Welcome to Cardiff North Public School

Cardiff North Public School is situated in the suburb of Cardiff, close to Cardiff Railway Station. The school which has an extensive grassy playground is nestled in Wansbeck Valley Road.
The staff, students and parents regard itself as a learning community.

Parent Information Booklet

Cardiff North Public School

Wansbeck Valley Road
CARDIFF NSW 2285
Telephone:(02) 4954 0404
Facsimile: (02) 4956 5530
Email: cardiffnth-p.school@det.nsw.edu.au
Web: http://cardiffnorthpublicschool.edublogs.org

Dear Parents/Caregivers,

Welcome to Cardiff North Public School.

Our school has a proud reputation in providing quality education for the community's children since 1956, (officially opened in 1957).

Our aim is that your child has a happy and successful time learning here. We look forward to working in partnership with you in the education of your child.

We have a very caring school community here at Cardiff North and we endeavour to enable your child to adjust to school as smoothly and as quickly as possible.

This booklet is intended to give you information that will make your child's school transition easier.

If at any time you have concerns or enquiries about your child's education please do not hesitate to contact us to have the matter clarified and solved. We hope that this booklet will be of value as a reference and source of information about the school and its procedures.

Your support for the school and of its policies and procedures particularly through the Parents and Citizens Association, would be greatly appreciated.

Term Dates for 2014

Term 1	Tuesday 28th January	-	Friday 11th April 2014
Term 2	Monday 28th April	-	Friday 27th June 2014
Term 3	Monday 14th July	-	Friday 19th September 2014
Term 4	Tuesday 7th October	-	Friday 19th December 2014

* The first day of terms 1, 2 and 3 and
the last two days of Term 4 are staff development days

Children do not attend on these days.

CARDIFF NORTH PUBLIC SCHOOL

STAFF

Principal: Mr Colin Firth - Teaching Principal

Teachers: Mrs Jenny Thompson - Assistant Principal
Mrs Lynne Hubbard
Mrs Stephanie Westwood
Mrs Chloe Lindsay
Mrs Gwenda Payne - Teacher Librarian
Mrs Debra Savage
Mrs Catherine Adams - RFF
Mrs Jacinda Edwards - Learning and Assistance Teacher

Councillor: Mrs Annemarie Bailey

School Administrative Manager: Mrs Jill Power
School Administrative Officer: Miss Amanda Dowdell

School Learning Support Officers: Susan Gardiner

PARENT ORGANISATIONS

1. P & C Association — Meet 2nd Tuesday of Month at 7.00pm
2. Canteen Committee — Meet 2nd Tuesday of Month at 2.15pm

SCHOOL HOURS

8.35am - 8.55am	Before school playground supervision
8.55am - 9.00am	Assembly
9.00am - 11.00am	Morning session
11.00am - 11.55am	Lunch
11.55am - 1.55pm	Middle session
1.55pm - 2.15pm	Afternoon Tea
2.15pm - 3.00pm	Afternoon session

Mission Statement

"At Cardiff North, students are to reach their full potential through pupil, teacher and community endeavours"

The Vision

At Cardiff North we learn to live the values of Respect, Responsibility, Care and Co-operation.

AFTER SCHOOL CARE (OOSH)

Children from our school have access to the afternoon OOSH services at Cardiff Public School. Children meet the designated teacher on S3F steps and wait to be escorted to the private bus service which transports them to OOSH. After school care information is available at the office.

ASSEMBLIES

Award assemblies are usually held once a fortnight on Thursdays at 1.20pm. At each assembly achievement awards are presented and there will be a class presentation.
Morning Assemblies Are held on Monday and Wednesday mornings where children are provided with information about upcoming events. There assemblies take place in our hall.

ASSESSMENT

* Children are assessed in relation to their classroom achievements on a regular basis. Written work and work samples are collected and sent home as considered appropriate by the class teacher.
* Children in Year 3 and Year 5 are required to complete the National Assessment Program for Literacy and Numeracy (NAPLAN) in May of each year. These are formalized Nation - wide tests in the general areas of Literacy, Numeracy and Writing.
* Assessment is an ongoing process and informs the teaching learning program prepared for your child.

