



Lake Cathie Public School Handbook



Through school spirit, inclusivity, innovation and opportunity, students are engaged and inspired to strive for excellence as life long learners.

SPIRIT

OPPORTUNITY

EXCELLENCE



Education

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WELCOME TO LAKE CATHIE PUBLIC SCHOOL

Lake Cathie Public School, situated between Lake Cathie and Bonny Hills was built in 2014 ready for the 2015 school year. The school is of modern design and is set amidst many new trees and landscaped gardens.

Spirit, Opportunity and Excellence is our motto. Parent and community consultation during the initial development of our school has certainly developed a high level of positive spirit.

The school has bright and fresh learning spaces linked by covered walkways, surrounding a central courtyard with engaging playground climbing equipment. The centrally located hall is complemented by a well stocked canteen and connecting COLA (covered outdoor learning area). The Library is the learning hub within the school where staff and students collaborate in a love of literature and information. A large covered outdoor court that flows out into the grassed playground certainly opens up many opportunities for our students to develop physical fitness and coordination. Our administration building houses modern facilities for staff and visitors who enter past bright splashes of colour.

Learning to learn, communicating effectively, being tolerant and inclusive and developing respect and responsibility are key values and attitudes that underpin school life at Lake Cathie Public School. The partnership that exists at our school sees an open and positive relationship between teachers, students and parents.

We encourage parents to discuss any issues via our “open door” policy as we believe a positive home and school partnership enhances the effectiveness and value of learning.

Jock Garven
Principal



SCHOOL STAFF

PRINCIPAL	Mr Jock Garven
ASSISTANT PRINCIPALS	Mrs Annette Bailey Mrs Karin Haleblan Mrs Katy Haste (rel)
TEACHERS	Mrs Bernadette Ainsworth Mrs Jessica Cady Mrs Kelly Cowan Mrs Jane Egan Mrs Samantha Forster Ms Trish Gray Mrs Joanne Harris Mrs Kate Harris Mrs Melissa Harris Mrs Jayne Hooper Mrs Juanita Keir Mrs Megan Lee Mrs Hayley McCleary Mr Jay Pringle Ms Jennifer Pritchard Miss Rose Wakefield Mrs Alicia Watson
ADMINISTRATIVE MANAGER	Mrs Rachel Caller
ADMINISTRATIVE OFFICERS	Mrs Megan Adams Ms Anne Weller Mrs Kylie Whiting
SCHOOL LEARNING SUPPORT OFFICERS	Mrs Amanda Butler Mrs Lisa Clark Mrs Trisha Joyce Mrs Kim McNiff Ms Tara Ritchie Mrs Ros Sewell
GENERAL ASSISTANT	Mr Adrian Hutchinson

SCHOOL CONTEXT

Lake Cathie Public School is a new school built during 2014 ready for its first intake of students in 2015. Significant planning and consultation engaged large numbers of interested parents and community members throughout the last term in 2014. Enrolments are drawn from Lake Cathie and the north part of Bonny Hills. This drawing area has traditionally been part of the North Haven Public School zone. A strong collegial partnership already exists between Lake Cathie Public School and North Haven Public School.

Our school's initial enrolment of 83 students included 32 Kindergarten students and 51 Year 1 to Year 6 students coming from 22 different schools. Students are inclusive, tolerant and supportive of each other. Our current enrolment in 2019 is 310.

Creative arts, sporting and technology programs balance the strong academic and welfare programs within the school to cater for all students' needs and interests. The school enjoys a significant reputation within the community where Spirit, Opportunity and Excellence, the school's motto, is clearly embraced.

Professional staff work collaboratively to implement and sustain a quality learning environment rich with high expectation and nurturing support for all students. Targeted ongoing professional learning is linked to the School Plan, building capacity in staff to provide high quality learning experiences.

Highly involved parents are integral in the school's success with a large P&C adding to the spirit linking the school with its community. The P&C contributes to whole school planning, provides financial support and creates opportunities for students, parents and the community to take part in social activities that build strong and meaningful relationships and positive school spirit.

Lake Cathie Public School is a proud member of the Hastings Valley Community of Schools eagerly participating in academic, cultural, sporting and community events. This will continue to enhance the reputation of all public schools in the Hastings and Camden Haven areas.

