CULBURRA PUBLIC SCHOOL
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HANDBOOK
FOR FAMILIES
2011
‘LIVE AND LEARN’

SAFETY RESPECT RESPONSIBILITY
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School Leaders 2010
PRINCIPAL’S FOREWORD

Welcome to Culburra Public School. This folder is designed to be a comprehensive source of information about the school, its goals, procedures, policies and a host of general information that you will need to know about the day to day functioning of the school.

Culburra Public School is situated within the Culburra township between the Crookhaven River and Jervis Bay. It is a regional school, established in September 1976 serving the townships of Culburra and Orient Point. Previously students had attended Pyree School, which closed in 1976, or they travelled to Nowra.

The school includes a modern administration block, large assembly hall, canteen, large covered outdoor learning area (COLA) and a most impressive modern library; well equipped with books, resources, an audio visual room, mobile computer laboratory and study rooms. Eight brick classrooms are supplemented by one additional demountable room.

The tranquil nature of Culburra and its surrounding towns, adjacent as they are to beaches and water, encourages the existence of a relaxed lifestyle, free from urban stress for most of the school community. This is repeated in the tone of the school.

Culburra Public School provides an educational venue for the children of the Jerrinja Aboriginal Community from Orient Point. The culture of the Jerrinja Community is valued as a rich source of learning by all the children of the school. Aboriginal Education forms part of the school curriculum.

A strong feature of the school is its well perceived public image. This has been achieved through the establishment of an open environment, experienced teachers committed to the welfare of their students, the encouragement of strong parental participation and the school’s willingness to participate in community activities.

The school’s attitudes and practices have achieved within the school community a strong intercultural harmony, the beginnings of leisure activities centred around the school and parental involvement in classrooms, excursions, canteen and policy making.

MISSION STATEMENT

The mission of Culburra Public School is the delivery of high quality education and teaching outcomes which are responsive to the needs of all students and enhance the aspirations and expectations of the total school community.
2. Term Dates for 2011

- **Term 1**
  Year 1 to Year 6 Thursday 31<sup>ST</sup> January to Friday 8<sup>th</sup> April,
  Kindergarten starts Tuesday 1<sup>st</sup> February
  Friday 28<sup>th</sup> January-Staff only to attend.

**Autumn Vacation**
Monday 11<sup>th</sup> April to Tuesday 27<sup>th</sup> April

- **Term 2**
  Thursday 28<sup>th</sup> April to Friday 1<sup>st</sup> July
  Wednesday 27<sup>th</sup> April -Staff only to attend.

**Winter Vacation**
Monday 4<sup>th</sup> July to Friday 15<sup>th</sup> July

- **Term 3**
  Tuesday 19<sup>th</sup> July to Friday 23<sup>rd</sup> September
  Monday 18<sup>th</sup> July-Staff only to attend.

**Spring Vacation**
Monday 26<sup>th</sup> September to Friday 7<sup>th</sup> October

- **Term 4**
  Monday 10<sup>th</sup> October to Friday 16<sup>th</sup> December
  Monday 19<sup>th</sup> & Tuesday 20<sup>th</sup> December-Staff only to attend.

**Summer Vacation For Students**
Monday 19<sup>th</sup> December 2011 to Monday 30th January 2012

**Staff Development Days 2011**

  Friday 28<sup>th</sup> January, Wednesday 27<sup>th</sup> April, Monday 18<sup>th</sup> July, Monday 19<sup>th</sup> &
  Tuesday 20<sup>th</sup> December-Staff only to attend.

Dance Team 2010
3.

**NATIONAL ANTHEM**

**ADVANCE AUSTRALIA FAIR**

Australians all let us rejoice
For we are young and free.
We’ve golden soil and wealth for toil,
Our home is girt by sea.
Our land abounds in nature’s gifts,
Of beauty rich and rare.
In history’s page let every stage,
Advance Australia Fair.

In joyful strains then let us sing
Advance Australia Fair.

Beneath our radiant Southern Cross
We’ll toil with heart and hands,
To make this Commonwealth of ours,
Renowned of all the lands.
For those who’ve come across the seas,
We’ve boundless plains to share.
With courage let us all combine
To Advance Australia Fair

In joyful strains then let us sing
Advance Australia Fair.

