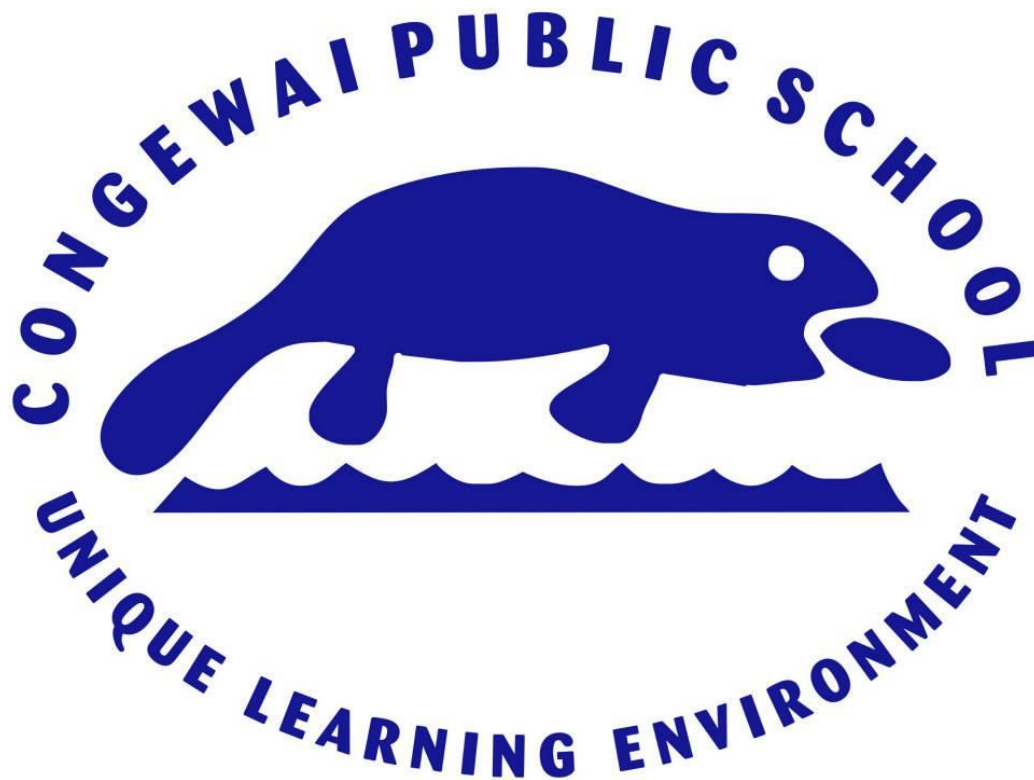


# Congewai

*Public School*



## **OUR MISSION STATEMENT**

At Congewai Public School we present a unique learning environment that encourages high expectations for success through engaged and innovative instruction allowing for individual differences and learning styles, making children strong and confident builders of their future.

Promoting a safe, caring, and supportive environment with positive relationships with students and staff. We strive to create a full learning environment with true school - home

Congewai Public School, established in 1888, is a small school tucked into the base of the Watagan Mountains. It is just 10 minutes drive from Bellbird, 5 minutes to Ellalong and 2 minutes from Paxton.

Education is delivered to Kindergarten to Year 6, in a variety of innovative and educationally forward ways, in a range of educational environments to ensure our students are beyond 21<sup>st</sup> Century Learners.

The school enjoys a close relationship with its parents and wider community. A significant amount of communication takes place both formally and informally as communication between the school and its community is open, welcoming and based on mutual respect. Community members are an important part of our wider community teaching and learning program.

The school and its community, place great emphasis on programs of environmental sustainability demonstrating strong support for the participation in such programs as the Stephanie Alexander Kitchen Garden program, Water Watch, and an integrated science program.

## GENERAL INFORMATION

**ADDRESS:** 605 Congewai Street  
CONGEWAI NSW 2325

**TELEPHONE:** (02) 4998 1366

**FAX:** (02) 4998 1603

**EMAIL:** [congewai-p.school@det.nsw.edu.au](mailto:congewai-p.school@det.nsw.edu.au)

**WEBSITE:** [www.congewai-p.school.nsw.edu.au](http://www.congewai-p.school.nsw.edu.au)

<b>DAILY ORGANISATION</b>	School hours	9:00am to 3:00pm
	Recess	11:00am to 11:30am
	Lunch	1:00pm to 2:00pm
	Office hours	8.30am to 3:30pm (Monday to Friday)

