



Education &  
Communities

# Cobar Public School Prospectus

Innovation  
Success



Excellence  
Excellence

Opportunity

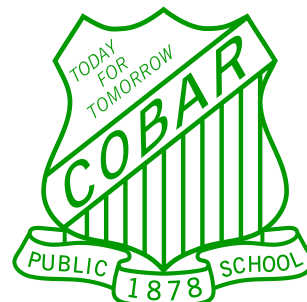


Creativity  
Creativity

We are a school community of responsible, respectful learners

## ***Welcome to Cobar Public School***

**Principal:** Mr Jonathan Harvey  
**Address:** Cobar Public School  
6-8 Blakey Street  
Cobar 2835  
**Tel:** (02) 68362 039  
**Fax:** (02) 68362 187  
**Email:** [cobar-school@det.nsw.edu.au](mailto:cobar-school@det.nsw.edu.au)  
**Website:** [www.cobar-p.schools.nsw.edu.au](http://www.cobar-p.schools.nsw.edu.au)



Dear Parents and Carers,

### **Welcome to Cobar Public School.**

We believe that each child is a unique individual who brings different experiences and knowledge to our school community.



It is our goal and commitment to provide an education for your child that is challenging, engaging and successful.

We believe that you have made an excellent choice for your child by enrolling them at Cobar Public School and look forward to an exciting, successful journey together over the time your child is with us.

This booklet serves as a general information guide of Cobar Public School for parents, carers and students. Some information may be subject to change should particular circumstances arise during the school year.

If you require further information or have any queries regarding your child's enrolment at Cobar Public School, please contact the Administration Office and discuss with either myself or our Administration staff.

Again, on behalf of our school community, welcome to Cobar Public School.

***Mr Jonathan Harvey***  
**Principal**

*We aim for excellence through quality teaching  
and learning, student and staff welfare and an insistence on high standards.*

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We are a school community of responsible, respectful learners.  
We pay our respects to the Wangaaypuwan Ngiyampaa people on  
whose land we meet and learn.

**Cobar Public School motto — ‘Today for Tomorrow’**

**Cobar Public School Pledge**

I love my country  
I am proud to be Australian  
And a member of Cobar Public School.

**Cobar Public School Song**

It's a clear cry that brings our Cobar School around  
As in love and pride we call its noble name;  
Ties of work, friendship and of honour here abound,  
As we all try our best to play the game.  
  
Occidental raise your voices,  
Chesney make the rafters ring,  
As we strive to send our house name soaring high;  
Great Cobar and Fort Bourke, your greatest efforts bring,  
Come boys and girls, laud Cobar to the sky.

**Australia's 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 hearts 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 Organisation and Structures***

## **Executive Staff**

- ▶ **Principal:** Mr Jonathan Harvey
- ▶ **Assistant Principal:** Mrs Jenny Manns
- ▶ **Assistant Principal:** Mrs Daphne Jermyn
- ▶ **Relieving Assistant Principal:** Mrs Simone Knight
- ▶ **Instructional Leader  
Literacy & Numeracy K-2** Mrs Cheryl Lee

## **School Times**

- ▶ **Student supervision commences:** 8.30am
- ▶ **Warning Bell for assembly of students:** 8.55am
- ▶ **Classes commence:** 9.00am - 11.12am
- ▶ **Fruit Break:** 10.10am - 10 minute in class fruit break
- ▶ **Lunch Break:** 11.12am - 12.00 noon
- ▶ **Classes:** 12.00noon - 1.40pm
- ▶ **Recess:** 1.40pm - 2.00pm
- ▶ **Classes:** 2.00pm - 3.05pm
- ▶ **School Closes:** 3.05pm

## **Administration Office**

- ▶ **Opening Hours - 8.30am to 3.30pm**
- ▶ **School Admin. Manager:** Mrs Denise Eves
- ▶ **School Admin. Officers:** Mrs Gail Ward, Mrs Neisha Lehmann,  
Miss Julie Sloan
- ▶ **General Assistant/Grounds:** Mr Harley Toomey
- ▶ **School Promotions Officer:** Mrs Donna Prendergast
- ▶ **School Student Services Officer:  
(First Aid/Medication)** Mrs Nicole Bruce
- ▶ **Canteen Supervisor:** Mrs Denise Bilkey

## **Support Organisations**

- ▶ **CPS Parents & Citizens President:** Mrs Joelle Deppeler
- ▶ **Cobar AECG President** Ms Jacqui Lawrence
- ▶ **Cobar Community Working Party Chairperson** Mrs Joan Evans

## *School Organisation and Structures*

## Teaching Teams

- ▶ **Gold - Classes K, 1 & 2** Team Advisor—Mrs Simone Knight
- ▶ **Copper - Classes 3 & 4** Team Advisor—Mrs Jenny Manns
- ▶ **Zinc - Classes 5 & 6** Team Advisor—Mrs Jenny Manns
  
- ▶ **Currently, we have Twelve classes from Kindergarten to Year 6.**  
Gold Team classes are limited to:  
Kindergarten - 20 students per class  
Year 1 - 22 students per class  
Year 2 - 24 students per class

- |   |  |                   |
|---|--|-------------------|
| ▶ | <b>Literacy Committee Co-ordinator</b> | Mrs Cheryl Lee    |
| ▶ |  |                   |
| ▶ | <b>Maths Committee Co-ordinator</b>    | Mrs Simone Knight |
| ▶ |  |                   |
| ▶ | <b>Student Welfare Coordinator</b>     | Mrs Jenny Manns   |

### Additional Support

- |   |   |   |
|---|---|---|
| ▶ | <b>Librarian</b>  | Mrs Elizabeth Whiteman  |
| ▶ | <b>School Counsellor</b>                                  | Ms Claire Wood  |
| ▶ | <b>Support Teacher Learning Assistance</b>                | Mrs Lynn Fennamore  |
| ▶ | <b>Support Teacher Learning Assistance</b>                | Mrs Kylie Harvey  |
| ▶ | <b>School Learning Support Officer—Aboriginal Program</b> | Ms Jacqui Lawrence  |
| ▶ | <b>Reading Recovery Teacher</b>                           |   |
| ▶ | <b>Teacher—MC Class</b>                                   | Mr Aaron Finn   |
| ▶ | <b>School Learning Support Officer - MC</b>               | Mrs Heather Knight  |
| ▶ | <b>School Learning Support Officers Student Support</b>   | Mrs Cathy Ackroyd, Ms Jacqui Lawrence, Mrs Donna Prendergast, Mrs Nicole Bruce, Ms Lucy Francisco |

### Extra-curricular Activities

- |   |                     |
|---|---------------------|
| ▶ <b>Student Representative Council</b>   |                     |
| ▶ <b>Co-ordinator:</b>                    | Mrs Leonie Sinclair |
| ▶ <b>Sports Co-ordinator</b>              | Mr Aaron Finn       |
| ▶ <b>Computer Technology Co-ordinator</b> | Mrs Nicole Bruce    |
| ▶ <b>School Choir Group</b>               | Mrs Kylie Harvey    |
| ▶ <b>School Instrumental Group</b>        | Mrs Kylie Harvey    |



## Holidays and Term Breaks

▶ **Year and Term Holidays**

The school year is divided into four terms of approximately ten weeks in each term. Term holiday dates are available from the Admin. Office or by accessing the Department of NSW Education and Communities website via <http://www.schools.nsw.edu.au/>

▶ **Mid-Term Break**

Cobar Public School is closed on the Friday of Week 5 and Monday of Week 6 each term for our Mid-Term Break. Dates are advertised in the School Newsletter.

- ▶ **A Staff Development Day** is held on the first day of Terms 1, 2 and 3. **Students do not attend school on this day.** These days are for staff attendance only. These dates are advertised in the School Newsletter.

