

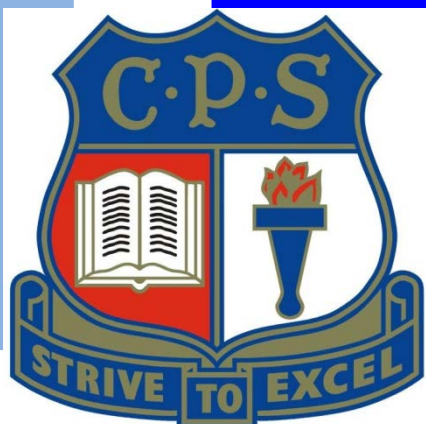
Casino Public School

INFORMATION BOOKLET

Opportunities to
provide
excellence and
success



Strive to excel





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WELCOME!

By sending your child to Casino Public School, you can be assured that you have chosen a wonderful school with excellent teaching and learning programs supported by the most dynamic, professional and caring teachers.

At Casino Public School we offer students a wide range of educational opportunities in a safe and caring environment.

Strong academic programs, highly dedicated staff and great facilities offer your child the very best opportunities for success.

This booklet is designed to provide you with essential basic information about the everyday operation of our school, and a brief overview of some of the programs offered to the students.

CASINO PUBLIC SCHOOL

Strive to Excel

with Courage, Perseverance and Sincerity.

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School Vision Statement

Positive respectful relationships will support students to develop as confident self-directed learners while promoting a culture of high expectations and shared responsibilities to engage all students in a school where everyone is valued.

Casino Public School Statement of Values

Casino Public School provides a service that offers all children enrolled the opportunity to commence lifelong learning in their chosen academic, sporting and social endeavours.

Schools have always upheld certain values.
At Casino Public School we uphold the values of:



Love, Truth, Justice

Honesty, Tolerance, Respect



You are invited to visit our school and to participate in school affairs as we believe that close liaison between the school and the family contributes significantly to the progress and welfare of the children. The weekly newsletter will keep you informed of coming events so that you can plan ahead and arrange to share some of your child's experiences throughout their school year.

Network: Clarence Valley

Region: North Coast

Director of Schools: Meghanne Wellard

Orientation Days

An invitation is extended to children enrolling in Kindergarten the next year to attend orientation days during Term 4.

Orientation Days provide the children with the opportunity to become familiar with the layout of the school and some of the routines. Meeting with other children who will be in the same classroom helps to establish confidence and a more secure atmosphere when full time schooling commences in the new year.

The days also provide an opportunity for parents and teachers to discuss any special needs the children might have and to establish a good working relationship between home and school.

During Term 4, Year 6 students participate in a transition program involving an orientation day at Casino High School.

Making contact with the School

Parents are welcome at our School. We encourage you to attend assemblies and visit classrooms to share in special events/activities. We appreciate parents making contact with the school and keeping us informed about their children.

Our school has a culture of encouraging parent/teacher communication. The support provided to individual children and the students as a whole can be maintained at a high level in such an environment.

If you would like to make an appointment to see your child's teacher please telephone, write a note or call at the front office. In the interest of safety for all we ask that all visitors report to the front office on arriving at the school. Please do not go directly to classrooms

Team Approach

The quality of the educational opportunities provided at our school is made possible through the constructive support and contributions made by all members of the community (parents, children, and staff) to the school's operation and management. Through collaboration and consultation we encourage participation at a level where individuals feel comfortable.

Parent input and feedback as individuals, through the P&C is supported and encouraged in areas such as; designing and implementing school programs, identifying needs to guide planning, designing policies, organising special events, etc.

Publications such as the Casino Public School's Information Booklet, School Plan Management, and Annual School Reports are available to the general community to provide an insight into our school.

Parent Helpers

Parents and members of the community are encouraged and welcome to provide classroom assistance and present lessons in areas where they have expertise. The presentation of parent information sessions to enhance parent's knowledge and understanding of the curriculum and classroom activities is an area currently being extended to develop community confidence in being involved in school and classroom activities.

Parents with special interests or who would like to help in classrooms are encouraged and welcome to assist with activities such as reading, computers, cooking, story writing, delivering talks on a topic they have expertise in, swimming, sports training, crafts, performing arts, etc.

Student Assemblies

Stage assemblies are held on a regular basis. Many parents take the opportunity to attend assemblies. Parents are always most welcome to attend assemblies. The children enjoy sharing their work and activities. In each stage each class hosts the stage assembly in rotation.

Parents and Citizens Association

The P&C meets on the second Tuesday of the month, meeting times alternate between 9.30am and 6.00pm. Meetings are held at the school in the Cultural Room. The P&C has an important role to play in many aspects of our school's planning, management and operation. Topics for discussion are wide ranging and are focused on the continuous improvement of our school in meeting the children's social and learning needs.

Attending P&C meetings gives you a better understanding of the happenings in the school for the benefit of your child/children.



School Newsletter

A school newsletter is sent home each Tuesday advising parents of coming events and school happenings. From the staff's perspective the newsletter is extremely valuable. Newsletters are the only regular means of contact with all parents of children in the school. Information provided in the Newsletter is crucial when conducting some lessons and activities at the school or at an outside venue. A good example of this is permission notes where the parents/ caregivers' consent is required before a child can take part in an activity. Often permission notes are simply an indication that parents are aware that their child will be undertaking an activity outside of the usual lesson timetable.

Newsletters are an excellent means of keeping parents informed about what is happening in their school. Please encourage everyone in your household to read the newsletter, even the children.

Parents and community members are most welcome to place notes, ads etc in the newsletter. We encourage this means of communication as it builds up the feeling of community participation and increases the value placed on the newsletter. Information to be placed in newsletters should be sent to the school by the Friday before so that it can be included in Tuesday's newsletter.

Skoolbag

Skoolbag is a mobile App for our school to communicate directly to both parents and students. It works through both smart phones and smart devices (such as iPads and Android Tablets). Ideal for viewing school events, newsletter, etc. Must be updated regularly.