SCHOOL PLEDGE

This day has been given to me
 I promise to use it to its fullest
 Excellence in all I do,
 Taking every opportunity through and through
 Look up not down, look forward not back
 Making good choices, staying on track
 I will share and be kind as I work and play
 My spirit grows stronger with each passing day

SPORTING HOUSES



School leaders 2019



Sport House Captains 2019

Colour	Element	Totem
Blue	Wind - Wuruma 	Sea Eagle - Gawul 
Green	Sea - Gurrwa 	Whale - Gaan 
Yellow	Fire - Watha 	Goanna - Wurrann 
Red	Earth - Barray 	Kangaroo - Waparr 

SCHOOL DEVELOPMENT DAYS 2020

There are 5 designated School Development Days in 2020 and students do not attend school on these days.

Term 1	Tuesday 28 January
Term 2	Monday 22 April
Term 3	Monday 20 July
Term 4	Thursday 17 December Friday 18 December

The purpose of these days is to address state wide and school priorities along with school-based curriculum and training activities that occur in an environment where the staff are free from classroom responsibilities.

SCHOOL DATES 2020

Term 1	Wednesday 29 January – Thursday 9 April Kindergarten commence Monday 3 February
Term 2	Tuesday 28 April – Friday 3 July
Term 3	Tuesday 21 July – Friday 25 September
Term 4	Monday 12 October - Wednesday 16 December

SCHOOL HOURS

8:15 am	Teacher on Playground Duty
8:45 am	Morning Session
10:45 am	Recess Break (10 minutes of supervised eating before play)
11:15 am	Middle Session
1:00 pm	Lunch Break (10 minutes of supervised eating before play)
1:45 pm	Afternoon Session
2:45 pm	Home Time

ABSENCES

If your child has to be absent from school for any reason please notify the office by using the Sentral Parent Portal, replying to the SMS message sent by the school, by written note or by calling within 7 days.

Students arriving late must attend the office with a parent to sign in before going to the classroom. Parents are required to attend the office when taking students out of class before close of school.

Parents wishing to take their child out of school for a period of more than 5 days must fill out an application for extended leave prior to the absence.

ASSEMBLIES

Formal school assemblies are held twice per term in the hall starting at 1.45pm. Parents and families are invited to attend. Dates of assemblies can be found on the school calendar and will be published in the school newsletter.



BOOK CLUB

Scholastic Australia Book Club brochures and order forms are sent home twice per term. Orders can be placed online at:

<https://mybookclubs.scholastic.com.au/Parent.aspx>
or returned to school with the correct money enclosed, or credit card details recorded, by the due date.

BUS TRAVEL

Application for bus travel needs to be completed online at <http://transportnsw.info/school-students>

Children living outside a 1.6km radius (2.2km walking distance) qualify for free travel from their home address. Students within the zone may apply to Transport NSW for free travel if they are in Kindergarten, Year 1 and Year 2.

All children are required to show their current bus pass when boarding.

CANTEEN

Our school canteen operates on Mondays, Thursdays and Fridays and is run by a Canteen Supervisor who relies on the voluntary help of the school community to assist. The canteen is also open on Wednesdays for 'Fresh Fruit Wednesdays' when volunteers are available.

Lunch Orders ... Lunch orders are to be clearly written on a paper lunch bag in either blue or black pen and don't forget to include your child's name and class. Orders are to be placed into the class tubs in the classroom. Money is kept secure if bags are folded in half then in half again. Lunch orders can now also be placed online at:

www.myschoolconnect.com.au

or you can download the app through the app store. Don't forget to send in a lunch bag for online orders.

Reusable insulated lunch bags are available for purchase from the canteen at a cost of \$10.00.



Ice Blocks/Custard Cups /Fruit Salad Cups ... All students must present their lunch order bag at the canteen to collect their ice blocks and or fruit salad cups/ custard cups.

Snacks and drinks can also be purchased over the counter at recess and lunch time.

If your child brings a lunch from home that requires a spoon or fork please pack one in their lunch box. Canteen cutlery is for lunches that are purchased from the canteen only.

Keep up to date with canteen happenings on our Facebook page: [LCPS canteen](#).

