cash change can be sent with the students on Thursdays to purchase snacks at lunch and recess to enhance financial literacy skills.



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 \$7.00.

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.

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.

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.

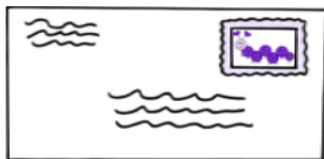


Administration and General School Information

**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. The Grapevine is sent home each Monday to every family via the eldest child or can be sent directly to your email if requested. 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 or on the School Bytes parent app.

General School Contributions

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 CHPS School Contribution:	
\$49.00	1st Child
\$49.00	2nd child
\$120.00	<u>Maximum</u> for Family

General Requirements

- 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

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

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 a Sydney excursion and a Canberra / Snow excursion for Stage 3 and Cascades Environmental Centre and Sport and Recreation Camps for Stage 2 students. Stage 2 students also enjoy the opportunity to ride their bikes to Delicate Camp to explore the coastal environment over a three day camp.



Artistic & Cultural Performances

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

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.

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.

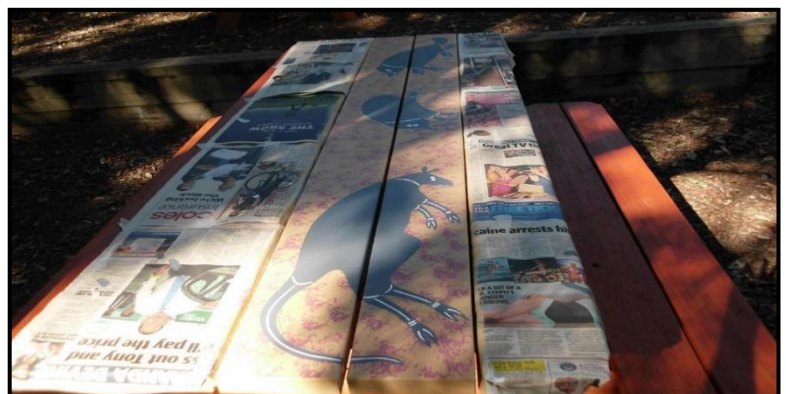
Creative Art Groups include:

- 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.



Music

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
- Lower North Coast Dance 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 two 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.

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



CRESCENT HEAD PUBLIC SCHOOL

SPORT HOUSES

<u>Beranghi</u> ABCDE	<u>Noongah</u> FGHIJKL
<u>Goolawah</u> MNOPQ	<u>Dulconghi</u> RSTUVWXYZ

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

High Potential and Gifted Education



The High Potential and Gifted Education strategy (HPGE) aims at delivering excellence through identification and support for all students in all areas of learning. Additional opportunities will be offered to students who show aptitude and talent in Literacy, Numeracy, Creative and Performing Arts and Sports. Our school has been in partnership with the Aurora College since 2019 in delivering accelerated learning programs in Literacy, Numeracy and Science.