<b>STAFF</b>	Mrs Donna Stackman	Teaching Principal
	Mrs Lee Beneke	Teacher
	Mrs Katherine Wittmann	Early Action for Success Teacher
	Mrs Cathy Vogt	Early Action for Success Instructional Leader
	Mrs Benita Van Der Wel	Library Teacher
	Mrs Mandy Dunstan	School Administration Manager
	Miss Gabrielle Naysmith	School Learning Support Officer
	Mr Wayne Blake	General Assistant
	Mrs Jo Hobday	School Cleaner

## WEEKLY ORGANISATION

Monday	Assembly - fortnightly Committees - weekly
Wednesday	Stephanie Alexander Kitchen Garden Program
Thursday	School Banking
Friday	Library ICT Lessons School sport

## PLAYGROUND SUPERVISION

A teacher is on duty from	
8:30am – 9:00am	Morning
11:00am – 11:30am	Recess
1:00pm – 2:00pm	Lunch

*We do understand that sometimes it is necessary to drop children off to school early or collect them after school time. Please contact us if this may occur and supervision can be arranged for the safety of students. If an occasion arises where early arrival or late collection of children is unavoidable, children should sit at the "eating tables" at the front of the school until 8:30am. It must be noted that students will not be supervised by teachers on duty until 8:30am or after 3:00pm without prior notification by parents or caregivers.*



## KINDERGARTEN ENROLMENTS

Parents / Caregivers are requested to complete enrolment forms and return them to the school during the year before your child is due to be enrolled, preferably before the month of June if possible.

Proof of age and immunisation must be shown before a child can be enrolled into the Kindergarten class. Documentary evidence of date of birth may be provided in the following ways:

- Birth Certificate
- Notification of Birth Registration Card
- Hospital Card
- Passport

Children are eligible for enrolment in Kindergarten if they turn 5 years old by the 31<sup>st</sup> of July of the school start year.

## UNIFORMS



All students are expected to wear school uniform each day to express pride in their school.

### SUMMER UNIFORM

Girls – Blue school polo shirt, black shorts, skirt or skirt, white or black socks, school shoes.

Boys – Blue school polo shirt, black shorts, white or black socks, school shoes.

All children are to wear a school bucket hat as part of the Department of Education and Communities Sun Safe Policy. Hats can be purchased through the P&C and can be ordered at our school office.

### WINTER UNIFORM

Girls – Blue school polo shirt, blue jumper, black pants

Boys – Blue school polo shirt, blue jumper, black pants

SPORT UNIFORM – to be worn on sports days, sporting events and excursions

Girls and Boys – School blue, red and white sports shirt with black shorts or skirt for girls, in summer or black pants for winter.

School shirts are purchased through the Congewai P&C committee and the school has a small clothing pool of second hand uniforms available at no cost.

A mid-blue jumper is available through clothing stores such as Best and Less (St Marks brand) and can be embroidered with our school logo at two businesses, Ab Fab at Nulkaba and Badgeman at Cessnock.



### **HATS AND SUNSCREEN**

Our school has a strict no hat, no play policy in line with the DEC Sun Safe guidelines. It is preferred that students wear the school bucket hat to school each day as part of their pride in their school, but we understand that on rare occasions children may need to wear another sun safe hat. We encourage children to wear sunscreen also. The school's lunch area is protected from the sun and there are a number of covered play areas for protection in the playground.

### **LOST PROPERTY**

All items of clothing and personal belongings, which are brought to the school, must be labelled with the child's name. Every effort is made to return lost property to its owner. However, to a child, all jumpers/lunch boxes seem to look like someone else's. Items of clothing without names are hung of the clothing hooks outside our classroom and parents are welcome to claim lost items.

### **SCHOOL NEWS**

Our school endeavours to publish a newsletter, the Congewai News, weekly. Through this newsletter, we keep parents informed of current and future events at the school, rosters and changes in routines. Parents and community members are welcome to submit items for inclusion in our newsletters. All items for the newsletter should be at the school by 9:00am every Wednesday for submission for the following Monday. Items are added at the Principal's discretion.

Hardcopies of the Congewai News are given to the eldest school family member each Monday and extras are available at the school office. The Congewai News can also be viewed on our website. Immediate events and happenings are publicised on our school noticeboard situated outside the classrooms, and through extra notes as required. Regular updates and news snippets are also available on our school Face Book page. We do remind parents / caregivers that all posts and comments are closely monitored and our site must be used appropriately.

<https://www.facebook.com/congewaipublicschool>





## SCHOOL FACILITIES

Our success in gaining grants, along with positive community support, has allowed us to upgrade facilities for the benefit of our students.

Our play equipment is safely under a solid shade cover, protecting students from wind, rain and sun and allowing this area to be an all weather facility. Softfall and sand, under and surrounding this equipment, enhances safety. Encompassed in this area is a large sand pit utilised for creative play and specific outdoor learning experiences.