CHOIRS

Our school has all-inclusive Choirs to develop music and cognitive skills as well as promoting self and collective focus and discipline. K-2 and 3-6 Choirs will allow significant and relevant skills development and enjoyment.

COMMUNICATION FROM THE SCHOOL

The school's main line of communication is through our school website:

<https://lakecathie-p.schools.nsw.gov.au/>

The website should be the first place that you go to find information about our school or events taking place.

The Sentral Parent Portal and app have information specific to your child as well as information about school events. For information on obtaining your access key

and how to access the parent portal and app please contact the school office.

The newsletter is available every fortnight(odd weeks) and is sent to families via email and is also available on the school website, Sentral parent portal and the school facebook page.

The school has a closed Facebook group that is used for sharing, celebrating and sending quick reminders or alerts to families.

CRUNCH AND SIP

Crunch and Sip aims to promote healthy eating habits. All students are encouraged to bring a small serve of bite size pieces of fruit and/or vegies and a water bottle each day. During the morning session, the children will be encouraged to eat their fruit snack while they learn. Please ensure apples, oranges etc. are peeled/ quartered.

DANCE GROUPS

All students have the opportunity to be involved with the dance groups. Personal commitment and excellent behaviour will be required for a student to be a part of the dance group. Dance practices may include some lunch times. Performances will be held within and outside the school.



EXTRACURRICULAR

The school participates in various extracurricular activities such as drama, debating and robotics.

FACEBOOK

The school has a closed Facebook group that is used for sharing, celebrating and sending quick reminders or alerts to families. Please search for "Lake Cathie Public School" and request to join the group.

FAMILY LEGAL MATTERS

Please keep the school updated on any custody issues by providing a copy of any applicable court orders. The school has no legal right to deny parent access to a student unless current court orders have been provided.

FIRST AID

Part of a child's healthy development involves coping with the usual bumps and knocks encountered in the playground. Children who are sick or injured may be referred to Sick Bay by their class teacher or playground duty teacher. A staff member who is a qualified Senior First Aid will see to injuries, observe the child's progress, and, if necessary, contact parents. In an emergency an ambulance will be called.

Sometimes children may just need a little "time out"; ice is not the cure for everything!

FIVE FAIR RULES

All of the teachers at Lake Cathie Public School are trained and very experienced in the implementation of the Classroom Fair Rules Program.

We are also fortunate that Rob Schouten, the creator of the program, is a close collegial partner with our new school and a member of one of our Local Communities of Schools.

The Five Fair Rules are:



Each rule is explicitly taught to our students through fun and engaging social stories, songs and activities.

The program focuses on positive behaviour for learning and implements a strong focus on teaching our core value of caring for everyone.

A clear set of consequences using the 5 Fair Rules Stop Lights seeks to promote focus on the positive language of learning rather than the language of correction.

Notably these expectations link directly to all the public high school feeder schools in the Hastings and Camden Haven and make for a smooth transition for our year 6 students.

HOMEWORK

Homework is a vital part of the home-school partnership which supports students while they learn. Homework provides activities for the child to refine the skills and concepts being developed in the classroom.

All students are encouraged to read daily and borrow books from the library regularly.



LOST PROPERTY

Lost Property is located in a tub near the main entrance to the Library. Please clearly label all your child's clothing and containers and check the legibility each term as some labeling fades very quickly. Please also check regularly that your child is wearing THEIR hat/jacket and not someone else's.

MEDICATION AT SCHOOL

Medication can only be administered at school when the appropriate information and permission forms have been completed. Any medications brought to school must be handed in at the office – a safer place than a child's bag.

Asthma medication and epiPens will be located in the most suitable location and taken on any excursions away from the school. Asthma Action Plans and Anaphylaxis Action Plans must be provided by the student's doctor. It is essential that all relevant medical information is provided to the school and kept up to date.

NEWSLETTER

Our newsletter is published on Thursdays each fortnight (odd weeks) and aims to keep parents informed about school, classroom and community happenings. The newsletter is sent out via email and is also available to view on our school website, Sentral parent portal and our facebook page.

