



# CARRAMAR PUBLIC SCHOOL

Term 1 2022

*Learning to Live*

The Horsley Drive & Denison Street, CARRAMAR NSW 2163

[www.carramar-p.schools.nsw.gov.au](http://www.carramar-p.schools.nsw.gov.au)



Dear Parents/Carers,

This note contains a range of information that will support you to understand how things operate at Carramar PS. It will enable you to be well informed and know what is expected across a variety school matters.

## Safety Information.

I would like to point out to our community some Safety Reminders to support student safety including:

- Parents and students are under NO circumstances permitted to enter the staff carpark in a car or as a pedestrian
- Follow the School Zone speed limits
- Parking at the front and around the school must be done within legal guidelines and parents are asked to take note of the signs that indicate where to park and or stop. Please take note of signs including: NO Stopping, NO Parking, Bus Zone.
- Do not stop in driveways to drop off or pick up students (especially those of our neighbours)
- All children, regardless of being with an adult, should always use the crossing: stopping at the crossing and waiting for the cars to stop before walking across.
- Students are reminded to walk safely to and from school including: walking and keeping on the footpath, not playing while walking, crossing at the lights of the Horsley Drive by waiting for the green walk signal and waiting for the cars to completely stop before stepping off the footpath.
- Any student in Stage 3 wishing to ride their bike to school must complete a permission form and a safety-approved helmet must be worn.
- Students should be at school no earlier than 8:30am when a teacher is on duty in the COLA. Parents/carers who pick-up their child after school, must do so at 3pm. If a parent is running late, they must call and advise the office before 3pm.
- Until advised otherwise, all parents/visitors to the school during school hours must report to the office to scan the NSW Services Covid App, complete a Covid Declaration Form and sign in and out on the school registry book.
- Students should **not** stop off at Koonoona Park before or after school without parent/career permission and/or supervision. Unsupervised play has concerns around stranger danger and accidents/injuries that may occur on equipment.

## Information about attendance.



Good attendance at school by all students is a high priority at **Carramar Public School**. Recent changes to Attendance Law have made it very important for parents and schools to work together to resolve issues of unsatisfactory attendance of students. Schools are required to refer matters further when efforts to resolve issues are unsuccessful. The NSW Department of Education and Training may take legal action against parents and caregivers who do not send their children to school without a valid reason.

Regular attendance at school enables students to develop a sense of belonging to a peer group and building important coping and friendship skills. Confident children are less likely to engage in anti-social behaviour. All children have a right to an education and through regular attendance at school can make the most of educational opportunities leading to greater social and economic outcomes.

During the year there will be occasions where parents and caregivers of children with attendance concerns will be contacted by the school to inform of these concerns. This will be done by letter, phone call or a meeting will be organised if required.

Concerns with attendance may include-

- An unsatisfactory attendance rate
- Unexplained or unjustified absences
- Regular lateness/part day absences

Parents are encouraged to work with the school to resolve attendance concerns to ensure the best outcomes are achieved for all students at school and in their future opportunities.



### Bullying: what is it and what should parents know?

At school students learn content and skills around the Key Learning Areas that include, Maths, English, Science and Technology, History and Geography, Creative and Practical Arts and Personal Development, Health & Physical Education. Added to this they are also learning social skills, with a focus on understanding how to engage and interact in an acceptable way with others. This social learning is an ongoing process and sometimes students require support and strategies to be able to socialise successfully and solve their social disagreements in an acceptable way.

Further to this, misunderstandings and arguments are common in the playground. Children are still developing social skills and learning how to communicate with others. Not every incident or disagreement that upsets a student can be defined as bullying - sometimes it's a one-off problem or a genuine misunderstanding. We also teach students to be resilient and to be able to select positive strategies to help them deal with their situations. We ask students to report their problems to a teacher so that we are aware of the situation, and we can support them.

Bullying is different. *Bullying is a **deliberate, repeated and ongoing** abuse of power of one student over another.* It can be verbal, physical or psychological abuse that is intended to cause harm.

Cyber-bullying happens through communication technology like email, social networking sites such as MSN, Facebook and of course mobile phones. Cyber-bullying is not a problem isolated to school. It can happen anywhere that children socialise, including online. This kind of harassment can be spread very quickly, not just to a child's own friends, but way beyond the school community to complete strangers. It can be devastating and needs to be taken as seriously as any other form of bullying.

