

COFFS HARBOUR

PUBLIC SCHOOL



INFORMATION BOOKLET

2006

7 Salamander St
Coffs Harbour
NSW 2450

coffsharb-p@det.nsw.edu.au

WELCOME TO COFFS HARBOUR PUBLIC SCHOOL

We trust that you will find all the information you may need in this book. Please contact the school if you have any queries by phoning 6652 3355

PEOPLE YOU SHOULD KNOW

PRINCIPAL:	Mrs Elaine Norman
email address	elaine.norman@det.nsw.edu.au
ASSISTANT PRINCIPALS:	Ms Jeanette Traynor Mrs Elizabeth Mulligan Ms Marcia Pont Ms Janelle Bullen
School Counsellor	Mr Trevor Redmond
Mainstream Teachers:	KM Mrs Margaret Murtas KW Mrs Barbara Withers 1/2G Mrs Karen Gentle 1/2P Ms Anne Plunkett 1/2D Mrs Michelle O'Donnell and Miss Brooke Ashworth 2/3M Mrs Bree Mifsud 3/4W Mr Greg Woodham 3/4C Ms Annette Campbell 5F Mr Stuart Ferguson 5/6L Mrs Robyn Lacey 5/6T Mrs Jeanette Traynor
Special Education Teachers	K-3H Mrs Anita Hodgson 3-6S Mrs Jenny Snodgrass 3-6C Mrs Naomi Court
Librarian	Mrs Lyn Howlin
Learning Assistance (STLA)	Ms Marcia Pont
Computer Teacher and Relief from Face to Face Teacher (RFF)	Mr Nathan Pike
Relief from Face to Face Teacher (RFF)	Miss Dot Allen
Teachers' Aides:	Mrs Barb Hudson, Mrs Kathy Turner, Ms Bernadette Charity Mrs Lyn Tredinnick, Mrs Debbie Newton and Mr Simon Fuad, Mrs Lee Bergin
Aboriginal Education Assistant	Ms Angie Skuthorpe
Aboriginal Tutors	Ms Therese Blair, Ms Christie Craig and Ms Lynne Smart
Administrative Staff:	Mrs Nancy Baker (Administrative Manager) Mrs Julia Podbury (Administrative Officer) Mrs Tania Shipman (Administrative Officer, Relieving)
General Assistants	Mr David Storer, Mr Allen Went and Mr Graham Rootes
Cleaning Staff:	Mrs Veronica Knight and Mr Geoff Grono

Parents and Citizens Association

President	Mr Alex Guise
Vice President	Mr Ray Spies
Secretary	Mr Mohammed Yarob Haddad and Mr Ian Muldoon
Treasurer	Ms Robyn Spies
Canteen Coordinator	Mrs Amanda Langfield
Canteen Treasurer	Mrs Debbie Polack

The P&C Committee meets every second Tuesday of the month.

An evening meeting is held from 7.00pm to 8.00pm. A day meeting is held at 9.15am following the evening meeting. All are welcome.

SCHOOL MOTTO

“COURTESY AND HONOUR”

Coffs Harbour Public School

- provides all students with quality teaching and learning in a friendly and caring school environment.
- provides a school environment and opportunities that develop all students self confidence, optimism, resilience and high self esteem.
- encourages tolerance, respect and understanding for individual differences and cultures.
- supports the physical, social and emotional development of students, encouraging personal health and fitness and the creative use of leisure time.

HISTORY OF COFFS HARBOUR PRIMARY SCHOOL

This year, 2006 Coffs Harbour Public School celebrates 120 years of primary education. This proud tradition has given the school a special role within our community with many parents having commenced their education at Coffs Harbour Primary School.

Coffs Harbour Public School opened in 1885 with an enrolment of 17 pupils. It was originally housed in a slab building. This building was erected and paid for by parents, setting a proud tradition of parents supporting their children's education that continues today. In 1896 a new site was selected in Gordon Street. A timber building was erected and the enrolment grew to over 100 pupils by 1909. The school was moved to the current Harbour Drive – Salamander Street location in 1913.