P&C

The P&C meet twice per term in the library. Dates and times of meetings will be notified through the school newsletter, Facebook and Sentral for Parents app. Meetings are a “round- table” format giving all parents the opportunity to raise any issues pertinent to the school. All parents are most welcome to attend. A great way of finding out what goes on “behind the scenes” at Lake Cathie Public School!

PAYMENTS

With the exception of Eftpos and POP (Parent Online Payments – School Website “Make a Payment Button” payments); money for excursions, visiting performances, sport levies, school fees etc. should be handed to class teachers each morning. Payments are collected in a class envelope and taken to the office for receipting. Receipts are then returned to the classroom and handed back to students to take home.

POLICIES & PROCEDURES

Information outlining The Department of Education policies and procedures may be found on the DoE’s website:

<https://www.det.nsw.edu.au/policies/index.shtml>

SCHOOL BAND

Lake Cathie Public School have an instrumental music and band program. Students from Year 4 to Year 6 can request entry to the band program. A high level of personal commitment and behaviour will be required to enter the program. Term fees and instrument hire fees will be part of the commitment. The band will perform within and outside the school. An annual band camp is part of the yearly calendar.



SCHOOL FEES

School fees are voluntary contributions the school seeks from parents to help in the payment of quality educational resources and supplies including; art & craft supplies, classroom resources, maths and science equipment. Families will be invoiced at:

\$45.00 first child;

\$35.00 second child;

\$20.00 third child.

School fees are capped by the Department of Education at \$45.00 per student for 2020. A learning resource fee will also be invoiced at the start of the year.

SCHOOL WEBSITE

For all the latest news, information, photos and Parent Online Payment visit:

<https://lakecathie-p.schools.nsw.gov.au>

Links to Department of Education resources can be located on the website.

SENTRAL PARENT PORTAL AND APP

The Sentral Parent Portal and app have information specific to your child as well as information about school events and access to the newsletter and permission notes. Future and previous absences can also be entered along with change of details. For information on how to access the parent portal and app please contact the school office. Register for the portal [here](#).

SPECIAL EDUCATION IN ETHICS (SEE)

Ethics classes are run as an option during the Special Religious Education/Special Education in Ethics timeslot where volunteers are available. Ethics classes are discussion based, covering a range of age-appropriate topics. For more information on the curriculum and volunteering, please visit www.primaryethics.com.au

SPECIAL RELIGIOUS EDUCATION (SRE)

Special Religious Education is offered to students that have enrolled in a NSW Public School and parents/carers have indicated that they wish their child/ren to be involved in SRE lessons. Children not participating in SRE or SEE will be asked to complete alternative learning tasks eg. individualised projects.

SPORT

Infants sport

K-2 students participate in a variety of activities at school as well as the athletics and cross country carnivals. Joggers are recommended.

Primary sport

Year 3-6 students participate in a variety of summer & winter sports which are held at school and at outside venues. They will also participate in swimming, athletics and cross country carnivals. Joggers should be worn for sport activities.

PSSA trials and team knockouts

Primary students also have the opportunity to compete in PSSA knockouts and representative trials in a variety of individual and team sports.



STUDENT BANKING

Students are given the opportunity to open an account with the Commonwealth Bank and participate in student banking which occurs on Tuesdays. Great rewards are offered to 'consistent savers' and competitions are held throughout the year by the bank. More information can be obtained from the school office or by contacting your local branch of the Commonwealth Bank.

UNIFORM SHOP

The school uniform is available to purchase from the P & C Uniform Shop, which is open Tuesday mornings from 8:30 am to 9:15 am and on Thursday afternoons from 2:30 pm to 3:00pm. Orders can be placed and paid for at the office and will be sent home with your child when filled. New families are able to purchase uniforms on their enrolment.

Clothing Pool

The Uniform Shop will be working on collecting a selection of good quality, second hand uniforms for sale at reasonable prices. If you have any spare uniform items that could be provided to the clothing pool it would be appreciated.

VOLUNTEERS AND VISITORS

Parent helpers and volunteers to our school are required to complete a Department of Education 'Declaration for volunteers' and provide 100 points of identification on their first visit. Parent helpers and volunteers are also encouraged to obtain a Working With Children Check. Information on how to go through this process is available at:

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

All visitors to the school are asked to sign the visitors book at the office on arrival and when leaving. This is a Workplace Health and Safety regulation.