Facebook

Our school has a Facebook page which is available for all parents/carers to access.

Uniforms

Our school community is strongly in favour of our students wearing the approved school uniform at all times.

Uniform Shop

The P&C provides a uniform shop for your convenience. All uniform items are available at reasonable cost. Second hand items are sometimes available. For more information just ask at the office.

Non acceptable footwear - Thongs, slip-on style shoes with no heel strap and high platform shoes. [Covered shoes are much preferred for safety reasons].

A "NO HAT, PLAY IN THE SHADE" POLICY EXISTS

Mufti Days

On 'Mufti Days', students are allowed to wear casual clothes to school. The purpose of Mufti Days is to either pay a 'coin fine' or donation in support of a Charity that the SRC has chosen. The children enjoy the opportunity to attend school out of uniform on these special days.

Student Assistance Scheme

Our school holds funds to support families who need assistance in providing materials and opportunities for their children at school. Parents who wish to apply for Student Assistance Scheme funds or wish to know more information please contact the Principal. All enquiries and access to the funds is kept confidential.

Canteen

The school canteen operates 5 days a week and is coordinated by a paid Supervisor, Danielle Parker. Danielle manages the day to day operation of the canteen, assisted by rostered volunteers. Without parent/caregiver support, our canteen cannot operate. The School Canteen provides a quality service. Children **MUST** order their lunch from our menu prior to classes commencing. They also have the opportunity to purchase snacks at recess from 1.40pm to 2.00pm as well as the second half of the lunch break from 11.30am to 11.50am. The Canteen also supports the healthy canteens policy for the benefit of our children.

If you are able to help please contact the Canteen supervisor through the school.

Forgotten Lunches

If your child forgets to bring their lunch to school they should ask their teacher for a note to take to the canteen. The note is then taken to the canteen and exchanged for a sandwich and piece of fruit. When this happens, the child's parent/caregiver will be informed.

Materials Required for School each day

Parents provide the following materials for their child to use each day. Please remember to label all items with your child's name.

Kindergarten: water bottle, cloth library bag, hat (with a 5cm brim or wider), art shirt.

Years 1 and 2: water bottle, cloth library bag, hat (with a 5cm brim or wider).

Years 3 to 6: In a pencil case: blue and red pens, writing pencils, ruler, colouring pencils, eraser and sharpener. NO LIQUID PAPER. Also: water bottle, cloth library bag, hat (with a 5cm brim or wider).

Each child should bring a piece of fresh fruit or vegetable to have to eat at fruit snack during the morning session.

Wet Weather

During wet weather the children eat their lunch and recess indoors under the supervision of their classroom teacher.

The concrete and asphalt areas are utilised as playing areas when the playground is too wet.

Supervision

Before and After School

Students should not come to school before 8.40am when teacher supervision begins each day. Supervision finishes at 3.45pm each day after the buses have departed.

If children *arrive by bus earlier than 8.40am* they must remain seated in the designated shelter area near A-Block/Administration Building until the supervision bell sounds at 8.40am. No play is permitted before 8.40am.

Classrooms

Students are not permitted to enter classrooms before lessons or during lesson breaks unless their classroom teacher is present in the room. Each classroom is locked during lesson breaks when the teacher is not in their room.

School Routines

8.40	Supervision bell for playground duty – students place their school bag at their classroom in the designated area for their class
9.05	Stop play, go to toilet, wash hands and line up at classroom
9.10	Seated in class
11.10	Lunch commences- Eating time (no purchases from canteen-orders only)
11.30	End of eating time – Play and purchase snacks from canteen
11.55	Stop play, go to toilet, wash hands and line up at classroom
12.00	On seats in class
1.40	Recess commences
	Purchase snacks from canteen
2.05	Stop play, go to toilet, wash hands and line up at classroom
2.10	On seats in classrooms
3.12	Board buses
3.17	First bus depart

Sport

Early Stage 1 and Stage 1

Physical activities and gross motor skills programs are provided on an individual class basis. Term 4 Intensive Swimming lessons for 10 days. In Term 1- Stage 1 have swimming for sport to build onto their water confidence and skills they have learnt from the Term 4 Intensive Swimming Lessons.

Stage 2

Terms 1 and 4 students have swimming for sport. Term 2 athletics and cross country. Term 3 a series of team sports, the program is skilled based and leads to the playing of modified games.

Stage 3

Terms 1 and 4 students have swimming for sport. Term 2 athletics and cross country. Term 3 students select from a range of sports.

Sports Teams

Gordon	Blue
Kendal	Red
Paterson	Yellow
Lawson	Green

The students are divided into four sports teams that compete in the athletics, cross country and swimming carnivals.



Toys and personal belongings

Your permission should be sought before your child brings a toy or other belongings to school. Toys should only be brought to school on special occasions rather than on a regular basis, for example, show and tell/news in class. Toys that are fragile or have small components or many loose pieces should not be brought to school.

Swapping or exchanging toys is not permitted under any circumstance. Items such as collectable cards etc are NOT to be brought to school. Equipment, such as, i-pods and mobile phones are expensive and can be easily lost or misplaced at school. They should not be brought to school.

Parent/Teacher Meetings

Term 1

Parent information meetings are held early in the year when the children have settled into a routine. Class teachers in each stage team talk to parents about the program of work being taught, the methods being used and ways they may help their child. It is a time for parents to ask any questions and offer any ideas. This meeting is one in which we talk in general terms, not about individual students.

Term 2

Semester 1 progress reporting is a written report and a parent-teacher meeting. Each teacher notifies parents of the times he/she will be available for individual meetings. We like to see all parents at this time so you can give us any valuable pointers about your child and we can discuss your child's individual progress. A three-way meeting, with the student, parent and teacher is available on request.

Term 4

Parents will receive a written report of student progress in the Key Learning Areas [subjects], in social development and a general comment.

