

GENERAL INFORMATION

Phone number: 8382 1511
Fax Number: 8382 9648
SMS for absences: 0408 352 583



Principal
Assistant Principal
Assistant Principal/School Counsellor

Ian Filer
Beck Truran
Sonja Britton

Absences

The Education Act 1972 requires that children are enrolled at and attending school. Parents are responsible for ensuring their child(ren) attend school every day, on time. Students are to arrive between 8.30am and 8.50am.

Please notify the school by phone before 9.00am each time your child is absent or SMS to 0408 352 583. The school has a right to seek a medical certificate for absences.

The Department for Education and Child Development monitor student absences and consider any absences over 5 days a term to be of concern.

If your child(ren) arrive after 8.50am they must report to the Front Office to obtain a 'late arrival' notification to hand to their teacher. If you would like to collect your child early from school you will need to go to the Front Office to get an 'early collection' notification before you go to your child's classroom.

Assessment & Reporting

Your child's progress is reported to you in a variety of ways:

- Acquaintance Night, early term 1
- Student, parent and teacher interviews, held in term 1
- Mid year reports
- End of year reports
- Literacy & Numeracy Tests for Year 3, Year 5 and Year 7 students
- Informal discussion with your child's class teacher
- Student self assessment, especially for the older students

If you are concerned about any aspect of your child's learning, please make an appointment with your child's class teacher.

Behaviour Education

At Christies Beach Primary School our Behaviour Education processes are based on the philosophy of Play Is The Way. Every class and adult at our school promotes the five key principles which make our school a place where children can learn and teachers can teach.

Class Placement

Students are placed in classes according to a variety of factors. These include the number of students in each class, gender, academic level, social development, friendships, specific learning needs, etc. Parents / Caregivers are given the opportunity to make a written request for placement for their child, based on learning needs, at the beginning of term 4 each year.

Enrolment & Progression

Parents / caregivers are requested to make an appointment with the Principal to enrol a child. The enrolment form needs to be forwarded well in advance of the child starting school.

Please advise the Principal of any current legal custody rulings, or any changes to legal custody rulings. The school needs to sight the legal documentation. The school must be given a copy of the child's birth certificate or an official letter from Centrelink which shows your child's full name and date of birth.

There is now just one intake of Reception students per year. Children who are born before the 1st May commence school at the beginning of the term (they may be 4 years old at the time) and students who are born after 1st May will commence in January the following year.

Governing Council

The Governing Council consists of the Principal, a staff representative and elected parents representatives. This group has a major responsibility for the operations and functions of the school, apart from the teaching and learning programs. Governing Council meets on Tuesday evenings in weeks 4 and 8 of each term. A General Meeting is held annually in term 1, when new members are elected to Governing Council.

There are sub-committees of Governing Council that usually meet twice/term and report to Governing Council. Parents are very welcome to be on the following committees:

- Out of School Hours Care Management Committee
- Family Ties
- Finance Advisory Group
- Grounds & Facilities Committee
- Out of Hours Sports Committee
- Canteen Committee

Grievance procedures

Clear communication is highly valued. If you have an issue of concern, please don't hesitate to make an appointment with your child's class teacher. If the issue is not resolved, then contact a member of the leadership team. We will always endeavour to solve problems at school, but if you are not satisfied then contact the Assistant Regional Director, Brendyn Semmens, on 8207 3762. A copy of our Grievance Policy is available from the front office.

Health Issues

Minor accidents and injuries will be treated at school. If your child is quite sick or has a serious accident, parents/caregivers will be phoned immediately and if necessary, he/she will be transported to hospital or a doctor. It is important that we are able to contact parents / caregivers or a relative / close friend to support your child if she/he becomes sick or injured. It is in your child's best interest that emergency contact numbers are regularly updated.

Parents of students who require medication during school hours are expected to bring the medication in the original container with instructions for its use and parental permission to administer the medication. Students with specific medical conditions require a document filled in by parents/caregivers and signed by a medical practitioner, called a Health Plan. These forms are available from the front office. Students with asthma need an Asthma Management Plan completed by a doctor.

Newsletter

The school newsletter is sent home each fortnight on Thursdays, starting from the first week of each term. The newsletter will be sent home via email unless alternate arrangements are made and this typically is a hard copy sent home via the youngest child. Please take the time to read the newsletter, which is an important source of information for families. It can also be accessed on our website.

Out of School Hours Care

There is a popular OSHC Centre on site. This Centre provides child-care before and after school, and during vacation periods. It is very popular and prompt booking by calling 8326 1971 or 0413 458 672 is recommended. The Director is Erika Badics. More information is available from the OSHC centre which is located near the Deemster Ave entrance.