It's a community issue, which is why parents have such an important role to play in resolving this kind of negative and very damaging behaviour. Unfortunately, parents often don't hear about their child's problems until the issue has really escalated and their child has been repeatedly harassed and hurt. Parents can be proactive to Cyber-bullying by ensuring they know what websites their children are accessing and by closely monitoring any social media sites their children might be using on any of their devices.

### **Publishing Permission**

As part of their day-to-day learning students participate in many noteworthy projects and activities. Recording student participation and sharing experiences with other students, schools and the broader community is a valuable part of the learning experience.

We seek permission to publish information about your child in relation to their learning experiences and participation in school, sporting and community service activities. The information may include your child's name, age, class and information collected at school such as photographs, sound and visual recordings of your child, your child's work and expressions of opinion such as interactive media.

The ways in which your child's information may be published include but are not limited to:

- Public websites of the Department of Education and Communities including the school website, the DEC intranet (for staff only), blogs and wikis
- Department of Education and Communities publications including the school newsletter, annual school magazine and school report, promotional material published in print and electronically including on the Department's websites
- Official Department and school social media accounts on networks such as YouTube, Facebook and Twitter
- Local newspaper/s such as Fairfield Advance

The school has enlisted the services of third parties to provide educational support. Agencies such as Sentral (used to produce academic reports) require student and parent (including address and contact details) information to establish data bases and programs. Sentral store the information in a secure *cloud* location. If you are concerned about this transfer and storage of information, please contact the school office staff to discuss the matter and view the privacy policy of the relevant agency.

Parents should be aware that when information is published on public websites and social media channels, it can be discoverable online for a number of years, if not permanently. Search engines may also cache or retain copies of published information.

If you would like further information or wish to change your status, please contact the school to make a time to discuss your questions or concerns.

### **E-safety Internet and children.**

Children are going online and using social media with increasing frequency. While many enjoy their online experiences, there are risks involved. Parents, schools and the broader community need to work together to help keep children's online experiences safe.



The Commonwealth Office of the Children's eSafety Commissioner has developed a resource for parents - iPARENT - which helps parents deal with the connected devices in their children's lives.

iPARENT - found at <https://esafety.gov.au/education-resources/iparent> - provides facts and statistics about Australian children online, managing technology in the home and strategies that can be used by parents to keep children safe online.

A Parent's Guide to Online Safety can be downloaded from this site. A range of other useful information is also available from the website. For example, parents can access information about cyberbullying including:

- how to talk to their child about cyberbullying;
- what to do if their child is being cyber bullied or is engaging in cyberbullying behaviour themselves; and
- sources of professional support and help.

The website also provides information about how parents and children can report unwanted online contact and/or inappropriate, offensive or illegal content online.

Finally, if someone you know is adversely affected by an online experience, free and confidential advice, assistance and support is available from:

- the Kids Helpline (ages 5 to 25) on 1800 55 1800; and/or
- eheadspace (ages 12 to 25) on 1800 650 890; and/or
- Lifeline on 13 11 14.

Of course, if you need urgent assistance ring 000.

## **The Impact of Privacy Laws and What Information Can Be Provided To Parents About Other Children.**

Our school holds information about our students. Some of this information is highly sensitive.

The way this information is collected, used, disclosed and secured by our school is subject to NSW legislation including the [Privacy and Personal Information Protection Act 1998](#), [Health Records and Information Protection Act 2002](#) and the [Children and Young Persons \(Care and Protection\) Act 1998](#).

These laws limit the circumstances in which your child's information can be disclosed to other parents. They also limit the circumstances in which you can be provided with information about action the school has taken in relation to other people's children.

This means, for example, you may not be provided with complete details of the action the school has taken in relation to a student who has engaged in unacceptable behaviour that has impacted on your child.

You should not assume that no action has been taken because you cannot be provided with information about what the school has done to deal with an issue relating to your child's interaction with another student.



Our school takes inappropriate behaviour from students very seriously and responds to that behaviour consistent with the school's student discipline and welfare procedures.

If you would like further information about the school's general approach to inappropriate behaviour from students, please contact the school.

## SCHOOL ZONE OFFENCES WHAT ARE YOU RISKING?

**FACT** Children are small, harder to see, behave unpredictably and are extremely vulnerable. They need YOU to take extra care when driving and parking around school zones.