## NSW Department of Education and Communities Contact Information

▶ **Cobar Public School**

Address:	6 - 8 Blakey Street COBAR 2835
Telephone:	02 68 362 039
Fax:	02 68 362 187
Email:	<a href="mailto:cobar-p.school@det.nsw.edu.au">cobar-p.school@det.nsw.edu.au</a>
Website:	<a href="http://www.cobar-p.schools.nsw.edu.au">www.cobar-p.schools.nsw.edu.au</a>

▶ **NSW Department of Education and Communities - Western NSW Regional Office:**

Director:	Ms Maree Angus
Address:	Level 1 60-62 McNamara Street Orange NSW 2800
Telephone:	02 63 92 8400
Fax:	02 63 92 8445

- ▶ **NSW Department of Education & Communities website -**  
[www.schools.nsw.edu.au](http://www.schools.nsw.edu.au)

- ▶ **NSW public school terms and holidays -**  
visit <http://www.schools.nsw.edu.au/>

## ADMINISTRATION

*Our Administration staff handle:*

### **New Enrolments**

Appropriate enrolment forms are available from, and returnable to, the Administration Office.

All enrolling students must also provide:

- ▶ Evidence of full name and date of birth (eg. original copy of birth certificate)
- ▶ ACIR History Statement listing the child's current immunisation status
- ▶ Any court or custody orders pertaining to the child
- ▶ It is also very important that you record on the enrolment form any medical condition that your child has that will require support whilst at school.

As well as for record purposes, the information on the enrolment form is used in allocating new enrolments to classes. It is essential that parents/carers take the time to speak to our Principal or Executive staff to discuss the individual needs of enrolling students. All appointments may be made via the Administration Office 68 362 039.

### **Enrolling a Child in Kindergarten—Prerequisites and Procedures**

1. Any child who turns 5 years of age on or before July 31, is eligible to enrol at school in that calendar year. All children must be enrolled at school by the age of 6 years.
2. An **Enrolment Pack** may be obtained upon request from the Administration Office. All forms need to be completed before being returned to the school.
3. **Before each child can be formally enrolled in Kindergarten and commence school, documentary evidence (ie. birth certificate, passport) stating the child's full name and date of birth needs to be sighted and verified. This documentation will be copied and originals returned promptly.**
4. An **ACIR History Statement listing the child's current immunisation status** must be produced to show that the child has had all necessary inoculations. This statement may be obtained by contacting the NSW Health Department on 1800 653 809. This documentation will be copied and originals returned promptly.
5. **Any court orders or custody orders** pertaining to the child also need to be sighted and the relevant details recorded.
6. **Student Medical Conditions - It is also very important that you record on the enrolment form details of any medical condition that your child has that will require support whilst at school.** Please also discuss with the Principal and CPS Administration staff the type of care your child will require to support this condition whilst he / she is in attendance at Cobar Public School.
7. **Health Care Plans** are developed for each child.

## IMPORTANT

### **Student Allergies**

- ▶ **Please be aware** that we have a number of students who have allergies to certain foods. These students have life threatening, anaphylactic reactions to certain foods, particularly **PEANUTS**. Cobar Public School is a 'ALLERGY AWARE' school; students are encouraged **not to bring foods to school that contain peanuts or peanut traces.**
- ▶ **Students are also encouraged not to share their recess and lunch with other students to avoid any problems with food allergies.**
- ▶ **CPS CANTEEN actively promotes 'peanut free' foods.**

## ADMINISTRATION

### ***Kindergarten Orientation***

In Term 4, parents/guardians are invited to attend a ***Kindergarten Orientation Meeting***.

The purpose of this meeting is:

- to explain procedures and requirements for your child's first day of the school year
- to help parents understand more about the Kindergarten year ahead
- to enable parents to meet staff and ask questions.

Also in Term 4, prospective Kindergarten children may attend our *Orientation Sessions ('Smooth Start to School Program')*. Prospective Kindergarten children spend time in the Kindergarten rooms familiarising themselves with procedures and routines. They are also taken on a tour of the school and meet our staff. Sessions are usually two hours in duration each week for approximately 6 weeks.

Information regarding Orientation sessions is included in the Kindergarten Enrolment pack available to all prospective Kindergarten students. Further information is available from the Administration Office.

### ***High School Transition***

In Term 4, our Year 6 students participate in a High School Transition Program with students from St John's Catholic School and Cobar High School. This program runs over a number of weeks and includes visits to Cobar High School where students participate in lessons, sport and extra curricular activities to familiarise themselves with high school life.

Cobar High School also holds a Year 7 Orientation Meeting in Term 4 for parents/carers of prospective Year 7 students.

### ***Students Transferring***

When children are leaving our school, in addition to informing the class teacher, it is appreciated if parents can also notify the CPS Administration Office as well.

If your child is transferring to another NSW Government school his/her student records will be requested from Cobar Public School after their enrolment is processed by their new school.

Students transferring out of NSW (Interstate) are unable to have their records transferred with them. However, parents may request from the CPS class teacher a letter stating the student's name, date of birth and academic background for presentation to the student's new school.

### ***Student Travel***

#### **Bus**

A **SSTS Application Form** (available from the Admin. Office) must be completed for students eligible for free bus travel. Free bus transport is available for ALL students in Kindergarten, Year 1 and Year 2. Free bus transport is available for Year 3 to 6 students who live a distance of 1.6 kilometres (1 mile) or more from the school. Year 3 to 6 students who wish to travel by bus and do not live over 1.6 kilometres from the school must pay a fee each time they travel.

Contacts for Student Travel by Bus:

- |   |   |
|---|---|
| • <b>Cobar In-Town Bus Service</b><br>C J McMahon School Bus Service<br>Phone 0268 361000 | • <b>Wilcannia Bus (Terry Clyde)</b><br>Phone 6836 3025                                 |
| • <b>Nymagee Bus</b><br>C J Mahon School Bus Service<br>Phone 0268 361000                 | • <b>Airport Road (Todd &amp; Tanya Johnson (Aynat Industries))</b><br>Phone 0419295106 |



#### **Private Conveyance**

A subsidy (per student) is also paid if a student has to be taken by **private conveyance** over 1.6 kilometres to school or to meet a school bus. Application forms are available from the Administration Office. Private Conveyance subsidy payment cannot commence until this form has been completed.

## ADMINISTRATION

### **Telephone Calls**

- ▶ Urgent messages for staff and students are relayed immediately.
- ▶ Other messages are passed on at a convenient time.

### **Counter Enquiries**

The Administration Office is the first stop for all visitors to Cobar Public School where you will first make contact with one of our school administration staff. Some enquiries may subsequently need to be redirected to the Principal or another staff member.

### **Appointments**

Requests for interviews with the Principal, or other staff members are handled through the Administration Office - 68 362 039.

### **Taking of Monies**

Payment for excursions, performances, sporting activities, etc. are made through the class teacher or the Administration Office. Parents will be advised via a student note where payments are to be directed for each activity. Payments may be made by cheque, cash or EFTPOS.

### **Security and Safety**

#### **Visitors to the School**

For reasons of security and safety all visitors to the school, for whatever reason, are requested to 'sign in and out' at the main office and wear a visitor's badge whilst on the premises. This is especially important for 'parent helpers' to ensure that the school is covered for insurance purposes and to ensure Government Occupational Health and Safety requirements are met.

#### **Students leaving the school during the day**

If you need to take your child from the school premises during school hours please report to the Administration Office, your student will first be logged out via our computer system.

You will then be given a slip to be taken to the relevant teacher notifying them that the child is leaving the school OR your student will be called to the Admin. Office to meet you.

If returning a child to the school or arriving late it is also necessary to obtain a 'sign in' slip from the Administration Office.

### **Student General Permission Note**

This note is issued to all students at the commencement of each year and upon enrolment of all new students. This note requests an update of student information in regard to home address, contact telephone no.s, and medical advice, parental permission for publication of student photographs, student internet access and for students to attend various in-town excursions during school time, usually at no cost. Further information about each excursion activity is then provided via the School Newsletter or an information note.

### **School Assemblies**

School Assemblies are held regularly on a whole school basis, or by individual teams ie.

Gold (Years K to 2)

Copper (Years 3 and 4)

Zinc (Years 5 and 6)

School Assembly times and dates are advertised in the School Newsletter and usually take place on Friday of each fortnight during each term.