Parent / Caregiver Participation

Parent participation is strongly encouraged. If you are prepared to help in any way, just speak with your child's class teacher or leadership staff. We have many parents and caregivers helping in the library, in classrooms (listening to children read, helping with art, sewing or computer activities), with supervision (fitness walks, excursions, camps), with sporting activities (coaching, managing teams, transport) and in the canteen. A DECD approved Criminal History check is required before you volunteer. Please pick up a form from the front office.

Another group, called Family Ties, meets on Thursday mornings each fortnight in the staff room for a cup of tea and an informal chat with the Assistant Principal/School Counsellor. The primary role of Family Ties is to support the students by running various activities throughout the year (e.g. Mothers Day stall, cooking pancakes on Shrove Tuesday), and fundraising with minimal effort but good return. Family Ties also organises parent workshops on educational and parenting issues.

Performing Arts

CBPS has a strong reputation in Performing Arts. All students have Performing Arts lessons with the Drama teacher.

Our school choir, comprised of Year 6 and 7 students, performs annually in the Primary Schools Festival at the Festival Theatre. Each year many of our students participate in the National Story Dance Competition, Wakakirri. Involvement depends on the class teachers who choose to participate and requires parental assistance.

Resource Centre (Library)

The Resource Centre is open from 9.00am to 3.15pm and at lunchtimes each day. Students are strongly encouraged to borrow books. Parents are responsible for the full cost of replacing books that are lost, damaged or not returned.

If any parent would like to help with library work such as book repairs, covering, recording, please see the staff in the Resource Centre.

Specialist Teaching 2015

All students at Christies Beach Primary School are involved in our Specialist subjects as outlined below:

R-Yr 2/3

- Indonesian – 1 lesson/week
- Performing Arts – 1 lesson/week
- Information Literacy – 1 lesson/week
- Science – 2 lessons/week

Yr 3-7

- Performing Arts – 1 lesson/week
- Science – 2 lessons/week
- Indonesian – 2 lessons/week

School Fees

Current school fees are \$226 per child per year.

Assistance with fees is available for lower income families. This is called the School Card Scheme. Our Finance Officer is located in the library and can assist you with any queries. Arrangements can be made for school fees to be made by instalments. There is no interest charged and the process is confidential.

There are associated costs each year with excursions, visiting performers, sports involvement and camps. We try to give plenty of notice prior to excursions and performances.

School Hours

School lessons begin at 8.50am and finish at 3.15pm. Children are **not** to be at school before 8.30am. Student who arrive 8.50am need to go the front office to get a late slip.

8:50 to 10:40 am	lessons
10:40 to 10:45 am	supervised recess eating
10:45 am	recess play
11:15 to 12:55 pm	lessons
12:55 to 1:05pm	supervised lunch eating
1:05pm	lunch play
1:35 to 3.15pm	lessons
3:15pm	dismissal

School Uniforms

We expect all students to wear school colours. The current school colours are bottle green and grey.

School polo shirts, shorts, jackets, long pants and hats are available from the Finance Office, located in the Library. A small range of second hand clothing is available at school in the corridor of the Drama room in the Upper Primary area.

Year 7 students design their own top, which is generally available at the end of term 1 or the beginning of term 2.

All students are expected to wear a broad brimmed hat for outdoor activities and during recess and lunch breaks. The 'no hat, no play' rule applies at CBPS.

The lost property box is in the front office. Please label all clothing, especially hats, with your child's name.

Student Voice

All classes have regular class meetings. Students are encouraged to raise issues of concern and suggestions in relation to school life. There are two students (chosen from their peers) from each class who attend regular Student Representative Council (SRC) meetings that are facilitated by the Assistant Principal/School Counsellor. There are four committees run by the SRC Executives including: Fundraising, Safety and Wellbeing, Grounds and Learning.

Values

These values are reflected daily in the teaching/learning programs and in the yard.

- Treat others as you would like them to treat you
- Have reasons for the things you say and do
- Be brave, participate to progress
- Pursue your personal best no matter who you work with
- It takes great strength to be sensible

We consistently use the following language when discussing behaviour with our students:

- Am I doing the right thing or the wrong thing?
- Am I having a strong moment or a weak moment?
- Are my feelings in charge of my actions or is my thinking in charge?
- Am I running away from the problem or am I dealing with it?
- Am I being my own boss or am I inviting my teacher to be my boss?
- Is my teacher trying to help me or hurt me?
- Be the master, not the victim of your feelings.

School Priorities

At Christies Beach Primary School we have three whole school priorities which are:

- Literacy
- Numeracy
- Wellbeing

We also focus our attention on the following:

- Students at Risk
- Information Literacy
- Play Is The Way

Canteen

We operate our very popular school canteen every day of the week with students able to purchase a range of quality foods at both recess and lunch times. Our canteen manager manages our canteen extremely well, providing nutritious and tasty food. Volunteers are welcome to work in our canteen.