BEHAVIOUR

Students of Cardiff North Public School are expected at all time to behave in a manner that reflects credit upon themselves, the school and their families. Instances of misbehaviour will be dealt with in accordance with Departmental and Cardiff North Public School policies noted in the Student Welfare and Discipline Policy.

BULLETIN AND WEBSITE

A weekly School Bulletin is prepared and goes home each Wednesday. Along with our websites it is our prime source of information to parents. It contains general information concerning the school and its students and is an important communication link between the school and the community.
Our website has updated to http://cardiffnorthpublicschool.edublogs.org.

CANTEEN

The School's healthy canteen operates Monday, Tuesday, Thursday and Friday under the supervision of Ms Bartier our Canteen Supervisor.
All lunch orders (money inside a bag clearly labelled with child's name) should be placed at the canteen before school.

CANTEEN VOLUNTEERS

Volunteers are always needed for staffing the canteen. Please see Ms Bartier or office staff if you are able to assist. The canteen is a major source of P&C funds which go back to families via resources and programs to assist children.

CHARITY

The main school charity is Stewart House which provides services of various kinds to children in need. During the year children are encouraged to support fundraising efforts. Other charities are supported at various times with fundraising activities organized by P&C, Student Parliament or staff members.

CHEWING GUM

For various reasons, chewing gum of any kind is not permitted at Cardiff North Public School.

CHILDREN OF DIVORCED/SEPARATED PARENTS

In cases where one parent has been granted legal custody of a child and the other parent is not legally allowed access to the child at any specified time, it is necessary for the parent with custody to bring a copy of the court custody order to the school along with a written request for access to be denied to the other parent. All such cases are to be discussed with the Principal. Parents in this situation will understand the importance of this written information, as schools cannot otherwise deny access to either parent.

CHILDREN WITH SPECIAL NEEDS

One of the most important decisions that parents have to make with regard to their child, is the choice of appropriate educational services. This is especially so for children with special needs.

Educational services for some children with disabilities are available from the time of diagnosis through various community organisations. The Dept. of Education and communities offers services at different ages, depending on the type of disability.

CLASS PLACEMENT

If parents feel they have a case for their child's placement in a particular class they should express these concerns to the Principal before the end of the year preceding the placement.

COLLECTION OF MONEY

Students are required, from time to time, to bring money to school for excursions, performances, swimming or sport. We ask that all students and parents observe the following procedures:

* Money should be placed in an envelope
* The envelope should contain the following information… child's name, class, amount and purpose
* The majority of money collections are taken by the class teacher. Check the bottom of permission notes to find out where to send the note and money to.

COUNSELLOR SERVICE

A school counsellor is available to assist the school one day per fortnight. Children with learning difficulties or social requirements are referred to the counsellor by the principal or teacher. Parents may seek an interview with the counsellor to discuss any matters of concern.

DISCIPLINE

By learning to live the values of Respect, Responsibility, Care and Co-operation the school aims to develop self-reliance, self-discipline and responsible behaviour in each child. School rules have been formulated and agreed upon in order to protect the personal and property rights of each individual. The rules are not excessively restrictive nor great in number.

Children, in developing self-discipline, must learn to distinguish between what is accepted as right or wrong. They are guided towards choosing what is right, and must also learn that different behaviours attract different consequences.

Although teachers maintain a positive approach to behaviours of students, those students who persist in offending and commit offences of a serious nature may have privileges withdrawn, or attend lunchtime detention in the planning room. The nature of the offence will be brought to the direct notice of their parents.

DOGS

Dogs should be kept at home for they can pose a threat to children.

EDUCATION WEEK

Education Week is celebrated during Term 3. The theme for Education Week varies every year, but parents are invited to share in the school's celebrations.

ENROLMENT DURING THE YEAR

Children transferring from another school should bring their transfer certificates from the previous school. Parents with new enrolees should report in the first instance to the office.

Parents intending to enrol a child from outside Cardiff North's drawing area must first consult with their current Principal and then consult with the Principal of Cardiff North Public School. An application form will be issued and then considered by a committee.