Our full sized tennis court is utilised for a myriad of sporting and cultural activities.

A large playground, oval and bark hut complete our play areas. Students may also spend time in the vegetable garden or green house.

## LIBRARY

Our well resourced library is open for borrowing and returns on Fridays. Students also participate in interactive ICT library lessons and literature appreciation during library lessons with our teaching librarian. We encourage all students to become regular borrowers. We have a good range of books and welcome purchasing suggestions from parents and children, when our budget allows. Children should have school library bags to protect their library books. If this bag is forgotten a plastic one can be provided to ensure borrowing goes ahead. To encourage reading our students participate in the Premier's Reading Challenge each year.

## CANTEEN

Our school run canteen operates on a weekly basis with a set menu choice. Students are asked to submit their orders by the Wednesday of each week, ready for their yummy fresh recess and lunch choices on Friday. Students are asked to write their name clearly on a brown paper bag together with the amount of money tendered. The correct change is always appreciated.

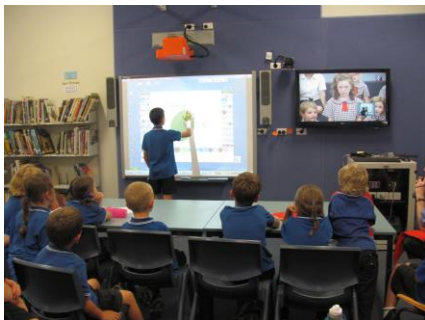
Frozen treats and snacks are available daily at recess and lunchtimes with no ordering necessary.

The school operates a canteen 'special day' once a term. The week prior to our 'special day' order forms are sent home.

## UNIQUE LEARNING ENVIRONMENT



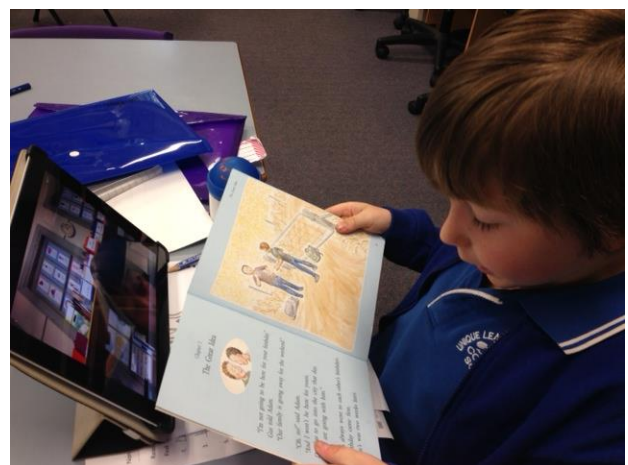
Our school promotes and practises open ended learning. With a smaller student to teacher ratio, learning is more individualised, allowing for individual tailoring for each learning need. Extension and support for students is prioritised on an individual basis to enhance the learning potential of each child. A close partnership with parents and caregivers is an enhancement of student learning. Our staff practice team teaching with small groups of students. Students are grouped according to learning needs and abilities allowing for focus on curriculum and skills.



## COMPUTERS & TECHNOLOGY

Our school boasts a high number of computers, interactive white boards, iPads and effective use of multi-media across the curriculum to promote and foster engagement. Student learning is enhanced by the use of technologies such as specialised computer programs in both literacy and mathematics and the use of iPads to extend learning.

Our school promotes the individual talent of our students and attempts to enhance these talents and interests through a variety of activities and programs – utilising the expertise of school based staff, other DET personnel and outside agencies.



## **STEPHANIE ALEXANDER KITCHEN GARDEN PROGRAM, ENVIRONMENTAL EDUCATION & LIVE LIFE WELL AT SCHOOL PROGRAMS**



These programs merge and integrate with all areas across the curriculum. All Students participate in the planting, growing, harvesting and eating of foods. Our fruit and vegetable gardens focus on food that can be harvested and eaten immediately, to heighten the student response and retention of the benefits of fresh food. Our students participate in the Stephanie Alexander Kitchen Garden Program on a weekly basis supervised by two fully trained staff members with the older students participating in cooking (due to safety regulations) while our whole school is involved in the gardening component of the program.

Linked to this is our Crunch and Sip (fruit break) program. All students have a short fruit/vegetable break to enhance understandings of benefits of fresh foods and also to prolong student concentration. Students are encouraged to drink water throughout the day and are able to have a water bottle with them in class to prevent dehydration and to enhance their energy and concentration.