Secondary classes (Years 7 and 8) were started in 1920. Prior to this most children left school after passing the Qualifying Certificate (Year 6).

In 1928, the schools status was raised to that of a District School with many children coming to school by train. By 1929 there were 122 secondary pupils and in 1930 the school became an Intermediate High School. At this stage Infants children had their own school down at the Jetty area. By 1938 Coffs Harbour High School was constructed at its current site and the Infant School was moved to be with the Primary School.

Yalbillinga Special School was housed within the school until it was incorporated into the mainstream school in 1994. The school currently has four special education classes for students with disabilities. The children in these classes are taught by specialist teachers. The children are included in whole school routines, activities and excursions.

In 2005, some of the original buildings still stand proud but within them are the latest technical resources essential to education for the twenty first century. The school has an outstanding computer laboratory. Computers are also housed in the library and classrooms. Modern reading, maths and science equipment abounds and is regularly updated.

Teaching and learning styles and expectations have also changed with children encouraged to be independent and active learners in a far more social and interactive environment. Public speaking and debating are encouraged and our students readily pick up a microphone and address an audience with amazing confidence and ability.

Coffs Harbour Public School has a proud history, educating children for the future.

A-Z INFORMATION FOR PARENTS AND CAREGIVERS

ATTENDANCE

Children are required to attend school each day. Our school hours are:

- Classes assemble at 9.00 am
- Recess is 11.05 am – 11.25 am
- Lunch is eaten with the class teacher between 12.45 pm – 12.55 pm
- Lunch play time is 12.55 pm – 1.35 pm
- School finishes at 3.00 pm

*** Attending every day provides the best chance for your child to do well academically, socially and emotionally!**

If your child has to be away through sickness or special family circumstances, you are required to send a note to your child's teacher explaining the reason for the absence. Late arrivals or early leavers must report to the office to complete the appropriate documentation, signed by parents or caregivers.

AFTERNOON ROUTINES

When you wish to vary the normal procedure for your child going home eg they normally catch the bus, but today you are going to pick them up after school, please send a note to the class teacher with the new arrangements. If we don't hear from you, your child will be sent home in the usual manner.

NO CHILD IS TO BE TAKEN DIRECTLY FROM THE CLASSROOM OR PLAYING FIELD WITHOUT ADVISING THE OFFICE AND THE TEACHER.

Should you be unavoidably detained in picking your child up after school, please contact the school office so that staff can meet supervision needs of your child. In extreme circumstances if all efforts to contact parents or emergency contacts are not successful the school will seek advice from the local police or the Department of Community Services.

BANKING

All students have the opportunity to bank through the school. Every Thursday bankbooks are collected and processed through the school. This program encourages children to save their money for special things or events. The school also benefits by a donation from the bank for every transaction carried out by school banking.

Banking forms are available from the school if you wish your child to bank at school.

BICYCLE SAFETY

Students riding a bicycle to and from school must wear an approved Australian Standards Association helmet correctly. All bicycles must be roadworthy. Skateboards, scooters and rollerblades are not allowed on the school grounds. Bike racks are located at the Salamander Street entrance to the school. Bikes should be chained to these racks for protection against theft.

BOOK CLUB

Order forms for Scholastic Book Club are sent home approximately twice each term and are to be placed in the Book Club box at morning assembly before the due date stated on the form. The school receives free books for the school library based on the value of orders placed. The books ordered will be distributed as soon as they are received at school.

BUS TRAVEL

All K-2 students are entitled to free bus travel. Children in Years 3-6 must live outside a 1.6km radius from the school to be eligible for free travel unless dispensation is obtained from the RTA for safety reasons.

BUS BEHAVIOUR

Students travelling by bus are expected to abide by the Department of Transport's Code of Conduct. All children eligible for a school bus travel pass must follow the Code of Conduct. Those students who do not abide by the rules may have their bus pass temporarily or permanently redeemed. The Code of Conduct for bus travel is stated on the bus travel application form:

Students will:

- Behave safely at all times
- Respect the needs and comfort of other passengers
- Respect bus property by not marking or damaging it
- Always follow instructions about safety on the bus
- Show their bus pass or ticket to the driver on boarding and when requested.