EXCURSIONS/CAMPING PROGRAM

During the year excursions will be organised by the school to further assist with the learning and social development of your child.
A permission note will be sent home when these events occur, please ensure you return this slip and any monies owing in an envelope clearly marked with your child's name and hand it to your child's class teacher. For large and expensive excursions, we are happy to arrange an 'excursion bank' where the cost can be gradually paid off. Our philosophy is that 'no child should miss out due to genuine financial difficulties'. Please feel free to arrange a confidential discussion with the Principal.

HOMEWORK

Homework should be a purposeful activity which takes up a few minutes of your child's time each night, Monday to Thursday. No child should be forced to sit at a table doing homework for long periods. In many cases "homework" may consist of collecting pictures, reading to parents, or completing exercises begun in class. It is important to establish a regular homework pattern before your child starts High School.

HOW CAN YOU HELP YOUR CHILD?

From the school's point of view it is most important for parents to show interest and encouragement in the child's work; develop sensible television habits and ensure children arrive at school well-rested and prepared for the day's work. This also means that you should encourage your child to have an adequate breakfast. Cereal and carbohydrates are essential for energy and thinking skills.

In a more practical manner, some of the ways in which the parents can help their children are by:

* Reading with the child; listening to the child read.
* Asking children questions about what you or they have read.
* Helping with spelling and number and giving short written or oral tests.
* Showing pleasure in the child's successes and being sympathetic to their problems.
* Being supportive generally of the teacher's and the school's efforts for your child.
* Being aware that children often tell you only what they think you want to hear - always seek both sides to a 'story'.
* Be positive when discussing school work and teachers in general - negativity quickly rubs off.
* Become involved and be a partner in your child's education.

HEALTH

IMMUNISATION

Immunisation is extremely important. It is a simple, safe and effective way of protecting children from disease.

There are many childhood diseases including eight known ones which can cause serious complications and sometimes even death. These are diphtheria, tetanus, pertussis (whooping cough), poliomyelitis, measles, mumps, rubella and haemophilus influenza type B (Hib).

As from 2004 the Department has requested that an Immunisation History Statement be shown on the enrolment of your child. If you do not present an Immunisation History Statement to the school, your child will be classified as 'not immunised' and may have to stay at home during a disease outbreak.

Parents of children who have received their booster vaccines will automatically be issued with an Australian Childhood Immunisation Register History Statement.

INFECTIOUS DISEASE

Information regarding the more common diseases is given below for your information and reference:

* Chicken Pox: Stay at home min. of 5 days after spots appear
* Whooping Cough: Stay at home for 14 days from the start of illness or until 5 days of a 14 day course of antibiotics have been completed.
* Measles: Stay at home for at least 14 days from the appearance of the rash.
* Mumps: Stay at home for 9 days after the appearance of the swelling.
* Rubella (German Measles): Stay at home for at least 14 days after the rash appears.
* Viral Hepatitis A & B: Readmission to school on production of Medical Certificate.
* Impetigo: If sores are being properly treated and are covered with a clean dressing the child can attend school.
  If they are not covered and are on exposed parts of the body eg legs, hands and scalp, the child should be kept at home until the sores are healed.
* Conjunctivitis: Exclude until discharge from eyes has ceased.
* Ringworm, Scabies and Pediculosis (Head Lice): Exclude until the day after treatment has commenced.
* Head Lice (Pediculosis): Re-admit after treatment with anti-lice treatment
  HAIR SHOULD BE FREE FROM NITS.
  N.B. Siblings may require simultaneous treatment. Class contacts hair should be inspected for presence of lice or nits. Advise teacher so class note can be sent home.
* Diphtheria: Stay at home until fully recovered.
* Tetanus: Stay at home until fully recovered.
* Poliomyelitis: stay at home for at least 14 days from start of illness and until a doctor has issued a medical certificate of recovery.

PARENTS PLEASE

1. Advise school immediately a child catches any infectious disease
2. Adhere to the exclusion conditions and times set out above.

CHILDREN ILL AT SCHOOL:

Any child becoming ill at school should report to the class teacher. If the child appears too ill to remain at school, all efforts will be made to contact the parents or emergency contact. If the parents cannot be contacted, the Principal will make a decision concerning further action. Should your child seem unwell before school, it is advisable to keep him/her at home.