**SCHOOL SONG**

It’s of Culburra Public School
We sing this happy song
We learn to read and write and play
To help us all life long
It’s here that we are taught to be
Loyal, truthful, brave and free
Take pride in all the things we do
In our School beside the sea

**SCHOOL PLEDGE**

I honour my God
I serve my Country
I am loyal to my School
And I respect the Flag
4. VALUES AND THE PRIMARY SCHOOL

Young people acquire values through their experiences at home, at school and in other social situations.
Public schools cannot and must not be value free. Students cannot be involved in schooling without being affected in the way they think about moral issues and in the way they behave. The reality is that schools teach values whether they intend to or not.
Schools will promote the core values of our community while being sensitive to the specific attitudes and values of the many groups which make up our community.
Primary schools must work actively and consciously to help their students acquire values which reinforce the importance of education and support human relationships and civic responsibility.

What follows is a statement of some of the core values which our primary schools promote.

Values Relating to Education
Primary schools help students to develop a love of learning, knowledge and a commitment to the truth. They value students’ curiosity and promote logical and critical thinking. They recognise the partnership between homes, the school and the community in education and the development of positive attitudes towards effort and achievement.

Values Relating to Self and Others
Primary schools help children to recognise their own worth as individuals and accept the importance of developing a personal belief and value system. This involves accepting responsibility for your own actions, being punctual and fulfilling commitments, taking pride in personal cleanliness and grooming and actively pursuing personal fitness and health. With regard to other people, students learn to be honest, open and co-operative. They are helped to promote the positive welfare of others in a warm and caring fashion, to respect different viewpoints and pursue excellence in all personal and group endeavours.

Values Relating to Civic Responsibilities
Primary schools help children to develop a pride in being Australian within a world community and in sharing our diverse cultural heritage. They seek to develop in students a commitment to the democratic process, to social justice and to equal opportunity. Students are assisted to pursue the peaceful resolution of conflict and to reject racism, sexism and other forms of prejudice. Schools promote positive attitudes towards lawful and just authority and consequently, to the accepted rule and requirements of the school as a social institution. Students are expected to contribute actively to the life of the school and the wider community. They are encouraged to support economic development, the conservation of heritage and environment and to care for public and private property.

In seeking to foster and promote these values, primary schools should develop within the school community an understanding of what these values mean. They should also identify any additional values which are regarded as commonly held in their community. They should then take every opportunity to publicly state what values the school stands for and what measures will be taken to assist their development. Values development will occur, under the Principal’s leadership within the school and through the formal courses, the personal relationships within the school and through the total school organisation and life.
5. THE PRIMARY CURRICULUM

MAJOR LEARNING AREAS.

The curriculum is structured around six Key Learning Areas:

- **English:** Reading, Writing, Talking & Listening
  This involves developing the skills needed to read widely with understanding and enjoyment, to spell accurately, to write grammatically in a variety of forms, to understand the function of language; to listen and communicate in a variety of situations; and to critically assess good literature.

- **Mathematics:** Number, Patterns and Algebra, Data, Measurement, Space & Geometry and Working Mathematically.
  This involves learning the basics of number, space and measurement; developing calculating, reasoning, predicting and verifying skills; and gaining foundation for future study of mathematics.

- **Science and Technology:** Built Environments, Information and Communication, Living Things, Physical Phenomena, Products and Services, The Earth and Its Surroundings.
  This involves learning skills of inquiring, investigating, designing and problem solving; gaining knowledge and understanding about the natural and modified environments and people’s interaction with them; acquiring knowledge of design processes; and understanding the interaction of technology and society.

- **Human Society and Its Environment:** Change and Continuity, Environments, Social Systems and Structures
  This involves developing investigation, communication and social skills; gaining knowledge and understanding about the history of Australia, its geography, social institutions and place in the world; developing a commitment to maintaining or improving the environment; exploring, comparing and appreciating religious and moral beliefs and values; and learning about other cultures and languages.

- **Creative and Performing Arts:** Music, Visual Arts, Craft, Drama and Dance
  This involves developing technical competence and skills of designing and performing; and learning appreciation and self expression in the visual and practical arts; which includes music, drama and dance.

- **Personal Development, Health and Physical Education:** Health Education, Physical Education and Personal Development
  This involves learning to develop an active, healthy lifestyle; developing skills in inter-personal relationships and positive values, attitudes and beliefs; and participating regularly in physical activity.
6. SCHOOL VALUES AND CLASSROOM RULES

School Values are:

<table>
<thead>
<tr>
<th>SAFETY</th>
<th>I work, play and move safely</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESPECT</td>
<td>I am considerate in all I say and do</td>
</tr>
<tr>
<td>RESPONSIBILITY</td>
<td>I am responsible for my words and my actions</td>
</tr>
</tbody>
</table>

Each class develops specific Classroom Rules to be worded under the headings the same as the above School Rules.