Parents and grandparents are welcome to assist in the classroom. Please see your child's class teacher if you would like to assist. The canteen and uniform shop also welcome parents / grandparents.

UNIFORM GUIDELINES

The school uniform

The wearing of school uniforms by students will assist in:

- defining an identity for the school within its community;
- developing students' sense of belonging to the school community;
- providing an opportunity to build school spirit;
- enhancing the health and safety of students when involved in school activities;
- promoting a sense of inclusiveness, non-discrimination and equal opportunity;
- promoting positive community perceptions of public education; and
- making school clothing more affordable for families by eliminating the risk of peer pressure to wear transiently fashionable and expensive clothes.

Guidelines

- The school community expects students to wear the school uniform in a neat and presentable manner;
- Except for special events the sports uniform is only to be worn on our sports day of Friday;
- On formal occasions or excursions students must not wear sports clothes unless on a sports-related activity;
- No jewellery is to be worn, other than:
 - * earrings which are (stud gun) studs or sleepers;
 - * a watch;
 - * plain gold or silver ring.
- The only hats permitted are those school hats that may be purchased from the uniform shop;
- Black polishable leather shoes with black laces, buckle or velcro. Sports shoes (joggers) with sports uniform on Fridays;
- A student's appearance should not be a distraction to the learning environment;
- Hair bands, hair clips, ribbons and scrunchies are to be in the school colours of navy blue, sky blue and white or made from the girls' tunic material;
- Hair is to be worn in a neat and tidy manner. Hair dye or streaks are not acceptable. No dread-locks, mohawks, rats-tails, shaved patterns;
- No tattoos; and
- Make-up or nail polish is not to be worn.

Implementation

- The school uniform is to be neatly presented and in good repair at all times. No items of clothing that are not part of the school uniform are to be worn;
- Students who wear inappropriate clothing will be interviewed and have their parents/carers contacted to discover the reasons for their non-compliance;
- Students who are out of uniform will not be permitted to represent the school or attend excursions or functions where a uniform is required.
- Students will be asked to remove inappropriate jewellery.
- Students will be asked to remove any make-up or nail polish.

Lake Cathie PS Uniform Policy follows: NSW Department of Education and Communities School Uniform Policy 2014; NSW Work Health and Safety Act 2011; NSW Anti-Discrimination Act 1977



GETTING READY FOR SCHOOL

CLASSROOM NEEDS FOR KINDERGARTEN

The following items will be needed by each child.

Please label all items.

- 1 x box of tissues
- Set of 4 Staedtler whiteboard markers (black, red, blue, green for use on individual student whiteboards)
- 2 x Bostik glue sticks
- 2 x Extra large sturdy pencil cases to be used for home reading and technology supplies
- USB flash drive minimum 4GB
- Paint shirt (a big old T-Shirt is suitable)
- Drink bottle to stay at school
- Back Pack - 2 division, double zip suggested – big enough to hold lunch box, home reading folder, library bag etc (school back pack available for purchase).
- Please pack a change of underwear and uniform into your child's bag in case of little mishaps.

CLASSROOM NEEDS FOR YEAR 1 – YEAR 6

The following are the requisites for all students. More specific lists may be given out by your child's teacher during Term 1.

Please label all items.

Year 1 -6

- 10 x HB pencils (Staedtler or Columbia)
- 2 x Sets of coloured pencils (pack of 12 suggested)
- Set of coloured textas (pack of 12 suggested)
- 2 x Sets of 4 whiteboard markers (black, red, blue, green for use on individual student whiteboards)
- A quality rigid 30 cm ruler (not flexible)
- Pair of children's scissors
- 1 x Double sided clipboard
- Sharpener - barrel type which contains the shavings
- 4 x Pencil Erasers
- 8 x Large Glue Sticks (Bostik)
- 2 x boxes of tissues
- Small to medium size pencil case
- Library Bag
- Paint shirt

Extra items required by Year 3 - 6

- 4 x Blue pens
- 4 x Red Pens
- 2 x Plastic document wallets
- 1 x Post it notes
- Basic Calculator
- USB stick

Excess items will be stored in your child's classroom for use as required over the course of the year.