Other

If, at any time, you have a concern or a question you would like to discuss with your child's teacher or an executive staff member, it is simply a matter of ringing the school or sending a note and an appointment will be made. Availability to discuss student progress and achievements and follow up on information covered during parent-teacher meetings is a key focus of the school.



Pass Outs

No student is permitted to leave the school grounds for any reason unless special permission is obtained from the Principal. This permission will only be granted if supported by a note from home, the student is leaving in the parent's company or if the Principal is satisfied that the reason for leaving the school is acceptable. Prior notice of students being collected from school during the school day 9.10am-3.00pm should be provided to the class teacher at the start of school day. Students will then be waiting at the front office ready for their parents to sign them out of school for the day. After 3.00pm parents should wait for their child to come to the designated parent waiting area.

Parents and care givers who wish to collect their child from school between 9.10am-3.00pm are asked to obtain a pass out from the office Please note that pass outs will not be issued between 3.00pm-3.12pm when lessons end and students are moving to bus lines and the designated pick up area. In an emergency where a student needs to be collected from school between 3.00pm-3.12pm the Principal will need to be contacted. The pass out provides a record of the children who have left the school during the day which is essential in emergency situations and provides evidence why the child is out of school during school hours. If you are taking your child from school for an appointment etc during school time, you should ask at the office for a pass out. Members of the NSW Police Force and Home - School Liaison Officers from the Department of Education have the power (for example in the street or in a shopping centre) to stop children or adults accompanying children of school age to gain an explanation as to why the child is not attending school. The pass out is a concept developed by interagency co-operation, the presentation of a pass out will be accepted by officers of all agencies responsible for the care and safety of children.

Late Notes

Students are expected to attend classes punctually at the beginning of all lessons. If students are late to school for any reason their parent is to report to the office for a late note before their child goes to the classroom. In such cases the student should be accompanied by an adult or have a note from their parent stating the reason for late arrival to school. This procedure needs to be followed, especially in case of an evacuation, each child needs to be accounted for. The procedure ensures that parents and the school are aware of the location of students at all times, for example students walking and travelling to school. This supports the safety and wellbeing of all students.



Student Absences

Students learn best when they attend school regularly.



Parents or caregivers have a legal obligation to see that their child attends school on a regular basis.

Class rolls are marked each day and are checked three or four times each term by the Home School Liaison Officer. The officer is responsible for ensuring that children in their District attend school regularly and supports families to achieve this. Parents of children who have frequent or unexplained absences are contacted by the Home School Liaison Officer to develop a plan and support to improve the child's attendance.

Parents can advise the school of the reason for a child's absence in any of the following ways:

1. Write a note to the class teacher
2. Telephone the school office and leave a message, or
3. Use the absence notes provided by the school.
4. Use the Schoolbag App

All absences need to be explained. This applies to partial as well as whole day absences. The explanation for a child's absence should reach the school within two days of the absence occurring. Class teachers and the Aboriginal Educational Officer, Aunty Carmel, are expected to make phone contact with parents of students who have unexplained absences. Frequent regular absences are referred to the Deputy Principal, by the class teacher for follow up with parents.

Parents who are planning on their child/children being away for an extended period (eg. a family holiday) are asked to inform the Principal in writing as this is a Department of Education requirement. Your child's class teacher will also arrange for lesson materials to be made available for your child to complete while they are on leave.

PARENT RESPONSIBILITIES

Ensure your child:

- Has a good night's sleep
- Has a nutritious breakfast
- Wears the school uniform and covered shoes
- Has a hat for the playground
- Is at school on time
- Has the correct equipment for the school day
- Has a nutritious lunch or lunch is ordered
- Is dropped off in the correct zone and encourage them to go to the correct area

SCHOOL NOTICE BOARD & DISPLAY BOARDS

The school notice board will **remind** our school community what the expectation is for the week. Display boards at the end of B Block (Year 1 & 2 Building) and at the ramp into the office have information of interest for parents.

Floods

Parents and caregivers need to consider their **children's safety** before sending them to school if heavy rain **has or is likely to** result in significant rises in local creek/ river levels. Attendance at school is important HOWEVER in times of heavy rainfall families need to consider **the risk** posed by flooding to their children before sending them to school. Weather conditions during the previous twenty four hours, weather forecasts, SES announcements and observation of the current conditions should all be considered in making the decision to send children to school. The fact that the bus service is operating should not be the only consideration.

It is recommended that families living in an area where flooding could prevent their children's return home, nominate a person who lives in a flood free access area as their EMERGENCY CONTACT person eg a relative or family friend living in the township. Their children should be made fully aware of the person's name, contact telephone number and the transport arrangements to the person's residence. The school should be provided with this information which should be kept up to date at all times. At the beginning of each year a form is provided to each family to assist them in providing this information.

At no time will a student be allowed to leave the school unless their parents/ carer have been contacted regarding an **alteration to transport arrangements** for their child. In the event of flooding preventing a student returning home safely their EMERGENCY CONTACT PERSON will be contacted by the school. A number of families at our school have well established procedures in case of flooding eg the EMERGENCY CONTACT PERSON automatically makes arrangements with the school to collect the children from school and no attempt is made to make the journey home along roads that could be flooded.



Change of Address/Phone Number or Emergency Contact Details

The School should be notified of any change of address or phone number at the earliest possible time. These accurate details are essential if we ever need to contact home for any reason (illness, accident, etc).

Travel to and from School

Private Conveyance/Bus Transport

Private Conveyance and Bus Transport forms are available from the school for parents to claim travel subsidy or free bus transport.

If you are changing the transport arrangements for your child it is very important that you inform the Principal either in writing or directly. This might be for one afternoon, for several days or for a series of afternoons such as travelling with another parent to lessons/training after school. It is also a good idea to provide the bus driver with a note if your child is to disembark at a different stop eg for an afternoon birthday party.