CORE SCHOOL RULES

All students in NSW government schools are expected to:

- Attend every school day, unless they are legally excused, and be in class on time and prepared to learn.
- Maintain a neat appearance, including adhering to the requirements of the school’s uniform or dress code policy.
- Behave safely, considerately and responsibly, including when travelling to and from school.
- Show respect at all times for teachers, other school staff and helpers, including following class rules, speaking courteously and cooperating with instructions and learning activities.
- Treat one another with dignity and respect.
- Care for property belonging to themselves, the school and others.

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

CULBURRA PUBLIC SCHOOL BULLY STEPS

1/ Say, “Stop it; I don’t like it when you do that,” and walk away.
2/ Repeat “Stop it or I will tell the teacher”.
3/ Tell the teacher in a cool way and ask for help.

The specific school rules are supported by an anti-bullying program. Throughout the school year all students are reminded about the bully steps and given strategies to help them cope if a bullying situation arises. All students are to follow the Bully Steps as outlined as above.
7. SCHOOL DISCIPLINE

PRINCIPLES:

The following principles are basic to fair discipline:

- Schools should provide a stable, safe and ordered environment in which students learn effectively.
- Schools should promote national pride and inspire a student’s sense of common purpose.
- Principals should provide strong and effective leadership of the school staff, students and the wider community in establishing and maintaining the highest tone and a clear direction for the school.
- Schools need to create and maintain positive relationships within the school community.
- School staff should contribute with enthusiasm to establishing and maintaining the desirable tone and direction of the school.
- Students should be encouraged to value the personal dignity and worth of themselves and others.
- Schools should promote in students a respect for the values that are the foundations of our society and its law.

REFER TO OUR STUDENT CODE OF CONDUCT
8. SCHOOL UNIFORM

Children are required to wear their uniforms every day where possible. It promotes pride in the school, feelings of belonging to a group and looks great. Children will be required to be neat and tidy at all times.

The wearing of thongs, singlets and fashion trend clothes is unacceptable and detracts from the tone, climate and spirit of the school. Children whose dress at school is untidy, inappropriate or likely to cause injury (eg. sunburn, damage to feet) will be spoken to and restricted in the playground.

For safety reasons children are asked to wear only plain studs or sleepers in pierced ears, not long earrings. Parents are also asked to help ensure that their children do not wear large, chunky necklaces and bracelets, in keeping with our uniform policy.

Girls are only to wear small plain hairbands or scrunchies – not elaborate, multicoloured hair ornaments or false hair pieces.

All children representing the school at cultural or sporting events must wear appropriate school or sports uniform including a school broad brimmed or bucket hat.

This school has a policy that requires students to wear a broad brimmed or bucket hat at all times in the open playground: NO HAT - PLAY UNDER THE COLA

HATS FOR BOYS AND GIRLS ARE: navy blue broad brimmed or bucket.

UNIFORM REQUIREMENTS:

