



NSW Department of Education

Getting ready for school at

COORANBONG PUBLIC SCHOOL

 4977 1122

 cooranbong-p.school@det.nsw.edu.au

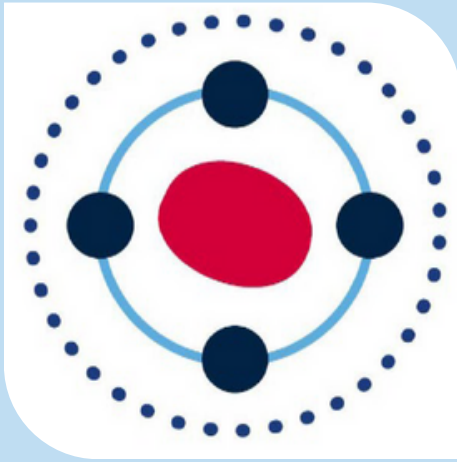
 Government Rd, Cooranbong

Acknowledgement of Country

We acknowledge the Awabakal people who are the
Traditional Custodians of
the lands on which we work and learn today.

We pay our respect to Elders past and present &
emerging and extend that respect to all Aboriginal and
Torres Strait Islander people.





What you will find inside this booklet

This booklet is designed to help make the start of your child's Educational journey at Cooranbong Public School, a positive and happy one. You'll find handy hints to make it easier for you and your family to get your child ready for school.

Starting School

Dear Parents,

We would like to welcome you and your child to Cooranbong Public School. The purpose of this booklet is to familiarise you with some of the basic organisational structures within the school.

We aim to provide a school in which children feel happy, safe, secure and aspire to achieve their full potential. We implement a well-balanced curriculum based on NSW Department of Education (DoE) and NSW Education Standards Authority (NESA) requirements, whilst valuing the diversity of our students, school and the community.

We invite you as parents to introduce yourselves to your child's teacher and be involved in your child's school through opportunities such as school functions, working bees, canteen helper, parent-teacher helper and being a member of our P&C.

We look forward to working with you and your child/ren.



Getting prepared

Important to know

Enrolment Checklist

- Completed enrolment form
- Birth certificate
- Immunisation certificate
- Proof of residency
- Health care plan (if required)

School hours for Cooranbong Public School are 8:55am-3pm.

Playground supervision commences at 8:30am.

When students arrive in the morning, they are to sit under the COLA until the teacher instructs them to play. All bags are to go to the students classroom prior to lining up under the COLA.

Bell times

Other bell times throughout the day are as follows:

Class Time - 9.00 am to 11.00 am

Lunch (eating time) - 11.00 am to 11.10 am

Lunch break - 11.10 am to 11.40 am

Class Time - 11.40 am to 1.40 pm

Recess Play- 1.40 pm to 2.10 pm (5 minutes of eating time)

Class Time - 2.10 pm to 3.00 pm

We invite students to have fruit break in class around 10am each morning.



Getting to and from school safely

Students can arrive at school from 8:30am via the front gate (Government Rd) or Matthew Valley Rd, Cooranbong.

Keep our school community safe by:

- Driving and parking safely, even if it means parking further away and walking the rest of the way to school
- Never calling your child from across the road
- Using the safest place to cross the road.
- Please do not park in the front turning circle at the front of the school.

[Safe travel \(nsw.gov.au\)](https://www.nsw.gov.au)

Picking up children at the end of the day

School finishes at 3pm each day. There are a few pick up locations that your child can be picked up from each afternoon:

- Matthew Valley Road (Preferred pick-up location)
- Cedar Cutters Crescent
- Kurnell Close
- Bus
- Before & After School Care (OOSH)

Make sure your child and their teacher know who will be collecting them each afternoon. This could be a parent, a carer or an after school care worker. Children can get upset if the person picking them up comes late.

If children are leaving prior to 3pm parents/carers must report to the front office to collect their child.

Bicycles:

CPS follows the guidelines set down by the RMS (Roads & Maritime Services), which state that children under 10 years, are not physically mature enough to ride safely on roads unsupervised. Students from 5-9 years of age may only ride their bikes to school if accompanied by an adult. Please remember that by law all students are required to wear a helmet. Bikes and scooters are to be placed on the provided bike racks as soon as a child enters school grounds.