<p><b>No Parking</b> You have 2 minutes to drop-off or pick-up and must stay within 3 metres of your vehicle. <b>PENALTY \$183 + 2 DEMERIT POINTS</b></p> <p><b>No Stopping</b> Under no circumstances are you permitted to stop on a length of road to which a No Stopping Sign applies. <b>PENALTY \$330 + 2 DEMERIT POINTS</b></p> <p><b>Bus Zone</b> You must not stop your vehicle in a Bus Zone unless you are driving a public bus. <b>PENALTY \$330 + 2 DEMERIT POINTS</b></p> <p><b>Mobile Phone Use</b> Do not use a hand held mobile phone while driving.</p> <p><b>Speeding Offences</b> The fines and demerit points for speeding offences in school zones have been increased. <b>SCHOOL ZONE 8-9 2% 40</b></p>	<p><b>Pedestrian Crossings</b> Do not stop on or near a marked crossing. <b>PENALTY \$439 + 2 DEMERIT POINTS</b></p> <p><b>Driveways</b> Do not stop on or across a driveway. <b>PENALTY \$183 + 2 DEMERIT POINTS</b></p> <p><b>Lane Filtering /Overtaking</b> Motorcyclists must not overtake or lane-filter in an active school zone. <b>PENALTIES AND DEMERIT POINTS APPLY</b></p> <p><b>Double Parking</b> <b>PENALTY \$330 DEMERIT POINTS</b></p> <p><b>83 DEMERIT POINTS</b></p>
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### Parking And Keeping Our Students Safe.

Please park and stop in the right place when you are dropping off or picking up your child, otherwise it could cost you over \$180 and 3 demerit points, but worse still a child could be injured!

Police regularly patrol the street outside our school. A photo is taken and then an infringement notice is mailed out. Please do the right thing outside and around our school, it is for the safety of your child and other children.

### Student Birthday Guidelines and Requests

The school values all student birthdays as important and we acknowledge student birthdays at school assemblies. We ask parents to follow a few simple guidelines for the recognition and celebration of student birthdays.

For organisation and student safety (including allergy concerns), we ask parents to keep major celebrations and parties for home. **We do not encourage**, but should parents wish to include a small celebration at school with the child's class, please ensure the following points are followed:



- Advise the teacher/school, at least the day before so a mutual agreement on the appropriate time can be organised
- Only bring cupcakes for sharing with clear information of ingredients included.
- Do not bring other food/s or drink
- Do not bring lolly bags/novelties

Your cooperation with this matter is appreciated.

### Students Riding to School.



The NSW Roads and Maritime Services state that children under 16 years of age may ride their bicycle on the footpath. Primary aged students are safest when they are supervised by an adult. The Department of Education states that parents/caregivers should accompany the children when they are riding a bike until they are at least 10 years old. With this in mind, students who have turned 10 years of age are permitted to ride their bicycle to and from school, as long as they comply with the guidelines below.

- Skateboards, rollerblades and scooters are not permitted at Carramar School unless directed by teachers.
- Parents/caregivers are responsible for ensuring their child is competent, experienced and a confident rider who displays skill and control of a bicycle.
- Children must correctly wear a Standards Australia approved bicycle helmet at all times when in control of a bicycle.
- All road rules concerning bicycles are to be followed. This includes the pedestrian's right of way on footpaths. The bell should be used as a warning when approaching pedestrians.
- Bicycles ridden to school must be in good, safe working order and bicycles must be fitted with a bell.
- Everyone must dismount before entering the school grounds and walk their bicycles whilst inside the school fence.
- Bicycles are to be stored in the bicycle rack / area near the hall. Bicycles may be locked with a chain and padlocked (supplied by the bicycle owner). Bicycles and helmets are brought and stored on site at the owner's risk.
- Parents will support our road safety education program by instructing their children in the rules of road safety and maintaining their child's bicycle as a matter of routine.
- Students who do not adhere to the Policy will be managed in accordance with our Student Code of Conduct. Consequences may include students not being allowed to bring their bike onto the school grounds for a period of time.

### **Guidelines For The Use Of Mobile Phones At School**

We aim to operate with best-practice approaches outlined by the Department Of Education to support students' use of mobile digital devices in safe, responsible, and informed ways to promote learning and respectful relationships.



Having mobile digital devices in schools may contribute to or exacerbate identified risks, including cyber-bullying, image-based abuse, and access to online harm. Some students require mobile phones to support their safety and ensure that they can communicate with parents before and after school.