MEDICAL/GENERAL CONSENT CARD:
A medical card is maintained for each child. It includes phone numbers of parents and emergency contacts and authorises the school to call an Ambulance and have the child taken to a nominated hospital for treatment when the parents cannot be contacted or any delay is thought to be unwise. This authority is most important to safeguard children, so parents are requested to notify the school immediately there is a change of any of the details contained on the card. Also, if your child suffers asthma or severe allergic reaction, a detailed register is kept and any changes noted as it becomes necessary.

CHILDREN INJURED AT SCHOOL:
If your child is injured at school, every effort will be made to contact you at the telephone numbers recorded. If you cannot be contacted and it is thought that medical attention is required, the Principal will take whatever action is deemed necessary.
Children should always notify the teacher on playground duty if an injury is sustained during play. Minor abrasions will be treated by the Administration Staff or a delegated staff member.

MEDICINES AT SCHOOL
In line with the School's Drug Education and Medication Policy, when a child is required to take any form of medication at school, parents are required to notify the office and class teacher. A signed Medication form is then completed and medication handed to the office staff. Please remember to update medical requirements.

MEDICAL ACTION PLAN - ANAPHYLAXIS AND ASTHMA
If your child has been diagnosed by a medical practitioner with either of the above condition, parents MUST obtain an Action Plan from their doctor each year and provide a copy to the school.

HOUSES
Children are allocated to a House or team for the purpose of Swimming and Athletics competition. The Houses are:
HUNTER.....BLUE
PHILLIP.....GREEN
COOK.....RED
SHORTLAND.....YELLOW

At the commencement of Kindergarten, students are allocated to one of the above houses. Efforts are made to keep family members in the same group, but otherwise allocation is made on a random basis with a view to maintaining a numerical balance between houses.

INFORMATION NIGHTS
At the beginning of each year the class teacher invites parents to the school to hear about what will be happening in the class during the year. We encourage all parents to attend as important tips and information are discussed.

JEWELLERY
In consultation with our parent body, the P&C, the wearing of jewellery is not a part of our uniform due to safety concerns and social issues that may result.

The only exceptions are studs and sleepers in the ears, and bracelets, necklaces or items that have sentimental value and/or cannot be removed without damage or injury. Necklaces must be worn inside clothing for safety reasons.

LIBRARY

All classes have the opportunity to use the library at least once weekly and learn valuable lessons through our Librarian Mrs Gwenda Payne. Books in the library have been purchased by the P&C Association, school funds, and through kind donations from individuals and groups.
Children are able to borrow weekly when their class has a library lesson. They will need to have a library bag to protect the borrowed books. The library is open for the children to use for lunch time activities on most days.
Children can purchase library bags from the canteen at a very reasonable price.

LOST PROPERTY

LOST PROPERTY CAN BE RETURNED EASILY IF THE CHILD'S NAME IS CLEARLY LABELLED. This applies to all items of clothing, lunch containers and school materials. Please label everything clearly so they can be returned. Parents are welcome to search the lost property box, which is situated in the canteen area.

LEAVING SCHOOL GROUNDS

For their own safety children will not be permitted to leave the school grounds between arrival and departure without the consent and approval of the Principal given either directly or by the Assistant Principals.
On rare occasions when a parent wishes a child to leave school early, the class teacher must be notified by a written note.
Where a child is to leave on a regular basis (eg regular speech pathology) one note early in the year is sufficient. In all cases children need to be signed out at the office.

MOBILE PHONES

To avoid any possibility of loss, damage or misuse, children are not permitted to have a mobile phone at school. If for any reason your child requires a phone for after school it may be left in the Principal's office and collected at the end of the day.

NOTES TO SCHOOL - CHILDREN'S ABSENCES

The law requires a child to be in attendance each day that school is open. If, for any reason, your child is absent, the teacher should be notified in writing of the reasons for the child's absence. If your child will be absent for some days because of family holidays, etc., an application and Principals consent must first be obtained. We seek your co-operation in the explanation of absences so that class records may be kept accurately. Forms are available from the office.