Currently Gold Team (K to 2 years) is held at 12.05 to 12.45pm each fortnight on a Friday and Copper Team (Year 3-4) and Zinc Team (Years 5 -6) hold their combined assembly at 12.55 to 1.35pm each fortnight on a Friday. Assemblies are held in CPS hall.

### **Excursions**

All classes are involved in an excursion program. This could range from walks around the town, to a full week's excursion to an educationally suitable centre for senior classes. The length of the excursion and the distance travelled depends on the age of the students.

Notes will be sent home to parents regarding the venue and cost of each excursion. A deposit may then be paid. To make it easier for you, the remaining cost of the excursion may be paid off by instalments, as per the published payment schedule specific to each excursion.

### **Refunds/Cancellations**

Refunds due to a student can only be made in extenuating circumstances, eg. if a student has become ill. The cost of the excursion usually involves prepaying accommodation, bus hire, plus entry fee to activities. A student cancellation at the last moment could mean a loss of funds to the school. However, if a student can be found to replace the vacancy a full refund can be made.

## ADMINISTRATION

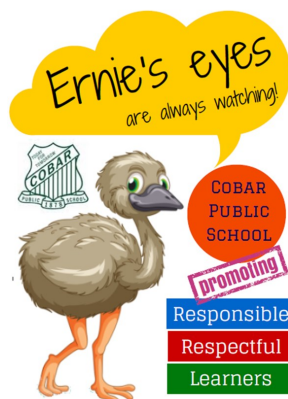
### Attendance at Excursions and Sporting Activities

Students attending Cobar Public School are expected to have an acceptable and appropriate standard of behaviour when participating in any activity that may take place inside or outside school grounds.

All students are required to have written permission to attend. For overnight excursions compulsory documentation must be provided. The teacher assumes the responsibility or duty of care, thus students must behave appropriately, follow instructions, show consideration for others and respect the property of others.

#### Exclusion from excursions may occur if:

- Required documentation has not been provided
- Student's behaviour at school has not warranted this privilege
- Unsportsmanlike / unacceptable behaviour travelling to, from or at the venue
- Inappropriate attire





## ADMINISTRATION

### **Canteen**

Cobar Public School Canteen follows the 'Healthy Canteen Strategy' as per NSW School Canteens Association, NSW Dept of Health and NSW Dept of Education & Community guidelines.

Lunch and recess is available for purchase from the canteen. The canteen has a full-time supervisor and is staffed by volunteer parents using a roster system. **Perhaps you would like to offer your services? Canteen 'Helpers' are always welcome.**

Lunch and recess orders should be handed in at the canteen as soon as the child enters the school in the morning. Students are expected to write their own orders on bags available from the canteen, as soon as they are able to do so. Students can also purchase healthy snacks at lunch and recess time from the Canteen.

Canteen Price lists are sent home at the commencement of each school term with the school newsletter. The canteen price list is also published on the CPS website—under CPS P&C link

### **Library**

The school has a well-stocked modern library and resource centre. The library is open Monday to Thursday. Students may borrow books before school, at lunch time and after school until 3.30pm, and also in their weekly library lessons. The Librarian will advise you about library days via a note in Term 1.

Students borrowing books must have a suitable bag in which to take the books home. This can be of any material, approximately 30cms by 40cms.

Library bags area also available from the CPS Admin. Office @ \$5.50 each.

We are a school community of

**Responsible**  
**Respectful**  
**Learners**

It is accepted that some books will be lost or returned in a damaged condition. You will be notified by the Librarian if there is a problem. Parents are asked to refund the cost of the book for replacement. Students are given reminder notices when borrowed books become very overdue.

### **Special Religious Education**

Special Religious Education (SRE) is provided as part of our curriculum. You will be informed of the religious persuasions providing SRE at our school, the arrangements made and the contact person for each group as the timetable is developed early in the new year.

All students are expected to participate in Team Scripture. If you do not wish your child to participate in Special Religious Education classes, please inform the school in writing of this.

Currently SRE classes are held weekly on Friday:

Gold	10.20 to 11.05am
Copper/Zinc	9.15am to 10.15am

### **Book Club**

Leaflets listing books available and their costs are regularly given to the students. The included order form is then returned to the school together with the cost of the books ordered. Although these books are paperbacks, they are reasonably priced, suitably graded into age groups and of a good literary quality.



The order and money are to be given to the class teacher or taken directly to Mrs Elizabeth Whiteman, CPS Teacher-Librarian.

Parents can also place book club orders online. Details of this process are provided on the book club order form given to students.

### **Swimming Classes**

During the summer vacation, the Sport and Recreation Department of NSW conduct Vacation Swimming lessons at various centres throughout the state, including Cobar Memorial Swimming Pool. Particulars are sent to parents midway during Term 4 each year via the School Newsletter. Cobar Memorial Swimming Pool Manager can be contacted on 6836 1778.

## ADMINISTRATION

### ***Student Banking***

Students are able to bank with the Commonwealth Bank through the school. A representative from the Commonwealth Bank visits the school annually and supplies the necessary bank account application forms to students or you may request an application form from the Admin. office. Please complete and return this form with a bank deposit to the Admin. office. Your child will then be issued with a bank account deposit booklet. Student banking day is Wednesday and is processed by the CPS P&C Committee. Please send booklets and money to your child's class teacher for collection.

### ***School Photographs***

A photographer visits the school each year. Details will be forwarded prior to their visit and orders arranged through the school, should you wish to purchase photographs.

### ***Lost Property***

Many of the younger students like to bring a favourite toy to school for their class "news" session. Valuable or expensive toys should not be brought to school as the school cannot be responsible for any loss or damage. As with items of school uniform, toys should be clearly labelled with the child's name. Lost property is placed in a lost property bin which is located next to the canteen. There is also a lost property bin in the library.

Students and parents may check through unclaimed items. All items with names on them will be returned to the owners. However, unnamed and unclaimed clothing will be sent to St Vincent de Paul at the end of each term. It is to your financial advantage to ensure clothing is labelled. Even a Texta pen is adequate for marking the clothes as it will last a long time.

### ***Voluntary School Contribution***

Previously known as school fees, the Voluntary School Contribution has been set by the Director-General of Education and endorsed by CPS School Council at \$25.00 per child or \$40.00 per family per year. Parents will be notified at the beginning of each school year about the method of payment via the CPS newsletter. All monies are used to support learning and capital works programs happening within the school. Funds are directed towards designated project/s after consultation with Cobar Public School P&C Association.



**Cobar Public School**  
**Promoting a happy and safe school.**

## School Oval



**Blakey Street**



# STUDENT WELFARE

## COBAR PUBLIC SCHOOL

### CODE OF BEHAVIOUR: RIGHTS AND RESPONSIBILITIES

#### RIGHTS

*A right is something which belongs to you and should not be taken away by anyone. All members of our school have the same rights.  
As a member of Cobar Public School I may claim:*

- 1. The right to an uninterrupted, supportive learning environment.** This means that lessons should not be interrupted by others.
- 2. The right to learning experiences aimed at developing my potential.** This means lessons and activities that help develop my knowledge, skills and attitudes.
- 3. The right to be treated as an individual.** This means not being treated unfairly because I am tall or short, boy or girl or because it takes a little longer to get the right answer.
- 4. The right to be respected and treated with kindness at school.** This means that others should not laugh at me, make fun of me or hurt my feelings.
- 5. The right to have my property respected and cared for.** This means others in the school should also look after my things and nobody should damage them.
- 6. The right to a safe, clean and attractive school.** This means school should provide safe classrooms, equipment and rules to ensure my safety.
- 7. The right to tell my side of the story.** This means I may tell my side of the story if accused of breaking a school rule and I may talk freely about my ideas and feelings in an appropriate manner.
- 8. The right to be advised on matters of health and environmental care.** This means I will receive information on how and why I should keep myself and my environment healthy.
- 9. The right to clear communication between school and home.** Notes, newsletters and information should be delivered between home and school.