Buses

The majority of the children travel to and from school by bus. Bus travel is free for children in Kinder, Yrs 1 & 2. Special consideration is given for students in Years 3-6 to have access to free bus travel if they live less than 1.6km from the school and need to cross a main road/highway. Enquiries can be made at school.

The school strongly recommends children travel to and from school by bus.

Appropriate and safe behaviour on school buses is critical at all times to ensure the health and safety of all the children travelling on them. Regular bus safety lessons are conducted during the year to raise the children's awareness of and need for safe travel on buses.

The bus proprietor, parents and the School need to work closely together to ensure that appropriate behaviour is maintained on buses at all times.

Should your child display inappropriate or unsafe behavior whilst travelling on a bus, the proprietor will contact you regarding the matter.

In some instances the School will impose sanctions on a student for inappropriate behaviour on the bus.

In exceptional instances where a child does not correct their behaviour the bus operator can refuse to convey a child to school if his/her parents have been provided with written notifications of the child's inappropriate behaviour/conduct on the bus.

For your convenience the phone numbers for the bus companies serving the school are listed below.

Casino Bus Service: 6662 2561
Northern Rivers: 6626 1499

Foscars: 6662 4699
Bennetts: 0412 543 125



	Gate	ICON	BUS CO:	SERVICE	AM	
5	--	-----	Casino B.S.	Hotham/North/Bruton/Gray/Gillett/Little/Colches/ Richmond Stapleton/Walker/Hartley/East/Centre/Light	8.30 8.45	
1	1	-	Casino B.S.	Past Mumulgum-Farley/Walker/Cumberland/Short/ Johnston/North/Hickey/Johnston/Centre	8.45	
4	1	-	Casino B.S.	Sandilands/Beith/Sandilands/Hotham/Sheppard/Hotham/ Fairway/Oak/Elm/Churchill/Qld Rd/Farley/West/North Diary/West/Barker	8.45	
3	2	-	Casino B.S.	Johnston/East/Sharon Court/Clark/Foy/Country Lane/ Johnston (Glen Villa)/Hickey/Canterbury	8.45	
6	1	-	Casino B.S.	Crawford Square/Bennett/Lancaster/Light/West/Colches/ Lennox/Centre/Hare/	8.46	
15			Casino B.S.	Farley/Hickey/Wheat/East/North/Johnston/Hickey/North/ Hickey/Centre/Johnston		
16			Casino B.S.	Qld Road/Colches st Nth/Boronia/ Cascade/Canning /Sheppard/Hotham/Dyraaba	8.41	
14C	2	Art Bus	Casino B.S.	Gays Hill	8.47	
11C	2	-	Casino B.S.	Bentley	8.51	
10C	2	-	Casino B.S.	Backmede	8.40	
9C	2	-	Casino B.S.	Spring Grove	8.47	
13C		Mini Bus	Casino B.S.	Piora Loop-Ellems Bridge Road/Benns Road	8.44	
Doug	2	-	Bennett's	Tenterfield/Sextonville/Stratheden Rd/ Dyraaba/Doubtful Creek/Babyl Creek	8.40	
Shirley	2	-	Bennett's	Sextonville/Old Dyraaba Rd/ Dobies Bight/Dyraaba Hall/ Doubtful Creek	8.40	
53	1	Toucan	N. Rivers	Summerland Way, Main Camp Rd, Elliotts Rd	8.55	
41	2	Turtle	N. Rivers	Bruxner Highway-cnr Tomki-Tatham & McMahons Rd	8.47	
42	2	Fish	N. Rivers	Greenridge, Coraki	9.00	
52	2	Mini Bus Raccoon	N. Rivers	Mongogarrie Rd, Busby's Flat Rd & Rappville	8.52	
39	2	Seal	N. Rivers	Cedar Point/Kyogle	8.50	
61	2	Stegosaur	N. Rivers	Ellangowan Rd, Fogwells Rd, Bairnsdale School-Vidlers Rd	8.47	
51	2	Goat	N. Rivers	Shannonbrook Road & Rutherfords Road	8.53	
62		Triceratops	N. Rivers	Myrtle Creek Rd, Tatham-Ellangowan Rd, Fogwells Rd	8.50	
Banana	2	Yellow/ Lime	Foscars	Gay's Hill	8.30	

Delivering and Picking Up Children

When parents and carers enter the school site we ask that they **sign in and out at the front office**, except when dropping off their children in the morning (8.40am to 9.00am) or collecting them at the end of the school day (3.00pm to 3.30pm).

Parents are asked to meet their child in the designated collection area in the top central playground.



The Yellow lines in this area provide an indication to parents and visitors of *student only* areas and the area designated for parents waiting to collecting their children. This *parent waiting* area includes a covered area with seats near the administration building ramp for parents to wait at the end of the day. This area is not available to parents other than at the afternoon collection time 3.00pm to 3.30pm.

Parents during the morning (*except when special events are being held*) only go into the **student only** area beyond the parent waiting area when:

- 1.They are going directly to and from the canteen to place a lunch order for their child.
2. Going to their child's classroom for a pre-arranged meeting with their class teacher.

Please do not go to your child's classroom or into the playground when dropping off or waiting to collect them as this poses difficulties in maintaining safety for all in our school.

Parents/Carers with children in the Support Unit and Preschool may drop off and collect their child from the classroom at the beginning and end of the day. At other times during the day we ask that parents and carers of children in the Support Unit sign in and out at the school's front office. We ask that parents with children in the Support Unit use the front gate located near the office when arriving to collect their child. At all times we need to be aware of who is on the school premises to ensure duty of care to everyone. This also helps us in emergencies when we may need to ensure that all persons are safe. The visitor's book is used as a roll call to ensure this.

Delivering and Picking Up Children by Car

Under no circumstance should a vehicle be driven into the gateway of the school.