<table>
<thead>
<tr>
<th>GIRLS:</th>
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<tbody>
<tr>
<td><strong>Summer Uniform</strong></td>
</tr>
<tr>
<td>Navy blue culottes</td>
</tr>
<tr>
<td>Crested light blue polo shirt</td>
</tr>
<tr>
<td>Joggers or black school shoes</td>
</tr>
<tr>
<td>White socks</td>
</tr>
<tr>
<td>Hat</td>
</tr>
<tr>
<td><strong>Winter Uniform</strong></td>
</tr>
<tr>
<td>Crested light blue shirt/skivvy</td>
</tr>
<tr>
<td>Navy blue sloppy joe with crest or,</td>
</tr>
<tr>
<td>Navy blue jacket</td>
</tr>
<tr>
<td>Navy trousers or track pants</td>
</tr>
<tr>
<td>White socks</td>
</tr>
<tr>
<td>Hat</td>
</tr>
<tr>
<td><strong>Sports Uniform</strong></td>
</tr>
<tr>
<td>Navy blue pleated skirt, navy shorts or culottes</td>
</tr>
<tr>
<td>Polo shirt in House colours i.e.,</td>
</tr>
<tr>
<td>Rikkara (red), Yawarra (yellow), Gubindah (green), Baranga (blue)</td>
</tr>
<tr>
<td>White socks</td>
</tr>
<tr>
<td>Sports shoes, Hat</td>
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<table>
<thead>
<tr>
<th>BOYS:</th>
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<tbody>
<tr>
<td><strong>Summer Uniform</strong></td>
</tr>
<tr>
<td>Crested light blue polo shirt</td>
</tr>
<tr>
<td>Grey shorts</td>
</tr>
<tr>
<td>Grey socks</td>
</tr>
<tr>
<td>Joggers or black footwear</td>
</tr>
<tr>
<td>Hat</td>
</tr>
<tr>
<td><strong>Winter Uniform</strong></td>
</tr>
<tr>
<td>Light blue polo shirt / skivvy</td>
</tr>
<tr>
<td>Grey trousers or,</td>
</tr>
<tr>
<td>Navy blue track pants</td>
</tr>
<tr>
<td>Navy blue sloppy joe with emblem or,</td>
</tr>
<tr>
<td>Navy blue jacket</td>
</tr>
<tr>
<td>Grey socks</td>
</tr>
<tr>
<td>Joggers or black footwear</td>
</tr>
<tr>
<td>Hat</td>
</tr>
<tr>
<td><strong>Sports Uniform</strong></td>
</tr>
<tr>
<td>Navy blue shorts</td>
</tr>
<tr>
<td>Polo shirt in House colours</td>
</tr>
<tr>
<td>(see girls uniform)</td>
</tr>
<tr>
<td>White socks</td>
</tr>
<tr>
<td>Sports shoes</td>
</tr>
<tr>
<td>Hat</td>
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School uniforms are available from our school canteen.

9. SCHOOL INFORMATION
School Hours: 9.05am - 3.15p.m.
   Recess: 11.10 a.m. – 11.35 a.m.
   Lunch: 1.05 p.m. – 1.15 pm eating time
   1.15 p.m. – 1.35 p.m. first half lunch play
   1.35 p.m. – 1.55 p.m. second half lunch play
Teacher supervision of children begins at 8.45am and finishes at 3.15p.m. when children are dismissed or supervised onto buses. Children should not arrive before 8.45a.m. and should leave the school grounds promptly at 3.15p.m. and return directly home.

School Contact Details:
Phone: 02 4447 2010    Fax: 02 4447 3651    email: culburra-p.school@det.nsw.edu.au

School Contributions:
All families are asked to pay a School Contribution. This payment covers additional resources purchased for the school over and above the money contributed by the government. Currently this amount is set at $25 for one child or $40 for families with 2 or more children.
Contributions are reviewed each year by the P & C Association and set at a rate that they determine as reasonable and payable by all school families.

Attendance:
Students are expected to be in attendance at school each day on which the school is open.
Absences should be explained in a note addressed to the class teacher at the time of or immediately following the absence This school provides a book of absence explanation notes for your convenience. If you would like a new absence explanation note book please ask at the front office.

The Principal is required by law to report unexplained absences to the Home School Liaison Officer stationed in Nowra who may find a home visit necessary.

Throughout the year visiting performances and excursions are organised. The children are encouraged to attend these as they are considered an integral part of school life. A signed permission note from parents is needed on these occasions especially if it involves leaving the school grounds.

Starting School:
A copy of the child’s birth certificate or registration must be presented at time of enrolment. Proof of residential address is also needed to be presented.
Changes to the NSW Public Health Act 1991, means that parents of Kindergarten children must present an Immunisation Certificate at the time of enrolment.
The school copy of the Immunisation Certificate issued by your doctor is required for all kindergarten children. Children who have not been immunised will be excluded from school when there is an outbreak of infectious diseases.

The First Day:
Kindergarten children will commence at 9.30am on Tuesday 1st February 2011. All parents and children are to go to the Kindergarten rooms. On the first day of school, it is best if you leave your child with their teacher as quickly as possible and with no fuss. Even though the children may seem upset, they settle down once they realise you have left and are confident that you will be coming back for them when school finishes. Make sure your child has a clear understanding of their “going home” arrangements.
Dressing:
Teach your child to dress him/her self. They should be able to put on a jumper or cardigan, raincoat, shoes and socks. He/she should be able to do up buttons, other fastenings and if possible their shoes. They should get into the habit of wearing a hat outside in sunny weather.