Learning and Support teaching

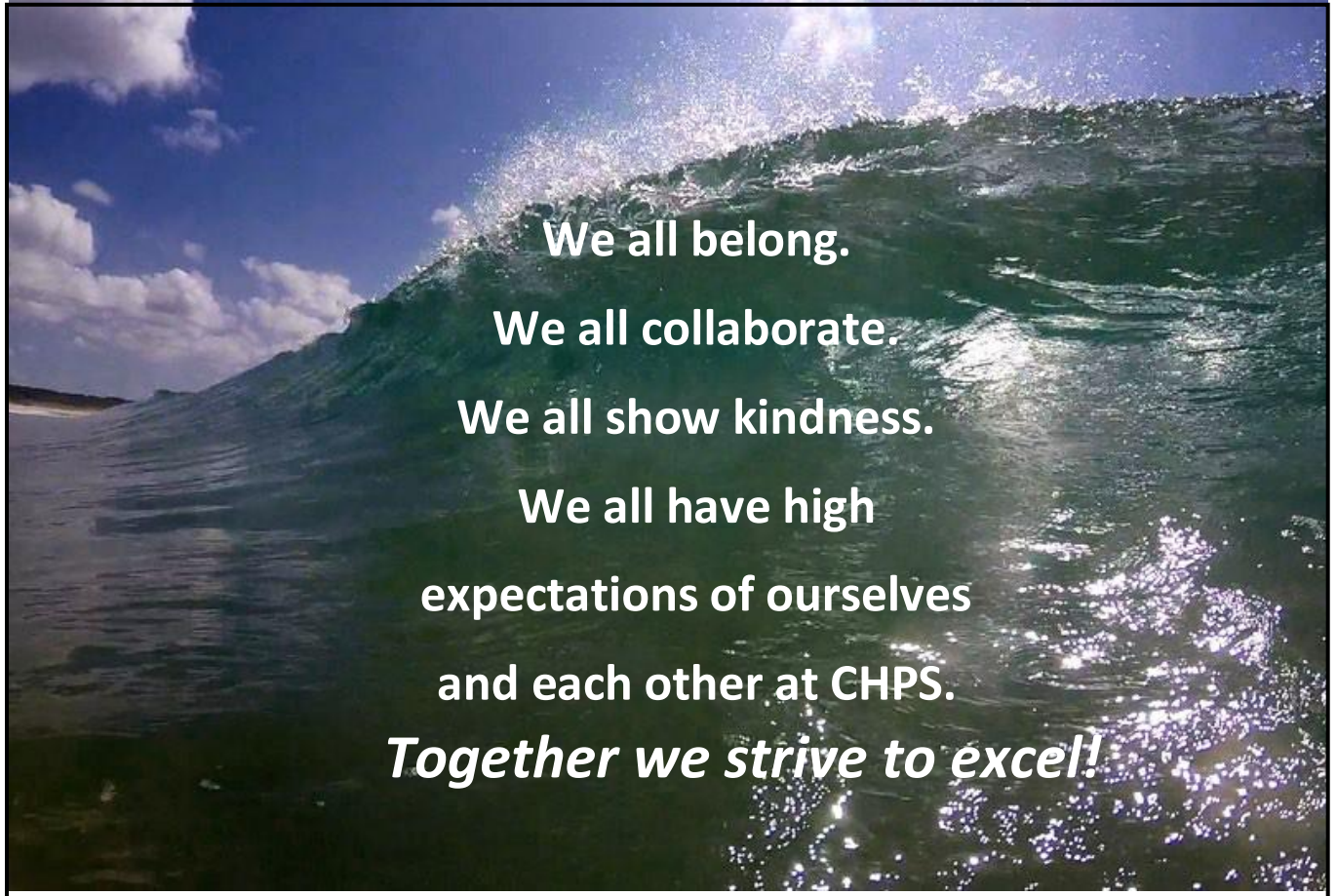
Ms Pelay Ingles is our Learning and Support Teacher and Assistant Principal of Stage 2. In her role she coordinates and implements additional learning opportunities for all students K-6 to ensure that all students are supported to progress in their learning. Our Learning and Support Team consists of Ms Ingles, Ms Kiera Rixon, Mr Mark Black and Ms Andrea Munster. They work in collaboration with the Department of Education's Learning and Engagement Team to deliver assisted, one on one learning programs such as Mini-Lit, Multi-Lit or to assist the classroom teacher with the appropriate, in class interventions to maximise learning. Ms Ingles and her team provide additional instruction using our recently purchased decodable reading resources to ensure that every child is developing functional reading and writing skills. This team collects information and gives recommendations for the teachers of students who need adjustments to access the curriculum and meet their educational goals. This team is often seen working around the school in our gardens delivering brain breaks for students to ensure that they are ready to learn at the appropriate times during lessons.



Our Learning and Support Team meet each Monday to discuss the progress of targeted interventions in classrooms and to take part in the important professional learning, ensuring that all interventions are up to date best practice. They play a key role in meeting the specific needs of children with disability and additional learning and support needs.

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

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



We all belong.
We all collaborate.
We all show kindness.
We all have high
expectations of ourselves
and each other at CHPS.
Together we strive to excel!

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