The photos above were taken in front of the new Community and Culture Centre looking south along Walker Street towards Casino Public School. The close up shows the parking sign that marks **the beginning of the bus zone** for our school. The same sign can be seen in the second photo. The bus zone extends from this sign along Walker Street in front of the school to the school's drive way where the brick wall and gate posts are.

The bus zone operates from **8.00 am to 9.30 am** and from **2.30 pm to 4.00pm**. This means that no vehicles, other than school buses, should park or stand in the zone during these times. This means that vehicles cannot pull over into the zone to allow passengers out during these times. The two photos below show bays that are specifically set aside for **dropping children off at school**. The driver remains in the driver's seat while their passengers alight from the vehicle. The vehicle is only allowed in the area until such time the passengers have alighted and are safely on the footpath. As the sign in the first photos indicates this area is a no parking zone from **8.00 am to 9.30 am** and from **2.30 pm to 4.00pm on school days**.

Vehicles that are illegally parked in the bus zone can cause serious safety issues for the children who are boarding or disembarking from the buses at extremely busy times of the day. Drivers also risk heavy fines. We hope the information above helps everyone provide safe conditions for the children coming to and from school.



Collection of Monies

For various reasons parents will need to send money to school throughout the year. Parents will be advised of events and circumstances where payment is necessary in advance via the weekly newsletter. The staff and P&C are very mindful of keeping such requests to a reasonable level and evenly spread throughout the year. The P&C is regularly consulted regarding the programming of events where there is a cost to parents.

Individual receipts are issued for amounts greater than \$10.

Reasons why money might be brought to school:

- advertised excursion, performance
- special program/event
- book club order (twice a term)
- school fees
- school photographs (annually)

If sending a cheque please make it payable to Casino Public School as monies are collected and then one school cheque is made out to the appropriate organisation.

Charities

Numerous organisations and charities approach the school for support each year. Each year Casino Public School SRC selects charities to support.

Book Club

The Book Club operates eight (8) times a year. You are under no obligation to buy, but please take a moment to look over the Student News.

Pupils will bring home a Student Newsletter to discuss with parents and make their selections. If any titles interest either of you, just fill out the order form, place it in an envelope with the correct amount of money and return it to school. Print on the envelope the child's name, class and the amount of money. The books will arrive about two (2) weeks later.

The school receives Reading Rewards from these orders, which we may use to purchase books for the Library or teacher resources.

Visiting Performances

During the year we select appropriate cultural performances. We select these because we feel that they meet the educational needs of our students.

Details of the Performance and permission notes are sent home in the newsletter. All money and notes are collected at the office **before** the day of the performance or by the nominated cut off day as advertised in the newsletter.

Voluntary Contribution Fees - \$35 per child per year/ \$75 per family

Parents are encouraged to pay the voluntary contribution fee (set by the P&C). Parents can elect to pay the school fees in a lump sum or by instalments. Funds raised from this source are used to purchase books for the library, pay annual subscriptions to the Ambulance and Primary Sports Association and purchase equipment for the PE and sports programs.

Hat and Shoes

Students are requested to wear a hat outdoors for protection against heat and sunburn. Our school follows the '**no hat – sit in the shade**' policy. The wearing of caps is not considered adequate protection from the sun. Hats with brims or caps with side and back flaps provide protection to all parts of the face, ears and neck. Students must wear shoes at school at all times. No scuffs or thongs.

Care of Clothing/Lost Property

All items of clothing and property should be clearly labelled or marked with the child's name so that students can identify their belongings. If items of clothing are missing they can usually be found in the child's classroom, on hooks outside the classroom or on the lost property rack at the main entrance to the front office.

Students are encouraged to check the playground at the conclusion of the lunch and recess breaks and before going home to make sure they have their clothing etc.

Periodically all clothing left at school is checked and handed out at the Stage Assemblies.

Please ask the class teacher or check the lost property box if your child misplaces their property.

Unclaimed clothing is placed in the uniform pool after one term of not being claimed.

Excursions

Plans for conducting excursions, programming special days/events and attending performances are discussed at P&C meetings and advertised in the school's newsletter.

To enable each child to participate in activities such as, Swimming, Child Protection, Sun Protection, General Excursion [walking], you will be asked, [at the beginning of each year] to complete a permission note to allow your child to participate in each activity during the year.

During the year special events and activities will be advertised in the newsletter.

You will be provided with information through the newsletter and/or an information letter from the organising teacher. If you would like your child to participate a consent form must be returned before they will be permitted to attend. If payment is involved this should be forwarded with the consent form.

It is the School's policy that students wear school uniform on excursions. If casual clothes are to be worn you will be advised through the information sheet or the newsletter.

Learning and Support Team

The Learning and Support Team is a team of teachers who meet before lessons on Tuesdays from 8.30 to 9.00am. The team supports classroom teachers in accessing support for students who need additional assistance.

The team is responsible for coordinating the various avenues of support available to each student according to what their individual needs are. Examples of this support include School Counsellor, Learning and Support Teacher, Reading Recovery, School Learning Support Officer (Teachers Aide) Occupational Therapist and as well as Educational Services specialist personnel and providing information to parents regarding other agencies such as Stewart House, Community Health trained specialists such as speech therapists, occupational therapists, audiologists, social workers, psychologists.

The Learning and Support Team is responsible for assisting the classroom teacher in developing Individual Learning Plans for students receiving extra support and tracking and monitoring the student's progress.

It coordinates support staff who work with the students in class or help design learning programs etc for individual students. The team will always seek parental consent before assessment [other than normal classroom assessment] is carried out. For example a consent letter is obtained from parents before the School Counsellor sees a student.

School Counsellor

The School Counsellor is a person with teaching experience and additional qualifications in psychology and counselling. A Counsellor provides assistance in matters of educational assessment and the social and emotional development of students. The Counsellor will also aid, where required, in referrals to the other agencies such as speech pathologist. Parents are provided with feed back from assessments etc undertaken with their child.