**Labelling:**
Please label all articles your child brings to school. The following items should be clearly labelled with your child’s name: school bag, jumper, cardigan, lunch box, raincoat, shoes, sandals, drink containers and hats. This is extremely important as often very expensive items of clothing are left unclaimed for want of a name.

**Lost Property:**
Every effort is made to find owners for lost clothing, lunch boxes, etc. It is very easy if the items are labelled. Lost property is kept for one term and if unclaimed is donated to charity. Parents and children are welcome to look through the lost property for their items which is kept in one of our classrooms – see office staff for assistance.

**What does your child need for school?**

- A handkerchief or Kleenex tissue daily. It would be appreciated if you could donate a box of tissues and liquid soap to be used in your classroom.

- A paint shirt clearly labelled with their name.
  A large shirt that is getting old can be made into an excellent paint shirt if the sleeves are cut to length, hemmed and elastic put in.

- A library bag clearly labelled with their name. A drawstring bag 30 cm x 45 cm is a suitable size. They can be purchased from the canteen for $5.00.

**Parents collecting students early:**
Parents collecting their children before 3.15pm cause much disruption to lessons and end of the day procedures. All early departures for students must be for genuine emergencies only. Parents are asked to send a note to the class teacher explaining the early departure time and who will be collecting their child(ren). The nominated person must then come to the front office BEFORE collecting the student(s) to sign the Early Departure book. All students who do leave early will have a partial absence recorded on the class roll.

**Late arrival of students to school:**
Students arriving after the morning bell must report to the front office for a late arrival note. This note is to handed to the class teacher when reporting to class. All students who arrive late will have a partial absence recorded on the class roll.

**Parental Phone Messages for Students:**
Please restrict these messages to genuine emergency cases ONLY as they cause many difficulties to both staff and confusion to students. If you require a message to be delivered to your child, please call the school office before 3pm.

**Visiting the School:**
In the interests of the security of students, all parents and visitors are asked to report to the main office when they visit the school. Whenever possible, visitors will remain in the foyer. Parents collecting students will be asked to sign out their child and produce identification if necessary.
before proceeding to collect their child from class. Parents who help in classes, canteen or with sport, etc., tradesmen working on-site and any visitor who needs to move around the school will be issued with a clip-on pass that will need to be worn. This pass is then returned to the office on departure.

**Bus Travel:**
All children in Infants Classes (Kindy, Year 1 and Year 2) are entitled to free bus travel. All Primary children, who live beyond 2.6 km, by the shortest possible walking route, are entitled to free bus travel.

All children who travel by bus need to fill in a free bus travel application. These forms are available from the school office.

If your child is to travel by bus **PLEASE STRESS HOW TO SAFELY BOARD, ALIGHT AND BEHAVE ON THE BUS.** All parents are aware of the need to have controlled behaviour on the buses. Your co-operation and counselling of your children in this regard is earnestly sought. Pupils who travel on the buses are under an obligation to obey the instructions of the driver.

**Children who do not obey the instructions of the driver may be suspended from bus travel.**

The Ministry of Transport has the right to issue a bus pass to every child. After the completion of the Bus Travel Application form the bus company issues the bus passes and require all students to carry this pass when they travel on their buses. Children are responsible for these passes and the company may require another to be purchased if they are lost or destroyed.


**Students must:**
- Obey the Driver at all times.
- Remain seated for the duration of the journey whenever possible.
- If required to stand, do so in a safe manner away from the steps and in a position that does not obstruct the vision and capabilities of the Driver.
- Practise common sense, safety and respect for property.
- Display bus pass to the Driver on boarding or pay the appropriate fare.

**Students must not:**
- Smoke, eat or drink on the bus.
- Permit any part of their body to protrude from the bus.
- Mark or damage bus property.
- Fight, kick, swear, hit, spit or place feet on seats.
- Cause discomfort to other passengers.
- Undertake offensive behaviour
- Throw any article on or from the bus.
- Alter, deface, misuse or fraudulently obtain a bus pass.
- Give, loan or transfer your bus pass to another student.
10. ROUTINES:

Book Club:
In order to promote good literature in the school community we use the Scholastic Book Club to provide a good selection of books at reasonable prices. Order forms are distributed to all students twice a term. The school receives a bonus for the number of books sold and we use this to build up our library. Place the order with the correct money in a clearly marked envelope with your child’s name and class. All orders are to be handed into to the school office. Cheques are to be made out to Scholastic.