#### **GUIDELINES:**

- All communication between students and parents/caregivers must be done through the office. For this reason students do not need and are not permitted to have their mobile phone with them during the school day.
- Students do not need their phone for ICT (Information and Communication Technology) access or use, our school computers and BYO Policy provide our students with this resource and access.
- Students are expected to check in and leave their mobile phone in the office as soon as they arrive at school and collect it at the end of the day at the 3pm bell.
- Students are not permitted to take photos/video/record/capture other students, this includes while travelling to and from school.
- The school does not take any responsibility for the security of a phone.
- Students must bring a signed Mobile Phone Consent Form from their parent/caregiver that states they have parental consent to bring a mobile phone to school and that they agree to comply with the guidelines. These are available from the office.
- Any student found in the possession of a mobile at school will have it taken from them. It will be returned at the end of the day and parents/caregivers will be contacted and notified that the student did not follow the guidelines.
- If a student is found to be using a phone inappropriately while travelling to and from school or while at school, such as taking photos/video/recording students or sending/accessing inappropriate

content, the phone will be taken and the parents/caregivers will be requested to meet with an executive teacher to discuss the consequences as per the school's Discipline Policy.

### **Homework Policy**

For the purposes of the Department's Homework Policy, homework is defined as any task assigned by school teachers intended for students to carry out during non-school hours designed to meet specific learning goals.

Department Of Education states: "While there is little conclusive evidence of the learning benefits of homework in infants and primary schools, quality homework in these stages may help students to develop effective study habits and broaden their understandings and skills across the curriculum."



- Teachers at Carramar Public School believe that: 'Students should have the opportunity to relax, play, pursue hobbies and interact with others after the school day has finished'.
- Homework is NOT compulsory but is encouraged at a level appropriate to the child.
- *Time spent teaching, interacting with students and assisting learning is more worthwhile than time spent setting and marking homework.*

*The school takes into consideration the Department of Education's policy statement:*

Homework for Kindergarten-Year 2: In general, students are not expected to complete formal homework in Kindergarten. Students may be given books to read at home, as appropriate.

In Years 1 and 2: some formal homework may be set. For example, students might be asked to read and write, learn words for spelling and complete some mathematical activities.

Homework for Years 3-6: may be varied and students may be expected to work more independently. Students could be encouraged to read and practise mathematical concepts learnt at school. Other homework may also be set across areas of the curriculum.

*The school adopts the following measures regarding homework:*

- Homework should be a purposeful learning experience which provides:
  - Revision and/or consolidation
  - Extension and/or enrichment*of the classroom programs*
- *Homework activities may be varied in type, including:*
  - Drill and practice activities i.e., spelling
  - Writing
  - Research
  - Organising
  - Constructing
  - Speaking and listening
  - Reading
- *It should be interesting, challenging and relevant to classroom programs not just 'busy work' to keep the students occupied.*
- *Teachers may make adjustments to cater for individual learning needs of particular students.*

- *It is important that the amount and type of homework should not be so demanding as to have adverse effect upon interest and motivation.*
- *The classroom teacher will communicate homework expectations and procedures to the parents at the beginning of each year.*
- *Parents are encouraged to supervise their children complete homework tasks. This offers the parents an opportunity to see the type of work occurring in the classroom.*
- *Acknowledge student effort in completing homework and provide timely and relevant feedback on achievement.*
- *Discuss with students and parents/caregivers any developing issues regarding a student's homework.*
- *No punishment or undue pressure should be used to have children complete homework*
- *Appropriate awards/praise will be given to those who complete homework.*

### Parent/Carer Communication

It is understood that from time to time parents/carers will have questions and will be unsure why something is happening the way it is and or, would like further information about something that happened to their child. We encourage you to reach out and ask questions for clarification. Children will sometimes share with you what their day was like and we encourage this. We encourage students to always speak to a teacher when they need support. At times if they recounting an incident at home, you will only get part of the facts when your child describes "what happened". We encourage parents/carers to communicate with us by contacting the teacher in the first instance, and if needed, it may be escalated to an Assistant Principal. We are here to work together to support you and your child.



# School Community Charter

**Collaborative. Respectful. Communication.**



**COLLABORATIVE**

We work in partnership to promote student learning.



**RESPECTFUL**

We treat each other with respect and fairness.



**COMMUNICATION**

We communicate in a positive and constructive manner.



**Respectful communication is a right**  
 In all workplaces people have the right to feel safe and respected. Unacceptable and offensive behaviour has no place in our school communities.

**Unacceptable behaviour:**

- 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.

**We all play a part**



**School Community Charter**  
 education.nsw.gov.au