ROAD SAFETY INFORMATION FOR PARENTS

Pedestrian Safety

The road outside our school is usually very busy in the morning and afternoon, and especially on wet days. Our children need adult supervision in and near traffic. Please remember the following:

- meet students in the central courtyard area
- DO NOT call children across the road to meet you
- hold the hand of children under 10 years of age when crossing roads or near traffic
- display safe behaviour yourself and talk to your children about being a safe responsible pedestrian
- do not use the staff carpark as a school access point, use the pedestrian crossing.

Travelling by Car

Many parents find it convenient to drive their children to school, however this can add to traffic congestion in the vicinity of the school. Please remember the following:

- take extra care when driving near the school
- observe the 40 km/h school zone speed limit
- DO NOT stop in the bus bay, or do U turns near the school
- park safely and observe all parking regulations
- meet children in the central courtyard area and walk with them to the car - DO NOT call them across the road
- ensure that children enter and leave the vehicle via the kerb side door
- ensure that all occupants wear seat belts

Bus Safety

Buses provide a safe means of transport to and from school, however, students need to demonstrate safe responsible behaviour as bus passengers. Students need to take extra care as they cross the road at the homeward end of the journey. Please support safe bus travel:

- talk to your children about safe, responsible behaviour on buses
- reinforce the road safety messages delivered at school
- wait on the same side of the road when meeting children at the homeward end of the journey
- stress the need to wait until the bus has gone before crossing the road

Students Code of Conduct while travelling can be viewed at: <https://apps.transport.nsw.gov.au/ssts/studentCodesOfConduct>

Bicycles and Safety on Wheels






The school provides education about safety on wheels, but we do not encourage children to cycle in or near busy traffic. Traffic conditions around the school in the morning and afternoon create additional hazards for cyclists. Children sometimes ride in an unpredictable manner and have difficulty understanding traffic situations. We recommend that you do not allow your child to ride a bicycle on the road unless the following

conditions are met:

- the rider is at least 10 years of age
- they have a roadworthy bicycle of the correct size
- they wear an approved safety helmet
- they have demonstrated their ability to ride in a safe and responsible manner
- they have safe paths or roads on which to ride
- currently we discourage bicycle riding to school until there are safe paths to do so

SCHOOL SAFETY NOTICE TO DRIVERS

In the interest of CHILD SAFETY there is NO EXCUSE for disobeying traffic control signs and Road Rules in the vicinity of a school. Please read and understand the following traffic controls around your school;

	<p>NO STOPPING</p> <p>Under no circumstances are you permitted to stop on a length of road to which a NO STOPPING sign applies.</p>	<p>Penalty: \$337.00 + 2 demerit points each time you disobey a NO STOPPING sign (school zone)</p>
	<p>NO PARKING</p> <p>You are permitted to stop in a NO PARKING zone only while you are engaged in dropping off or picking up passengers.</p> <p>You must not stop for more than two minutes. You must stay within three metres of your vehicle.</p>	<p>Penalty: \$187.00 + 2 demerit points) each time you disobey a NO PARKING SIGN (school zone).</p>
	<p>BUS ZONE</p> <p>You are not permitted to stop in a BUS ZONE unless you are driving a bus.</p>	<p>(Penalty: \$337.00 + 2 demerit points) each time you stop in a BUS ZONE (school zone).</p>
	<p>CHILDREN'S CROSSING</p> <p>You are not permitted to stop within 20 metres before the crossing and 10 metres after the crossing.</p>	<p>Penalty: \$448.00 + 2 demerit points each time you stop on/near a children's crossing (school zone).</p>
	<p>DOUBLE PARKING</p> <p>A driver must not stop on a road between the centre of the road and another vehicle that is parked at the side of the road.</p>	<p>Penalty: \$337.00 + 2 demerit points each time you double park (school zone).</p>

**THE COST OF TAKING YOUR CHILDREN TO SCHOOL
DEPENDS ENTIRELY ON YOU**

“Every student is known, valued and cared for in our schools”

S Strive to shine

P Proud with Purpose and Persistence

I Integrity, Respect and Gratitude

R Resilience and Courage

I Inclusive and Equitable

T Together we Learn/Grow/Thrive



Education



Lake Cathie
Public School