Canteen:
Lunch orders are to be posted through the door of the canteen before the bell in the morning. The child’s name, class and order should be clearly marked on the front of a paper bag. Children may purchase snacks at recess and lunch.

Eating:
Children eat morning tea at 11.10a.m. and lunch at 1.05p.m. The children eat their lunch in their classrooms at lunchtime prior to dismissal at 1.15p.m. Kinder children, in the early stages, may commence eating their lunch prior to the rest of the school. It is a good idea to put something specifically aside for play lunch and let your child know what that is. Give your child an adequate amount of lunch but not so much that he/she spends all lunch hour eating it. Please do not send drinks in glass bottles or aluminium cans as these containers present safety hazards and disposal difficulties.
If your child must leave early in the morning to catch a bus, a small snack or piece of fruit could be included for your child to eat on arrival at school and during the whole school Drop Everything And Read (D.E.A.R) time.
Kidsbiz (School News Bulletin)

School news is our ONLY regular bulletin which is sent home with the eldest child in each family every week. Children are asked to make sure Kidsbiz is delivered home each TUESDAY and parents are asked to look for it.

Scripture:
Scripture classes are conducted by visiting clergy or lay Scripture teachers on a Thursday mid morning.
The groups are Catholic and Combined Protestant. All children attend one of these groups unless they bring a note from parents exempting them from Scripture.

Sport:
Every grade will have sports or games one day a week. You will be advised by your child’s teacher as to which day he/she will need to wear their sports uniform. Your child will be allocated to a house team for sport soon after enrolment. The names of the houses are based on Aboriginal language. They are Rikkara (Red), Yawarra (Yellow), Gubindah (Green) and Baranga (Blue).

Toilet:
Toilet routine is before school, at recess and lunchtime. It would assist us if you could train your child in this routine. It is a good idea to put a spare pair of pants and underpants in a plastic bag in your child’s bag during the first weeks of school.

11. SCHOOL ORGANISATIONS

Culburra and District P & C Association:
All parents are encouraged to join the P&C Association. The annual joining fee is usually $1 per member. This organisation has its meetings in the library from 7.00p.m. – 9.00p.m., twice a term and the dates and times are announced in Kidsbiz. The meetings include reports about events in the school, allow parents the chance to ask questions and express opinions about the school and decide a priority for spending of monies raised. Your attendance would be appreciated.

School Canteen:
Our P&C with volunteer parents run the school canteen. We NEED you to help one day a month or more often, if you are able. The canteen is open every day.

School Canteen Uniform Shop:
School uniforms can be purchased from our school canteen every Friday. Orders with money for uniforms can be handed in every day. The canteen will then make up the order and send it home on that day.

P&C Fundraising Committee:
This sub-committee of the P&C works to organise activities and functions to raise money for the school to buy equipment and resources. Your help on the committee and with activities would be greatly appreciated.

P&C After School Care and Vacation Care:
Our P&C After School Care and Vacation Care operates after school and during school vacations. Please ring 4447 3069 for further information.
12. SAFETY PROCEDURES

When you need to write a note:

- If you want your child to come home for lunch or to leave the school grounds for any purpose a note is necessary.
- A dated and signed note is required to explain every absence. (Explanation note pad supplied by the school).
- No child is permitted to leave the school with another person unless a written request is made. The Principal may phone home for confirmation. This is of vital importance. The school will NOT release a child to any person unless the Principal has established that the child’s caregiver has given permission.

Have definite arrangements for your child to go home:

Your child should know how he/she is to go home each afternoon, whether by bus, meeting a parent or walking. If the arrangement is to be altered any afternoon, please contact the school, or send a note, so that the teacher knows there is a change to normal routine. Contact with the school to alter arrangements should be made by the parent only.

Some toys don’t come to school:

The toys that are not permitted at school because of the hazards they present are guns (of any kind), bow and arrows, swords, any toy that fires a projectile and pocket knives. Expensive toys are not to be brought to school.

Sending money to school:

Please try to enclose the money in a sealed envelope or zip lock plastic bag marked with the child’s name, class and what the money is for. At certain times specially marked envelopes with the school logo on them will be handed out. Please send a separate envelope for each child in the family. All money and notes should be handed to the class teacher to process.