#### RESPONSIBILITIES

*Responsibilities are duties that I can carry out for myself with advice and support.  
When I claim rights at Cobar Public School I must also accept responsibility. Therefore I have:*

- 1. A responsibility to allow others to work without being bothered.** This means that I work quietly and make good use of my time. I do not disrupt others.
- 2. A responsibility to complete my classroom work.** This means I do my class work and participate in activities to the best of my ability.
- 3. A responsibility to accept and respect the individuality of others.** This means treating others fairly despite differences in the background, appearance and ability.
- 4. A responsibility to help make the school a good place to be.** This means being helpful and courteous to others, treating others as I wish to be treated.
- 5. A responsibility to take care of property.** This means I take care of school property and respect the property of others. I also must take care of my own property.
- 6. A responsibility to obey school rules.** This means I observe all safety, playground and classroom rules.
- 7. A responsibility to allow both sides of the story to be heard.** This means I assist in the peaceful resolution of conflict by telling the truth about my actions and feelings and listening to others in a respectful manner.
- 8. A responsibility to keep myself and the school environment clean and healthy.** This means I come to school clean and practise good health habits at school.
- 9. A responsibility to deliver school messages.** This means it is important to deliver all school messages to my parents/carers and also messages from home.

## STUDENT WELFARE

*(Rights and Responsibilities continued)*

To ensure the safety, good health and well-being of all students in our school, it is necessary for them to conform to, and maintain, acceptable standards of behaviour. Please familiarise your children with our Code of Rights and Responsibilities.

Severe and/or constant deviations from the Code are alleviated or avoided when students, parents and teachers work together to support and encourage mutual respect.

### **Student Welfare**

Student Welfare encompasses everything students do at school. The advisor for each team is responsible for the welfare of students in that team. The Principal is responsible for all students in the school.

Some of the policies referring to student welfare include Cobar Public School Discipline Framework\*, Cobar Public School Anti-Bullying Policy and Departmental policies on Child Protection and Procedures for the Suspension and Exclusion of School Students.

*\*Refer Page 21—Cobar Public School Discipline Framework*

### **Student Assistance Scheme**

Funds are provided to the school by the State Government to assist families with school related expenses. Financial support may be provided for costs related to school excursions and uniforms. Enquiries should be directed to the Principal and these are treated confidentially.

## **School Rules**

1. Do as you are asked
2. Be in the right place
3. Put your hand up and wait
4. Keep hands and feet to yourself
5. Use a polite voice
6. Be a good friend

### **Supervision Hours**

**The playground is supervised between 8.30am and 3.30pm. The school is concerned for the welfare and safety of students.**

**Parents please make sure that students do not arrive at school until 8.30am.**

**All students finish school at 3.05pm.**

- ◆ The afternoon collection point for all students is inside the front school gates (those located outside the school Administration Office in Blakey Street). Students are supervised at this point until collected by parents.

- ◆ Students travelling by bus are taken to the bus area and supervised by teachers as they board buses.



- ◆ Students walking or riding home leave via the Cobar Public School front gates.



- ◆ Students are not permitted to leave the school grounds during school hours without the written permission of parents / carers.

- ◆ Lunch passes are issued to students at parent request. Please request further information from the CPS Admin. Office if a lunch pass is required for your child.

### **Please Note:**

**For Kinder to Year 2 students**

If there is any change to the going home arrangements for your child(ren)  
**please notify their class teacher in writing.**

## STUDENT WELFARE

### ***Cobar Public School Merit Award System***

Students are rewarded for their efforts in academic, sporting and extra-curricular activities, as well as for displaying appropriate behaviour towards their peers, school staff and in the school community.

*Refer Page 23 for Cobar Public School Merit Award System Pathway.*

### ***School Attendance***

School attendance is compulsory.

1. Daily absences should be explained by a note, which is dated and signed by the student's custodian and handed to the class teacher on the first day returning from absence.

2. When removing students from school for such things as medical appointments, and on their return from such appointments, parents are required to obtain a 'sign in'/'sign out' slip from the Admin. Office. Your student will then be called from the classroom to the CPS Admin. Office.

3. Late arrivals to school must also be signed in at the Admin. Office. A valid reason must be provided.

4. Leave can only be granted by the Principal and must be obtained before students go away.

Students can only be granted 50 days leave per year.

Leave is granted for:

- ▶ Misadventure or unforeseen events
- ▶ Participation in special events not related to the school
- ▶ Short family holidays that cannot be taken within normal vacation periods
- ▶ Domestic necessity such as serious illness of an immediate family member
- ▶ Attendance at funerals
- ▶ Recognised religious festivals or ceremonial occasions
- ▶ Short term employment in the entertainment industry

In cases such as these, please seek the advice of the Principal who may recommend the children are temporarily enrolled at a host school during the time away.

Where unexplained absences occur a note requesting a reason will be sent home.

### ***Home School Liaison***

Despite the best efforts of Principals and teachers, a small proportion of students may still not attend school regularly.

The school is serviced by a home school liaison officer who provides additional support for students. He is based at Bourke and visits Cobar Public School regularly.

### ***Social Skills Program***

A focussed social skills program, based on 'Values Education', has been implemented from K-6 to assist students develop resilience in the face of adversity and to develop values and strategies in social skills and bullying.

### ***Student Progress Reports***

- **Formal student reports** are provided to parents two times a year—at the end of Term 2 and Term 4.

Term 2          Half-Yearly Report  
Parent/Teacher interview

Term 4          Yearly Report

- **Formal Parent/Teacher interviews** are conducted at the end of Term 2. You will be provided with interview times and dates via a note home with your student(s) in Term 2.
- **Parents are also** encouraged to make appointments at any time to speak with teaching staff regarding student progress.
- A **'Meet and Greet'** evening for parents to meet our staff, discuss class routines, school programs etc is held early in Term 1 each year.

### ***Suspension, Exclusion and Expulsion***

The Department of Education and Communities has very strict guidelines for the suspension, exclusion and expulsion of school children which this school is obligated to adhere to. Students may be suspended, excluded or expelled from school for the following reasons.

- \* extreme insolence
- \* persistent disobedience
- \* disruptiveness
- \* continuous harassment of other students and staff
- \* violent behaviour
- \* unacceptable behaviour
- \* possessing weapons.

(Reference: Memorandum to Principals 94/011. Department of School Education & Communities).

**Positive, strong parent partnerships  
are our key to  
success in achieving the best possible outcomes  
for all students.**

## STUDENT WELFARE

# COBAR PUBLIC SCHOOL CORE VALUES

1. **CARE AND COMPASSION**—care for yourself and others
2. **DOING YOUR BEST**—Try hard, strive for excellence, always work towards accomplishing something worthy and admirable.
3. **FAIR GO**—everyone is treated fairly for a just society and the common good.
4. **FREEDOM**—enjoy all the rights and privileges of Australian citizenship and stand up for the rights of others.
5. **HONESTY AND TRUSTWORTHINESS**—be honest, sincere and seek the truth.
6. **INTEGRITY**—ensure that what you say is what you practice and do yourself, and practice the principals of moral and ethical conduct.
7. **RESPECT**—treat others with consideration and regard, respect another person's point of view. Treat others the way you would like to be treated yourself.
8. **RESPONSIBILITY**—be accountable for what you do and say, resolve your differences in a peaceful and non-violent way, contribute meaningfully to society by being a good citizen, and take care of the environment.
9. **UNDERSTANDING, TOLERANCE AND INCLUSION**—be aware of others and their cultures, accept diversity, include others and include yourself.

Positive, strong parent partnerships are our key to  
success in achieving the best possible outcomes for all students.



# Behaviour Pathways

## Top Behaviour

### Level A

All students start on this level at the beginning of each term and the end of mid term breaks

#### Rewards for Top Behaviour

Shining Day activities, stickers, prizes, class parties, visiting the Principal or Assistant Principals, visiting other class teachers, recognition at assemblies, good choice time, visiting other classrooms.