PAINTING SHIRTS

It is recommended that children have an old shirt to protect their clothing during craft and art lessons.

PARENT ORGANISATIONS

Parent bodies exist as the closest link between the community and the school. They hold various fundraising events during the year to support and enhance the school.
All parents are most warmly welcome to the parent body meeting and activities. Parents and Citizens Association, Canteen Sub-Committee operate within the school.
P&C meet on the 2nd Tuesday each month at 7.00pm. Our canteen committee meet on the 2nd Tuesday at 2.15pm. Variations to meeting times are advertised in advance in the bulletin, which is also posted on our website.

PARKING

There are specified areas out of the school where you can park or drop off your child. Whether on foot or in the car please encourage your child to cross the road at the appropriate place. Children needing to cross Wansbeck Valley Road should do so at the designated crossing where the crossing supervisor is stationed.

Please DO NOT drive or walk directly into the school car park as these parking bays are strictly for staff and delivery vehicles. Please show caution and understanding when driving or parking near the school especially on wet days.

PARENT INVOLVEMENT

Parent participation is encouraged at all levels of activity within our school. Education is a partnership between parents and teachers. Parents may become involved with the school and its activities through membership and participation in the Parents and Citizens Association, or the Canteen.

Some teachers also encourage the direct assistance of parents within the class for activities such as reading, sport and excursions. The degree of assistance enlisted varies with the needs of the groups and the requirements of the teachers. It is, however, a good way to become involved. Any help is very greatly appreciated.

Any parent who works as a volunteer worker must complete a Prohibited Persons Declaration, which can be obtained from the office.

Occasionally we are able to keep excursion and visit costs to a minimum by utilising parent transport volunteers. If parents are willing to assist they need to supply a copy of current license, registration and third party insurance. Children under 12 years of age cannot be transported in the front passenger seat where an airbag is fitted.

PARENT-TEACHER INTERVIEWS

Traditionally teachers at this school invite parents of children in their classes to tell them of their classroom policies and procedures at a meeting early in Term 1.

The mid-year report to parents of pupils' progress is through a written report and interview upon request.

From time to time parents seek formal interviews with teachers or teachers seek interviews with parents. All formal meetings are arranged by appointment made through the office as interviews cannot be conducted during lesson time.

Parents are requested not to interrupt the class teacher during class time. A time can be arranged for parents to discuss their concerns with the teacher.

In some cases parents may be required to meet at the school when a child's behaviour is such that it warrants concern. Parents are asked to co-operate in such cases. It is appreciated if parents can attend to such requests promptly.

In 2014, we will be trialling formal 3-way meetings, (parent, teacher, child), at the end of Term 1. We hope an earlier exchange of information will benefit children and parents.

PHOTOGRAPHS, VIDEO AND WEB POSTS

Class Photographs are taken annually. Photographs and digital records are also taken during school activities and may be used for promotional purposes. A 'permission to publish' form must be signed every year and kept on record.

PLANNING ROOM

Occasionally children may be involved in a dispute with others or displaying inappropriate behaviour in the playground. In this event children may be referred to the Planning Room or SOS.

SOS means children are "sorting out something" by helping the teacher find the cause of a playground problem. Children behaving inappropriately will be required to work through a plan with one of the staff members to help choose more appropriate playground behaviour in the future. If children are repeatedly in planning, parents will be contacted.

PRESENTATION DAY

A Presentation Assembly to recognise students achievement is held annually towards the end of Term 4. It is an important public recognition of success and effort including Gold, Silver and Bronze awards. Parents are invited and encouraged to attend.

PROGRESSION TO HIGH SCHOOL

At the completion of Year 6 students proceed to High School. Cardiff North students generally transition to Cardiff High School.

The availability of application forms for Glendale, Merewether Selective High School, Hunter Sports High School, Hunter School of Performing Arts or any other specialist high school are advised in the school bulletin and directly to children.

REPETITION

The question of repetition of a grade arises for some children at the end of each year. No child will be repeated until discussions have been held with the parents. Parents should discuss the matter with the Principal before the end of the year preceding the proposed repetition. Input from the Class Teacher, School Counsellor and LAST teacher will be encouraged.