Scripture

Scripture lessons are held on Tuesdays. The children attend the scripture lessons nominated by their parent/caregiver on their consent form. Scripture teachers are organised by the various church groups in our community to present the lessons. Children whose parents elect not to have their child attend scripture lessons, are supervised in classrooms while their stage group is having scripture lessons.

Computers

Our School is fortunate to have many computers for the use of students and staff. Computers are provided in each class for student use during class time. Hardware is continually being upgraded. Students approach computers with confidence and even young children relate quickly to this technology. The school is connected to the internet. A computer lab allows an entire class to take part in lessons involving the use of computers. Each classroom has two or more personal computers and a set of ipads/tablets available for students use. Video conference centres operate in a dedicated room and in the staffroom annexe that are linked to the school's computer network and the Department of Education intranet onto the world wide web. Student use of the internet is screened and monitored by access through the Department's intranet. The Principal and other members of staff access reports of student usage to check appropriate use and patterns of usage.

Library

Students have access to the library during lesson break times – before school and 2nd half of lunch. During lesson times students utilise the library and its resources at timetabled times during the week. Reminder notices are issued to students with overdue loans towards the end of each term. The Library collection is continually updated with a variety of texts to provide literature and information books for a range of ages, reading levels and interests. The library is supported by funding from the School's budget, the P & C, commission earned by conducting a Book Fair, donations from parents and community members.

Library Bags

A library bag is essential to protect books. All students are asked to have a library bag which they bring to school on the class library day.

Medication

If your child needs any form of **medication** at school to take, or to have as a **precaution** please bring the medication to the school's front office in person. The following information will be required: child's name, the name of the medication, the dosage rate and the times to be taken, the circumstances when it is likely to be required and an indication as to the length of time the medication will be required. If the medication is prescribed the school will need to see a copy of the prescription label and directions. A register of medications is kept in the office. **Under no circumstance should any child bring medication (prescription or non-prescription) to school.** Having medicines in school bags is not a risk we can take, one child's medicine can be a dangerous substance to another child. The health and safety of the child and the other children is paramount.

Illness

If your child is feeling ill at school the staff will adopt the following procedures:
If the child is feeling unwell their condition is monitored.

- Usually the child will be sat in a quiet area.
- If the child continues to feel unwell they will be taken to the sick bay and allowed to lie down.
- Minor cuts, abrasions and rashes etc are treated by members of staff.

Often, this quiet time is all that is needed.

Should your child not recover quickly or if we have any reason for concern you will be contacted. If an Ambulance is required for a more serious injury or illness you will be contacted immediately. If you can not be notified the person you have named as the emergency contact person on your child's enrolment form is notified. (It is important that your child's classroom teacher is notified if any of this information changes).

The information you have provided on your child's enrolment form such as family Doctor, allergies etc will be utilised. In emergencies the Principal will seek medical assistance in the first instance. It is most important for teachers and parents to keep each other informed of the child's state of health and particular needs.

Immunisation Regulations

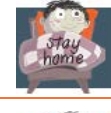

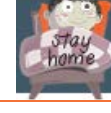
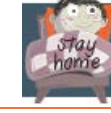
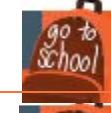


The NSW Public Health Act requires parents enrolling children in Kindergarten to present an Immunisation Certificate at the time of enrolment. The immunisation certificate helps to identify children who have not been immunised. If no Immunisation Certificate is provided and there is a disease outbreak at school, children who have not been immunised will have to stay at home for their own protection.





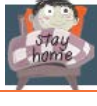



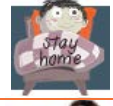







Too sick for school?



Generally if your child feels unwell, keep them home from school and consult your doctor. This chart and the information it contains is not intended to take the place of a consultation with your doctor

Bronchitis	Symptoms are coughing, a runny nose, sore throat and mild fever. The cough is often dry at first, becoming moist after a couple of days. There may be a slight wheeze and shortness of breath. A higher fever (typically above 39°C) may indicate pneumonia.		until they are feeling better. Antibiotics may be needed.
Chickenpox (Varicella)	Slight fever, runny nose, and a rash that begins as raised pink spots that blister and scab.		for 5 days from the onset of the rash and the blisters have dried.
Conjunctivitis	The eye feels 'scratchy', is red and may water. Lids may stick together on waking.		while there is discharge from the eye unless a doctor has diagnosed a non-infectious cause.
Diarrhoea (no organism identified)	Two or more consecutive bowel motions that are looser and more frequent than normal and possibly stomach cramps.		for at least 24 hours after diarrhoea stops.
Fever	A temperature of 38.5°C or more in older infants and children.		until temperature is normal.
Gastroenteritis	A combination of frequent loose or watery stools (diarrhoea), vomiting, fever, stomach cramps, headaches.		for at least 24 hours after diarrhoea and/or vomiting stops.
German measles (Rubella)	Often mild or no symptoms: mild fever, runny nose, swollen nodes, pink blotchy rash that lasts a short time.		for at least 4 days after the rash appears.
Glandular Fever (Mononucleosis, EBV infection)	Symptoms include fever, headache, sore throat, tiredness, swollen nodes.		unless they're feeling unwell.
Hand, Foot and Mouth Disease (HFMD)	Generally a mild illness caused by a virus, perhaps with a fever, blisters around the mouth, on the hands and feet, and perhaps the nappy area in babies.		until all blisters have dried.
Hayfever (Allergic rhinitis) caused by allergy to pollen (from grasses, flowers and trees), dust mites, animal fur or hair, mould spores, cigarette smoke	Sneezing, a blocked or runny nose (rhinitis), itchy eyes, nose and throat, headaches.		unless they feel unwell or are taking a medication which makes them sleepy.
Head lice or nits* (Pediculosis)	Itchy scalp, white specks stuck near the base of the hairs; lice may be found on the scalp.		while continuing to treat head lice each night. Tell the school.