#### Merit Award System

All students can receive Good Eggs and Merit Award at any level

**Good Eggs**  
Collect 10  
Students Responsibility

**Merit Award**  
Collect in a folder  
present to AP -Student's Responsibility

**Special Awards**



**Refer next page (Page 23)  
for  
Special Award list**

Ernie's eyes  
are always watching!



COBAR  
PUBLIC  
SCHOOL

promoting

Responsible

Respectful

Learners

## Behaviour Levels – Cobar Public School

### LEVEL A

Level A indicates that a student is exhibiting all the behaviours expected of them in being a responsible, respectful learner. A student who remains on Level A for the entire school year will be recognised for their positive behaviour by receiving a Level A Outstanding Behaviour award at the end of year presentation.

### LEVEL B

Level B indicates a change in behaviour and serves as a warning that a student's behaviour is not consistent with the expectations we hold as a school community. At this level, no privileges are withdrawn however the student will no longer be eligible for a Level A Outstanding Behaviour award at the end of the year (applicable to all ll placements). If there are no further negative behaviours, the student returns to Level A after 2 weeks.

### LEVEL C

Level C indicates either a repeated series of misbehaviours following a warning or an isolated incident that is deemed serious enough to be placed on a Level C. At this level a student will have their privilege withdrawn for a range between 1-5 school days (depending on the nature and severity of the issue). These privileges will include playing on the playground; they will be required to be supervised in the office before school, lunch time and recess. In addition, students will only be allowed lunch / recess orders with no access to ice blocks or walk-up canteen purchases. If there are no further negative behaviours, the student returns to Level B after 2 weeks and an additional 2 weeks to return to Level A.

### LEVEL D

Level D indicates an alternative placement in school. It is from either a repeated series of misbehaviours following a warning or an isolated incident that is deemed serious enough to be placed on a Level D. At this level a student will be placed in an alternative classroom for a range of days (between 5-10) and will also have their privileges withdrawn for a range between 5-10 school days (depending on the nature and severity of the incident). These privileges will include; discos / special events, playing on the playground; they will be required to be supervised in the office before school, lunch time and recess. In addition, students will only be allowed lunch / recess orders with no access to ice blocks or walk-up canteen purchases. If there are no further negative behaviours, the student returns to Level C after 2 weeks and an additional 2 weeks per level to return to Level A.

### LEVEL E

Level E indicates an out of school (short) suspension. Consistent with the Department of Education's Suspension & Ex-pulsion Procedures, a short suspension can be 1- 4 days. The class teacher will provide work for the student to complete whilst on suspension. After the suspension, the student will require a re-entry meeting with the principal and parent/ carer on the day or prior to the student returning. On returning to school the student will be placed on a Level D (see above). No negative behaviours for 2 weeks will result in a level downgrade to Level D (and continuing until Level A is reached again).

### LEVEL F

Level F indicates an out of school (long) suspension. Consistent with the Department of Education's Suspension & Ex-pulsion Procedures a long suspension can be up to 20 days. After the suspension, the student will require a re-entry meeting with the principal and parent/carer on the day or prior to the student returning. On returning to school the student will be placed on a Level D (see above). No negative behaviours for 2 weeks will result in a level downgrade to Level E (and continuing until Level A is reached again).

**In the event that a student is suspended or placed on a level at the end of term and the duration of the level / suspension does not fit within the term's end, the level or suspension will continue into the next term until the duration of the level/ suspension is carried out.**





# CPS Merit Award System

- 1 Good Egg Cards are handed out by teachers to students following the PBL expectations.

When a Good Egg Card is handed out, the teacher will tell the student why they are receiving it.



- 2 Collecting **10x** Good Egg Cards = one merit award

- 3 Merit awards are collected to receive a special award. Shining Day awards also count as a merit award.

## Special Awards

### Merit Awards = Special Awards

5 = Achievement

15 = Outstanding Achievement

25 = Champion

50 = Distinction

75 = High Distinction

100 = Excellence

125 = Platinum

150 = Bronze

175 = Silver

200 = Gold

225 = Opal

250 = Ruby

275 = Emerald

300 = Sapphire

325 = Topaz

350 = Amethyst

375 = Rhodium

400 = Diamond

425 = Jade

450 = Moonstone

475 = Black Opal

**Students** have the responsibility of maintaining records of their own Good Egg Cards, Merit and Special awards. Merit award folders are available from the front office for \$5.50.

**Students** will be responsible for presenting Good Egg Cards, to the classroom teacher for exchange for merit awards.

- Merit Awards are handed to Assistant Principal for exchange for Special Awards.
- Special awards are printed in the newsletter and presented at fortnightly assemblies by the Principal.
- Collection of Merit Awards to continue over entire school life at CPS.

## SCHOOL UNIFORM

- ◆ Cobar Public School P&C Assoc. and School Council endorses and promotes the wearing of the Cobar Public School uniform.
- ◆ The NSW Department of Education & Communities requires students to conform to acceptable standards of dress.
- ◆ The students at our school are expected to wear school uniform which adheres to the following

### **Boys**

#### ***Summer***

- \* Grey shorts
- \* Bottle green polo shirt
- \* Bottle green or grey socks
- \* School sandals or black shoes
- \* Bottle green wide brim CPS hat

#### **Optional for Senior Boys (Yrs 6)**

- \* White CPS Shirt, grey shorts

#### ***Winter***

- \* Grey trousers
- \* Bottle green fleece lined jumper
- \* Bottle green polo shirt
- \* Bottle green or grey socks
- \* Black shoes
- \* Bottle green wide brim or bucket CPS hat

#### **Optional for Senior Boys (Yrs 5-6)**

- \* White CPS Shirt, grey trousers

#### ***Sport (Primary Only - Years 3-6)***

- \* Bottle green shirt or House Sport shirt
- \* Black tracksuit pants
- \* Bottle green fleece lined jumper
- \* Black shorts
- \* Sport shoes
- \* Bottle green floppy or stiff brim CPS hat

#### **Optional Extra**

- \* Green School jacket

### **Girls**

#### ***Summer***

- \* Green Tartan Summer Dress  
OR
- \* Green Tartan shorts / skort
- \* Bottle green polo shirt
- \* Bottle green or white socks
- \* School sandals or black shoes
- \* Bottle green wide brim CPS hat

#### **Optional for Senior Girls (Yrs 5-6)**

- \* White CPS Shirt, Tartan skort

#### ***Winter***

- \* Black Bootleg pants
- \* Bottle green fleece lined jumper
- \* Bottle green polo short or long sleeves
- \* Bottle green or white socks
- \* Black shoes
- \* Bottle green wide brim or bucket CPS hat

#### **Optional for Senior Girls (Yrs 5-6)**

- \* White CPS Shirt, Tartan skort

#### ***Sport (Primary Only - Years 3-6)***

- \* Bottle green shirt or House Sport shirt
- \* Black tracksuit pants
- \* Bottle green fleece line jumper
- \* Black shorts
- \* Sport shoes
- \* Bottle green floppy or stiff brim CPS hat

#### **Optional Extra**

- \* Green School jacket

#### **Please note:**

- ◆ Cobar Public School Canteen Uniform Shop has a second hand clothing pool which is available to all parents and students (only a small selection available).

#### **CPS Uniform Shop, located at CPS—Block H**

**Opening Hours—Monday 2.45pm—3.15pm, Wednesday 8.45am— 9.15am during the school term.**

**Tel: 02 68362 039 (CPS) Please refer to CPS Website for uniform order form listed under**

**CPS P & C Association link.**

**Jewellery - Students may wear studs or sleeper earrings and a simple watch but are discouraged from wearing any other form of jewellery to school because of the risk of injury.**



## STUDENT SUPPORT SERVICES

### ***School Policies***

Cobar Public School has a large range of policies covering all aspects of education. These may be viewed at the Admin. Office upon request.

A copy of CPS Homework Policy has been included for your use on pages 33 and 34.

### ***Team Information Meetings***

Team information meetings for K to 6 are held during Term 1. These meetings provide an opportunity to meet with class teachers, to learn about class procedures, curriculum content, behavioral expectations and homework. Meeting times are advertised via the school newsletter.