REPORTS

Reports are forwarded to parents at the end of Term 2 and 4. Following the distribution of reports some teachers and parents may take the opportunity of meeting and discussing individual performances.

Parents are encouraged to seek out relevant information throughout the year. If any child is having problems with school work then parents are asked to contact the class teacher or the Principal.

SCHOOL BOUNDARIES

Residential zones exist for all schools and all children within these zones are entitled to a place at the local school. However, parents from outside the area may also send their children to this school as long as classroom space is available. These Out of Zone placements will be considered by a committee before any final decision is made. Places MUST be kept in reserve for new in-zone enrolments.

SCHOOL HOURS

The children are supervised in the school grounds only between 8.35am and commencement of lessons at 9.00am, during the lunch period and afternoon tea break.

It is safer for children not to arrive before supervision commences in the mornings. In special circumstances some children are granted permission to enter the school premises before 8.30am but MUST proceed to the silver seats outside the kindergarten room. Requests for permission to enter the school premises before 8.30am should be in writing and addressed to the Principal. Children should immediately make their way home in the afternoon.

If children have not been collected by a nominated adult at bell time they should proceed to the office.

SCHOOL UNIFORM

Badges

School badges may be purchased from the school canteen.

Girls:

Summer	Red Tartan A line short sleeve uniform with white Peter Pan collar and red tie & button. Red school hat. White socks and black shoes or Red tartan culottes (available only from school) with white polo shirt. Red school hat. White socks and black shoes
Summer Sport	Red wrap round skirt or Red skorts or Red school shorts (not bike pants) with white polo shirt. Red school hat. White socks and white joggers
Winter	Red Tracksuit with white shirt or skivvy. Red hat. White socks and black shoes
Winter Sport	Red Tracksuit with white polo shirt. Red hat. White socks and white joggers.

Boys:

Summer	Grey shorts with grey shirt (polo or school). Red hat. Black shoes and grey socks.
Summer Sport	Red school shorts with white polo shirt. Red hat. White socks and white joggers.
Winter	Grey trousers or track pants with grey shirt and red tracksuit top or Red tracksuit with grey shirt. Red hat. Black shoes and white socks
Winter Sport	Red tracksuit with white polo shirt. Red hat. With shoes and white socks.

Please Note

Cardiff North Public School encourage sun safety. Children without a hat are not permitted to play on the oval or in the front quadrangle during lunch or afternoon tea.

SCHOOL VOLUNTARY CONTRIBUTIONS

Voluntary School Contributions have been set by the P&C at $34 for the first and second child and the third child is free. Whilst contributions are not compulsory, this small amount greatly benefits all students through the provision of additional resources for our school.

SPECIAL RELIGIOUS EDUCATION

Representatives of denominational groups take students for approved lessons each Wednesday morning 9.15 - 9.45am.

Unless advice, in writing, is received to the contrary all students must attend appropriate scripture classes. None participants will be supervised in a separate area and activities provided.

SPORT

Children participate in Sporting activities each Friday.

During Term 2 Kindergarten and Year 1 participate in the Newcastle University Basic Motor Movement Program for six weeks whilst Years 3-6 participate in teacher directed sports.

During the year there are various sport gala and special coaching days in which children may like to participate. These are opportunities for children 8 years and older to represent the school at Zone, Regional and State level.

STAGES

The primary school years are divided into four stages:

Early Stage 1	Kindergarten
Stage 1	Years 1 and 2
Stage 2	Years 3 and 4
Stage 3	Years 5 and 6

STALLS - MOTHERS'/FATHERS' DAY

The P&C Committee arranges stalls to sell items to the children at very reasonable prices for both Mother's and Father's Day and Christmas.

TRANSFERS FROM SCHOOL

Parents should notify the school in advance, either personally or by letter, if a child will be leaving the school. The intended new address and new school should be known if possible. On the child's last day of attendance he or she will be given a transfer certificate for presentation at the new school. All school library books and any other books or equipment on loan, must be returned before the child will be issued with a Transfer.