Bus Passes:

An application form for an Opal Card needs to be applied for online.

<https://transportnsw.info/tickets-opal/ticket-eligibility-concessions/school-student-travel>



School Uniforms



School uniform helps students to feel included in our school community. School uniform is compulsory at Cooranbong Public School.

Our school has a Uniform Shop which is run by the P&C Association on a voluntary basis. All profits are donated to the school at the end of each calendar year.

The P&C will provide all 2024 Kindergarten students with their first hat & a library bag.

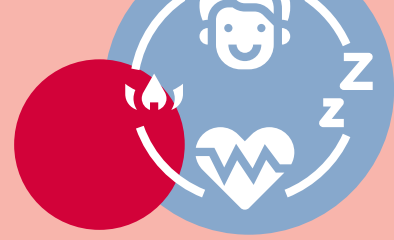
School staff encourage students to play in the natural and built shade environments around the school. Children will stay under the shade structures and cannot access the oval, equipment or basketball court if they do not bring a hat to school.

There are various ways to purchase school uniform items:

- At the Uniform Shop which is open **on Thursday mornings 8:45-9:15am**
- By filling out a Uniform Order Form available at the office and enclosing payment by way of cash.
- On-line and ordered items will be forwarded to the Uniform Shop Coordinator. You can order uniforms online using the **Flexischools app**. If in stock, the uniform item will be sent home with your child as soon as possible.



Additional information



School Counsellor

School counselling is a confidential service available to all public school students, parents and carers.

Speak to your classroom teacher or the office about making an appointment with the school counsellor.

Attendance

All children have the right to an education. Regular school attendance can lead to better educational opportunities.

The Education Act 1990 requires that parents (including carers) ensure that children of compulsory school age are enrolled at and regularly attend school. Children are required by law to attend school daily. If your child is absent from school, it is important that you send a note or call the school explaining the reason on the first day the child returns to school.

Student Wellbeing

At Cooranbong PS, we are a Positive Education School. We care about student wellbeing through nurturing students educational, emotional and social needs. We have many wellbeing programs here at CPS such as Lifeskills Go, Smiling Minds, Positive Behaviour for Learning (PBL) and Peaceful Kids.

Accidents and sickness

Emergency contact numbers are filled in at the time of enrolment. This enables the school to contact either parents, carers, friends, neighbours or relatives in case of sickness or accidents. It is important to keep this information updated with all relevant medical information. Please inform the school of any changes.

Infectious diseases

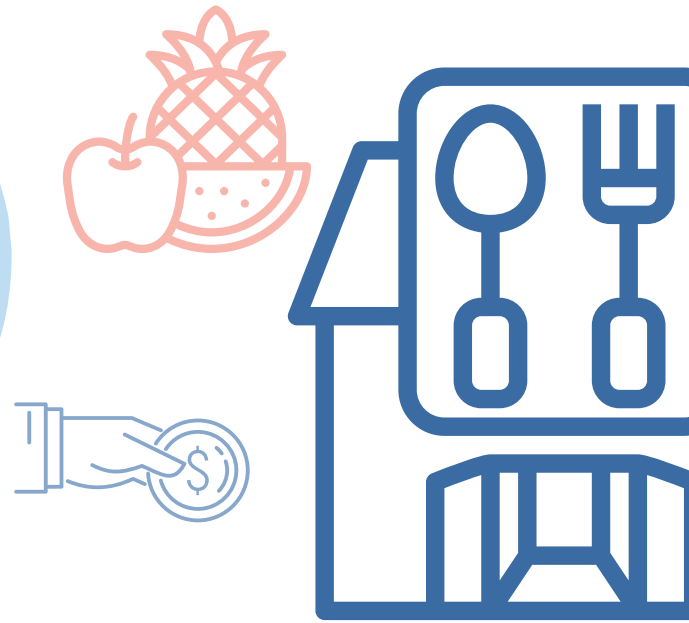
Please log on to the following website for the list of all infectious diseases and their time frames:
www.health.gov.au/infectious/factsheets

Did you know?