If you have any concerns regarding behaviour on the buses please contact the bus company or the school and every effort will be made to resolve the matter.

BUS ZONE

The bus zone is along the front of the school in Salamander Street. Please check for restricted parking, especially when visiting the school.

Restrictive times are: 8.00am-9.00am and 3.00pm-4.00pm

BUS BAY – Parents are reminded that cars are not permitted in the bus bay during these times.

BUS DUTY – Rostered staff supervise students at Salamander Street and High Street each afternoon. Students are to remain seated in bus lines until their bus arrives when they will be escorted to the bus by the supervising staff member.

Students who miss a bus or are not collected by their parents are directed to return to the school office where every attempt will be made to contact parents, caregivers or emergency contacts. In extreme circumstances if all efforts to contact parents or emergency contacts are not successful, the school will seek advice from the local police or the Department of Community Services.

BUS PASSES – LOST

Bus passes are expensive if lost. If your child loses his or her bus pass it costs \$10 for a replacement pass. Students needing a replacement pass will need to contact the relevant bus company

CANTEEN

The school canteen provides nutritious lunches and snacks at very low prices. Canteen price lists are sent home at the beginning of the school year and at other intervals as prices are revised. Any individual price rises throughout the year will be advised in the school newsletter. The school canteen needs volunteer parents to continue to provide a service five days a week. Please complete the canteen sheet or contact 6652 3355 if you would like to volunteer.

To order lunch, please write child's name, class and their order on a lunch bag or envelope and enclose the correct money. These orders are collected at the end of morning assembly and sent to the canteen after morning assembly. If children arrive at school late, they should go directly to the canteen to place their order.

Unfortunately we cannot give credit nor can we accept cheques at the canteen.

Children who forget their money or have forgotten their lunch are to advise their teacher. Office staff will contact parents where possible to supply lunch. Where parents cannot be contacted a basic sandwich will be supplied for children and a note sent home to parents.

CHANGE OF ADDRESS

Any change in address, home phone number, mobile number, emergency contact, work phone number, or other details that we may need to have on file should be sent, in writing, to the school office as soon as possible.

CLOTHING AND PERSONAL ITEMS

It is extremely important to ensure your child's name is on all items of clothing, as well as those items which can easily be misplaced, ie lunch boxes, drink bottles, pencil cases etc.

CURRICULUM

Learning activities at Coffs Harbour Public School are planned around six key learning areas for NSW Primary Schools.

1. **ENGLISH** – An experienced and dedicated teaching staff focuses on literacy acquisition particularly the teaching of reading in the crucial early years. The effective teaching of spelling and writing is also a major focus area. The Learning Support Team provides support for students with learning difficulties including a parent/community reading tutor program, reading recovery and programs developed by the Support Teacher Learning Assistance.
2. **MATHEMATICS** – Kindergarten to Year 4 are working on a program called Count Me In Too which is a numeration program designed to group children into the correct level of instruction and learn through counting and hands on activities. Measurement, Chance and Data and Space areas are studied at class level. Years 5-6 students are undertaking the Counting On program which includes whole class, group and hands on activities.
3. **HUMAN SOCIETY and ITS ENVIRONMENT** incorporates the study of the local and international environments and communities
4. **SCIENCE and TECHNOLOGY** – Technology assisted learning enables the students to investigate, problem solve and access relevant and current information in each classroom. The school has a comprehensive computer lab with links to the internet available as well as

computers in classrooms. Students enjoy using the digital camera and publishing their work. **Each student has their own page on the school's intranet. A technology program operates with a specialist teacher and small groups to further develop skills.**

5. **CREATIVE and PRACTICAL ARTS** incorporates Music, Dance, Drama, Visual Arts and Craft.
6. **PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION** – Sporting teams participate in NSW PSSA knockout competitions and the school performs creditably at district swimming, athletics and cross country carnivals. Emphasis is placed on a wide variety of sporting and fitness activities to develop fitness and improve skill levels.