Hepatitis A	Often none in young children; sudden onset of fever, loss of appetite, nausea, vomiting, jaundice (yellowing of skin and eyes), dark urine, pale stools.	 for 2 weeks after first symptoms (or 1 week after onset of jaundice). Contact your doctor before returning to school.
Hepatitis B	Often no symptoms in young children. When they do occur, they can include fever, loss of appetite, nausea, vomiting, jaundice (yellowing of skin and eyes), dark urine.	<div>  if they have symptoms. Contact your doctor before returning to school. </div> <div>  if they have a chronic infection (not the first outbreak) and no symptoms. </div>
Impetigo (School sores)	Small red spots change into blisters that fill up with pus and become crusted; usually on the face, hands or scalp.	 until antibiotic treatment starts. Sores should be covered with watertight dressings.
Influenza	Sudden onset fever, runny nose, sore throat, cough, muscle aches and headaches.	 until well.
Measles	Fever, tiredness, runny nose, cough and sore red eyes for a few days followed by a red blotchy rash that starts on the face and spreads down the body and lasts 4 to 7 days.	 for at least 4 days after the rash appears.
Meningococcal Disease	Sudden onset of fever and a combination of headache, neck, stiffness, nausea, vomiting, drowsiness or rash.	Seek medical attention immediately. Patient will need hospital treatment. Close contacts receive antibiotics.
Molluscum Contagiosum	Multiple small lumps (2–5mm) on the skin that are smooth, firm and round, with dimples in the middle. In children, occur mostly on the face, trunk, upper arms and legs. Symptoms can last 6 months to 2 years.	
Mumps	Fever, swollen and tender glands around the jaw.	 for 9 days after onset of swelling.
Ringworm* (tinea corporis)	Small scaly patch on the skin surrounded by a pink ring.	 for 24 hours after fungal treatment has begun.
Runny nose or common cold		 unless there are other symptoms such as fever, sore throat, cough, rash or headache. Check with school.
Scabies*	Itchy skin, worse at night. Worse around wrists, armpits, buttocks, groin and between fingers and toes.	 until 24 hours after treatment has begun.
Shigella	Diarrhoea (which may contain blood, mucus and pus), fever, stomach cramps, nausea and vomiting.	 until there has not been a loose bowel motion for 24 hours. Antibiotics may be needed.
Slapped Cheek Syndrome (Parvovirus B19 infection, fifth disease, erythema infectiosum)	Mild fever, red cheeks, itchy lace-like rash, and possibly cough, sore throat or runny nose.	 as it is most infectious before the rash appears.
Whooping Cough (Pertussis)	Starts with a running nose, followed by persistent cough that comes in bouts. Bouts may be followed by vomiting and a whooping sound as the child gasps for air.	 until the first 5 days of an antibiotic course has been completed. Unimmunised siblings may need to stay home too until I treated with an antibiotic.
Worms (Threadworms, pinworms)	The main sign of threadworms is an itchy bottom. Sometimes children feel 'out of sorts' and do not want to eat much. They may also have trouble sleeping, due to itching at night.	 and tell the school as other parents will need to know to check their kids.

POSITIVE BEHAVIOUR FOR LEARNING

‘Casino Public School strives to provide a quality learning environment where children learn to be: **Respectful, Responsible, Co-operative And Safe within our community.**’

Positive Behaviour for Learning is:

A program that is evidence based for achieving important social and learning outcomes while preventing problem behaviour with **all students**.

Positive behaviour consists of **rules, routines and physical arrangements** that are developed and **explicitly taught** to prevent occurrences of problem behaviour.

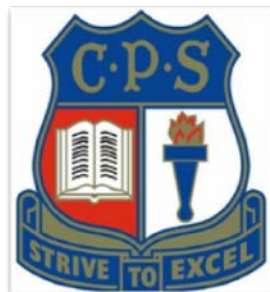
Explicit teaching of the expectations (rules) ensures all students, staff and families know what is required of them when they attend Casino Public School.

Casino Public School

“Doing the 4”

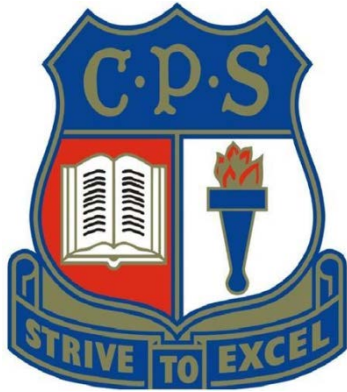
Responsible

Respectful



Safe

Co-operative



Casino Public School Rewards System

Platinum - 74 Onyas Presented with platinum badge to wear with pride 2017

Gold- 60 Onyas Presented with gold medallion

Silver – 30 Onyas

Bronze – 10 Onyas

- 1 class Onya is awarded at the end of each week for engaging in and completing learning tasks to strive to improve on previous achievements.
- 1 playground Onya is awarded at the end of each week for participating and engaging in social play and physical activities during play sessions being safe, co-operative, responsible and respectful

AFFIRMATION – POST CARD

Affirmations – Two affirmations may be provided for each class each week. To be awarded an affirmation a student would have been Doing The 4 for eight consecutive weeks ie. No negative behaviour issues for eight consecutive weeks. The first affirmations for the year would therefore be available in Week 10 Term 1. A student who has received an affirmation would need to have a further eight consecutive weeks of Doing The 4 before being awarded another affirmation. Affirmations are presented to students at Stage assemblies.