Hats:

Hats (broad brimmed or bucket only) are an integral part of our school uniform and must be worn in the playground. The school has adopted a policy of “No Hat, Play Under The COLA” because we are concerned with the threat of skin cancer. We also try to instil the importance of being responsible for skin care by encouraging children to wear hats and use sun screen.

Mobile Phones:

All mobile phones that are brought to school must be left at the front office for safe keeping. This must be done as soon as the child arrives at school. The mobile phone may then be picked up after school finishes. If parents need to contact children during school time messages may be phoned through to the office. The message will be passed onto the child.
Emergency Contact Cards:
Please fill in an Emergency Contact Card when your child begins school. A card is kept for each child. **It is essential that information on these cards be kept up to date.**

Such changes may include:  
- address  
- marital or custody status  
- telephone numbers  
- doctor  
- medical conditions  
- emergency contact details: names or telephone numbers

These cards contain information that are used to contact you, nominated family members, a friend or neighbour to obtain medical assistance, or pick up your child or information in an emergency situation.

Ill or injured children are cared for in the sick bay. When children are ill enough to leave the classroom their parent or emergency contact will be informed of the child’s illness or injury. Please, for obvious reasons, nominate a local person as your emergency contact.

Medical procedures:
Parents requiring prescribed medicines to be administered to children at school must notify the school office in writing. The following information must be clearly presented; dosage, timing of administration and completion date. All medicines must be presented in a clearly labelled container or sealed bag. This policy is strictly adhered to.

Students are not permitted to have prescribed medications in their own possession (eg. Bag or lunch box) for obvious safety reasons. The exception to this rule is asthma puffers. (Kinder – Year 2 asthma puffers are to be kept at the office).

You and the Teachers:
Should you have any concerns, please do not hesitate in contacting the school to make an appointment with the teacher or staff member to discuss these matters. You should go to the office before seeing a teacher in the classroom to sign the Visitor’s Book.

Minumurra Rain Forest Excursion
13. INFECTIONS AND COMMUNICABLE DISEASES

The following is the minimum time that a child must be away from school if they contract the following diseases. The child will be allowed to return to school before these times have elapsed ONLY if a Doctor’s Certificate is presented stating the child is no longer infectious.

<table>
<thead>
<tr>
<th>ILLNESS</th>
<th>CHILDREN WHO HAVE THE ILLNESS</th>
<th>THOSE IN CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Excluded for 5 days after the spots appear. Spots to be dry.</td>
<td>Not Excluded</td>
</tr>
<tr>
<td>German Measles (Rubella)</td>
<td>Excluded for 6 days after rash appears</td>
<td>Not Excluded</td>
</tr>
<tr>
<td>Measles</td>
<td>Excluded for 5 days after the spots appear</td>
<td>Not Excluded</td>
</tr>
<tr>
<td>Mumps</td>
<td>Excluded for 7 days after swelling begins</td>
<td>Not Excluded</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>Excluded for 21 days from when the whoop begins or until there is no whoop and a medical certificate is gained.</td>
<td>Not Excluded</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Excluded until all discharge from the eyes has stopped.</td>
<td>Not Excluded</td>
</tr>
<tr>
<td>Head Lice</td>
<td>Parents are asked to treat their child’s hair with a shampoo/lotion until no “nits” or “lice” remain. It is NOT necessary to shave a child’s head.</td>
<td>All contacts should be inspected and treatment given.</td>
</tr>
<tr>
<td>Ringworm/Scabies</td>
<td><strong>Re admitted when proper treatment has begun</strong>.</td>
<td>Not excluded but regularly checked.</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Allowed to attend only if treatment is being given and the sores are covered. A doctor needs to be seen to receive antibiotics.</td>
<td>Not Excluded.</td>
</tr>
</tbody>
</table>

Immunisation is available from your family doctor, from many council clinics, from some community health centres and the two children’s hospitals in Sydney. Dates and times of clinics may be obtained from the council or school.
14. PREVENTING AND TREATING HEAD LICE

Most parents of school aged children should be aware that head lice have become an increasing problem in Australia. Despite close attention by parents to their children’s hair hygiene, few things can be so worrying as a note from school indicating that there has been an outbreak of head lice at the school and requesting they please check their children’s hair.

**Head lice are a nuisance!**

Parents should understand that head lice are not a result of uncleanliness. Lice feed on blood, not filth and a clean scalp is neither a deterrent nor is a dirty scalp an attraction.