The school provides opportunities for many extra curricular activities including chess, dance groups, choir, sporting teams, debating etc. Students are encouraged to participate in competitions including public speaking, art, writing, environmental, english, mathematics, computer and science.

DENTAL SERVICE

A school dental clinic is situated at the Coffs Harbour Health Campus, 345 Pacific Highway, Coffs Harbour South, Phone: 02 6656 7800. Dental treatment at this clinic is available for children of Infant and Primary School ages. Regular dental check ups are advisable and recommended for all children.

ENROLMENT PROCEDURES

Children who turn 5 years of age by 31 July are eligible to commence Kindergarten in that year. Children should be enrolled before the end of Term 2. All children must have commenced school before turning 6 years of age. Enrolment forms are available at the school. Parents of Kindergarten children are encouraged to complete these and return to the school during Term 3 prior to enrolment the following year.

Kindergarten orientation and transition activities are planned in Term 4 before actual enrolment the following year to allow children to get to know the school and teachers; and for the school to conduct assessments for each child.

ENROLMENTS - OUT OF AREA:

Parents can apply for an "out of area" enrolment. These enrolments will be considered in relation to current class sizes and places available and meeting the special needs of students.

EXCURSIONS

Excursions relating to units of work being studied will be organised throughout the year. Full details are sent home with children and permission notes are required for all excursions. A number of parents are required to assist with supervision and class teachers will liaise with interested parents prior to the excursion.

HAT POLICY

The school's sun protection policy requires children to wear a hat every day regardless of weather conditions. Children without a school wide brimmed hat are requested to sit in the 'no hat' area at the covered assembly area where they are supervised.

HOMEWORK

Class teachers may set homework during the year to support class and theme work and consolidate concepts and skills studied at school.

The school's homework policy states:

That homework is only set for Monday to Thursday. Projects/Assignments will be given with a clear time line and completion date. If the child is participating in a SCHOOL INDIVIDUAL PROGRAM then the class homework is at the parent's discretion. The school's HOME READING PROGRAM is set for ALL children for 10 minutes per day.

K - YEAR 2 children are involved in the home reading program and other activities may be determined by individual teachers. This may be language based eg collecting pictures etc and should be completed in approximately 20 minutes.

YRS 3 AND 4 The homework, for an average child, can be completed in 30 minutes.

YRS 5 AND 6 The homework, for an average child, should be completed in 45 minutes.

If the set homework is taking considerably longer than the time suggested, the parent should seek an interview with the class teacher. The class teacher will not set homework for vacations or student absence due to illness.

LIBRARY

The library is open at lunch time on Monday, Tuesday, Wednesday and Thursday for borrowing and quiet reading. Our teacher/librarian is available during these times to assist children in finding resources for projects and suitable reading materials. Books are borrowed for **one week** and can be changed at lunch time or during class borrowing time. Library bags are requested when children borrow books. Whilst we accept wear and tear from normal usage, the cost of any wilful damage or loss must be met by the child, or children concerned.

LOST PROPERTY

Unclaimed items of clothing are placed in the Lost Property box, which is located in the office area. Labelled items are returned but at the end of each term all unlabelled items are washed and sent to the clothing pool for sale.

NEWSLETTER

The school newsletter is sent home every Thursday afternoon. The Newsletter contains details of what has happened, or will be happening in our school. Interim notes may be sent home for excursions or visiting shows etc. **PLEASE** read your Newsletter carefully.

OOSH (Out of School Hours) CHILD CARE AND VACATION CARE

This facility operates as an after school program for children aged 5 – 12 years within buildings at Coffs Harbour Public School.

Contact to be made through Bellingen Neighbourhood Centre on 66552323.

PARENT AND CITIZEN'S ASSOCIATION

The P & C Association is a group of parents who work in partnership with school staff to make our school the best possible environment for students. The P&C contributes to the organisation of special events and activities and the function of the school. They also raise funds for identified purposes within the school.