If your child misses as few as eight days each school term, by the end of primary school they will have missed a year of education!



Eating at school



Lunch and recess

Eating at school will be a different experience for your child compared with eating at home or at preschool. There are no places to keep food hot or cold.

They will also need to be able to open everything their food is wrapped in and they won't want to spend so much time eating that they miss out on playing.

- Pack food that is easy to open, easy to eat and not messy.
- Write your child's name on their lunch box, water bottle and any other containers.
- Include a frozen drink bottle to keep food cold. Wrap it in a tea towel in case it leaks.
- Use insulated lunch boxes or cooler bags.
- Avoid using plastic wrap because children find it hard to pull apart.
- Remind your child to wash their hands before eating and to use the toilet at recess and lunch.
- Pack a water bottle for your child each day and remind them that they can also get water from the taps or bubblers throughout the day.
- If your child can order food from their school canteen, help them to identify healthy food and drink choices.

Fruit break

We promote healthy eating and during the morning session we stop work to have a short fruit break (approx. 5-7 mins). We encourage children to bring a piece of fruit e.g. small apple, banana, watermelon, rockmelon, grapes, strawberries or carrot sticks in a container. No fruit in packets except for sultanas. Water only.

Canteen

The school offers a wide range of healthy foods at reasonable prices.

Currently, the canteen is open Wednesdays and Thursdays. You can order through the **Flexischools app**.



Life skills

Getting dressed

Encourage your child to get dressed independently. This builds students sense of self and develop self-esteem. This also teaches students practical life skills including fine motor skills.

Tying shoelaces

There are many different ways to teach your child to tie their shoelace. This is a great skill for your child to have before coming to school.

Write own name

Get your child to practise writing their name. Add a challenge, they can practise their last name!

Taking turns

Taking turns is an important skill for making friends, waiting, being patient, negotiating and problem solving. Children need opportunities to practise turn taking. Board games are a great way to start!

Packing school bags

Encourage your child to pack their bag each night or morning before school. This will build independence and ensure students are responsible for their own belongings.

Opening lunch boxes & school bags

For some students packing a school bag can be quite challenging to start. Get your child to practise packing their own school bag each morning. Some students also find opening their lunch boxes challenging, get them to practise at home.

Label belongings

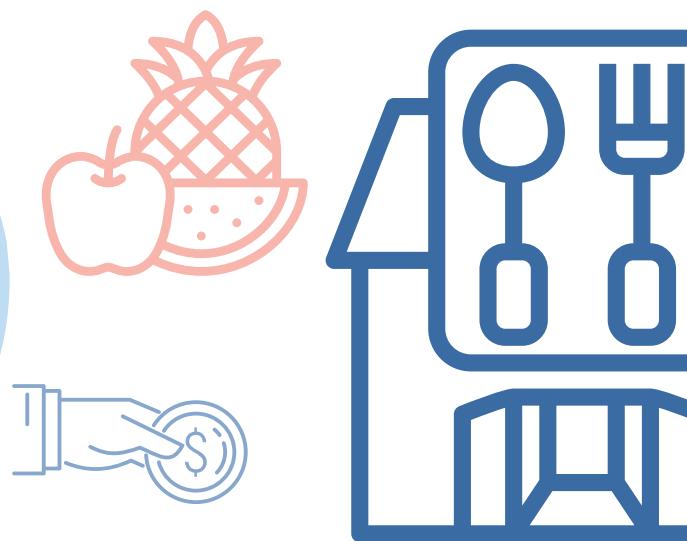
It is extremely important uniform, bags, hats, drink bottles and lunch boxes are labelled with your child's name and class.

Wearing new shoes

It is a great idea for students to wear in their school shoes before the first day back. New school shoes can cause blisters and be uncomfortable for the first week.



Parents and Citizens (P&C)



Welcome to Cooranbong Public School (CPS). Cooranbong Public School is a great little school that is growing and developing day by day. We cannot wait to meet you and your child/ren as they start their learning journey at CPS. Starting at a new school can be an exciting time for both students and their families however it can also be rather daunting for new students and family members. If at any time you have any questions, please feel free to ask any members of the P&C or contact us through our Facebook page "Cooranbong Public School P&C".