### ***Literacy and Numeracy***

Literacy and Numeracy blocks are a feature of our curriculum. Our focus is setting high expectations for ALL students.

### ***Your Child's First Year at School***

Kindergarten is the first year of formal schooling in New South Wales Government Schools.

Many children entering our Kindergarten have had the opportunity to attend a Preschool. However, even with this valuable experience behind them, full-time attendance at school is a very big step for most children.

These early weeks of Kindergarten can also be a very stressful time for parents, especially when it is their first or last child to attend school.

It is imperative that every child gain the best start to school possible. We, as teachers, need time to get to know your child. We need the help of parents/guardians to do this, because you, as parents/guardians know your child best. You have been your child's first and most influential teacher(s).

When children begin school, they are not substituting one set of teachers for another. They simply gain an additional teacher. We believe that parents/guardians and teachers should work closely together and share the task of assisting in your child's learning.

### ***The Learning Process***

When children are very young, parents seem to readily accept that not every child will begin to walk or talk at exactly the same age. However,

when a child begins school, parents often become worried because their child perhaps cannot cut out very well or cannot write his/her name when other children in the class can. This should not initially be a cause for concern, because children learn in different ways and at different rates.

Children come to school from different backgrounds. Each child has had his/her own personal set of learning experiences. These two aspects, as well as the child's age, level of maturity upon entering school, attitude and expectations about school and learning all have a bearing on what and how each child learns.

Play is an integral part of the Kindergarten program, for it is through play that children learn best. These play activities, which during the first few weeks are very similar to, or are an extension of the types of activities that the children have been used to at preschool, provide each child with the opportunity to learn to work in a group and to get along with others. They enable the children to practise sharing, taking turns, and controlling their emotions. It is through play that the children build on what they have already learned at home about talking, reading, writing and mathematics.

Some children come to school already reading and writing, but please don't be worried if your child is not. It may take another fifteen to eighteen months; or it may take less time, before your child actually begins to read and write in a way that is accepted by adults. During this time, however, your child will be continually learning new things about reading and writing and will be experimenting with these, in a similar way that he/she did when he/she was learning to talk. We all need to remember that each child is an individual, with his/her own way of learning. It is our job as parents and teachers to accept each child's genuine efforts and to give encouragement and support.

### ***The Learning Support Team***

This team is responsible for all aspects of student welfare and encompasses the following areas:

- ▶ Behaviour
- ▶ Academic
- ▶ Gifted and Talented programs
- ▶ Attendance
- ▶ Child protection
- ▶ Disability programs.

## STUDENT SUPPORT SERVICES

**The Team** comprises: Principal, Executive Teachers, School Counsellor, Learning Assistance Support Teacher and teacher representatives.

Students are referred to the team and are allocated case managers. Parents are notified at all times relating to the case plan of their child/ren.

### ***Students with Disabilities/Integration***

Some students may already have had a physical, intellectual, psychological, social or emotional condition diagnosed before reaching school age. Some may already be receiving specialist help through the NSW Department of Education and Communities Guidance Office, or through other agencies, such as the Royal Blind Society, the Autistic Children's Association, etc.

It is important that any disability a student has present or has had previously is brought to the Principal's attention prior to enrolment, so that an assessment of the student's needs and suitability for enrolment at our school can be made.

The school integrates a number of students with disabilities and also has designated special education class. It is important that parents of students with special needs are aware that the school does offer comprehensive special education programs. Please contact the school for further details.

### ***School Counsellor***

The School Counsellor is a key member of our student welfare team, contributing information, understanding and advice on the learning and behaviour of students. School Counsellors work with students, parents, school staff and other community agencies to assist students.

### ***Aboriginal Education Tutorial Program***

Funding is provided through Aboriginal Education Directorate to assist Aboriginal students to improve and achieve Literacy and Numeracy outcomes through equitable teaching support.

### ***Reading Recovery Program***

This program assists students in Year 1 who have been identified as having reading difficulties. The program provides the student with skills and strategies to promote reading success.

### ***Support Teacher Learning Assistance***

Assesses students in academic areas and works in consultation with teachers and parents to develop learning programs to assist and improve student learning.

Literacy and numeracy assistance is provided to identified students in Kinder to Year 6 by our full time Support Teacher Learning and Teacher's Aide. This support is extra to and supports that provided by the class teacher.

### ***Student Representative Council***

Cobar Public School students and staff elect a student body each year with member representation from each grade from Years 3 to 6. The SRC is involved in various fundraising activities and community events, as well as assisting with in-school functions such as discos, assemblies and presentation ceremonies.

### ***Parents & Citizens Association***

The Cobar Public School P&C meets monthly at the School. Notification prior to meetings is sent home in the School Newsletter.

**The AECG** group caters for children of Aboriginal descent and their parents. For further information contact Mrs Jacqui Lawrence via the Cobar Public School Admin. Office on 68 362 039.



## SCHOOL COMMUNITY

### ***School Newsletter***

Newsletters are sent home every Thursday.

These are our most important means of letting parents know what is happening or has happened at the school. Frequently permission notes are included in the newsletter and should be returned promptly after signing.

Additional copies can always be obtained from the Admin. office.

The weekly newsletter, plus other useful information about our school is also available on the

CPS Website -

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

### ***Parent Help***

Parents, caregivers and relatives are often asked to help out in classrooms with activities such as craft, process writing, reading, etc, covering and repairing books in the Library or with sport and other extra curricular activities.

Teachers will ask for this help from parents through a note which will be sent home with your child, or via the School Newsletter; or if you would like to help you may leave your name and telephone number at the Administration Office and you will be contacted by the teacher if help is required.

Parents who are able to lend their support are required to provide Working with Children check documentation to the CPS Admin. Office prior to working in classrooms. This is a legal requirement designed to ensure the safety of all children in New South Wales schools.

### **Please visit:**

**[www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check/volunteers-and-students](http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check/volunteers-and-students)**

to obtain information on how to obtain a Working with Children Check.





## HEALTH AND SAFETY

### ***Hats & Sunscreen***

The Department of Education and Communities is very conscious of the need for sun protection of students. Therefore it is strongly requested that students wear sunscreen and a hat all year round and especially during Terms 1 and 4. Students who do not wear a hat will be requested to sit in a shaded area.

### ***Medicines/Medication***

It is generally felt that if children require medication, other than for non-infectious chronic conditions, they are not well enough to be at school.

The NSW Department of Education and Communities has certain requirements for children who need to take medication whilst at school. This medication is to be located at the Student Services Building where appropriate staff supervision is available. It is also necessary to complete medical permission forms (available from the Administration office) providing details of medication and its administration.

In the case of asthmatics and students with allergies, it is likely that the medication located at school will be a duplicate of that kept at home.

Where considered necessary, parents may be required to come to the school to administer treatment. This will usually occur when the treatment involves an ongoing medical condition and the administration of such treatment is not possible within the school's resources and time.

### ***First Aid***

First Aid is administered by a designated staff member. If it is considered that further medical aid is required, the Ambulance is called first and then immediately after that the student's parent/guardian is notified.

The Ambulance is available to offer advice, treatment or transport to hospital for treatment if necessary. This service is covered by insurance paid for by Cobar Public School P&C.

### ***Community Nurse***

The Cobar Community Nurse is available for health-screening for students in Kindergarten to Year 6. Please contact the Community Health Centre on 6836 2113 for an appointment.

### ***Dental Contact Centre***

For all requests for public dental services please ring the Dental Contact Centre on 1300552 626 between 8.45am and 4.45pm on normal business days.

### ***Health***

Good health is vital to school progress. Immunisation is a wonderful safeguard to health and we suggest that you consult your doctor concerning protection against diphtheria, whooping cough, poliomyelitis, tetanus, measles & mumps, rubella, hepatitis and chicken pox.

All students must produce an ACIR History Statement detailing their current immunisation status when enrolling. It is a parent's/caregivers right to choose whether or not their child is immunised. However, in the case of an outbreak of a disease preventable by immunisation, unimmunised students may be excluded from school for a period of time.