If your child complains of an itchy head or is often scratching, examine the child’s head, particularly around the nape of the neck. Your child may have head lice. If so, inform the school office by phoning or via another parent, and treat your child’s hair and remove all nits (eggs). You may have been warned of an outbreak at school by a note from the Principal or by other parents.

**RESULTS OF RESEARCH SHOW THAT:**

Head lice infestations are a common occurrence, particularly in primary schools.

- about 23% of primary students have head lice at any one time
- anyone can catch head lice regardless of their age, sex, or how clean their hair is
- head lice move from one person's head to another via hair strands
- head lice do not survive long when they are off a human head
- head lice do not live on furniture, hats, bedding or carpet
- head lice have built up some resistance to chemical head lice treatments
- daily combing of of hair with white hair conditioner using a fine tooth comb over a two week period is effective in getting rid of head lice and eggs (nits)
- School communities may need to hold 'check and treat' or Nitbuster days where everyone learns about and starts treatment on the same day.

**WHAT YOU CAN EXPECT FROM YOUR SCHOOL:**

Advice from NSW Health indicates that there is no need for students to be sent home or excluded from school because of head lice. However it is expected that the child’s hair is treated immediately upon learning of the presence of lice or eggs. It is also expected that the treatment of hair will take place until the nits are gone.

Observing students scratching their heads is not a reliable or efficient means of assessing head lice presence in the school.

Where one student has head lice this serves as a warning that there is likely to be an infestation in either specific classes or across the whole school population, including staff.

The school will send a letter home to parents when infestations of head lice occur and request that parents examine their child's hair and undertake treatment where eggs or lice are present.
WHAT WE DO AT CULBURRA PUBLIC SCHOOL

- Information regarding head lice is communicated through our school newsletter.
- Information about head lice is available from the front office.
- Teachers visually check children’s hair throughout the course of the day.
- Teachers send children to the front office if they suspect they may have head lice or eggs.
- The office staff will visually inspect the child’s hair and if it is confirmed that the child has head lice or eggs, the child is kept at the office and the parents are contacted to come and treat and remove the head lice and eggs. This may be done at home or at school. Once the child has been treated and the lice and eggs removed, the child may then return to class.

A standard head lice notification note is sent to all children in a class where it is suspected that head lice may or have been present.

Berry Stage 3 Sport & Rec Camp
15. HOMEWORK:

AIM: By the end of Year 6, students will have learned the habit of completing homework as a vital skill needed to achieve at high school.

WHY: Parents and staff agree that homework is important. It should be a **regular part of each student’s day**.

WHEN: Will usually commence about the second week of the school year and continue until about the end of November.

Will **generally be set on a night by night basis in the junior grades, gradually progressing to a weekly block of work for the senior grades**. Patterns will vary, the exact format will be explained at parent/teacher information nights.

WHAT: Includes **all school related work**, home-school readers, private reading, watching news items, completing work, projects etc. Home school reading schemes should continue right through to Year 6. Scope of homework will depend on the purpose for which it was set. It may include other subjects and areas beyond literacy and numeracy. Generally, **K-2 homework will relate to basic reading and maths**. Variety will increase in senior years.

As a guide, the following times are suggested:

<table>
<thead>
<tr>
<th>Grade</th>
<th>average time per night</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>10 minutes</td>
</tr>
<tr>
<td>Year 1</td>
<td>15 minutes</td>
</tr>
<tr>
<td>Year 2</td>
<td>15 minutes</td>
</tr>
<tr>
<td>Year 3</td>
<td>20 minutes</td>
</tr>
<tr>
<td>Year 4</td>
<td>20 minutes plus any long term projects</td>
</tr>
<tr>
<td>Year 5</td>
<td>25 minutes plus any long term projects</td>
</tr>
<tr>
<td>Year 6</td>
<td>30 minutes plus any long term projects</td>
</tr>
</tbody>
</table>

HOW: The most appropriate way to give homework in a manageable form for a class is to set the work at a grade/stage level – all students receive the same homework or sheet. Individuality is allowed for by teacher’s varying expectation of the extent of completion of set homework - less able students complete questions indicated by the teacher but they are allowed to attempt more if they wish.

WHO: Teachers keep records of students’ efforts and awards are given when appropriate. Parents must recognise the importance of their involvement in developing a child’s attitude to homework. Parents should supervise homework, sign the daily/weekly exercises and use the homework for two way communication with the teacher.

MUST NOT: **Detract from day to day teaching.**  
**Disturb normal family life for parents and students.**