Meetings are held on the second Tuesday evening at 7.00pm. An additional meeting is held on Wednesday morning at 9.15am for parents unable to attend evening meetings. All parents are welcome to attend and find out more about their children's education. These meetings provide a valuable discussion forum for school issues.

PARENT HELPERS

Throughout the year the school will be asking for parents who are able to assist with a diverse range of activities. Your help will be much appreciated, and it is a good way of involving yourself in your child's education.

PARENT/TEACHER INTERVIEWS

If you wish to speak with your child's teacher regarding progress, or any other matters that may concern you, please send a note to the teacher or telephone the office so that a time suitable to both teacher and parent can be arranged. Formal Parent/Teacher Interviews are held at the end of Term 2.

PEER SUPPORT

The school operates a number of buddy programs where senior students support and interact with junior students. These include Kindergarten buddies, Reading buddies and Peer Mediation.

READING

The school operates a home reading program to encourage and develop a love of reading. At this stage in your child's education it is important that they have the opportunity to read daily. Children should be free to choose their own books on topics that interest them. The books can be chosen from school, home, local library or borrowed from friends.

How can parents help?

- * Supervise your child's reading for 10 minutes per day for at least three nights per week.
- * Sign and date the HOME READING LOG. Only sign the card once per day even though your child may read longer than 10 minutes.
- * When your child is reading, please let them try to work out the words. If they are having difficulty, tell them the word.
- * For the beginner reader, or child having problems with reading, parents can assist by reading with, or to their child.
- * For the fluent reader, question your child about their comprehension of the story, eg Who are the characters? Which is their favourite part?
- * Home Reading Cards should be returned every day.

RELIGIOUS INSTRUCTION

Scripture is conducted on Wednesdays by a group of visiting lay-teachers. Students remain in their own classrooms but may be excluded from scripture if desired by parents. This exclusion is either to be included on the enrolment form or by written advice to the class teacher.

REPORTING OF STUDENT PROGRESS

Individual achievements are reported to parents through student reports and parent interviews. Parent/teacher interviews are held in Term 2. A formal written report is issued at the end of each semester. Interviews with the class teacher are available on request at any time during the year.

SCHOOL ASSEMBLIES

Whole school assemblies are conducted each Monday morning in the quadrangle, under the covered area. This assembly is led by our School Captains and Vice Captains. Announcements which involve the whole school are made at this time

A K-2 assembly is held each Friday in the Assembly Hall. A 3-6 assembly is held in the quadrangle area on Friday. (If wet , it is held in the Hall). At these assemblies, awards for academic, sporting and social achievements are presented.

Grades K-6 conduct their assemblies on a roster basis and encourage a strong student involvement.

SCHOOL CONTRIBUTION

Students are provided with school resources including exercise books, work stencils, paper, stationery and art and craft material. The voluntary school contribution assists with the cost of these resources and is \$30 per child or \$40 per family. This money will be targeted to provide extra curriculum resources for students.

SCHOOL COUNSELLOR is available on Wednesdays and Thursdays. Parents who would like to seek counselling support for their child may contact the school counsellor through the office on 0266 523355

SCHOOL PHOTOS

A commercial photography group is engaged to take school photographs once a year. Individual and family groups as well as class photographs in colour may be obtained. Parents are notified of dates and costs through the school newsletter.

SCHOOL RULES

Coffs Harbour Public School aims to provide a happy environment where effective learning takes place. To achieve this aim children are expected to observe the school rules and understand what they mean. Parents can assist by discussing the following rules and how they may be applied with their own child or children.