**A Speech Pathologist, an Audiologist and an Occupational Therapist** visit the Community Health Centre regularly throughout the year. Please contact the Community Health Centre on 6836 2113 to arrange an appointment. Special referrals may also be made through the school.



## HEALTH AND SAFETY

### ***Glasses***

A number of children need to wear glasses to read. These should be kept in their case in the classroom at recess and lunch time unless the glasses need to be worn constantly.

### ***Hearing***

Some young children are susceptible to middle-ear infections. These can cause temporary hearing loss. Frequent infections, however, can cause permanent damage. Loss of hearing, even if temporary, can effect the child's learning. It can be a cause of speech problems. If your child has suffered ear infections we suggest that your child's hearing be thoroughly checked prior to commencing school.

### ***Eyesight***

It is also important that parents check that their child's eyesight is normal before commencing school.

#### **Things to check:**

- *Do both eyes look at a person or object, or does one eye "turn" in or "turn" out?*
- *Does your child often hold his/her head on one side when looking at close objects?*
- *Does your child constantly rub his/her eyes?*

Young children with undetected eye problems can experience great difficulties doing their work and especially learning to read and write.

**Please seek assistance if you have  
any concerns in regard to your child's health  
by contacting your local doctor**

**or**

**Cobar Community Health Centre  
on  
68 362 113.**

We are a school community of *responsible, respectful learners.*

# HEALTH AND SAFETY

## Infectious Diseases

ILLNESS	EXCLUSION	CONTACTS
*Chicken Pox	Until fully recovered - minimum 5 days after first spots appear.	Not excluded.
Gastroenteritis	Until diarrhoea has stopped.	Not excluded.
*German Measles (Rubella)	Until fully recovered - minimum 4 days after rash appears.	Not excluded.
*Measles	Minimum 4 days after rash appears.	Unimmunised contacts should stay at home for 14 days or if they are immunised within 72 hours of exposure to measles, they can return to school immediately.
*Meningitis	Until full recovered	Discuss the need for antibiotics with your doctor and possible school exclusion of contacts
*Mumps	Until fully recovered - minimum 9 days after swelling occurs.	Not excluded.
*Hepatitis (Viral Type A)	Until symptoms subside or on receipt of medical certificate. Minimum exclusion 7 days from onset of jaundice.	Not excluded.
*Hepatitis B	Not necessary to exclude, but children usually too sick to attend school	See your doctor for immunisation advice
*Influenza	For 5 days after the appearance of the first symptoms	Not excluded.
Glandular Fever	Until recovered or on receipt of medical certificate. Not necessary to exclude, but children usually too ill to attend.	Not excluded
Ringworm	Re-admit when appropriate treatment has commenced, supported by a medical certificate if requested.	Not excluded.
Impetigo (School Sores)	Until sores have healed - child may be allowed to return provided that treatment is being applied and sores on exposed surfaces are properly covered with dressings.	Not excluded.
Trachoma (Conjunctivitis)	Until all discharge from the eyes has ceased.	Not excluded.
*Poliomyelitis	Stay at home for at least 14 days from start of illness and until a doctor has issued a medical certificate of recovery.	Not excluded.
*Diphtheria	Stay at home until a doctor has given a certificate of recovery.	Keep household contacts at home until cleared to return by a Doctor.
*Tetanus	Stay at home until fully recovered.	Not excluded.
*Whooping Cough (Pertussis)	Stay at home 14 days from the start of illness or until 5 days of a 14 day course of antibiotics have been completed.	Not excluded
HIV (Human Immunodeficiency Virus)	It is not necessary to keep children at home (unless they have a secondary infection eg. TB)	Not excluded
TB (Tuberculosis)	Stay at home until a doctor has given a certificate of recovery	Discuss with family doctor
Head Lice	Child may come to school after treatment carried out.	Not excluded. All people living in the same house should be treated at the same time.
Scabies	Keep child at home until treatment begun.	No excluded—but inspect regularly for signs of scabies

**\*ALL DISEASES WHICH CAN BE PREVENTED BY IMMUNISATION**

## SPORT AND PE

### Terms 1, 2, 3 and 4

- ▶ **Whole school sport for students in Kinder to Year 6** is held each Friday at the following times.  
 Gold —Morning or afternoon sessions—dependent upon weather and activity  
 Copper —2.00pm to 3.05pm  
 Zinc —2.00pm to 3.05pm



### The Annual Swimming Carnival

- ▶ For Primary students (Years 3-6 and students in Year 2 who turn 8 years in the current year) is conducted early in Term 1.



### The Annual Athletics Carnival

- ▶ Is conducted in Term 3, for all students (K—6) and every child is expected to participate. At these carnivals there is keen competition among the School Houses - *Fort Bourke, Chesney, Great Cobar and Occidental*.



### House groups and their colours are:

- ▶ **Chesney** - **Green**
- ▶ **Great Cobar** - **Blue**
- ▶ **Fort Bourke** - **Yellow**
- ▶ **Occidental** - **Red**

- ▶ *When the school conducts a Swimming or Athletics Carnival, students may wear the colour relevant to their House.*

### Representative Sport

- ▶ Opportunities exist for outstanding students, Years 3 to 6, to gain representative honour at district, region and state levels in most major sports. Knockout Competitions are usually held during Terms 1 and 2.

### PE Activities

- ◆ The activities planned for these periods usually focus on learning and applying the skills of major team games.
- ◆ No special PE clothing is necessary (however, preferable for girls to be in school shorts, all students to wear running shoes). A note will be required if your child is to be excluded because of illness or injury.



We are a school community of *respectful, responsible, learners*

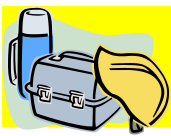
## IMPORTANT POINTS TO REMEMBER

### Contact

Please contact the Principal, Mr Jonathan Harvey, or your child's class teacher if you have any concerns or queries regarding your child's education.  
Appointments may be made via the Administration Office on 6836 2039.

### Student Medical Conditions

Advise the school of any medical condition that your child has that will require support whilst at school. Please keep the school up to date with this information.



### Remember:

CPS promotes 'peanut free' foods for student snacks and lunches.

### Label

Please label every possession worn or brought to school with your child's name.



### Advise

Advise the school immediately of any change of address, home telephone numbers or changes to family details that you feel necessary for school staff to be aware of in regard to your child eg. medical or custody details.

### Student Absence

Send a note following a period of absence, signed by you and stating the reason for the absence and the dates that the absence covered.

### Please ensure your child wears a CPS hat to school

Cobar Public School has a **No Hat, No Play' Policy**

### Lunch Orders

If students are ordering their lunch please ensure that they have their orders into the canteen by 8.55am.

### Supply a Library Bag for your child

This can be of any material, approximately 30cms by 40cm.  
Library bags available at CPS Admin office \$5.50.

### Student Travel - for students K to 2

Please advise your child's teacher, in writing, of any change to your child's travelling home arrangements.

**Cobar Public School**  
**Promoting a happy and safe school**



## COBAR PUBLIC SCHOOL HOMEWORK POLICY

### 3.2.15, Homework for School Students

Homework should be a purposeful learning experience, which may consolidate, extend and/or enrich the school's program. Essentially homework should be viewed as an educational activity which arises from an interesting, stimulating and appropriate school experience and which is seen by the child as deserving attention out of school hours.

Homework has the potential to further school-home partnership in the education of the child. It is a means by which aspects of the school's program are introduced into the home setting. It can assist in the clarification of the school aims, the classroom objectives, the methods of teaching and learning fostered by the school, and the needs of the child.

At it's best, homework can be a creative experience; at it's worst it can be frustrating, valueless, destructive of interest and an unnecessary intrusion into the home, in its own right of learning.

It is proper for teachers at all levels of schooling to encourage the development of the child's interests, knowledge and skills through homework activities. In early years of schooling this will tend to be done by promoting informal, optional experiences. However, as schooling becomes more structured in organisation and as the specific needs of individual children are more clearly identified, the teacher, working within the school's homework policy, may establish with the individual child or group of children, homework programs appropriate to need.