These art designs are now featured on the new affirmation post cards that will start to be awarded next week

Level 4

"Doing the 4"

Respectful, Responsible,
Co-operative, Safe



On Caution (instructional level)

Teacher enters student on Sentral Wellbeing
Assistant Principal reviews Sentral Wellbeing
Assistant Principal places student on caution if
required

Assistant Principal asks teacher to contact
parent

Teacher to record parent contact on
Sentral Wellbeing



Level 3

Letter sent home to
parents/carers
Planning room – 2 days



Level 2

Letter sent home to
parents/carers
Planning room – 3 days
Assistant Principal contact
parent (if appropriate)
Behaviour Plan (if appropriate)



Level 1

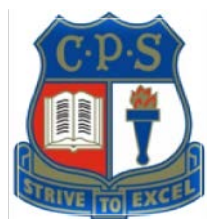
Letter sent home to
parents/carers
Parent Interview
Planning room – 4 days
Behaviour Plan



<p><u>Level 4</u></p> <p>“Doing the 4” – Respectful, Responsible, Co-operative, Safe</p>	<p>Eligible for all school rewards.</p> <p>New term - all students begin on level 4 (at discretion of Principal)</p>
<p><u>On Caution (instructional level)</u></p> <p>Teacher enters student on Sentral Wellbeing</p> <p>Assistant Principal reviews Sentral Wellbeing</p> <p>Assistant Principal places student on caution if required</p> <p>Assistant Principal asks teacher to contact parent</p> <p>Teacher to record parent contact on Sentral Wellbeing</p>	<p>NOTE: Sentral Wellbeing entry ≠ Caution</p> <p>Sentral Wellbeing entry by Teacher or AP use <u>Incomplete</u> tab AP uses Contact Box to note: date/ Caution/ Teacher to ring parent Teacher to make contact with student and parent asap/ writes in Contact Box date of contact and summary of conversation</p> <p>AP to use <u>Complete</u> tab when contact has been noted</p>
<p><u>Level 3</u></p> <p>Teacher to contact parent to advise of level drops. If contact is unsuccessful a letter is sent home.</p> <p>Planning room – 2 days</p>	<p>Individual cases as indicated by BMP and or discretion of AP</p>
<p><u>Level 2</u></p> <p>Teacher to contact parent to advise of level drops. If contact is unsuccessful a letter is sent home.</p> <p>Planning room – 3 days</p> <p>Behaviour Plan (if appropriate)</p>	<p>Individual cases as indicated by BMP and or discretion of AP</p>
<p><u>Level 1</u></p> <p>Teacher to contact parent to advise of level drops. If contact is unsuccessful a letter is sent home.</p> <p>Parent Interview if required.</p> <p>Planning room – 4 days</p> <p>Behaviour Plan</p>	<p>Interview can include support staff if necessary.</p>
<p><u>Suspension</u></p> <p>Parents contacted to collect child as soon as possible.</p> <p>Return from suspension meeting before student returns to school.</p>	<p>Students will be suspended according to the NSW Education and training’s <u>Suspension and Expulsion of School Students Procedures</u>. Students returning from suspension will be placed on level 3. A behaviour plan/risk assessment will be implemented when required. The student will be excluded from the next school activity (within 4 weeks) and further activities at the Principal’s discretion.</p>

Moving up a level:

- 5 consecutive days of good choices = up 1 level
- Letter sent home
- If student remains on the same level – no letter until 5 consecutive days



CASINO PUBLIC SCHOOL UNIFORM POLICY

PURPOSE:

- The following items are recommended as suitable clothing for pupils and constitute the School uniform. We would be grateful for your co-operation in having your child dressed in uniform as we feel the uniform strengthens school tone, promotes good discipline and materially assists in bringing about a pleasant school atmosphere, generally.

AIMS:

- To promote equality amongst all students. To develop a sense of pride and identification with our school.
- To provide durable clothing that is cost effective and practical for our school environment.
- To maintain and enhance the positive image of the school in the community.

IMPLEMENTATION:

- The school uniform applies during school hours, while travelling to and from school, and when Students are on school excursions.
- A minimalist approach to jewellery exists to ensure safety and protection of property. Stud earrings and sleepers worn in the ears, plus watches are the only acceptable jewellery. Dangly earrings, necklaces, bracelets a signet ring, make-up and nail polish are not permitted as they are seen by the Department of Education as an Occupational Health and Safety risk.
- We would recommend for health reasons that long hair be tied back.
- Covered footwear must be worn at all times.
- School hats need to be worn at all times in the playground, for sport and on excursions as part of the **NO HAT/SIT IN THE SHADE** all year policy and keeping in with Sun smart guidelines.
- The Parents and Citizens Association of Casino Public School will operate the school uniform shop, and a second hand uniform pool will be maintained for parents.

- The principal and staff will be responsible for implementation of the school uniform in a manner consistent with the student code of conduct and endorsed by parents/carers. Any student not wearing school uniform will be spoken to by a staff member and encouraged to observe our uniform policy.
- Parents seeking exemptions to the school uniform due to religious beliefs, ethnic or cultural background, student disability, health conditions or economic hardships must apply in writing to the Principal.
- The school has limited financial assistance available for families experiencing financial difficulties.

INAPPROPRIATE CLOTHING

- The following clothing is deemed inappropriate to wear to school: denim shorts, tank tops, short tight shorts, clothing carrying large and or offensive graphics, wording or logos and clothing that allows bare shoulders.

APPROPRIATE CLOTHING

- Long tights/stockings may be worn under girl's uniform black track pants, long pants or slacks or under the girls school uniform shorts. Not as an individual item of clothing.

Strive to Excel

SCHOOL UNIFORM



SUMMER UNIFORM

HAT

Royal Wide Brimmed
Size - XS/S/M/L/XL \$10.00

POLO

Unisex- Royal, thin white stripe and Red
Size 2 – 16Y \$25.00
Size 14S,16M,18L \$30.00

SHORTS

Boys Black Gaberdine Shorts
Size 2-16Y \$15.00
Girls Black Box Pleat Gaberdine short
Size 4 – 16Y \$20.00

SHOES

Covered footwear & socks
Black shoes or predominantly white joggers.

EXTRA ITEMS

Iron on School Badge \$8.00

WINTER UNIFORM

Fleecy Sweat Shirt **Royal with school logo** \$20.00

Black Track Pants, Long Pants or slacks. \$18.00