We are here to help and support you, just like all the amazing teachers and staff at CPS. Are you wondering what the P&C Association does? The objectives of a P&C Association are to promote the interests of the school by bringing parents, citizens, pupils, and teaching staff into close co-operation. P&C fundraise and assist in providing equipment required by the school. The P&C also assist the teaching staff in establishment of school policy and management in all facets of school activity. Currently the P&C are also responsible for running the school canteen & uniform shop. The P&C is made up of interested parents, carers, grandparents and citizens of the area who work together to help the school. Our P&C consists of (but is not limited to) a President, Secretary, Treasurer, Canteen Manager, Uniform Shop Manager and several P&C general members.

The P&C aim to meet once a term to discuss items relating to school, school plans, our finances, our plans, our concerns, fundraising etc. Our meetings are normally held at school at a time suitable for as many interested people to attend as possible. Meetings are friendly & casual, yet professional. They are open to parents, carers, grandparents, teachers, and community members. We also have an AGM once a year. Like mentioned above the P&C run the school Canteen and uniform shop. We do this to support our school community. Our canteen follows a "healthy foods" approach. Supplying yummy, freshly prepared, healthy foods for our students.

The canteen is currently open two days a week **Wednesday and Thursday**. We use an online ordering APP called **FlexiSchools**, students are also still welcome to order at the canteen of a morning and visit canteen at lunchtime.

Our uniform shop provides quality, affordable, smart uniforms to families. Our uniform shop is open Thursday morning, for convenience uniforms can also be purchased online using the FlexiSchools APP. The canteen and uniform shop are run by gorgeous, friendly volunteers that you will have to opportunity to meet as you become more familiar with school. The P&C, canteen and uniform shop are always looking for more faces to join our team and help within the school should you be interested. Goodluck as you, your child/ren and family prepare for this new stage of life. Starting (or changing) school is a big step but you have selected a school with great teachers and staff that will help and support you and you child/ren to ensure the transition is as easy as possible. Please remember the P&C are parents and are here to help in any way we can, please reach out if you need any help at all.

Looking forward to meeting you!



Learning and activities



Curriculum

The NSW Government is reforming the curriculum from Kindergarten to Year 12 so every student is prepared and ready for their future. Students have the opportunity to participate in units of work in:

Creative Arts

English

History and Geography

Mathematics

Personal development, health and physical education (PDHPE)

Science and technology

[Learning.\(nsw.gov.au\)](https://learning.nsw.gov.au)



Best Start

Best Start Kindergarten Assessment is a state-wide assessment that helps teachers identify the literacy and numeracy skills of each student at the beginning of Kindergarten.

NAPLAN

The National Assessment Program – Literacy and Numeracy (NAPLAN) is an annual assessment for students in Years 3, 5, 7 and 9.

NAPLAN is a nationwide measure through which parents, teachers, schools, education authorities, governments and the broader community can determine whether or not young Australians are developing the literacy and numeracy skills that provide the critical foundation for other learning and for their productive and rewarding participation in the community.

Assemblies

Assemblies are held each week under the COLA on a Friday, starting at 2:15pm. All parents and families are invited to join.

Learning and activities



Sport K-6

We have a wide range of curriculum-based sporting programs at Cooranbong Public School. See below for a breakdown of what we have to offer:

Stage Based PDHPE K-6

Students will participate in weekly planned sport sessions with their class teacher and/or stage group. Fundamental movement skills (FMS) are practised including throwing, catching, running, skipping, hopping, jumping and balancing, which are based on the NSW PDHPE K-10 Syllabus. With successful application of funding each term, we are able to access external sources to help further implement our sport programs to our students.

Cross-country and Athletics carnivals are whole school events. The swimming carnival will be for students in years 2-6 who are turning 8 in that calendar year. Students in Years K-2, who are not old enough to compete, participate in a modified carnival.