THE RULE	HOW TO KEEP IT
Be Courteous	Speak politely to other children, teachers, helpers and visitors. Listen when other people are speaking Be kind, friendly and helpful

Be Considerate	Consider others feelings Care for school property and the school environment Leave other peoples property alone Only bring things to school which are safe and sensible Help keep your school tidy
Be Cooperative	Learn all you can Behave sensibly and well at school, sporting events, school activities, on excursions and when travelling to and from school Complete class work and be involved in class activities Bring the things you need to school and look after your belongings. Be in the right place at the right time Keep your hands and your feet to yourself Play safely and fairly Look after belongings Wear your uniform with pride Take pride in our school Always do your best

SETTING A GOOD EXAMPLE

Safety of students as they travel to and from school each day is important. It is expected that parents and carers will support the school through role modelling safe road use behaviours. These include:

- Using designated footpaths or walking areas away from the road.
- Holding children’s hand (for those up to 8 years of age) and actively supervising all children as they walk to school.
- Using the flagged children’s crossing outside the school.
- Crossing roads away from parked cars.
- Walking with children to cross roads (do not call children across the road).
- Teaching children to Stop Look Listen. Think every time they cross the road.
- Getting children in and out of the car on the footpath side.
- Using seatbelt restraints for all passengers prior to driving away.

Arriving and departing:

There are two pedestrian gateways into the school on the Salamander Street footpath. Please use these gateways as they are the safest place for children to enter and exit the school. Do not use the driveways to access the school. For safety reasons there is no pedestrian access through the car-park.

There is a flagged crossing outside the school. Parents and students are expected to use this safety facility to cross the road.

Parking:

Parking outside the school is limited. Parents are asked to park correctly in Salamander Street and walk with their child up to the school pedestrian gate.

Parent parking is not permitted in the staff car park. Parents must not drive into the school grounds. Exemptions are made for parents of disabled children or those who have been asked to call for sick or injured children.

SICK AND INJURED CHILDREN

Please do not send your child to school if he/she is obviously unwell. If a child is sick or injured at school we will do all we can to assist them. Parents will be contacted and asked to take the child home if necessary. Please ensure your emergency contact details are correct and current.

Should it be deemed necessary, the Principal or Assistant Principal will seek outside professional medical assistance in cases of emergency, in accordance with known parental wishes.

The school **must** be notified of the following conditions:

**Measles German Measles Mumps Chicken Pox Head Lice Impetigo (School Sores)
Ringworm Conjunctivitis Glandular Fever Hepatitis A Meningococcal Scarlet Fever
Whooping Cough**

If you are in any doubt what disease your child is suffering from, their infectious status or how long they should stay away from school contact your doctor, NSW Health or the school.

Unimmunised children may be excluded from school during any outbreak of contagious childhood illnesses.

Asthma Sufferers: Many children who enrol in schools suffer from asthma and it is necessary for them to have medication whilst at school. We encourage all medication to be kept at the school office. This prevents wrongful use and ensures that the children are having their medication in a quiet surrounding and in the correct manner. In the case of asthma we strongly suggest that a puffer is left permanently in the school office. Children take their puffers from the office for sport, physical education etc and return it at the completion of this activity. This policy is not rigid, it depends upon the individual child and the circumstances of the asthma. However, whenever a child uses a puffer either kept in their own bag or at the office the school must have a **DEED OF INDEMNITY**. *One is available from the school office. Our school is a member of the Asthma Foundation of NSW and is currently implementing the Asthma Friendly Schools Program. All parents with children suffering from asthma are asked to inform the school for our register.*

Regular Medication: It is necessary for the office to hold a **DEED OF INDEMNITY** for all those children who are regular users of long term medication for more than 5 days. NO MEDICATION will be administered without such an authorisation.

SPORT

Children in grades K-2 participate in a fitness program twice per week and a skills session once per week.

Children in grades 3-6 participate in a fitness program three times per week and a skills session once per week.

Children wear sports uniform for the skills session on Fridays. Parents will be notified of times for the skills session early in the year and parent helpers are welcome.

THE EMPHASIS ON SPORT IS INVOLVEMENT AND GOOD SPORTSMANSHIP, NOT ON WINNING OR LOSING!

SPORTING HOUSES AND COLOURS

Children throughout the entire school are divided into four 'houses' according to the initial letter of their surname.