There will be special circumstances associated with learning difficulties, enforced absences and so on, where carefully designed homework activities, planned in consultation with parents and the child, will be considered desirable, if not essential to the child's further growth and development.

Homework should not be viewed by teachers and pupils as a device for securing classroom discipline. To use homework for this purpose would deny the fundamental principle upon which this policy is based.

Within the framework of this policy statement, principals have the responsibility to develop and to

supervise the implementation of a homework policy for the school. This may be best achieved through consultation with teachers, parents and pupils as appropriate.

This statewide policy and the school's policy on homework should be made clear to all teachers, parents and pupils.

#### **PREAMBLE:**

This policy is the result of consultation with staff, parents and students and has been developed within the guidelines of the Department of Education and Training statement.

#### **PART A – AIMS**

##### **In this school, homework will be given**

1. To help develop a student's sense of responsibility.
2. To help a student develop good home study habits.
3. To reinforce schoolwork by applying known skills in purposeful and interesting activities.
4. To involve parents in their child's education and give them an opportunity to better understand the methods of teaching and learning encouraged at this school.
5. To provide an opportunity for students to practise work which, for various reasons, may need consolidation.

#### **PART B – UNDERSTANDINGS**

1. Students will not be punished if work set is not completed.
2. The time to be devoted to homework will increase with the age of the students but will not exceed half an hour on any one night.
3. Homework will not be set over weekends. (However students may wish to complete work of their own accord).
4. It is not essential that homework be given every night.
5. Parents who are in any way concerned about homework will be able to make arrangements to discuss their concerns by phoning 6836 2039.

# COBAR PUBLIC SCHOOL HOMEWORK POLICY

## PART C – SUITABLE HOMEWORK ACTIVITIES

1. Learning tables and spelling.
2. Reading.
3. Mathematics – application of known skills and knowledge. New work should not be set, parents as well as students should understand methods to be used and care should be taken that monotonous exercises which students can already do successfully are not given. These skills should rather be applied to problem or practical situations.
4. Language activities.
5. Project work including activities in which the whole family can be involved.
6. Homework sheet.
7. Collecting items such as pictures, objects, news clippings, science specimens...
8. Research activities – gathering information by conducting surveys, talking to people, carrying out experiments...
9. Activities initiated by students themselves as a result of class lessons e.g. making models, designing games, writing stories or poems, sketching, science experiments, sewing, exercise routines ...
4. Check that there is homework to be completed.
5. Provide suitable facilities and tools such as a table and chair, light, pencils, paper, textas, a quiet place ...
6. Be willing to check and sign work when completed.
7. Encourage the student to be responsible for completing their homework of their own accord.
8. Make the time available to encourage the student to make an effort and to assist when needed.

## PART D – THE ROLE OF THE TEACHER

### A class teacher should:-

1. Observe school homework guidelines.
2. Provide homework at realistic levels – homework that gives practice and reinforcement to those students in need yet challenges the more capable student.
3. Mark given work.
4. Encourage students to be responsible for completing their own work.
5. Establish suitable homework routines.
6. Recognise and praise work completed and acknowledge extra effort.
7. Ensure that instructions are understood by parents as well as students.
8. Prepare homework that is a blend of written and non-written activities.

## PART E – THE ROLE OF THE PARENTS

### Parents should:-

1. Show an interest.
2. Be willing to help but not actually do the required activities.
3. Recognise and praise the student for work completed.

## EXPECTATION

Students should read  
every night for 5 to 10  
minutes





# At Cobar Public School we offer ....



**State of the Art  
Library / Literacy Centre**



**Focussed, explicit literacy and  
numeracy blocks**



**K-6 Sport and PE Programs, Dance, Choir and  
Instrumental Groups**

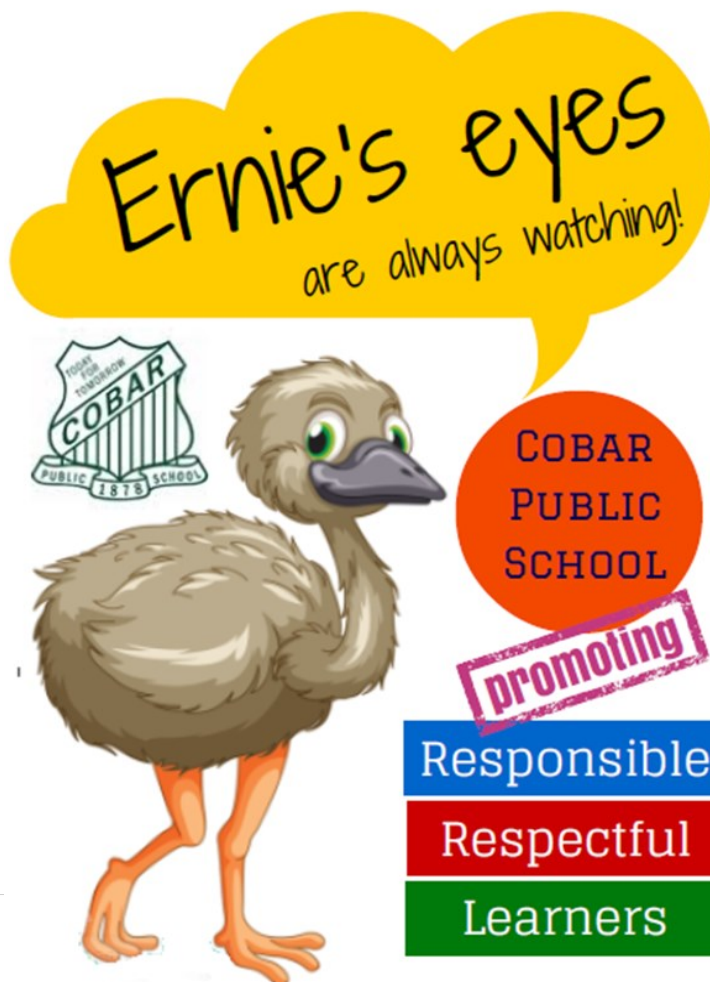
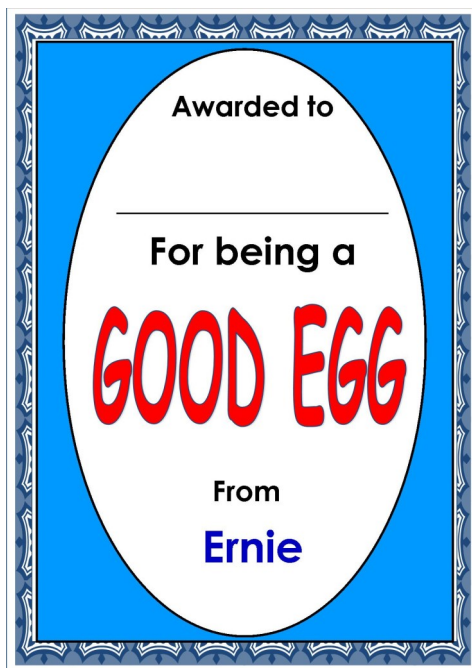


**Innovative Computer  
Technology in all student  
learning areas**



## and lots of fun!





## ALL SETTINGS

ALL SETTINGS	Looks Like and Sounds Like
<b>RESPONSIBLE</b>	<ul style="list-style-type: none"> <li>• Use equipment for its purpose</li> <li>• Stay in bounds</li> <li>• Wear a school hat outdoors</li> <li>• Be honest</li> <li>• Walk safely around the school</li> </ul>
<b>RESPECTFUL</b>	<ul style="list-style-type: none"> <li>• Use polite voice</li> <li>• Do as you are asked</li> <li>• Keep your hands to yourself</li> <li>• Wear school uniform</li> <li>• Share equipment</li> </ul>
<b>LEARNER</b>	<ul style="list-style-type: none"> <li>• Be prepared for training</li> <li>• Participate to the best of your ability</li> <li>• Listen to instructions</li> </ul>



RESPONSIBLE  
RESPECTFUL  
LEARNER