School Representative Sport 3-6

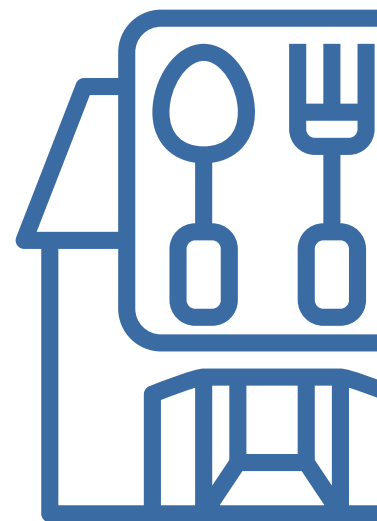
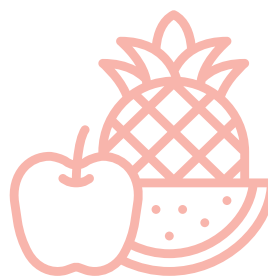
Students in Years 3-6 have the opportunity to participate in PSSA Knockout Competitions and Gala Days. Some sports included in the PSSA Knockout Competitions and Gala Days for both boys and girls include:

- Cricket
- Football (Soccer)
- Basketball
- Touch Football
- Netball (mixed)



Past CPS students have also had the opportunity to represent at higher levels including our Westlakes Zone, Hunter Region and New South Wales levels for many different sports including Rugby League, Athletics and Touch Football.

Reward systems



Clancys

At Cooranbong Public School, our school mascot is a Clancy. Students can earn Clancys by showing the school values of Respect, Safety and Engagement. Students can then trade their Clancys for the end of term Positive Behaviour for Learning (PBL) rewards day at the end of the term.



Respect, Safety and Engagement awards

One of each is handed out at each weekly Friday assembly



Bronze Level Certificate

Once a student receives one Respect award, one Safety award and one Engagement award, they will receive their Bronze certificate.



Silver Level Certificate

Once a student receives one Respect award, one Safety award and one Engagement award (again), they will receive their Silver certificate.



Gold Level Certificate

Once a student receives one Respect awards, one Safety award and one Engagement award (again), they will receive their Gold certificate.

Students that achieve gold will participate in a special day at the end of Term 4.



Connect with your child's learning

- Get to know their teachers, other school staff, other parents and your child's friends.
- Attend school events, for example parent and teacher nights (when happening)
- If you can, provide your child with out-of-school opportunities to bond with their friends and the community such as volunteering, sports and supervised play dates.
- Keep up-to-date and see what your child is doing in class by regularly checking Seesaw.
- Like Cooranbong Public School on Facebook for regular updates and celebration of student learning



Supporting your child



Your child's teacher is your partner in supporting their education. They will let you know the best way to keep in touch with them and find out about your child's progress. Keep your child's teacher informed of any changes in your child's life that may affect their learning or enjoyment of school.

Cooranbong Public School provides a range of staff who contribute to personalised learning and support for students where needed.

These positions include:

- Learning and Support Teachers
- Student and Learning support officers (SLSO)
- Aboriginal Education team and AECG representative
- Assistant Principal Curriculum and Instruction (APCI)
- Assistant Principal Wellbeing

Contact the school office if you think your child would benefit from these support services or you would like to know more.

Parent Participation:

Parent participation is encouraged at Cooranbong Public School. Showing an active interest in your child's education reinforces the importance of school and learning. We love having parent helpers in our classroom. Other ways you can support your child:

- Joining the P&C
- Reading everything your child brings home
- Participating in surveys
- Volunteering in the canteen
- Attending our special days
- Parent helpers

How to find the right person if you have questions or concerns

The best education happens when families and schools work together.

Parents are encouraged and welcome to come to school and discuss any relevant matters.

In the first instance, contact should be made with the class teacher, as they can usually solve all problems/enquiries quickly and efficiently.

If the class teacher is not able to solve the problem, the Assistant Principal for the grade is the next person to approach. They supervise all classes on a Stage and will follow up on any issues you raise. If you are not sure who to talk to, the office staff can point you in the right direction.



School Community Charter

Collaborative. **Respectful.** Communication.