Sporting Houses are:

A-D...COOK (Red) E-J...FLINDERS (Green) K-Q...OXLEY (Blue) R-Z...PHILLIP (Yellow)

STUDENT ASSISTANCE SCHEME

Some financial assistance can be provided for school uniform items and school excursions for families without working parents. Application for assistance can be made through the Principal.

STUDENT COSTS

These are specific costs associated with your child's education or participation in various school approved activities – visiting shows, excursions etc. Parents have a choice as to whether or not their child participates in these activities.

Parents may pay their costs in FULL or by PART PAYMENT. Individual receipts will be supplied to each child. All money MUST be forwarded in a **sealed** envelope with the child's name and class clearly printed on the front and detailing what the payment is for eg zoo excursion \$14.00.

STUDENT REPRESENTATIVE COUNCIL

At the beginning of each school year, a representative is elected from each class from Years 2-6 to take part in the Student Council. The Council meets regularly to discuss and make decisions regarding student issues.

STUDENT WELFARE:

At our school we recognise that all members of our school community have responsibilities in order that our school is an excellent learning environment for students. Teachers have a responsibility to provide programs of work suitable for the needs of the children. Children have the responsibility to do their best and to behave in a respectful and co-operative manner. It is a parent's responsibility to meet their child's needs with regard to necessary uniforms and equipment.

Children are recognised regularly for their efforts with awards, stickers, stamps, thumbs up awards, smiles, claps and handshakes. We have a system where children can attain bronze, silver and gold awards through their efforts in and out of class. Rules are clearly defined and any child who breaks a school rule will receive a consequence (eg time out areas, warnings, appropriate restitution). Parents may be notified via a letter or telephone if teachers are concerned about a child's behaviour. It is important to keep in touch with the school so that we can work together to ensure our school is a great place.

SUPERVISION

No child is permitted to leave the school grounds at any time without written permission. Teachers are on duty during recess and lunch breaks but there is no supervision for children who arrive at school before 8.30 am. The Department of Education and Training will not accept any responsibility for your child before that time.

SUPPORT CLASSES

Coffs Harbour Public School has four classes within the school that cater specifically for students with disabilities and have specially trained personnel to teach them. The students in these classes have various disabilities ranging from mild to severe intellectual disabilities, physical disabilities and a Mental Health (MH) class.

A strong integration program exists between the Support Classes and mainstream classes.

The Facilities We Provide

Students with disabilities at Coffs Harbour Public School are able to access whole school activities by the adapted facilities that we provide.

Some of these facilities include:

- ❖ Ramps to assembly hall, playgrounds, infants block, computer room, library, canteen and various other classrooms around the school
- ❖ An additional fenced playground
- ❖ Specialized equipment such as hoists and adjustable change tables to allow students with physical disabilities to access a range of curriculum activities across the day
- ❖ Specific computer software programs used to devise communication systems
- ❖ Computers in each classroom

The Benefits

Coffs Harbour Public School Support Classes provide the following benefits:

- ❖ Individual learning programs specific to each student's individual needs
- ❖ Teachers and teachers' aides with extensive special education backgrounds and qualifications.
- ❖ A team approach with parents/caregivers, interagency staff and teaching staff all involved in the planning and ongoing evaluation of student programs
- ❖ A teaching program that addresses all curriculum areas
- ❖ Integration programs with students participating in whole school activities on a regular basis, such as school assemblies, daily P.E., sport, excursions and specific classroom activities, such as art/craft, library, computers etc
- ❖ Reverse integration programs

UNIFORM

It is the policy of Coffs Harbour Public School, in conjunction with the P & C Association, that children wear uniform at all times. We encourage our students to wear the school uniform with pride. Jewellery is not permitted at school, except for small personal items such as sleepers, studs, signet rings and watches. The school will not accept any responsibility if these items are broken or missing.

School uniforms are available through the school. The uniforms are purchased and resold at wholesale price. Students are encouraged to wear black leather shoes or white sports shoes with white socks (girls) or grey socks (boys).

Hats (to be worn all year)

Maroon full brim hat with school emblem

UNIFORM CLOTHING POOL

A limited clothing pool is available with items for sale on Tuesday mornings.