The following School Community Charter outlines the responsibilities of parents, carers, educators and school staff in NSW public schools to ensure our learning environments are collaborative, supportive and cohesive.

What our schools provide?

NSW public schools work to create positive environments for students, staff and the entire school community that support student learning. We strive to ensure that every student is known, valued and cared for.

Positive environments

It is important that our NSW public schools are positive environments and that parents and carers are kept informed of students' progress and school announcements.

Parents and carers can expect:

- To be welcomed into our schools to work in partnership to promote student learning.
- Communication from school staff will be timely, polite and informative.
- Professional relationships with school staff are based on transparency, honesty and mutual respect.
 - To be treated fairly. Tolerance and understanding are promoted as we respect diversity.



School Community Charter

Collaborative. **Respectful.** Communication.

Communicating with our schools?

Our staff will find a time to talk to you when they can give you their full attention. Please remember that while our staff are in class or dealing with other matters, they may not be available to answer your questions immediately.

Our schools and communities will make sure that written communication is appropriate, fair and easy to read. We encourage you to use email and social media appropriately to connect with your school and stay up-to-date with upcoming events in the school community.

Our guide for parents, carers and students provides useful information about the complaints process: education.nsw.gov.au/about-us/rights-and-accountability/complaints-complimentsand-suggestions/guide-for-parents-carers-and-students

Respectful communication is a right

In all workplaces people have the right to feel respected. Unacceptable and offensive behaviour has no place in our school communities. To ensure the wellbeing of students, staff and the community in our schools, steps will be taken to address unacceptable behaviour.

This may include restricting contact with the school community or, in more serious cases, referral to NSW Police.

Unacceptable behaviour may include but is not limited to:

- Aggressive or intimidating actions, such as violence, threatening gestures or physical proximity.
- Aggressive or intimidating language, including the use of obscenities, making sexist, racist or derogatory comments or using a rude tone.
- Treating members of the school community differently due to aspects such as their religion or disability.
- Inappropriate and time wasting communication.

School Community Charter

Collaborative. Respectful. Communication.



We work in partnership to promote student learning.



We treat each other with respect and fairness.



We communicate in a positive and constructive manner.

COORANBONG PUBLIC SCHOOL

ALL SETTINGS, EVERYONE, ALL THE TIME

RESPECT

- ✓ Listen and follow instructions
- ✓ Care about ourselves, others and the environment
- ✓ Wear full school uniform



SAFETY

- ✓ Safe hands, safe feet
- ✓ Right place, right time
- ✓ Respect others' personal space

ENGAGEMENT

- ✓ Be ready to learn
- ✓ Participate
- ✓ Positive attitude
- ✓ Be punctual

THIS WEEK'S PBL FOCUS





Download the NSW School Updates app

Parents and carers can sign up to receive operational updates for NSW public schools.

Scan the QR code and follow the prompts to download the app.

Want more practical starting school tips?

Access the Department's guide online and explore our resources to help your child get the most out of their school year.

Scan the QR code or visit:

education.nsw.gov.au/primary-school.





Useful Links

[Useful websites \(nsw.gov.au\)](#)



Translated school information

[Translated documents \(nsw.gov.au\)](#)

A-Z quick guide for parents

[A-Z parents guide \(nsw.gov.au\)](#)

Aboriginal Education & Communities

[Aboriginal Outcomes and Partnerships \(nsw.gov.au\)](#)

Parents and carers resources

[Parents and carers \(nsw.gov.au\)](#)

Aboriginal Education Consultative Group

[New South Wales AECG – NSW Aboriginal Education Consultative Group](#)

Complaints, compliments and suggestions

[Complaints compliments and suggestions \(nsw.gov.au\)](#)

NSW school updates

[NSW School Updates app](#)

NSW Health

[NSW Health](#)

[Welcome to the NSW Multicultural Health Communication Service – MHCS](#)

Immunisation

[Immunisation programs \(nsw.gov.au\)](#)

Road safety

[Safe travel \(nsw.gov.au\)](#)

We acknowledge the homelands of all Aboriginal people and pay our respect to Country.

Say hello

-  @NSWDepartmentofEducation
-  @NSWEducation
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