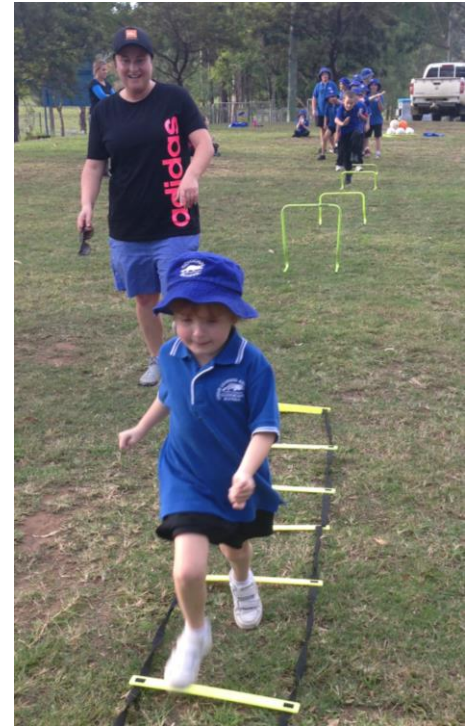
As part of regular participation in “Committees” students are involved in composting, worm farming, conservation of resources, and recycling, along with keeping our school grounds clean and tidy.

### **SCHOOL PARLIMENT**

The School Parliament allows students to have a say in what’s happening at school and can bring about real and positive changes for the student body. Aligned with this is the Student Council and a set of committees who take on specific tasks throughout the terms to ensure the school environment is well looked after and special events take place.

Many opportunities arise for students to experience leadership roles and to build leadership skills and understandings.





## SPORT

Every Friday, weather permitting, the children play sport. Over the year they will be involved in a number of different sporting and creative activities including dance, athletics, swimming and team games: cricket, soccer, rugby league and netball. All levels of ability are catered for and all children are encouraged and expected to participate. If any child is unable to take part due to illness or injury a note of explanation **is required**. Hats are required for all time spent in the sun. A water bottle should also be brought each day, especially on sports day to prevent dehydration.

Our students participate in the Small Schools Swimming Carnival, PSSA Knockout Competitions, Cross Country & Athletics. Zone Carnivals provide opportunities for students at representative level.



## PUBLIC SPEAKING & DEBATING

Our primary students participate in Public Speaking and the Premier's Debating Challenge, co-ordinated by the DET Arts Unit. No previous experience is needed, just enthusiasm and positive participation.

The Debating team participates in four rounds of debating – debating schools from across the Hunter/Central Coast region.

The multitude of cross curriculum and personal skill development, particularly team work and public speaking, makes this a very enjoyable and worthwhile program.

## EXCURSIONS



Our students attend excursions as part of the Cessnock Community of Small Schools. All excursions attended by the children are carefully chosen to complement our teaching programs or to offer the children social and cultural opportunities. We expect all children to attend these excursions. It should be noted that it is departmental policy that no child should miss out on these kinds of opportunities for financial reasons. If payment for an excursion causes difficulty at any time, please discuss alternative arrangements with the Principal.

A cyclic program of excursions is employed with allowance for change due to influences and/or renewed focus areas.

## REPORTING

Parents receive a formal report twice per year, at the end of each learning semester. A progress report for your child will be given out at the end of Term 2. This brief but informative report outlines how your child is progressing in their learning. Opportunities for Parent/Teacher interviews will be held at the end of Term 2. Interviews by request will be held in Term 4 or when needed. Kindergarten parents receive a PLAN report in the later part of Term 1. An end of year report is given to all parents at the end of the school year.



If parents have any concerns they are urged to make an appointment with their child's teacher/s as soon as a concern arises. Teachers are always happy to discuss progress and successes with parents or to address concerns.

## POLICY ON BEHAVIOUR

It is our expectation that children who are ready for school will already know how to behave, though they may occasionally need to be reminded. Therefore, once the rules have been set, if a child forgets



to behave appropriately or chooses to misbehave, she/he can expect to face the consequences of her/his actions.

Congewai Public School prides itself on its strong family values and as part of this, has a strict “hands off” policy. Where behaviour is inappropriate but not covered by school rules the child will be counselled by a member of staff to make sure she/he understands why that behaviour was unacceptable.

Should a child continue to display inappropriate behaviour or behaviour which is destructive or dangerous to him/herself or others, the staff may find it necessary to inform parents. Our purpose in informing parents is to enlist their help in overcoming behaviour problems that may prevent their child (and those who have to work and play with him/her) from achieving her/his full potential. We all play a part in their upbringing and we all benefit from their success.

## **VOLUNTARY CONTRIBUTION/EXCURSION LEVY**

Voluntary School Contributions are \$10 per child for each school year and is paid at the beginning of the new school year. It is emphasised that this is voluntary and payment is a matter for the decision by individual families. This contribution assists the school with the cost of photocopying of resources and art supplies for students to use.



## **ILLNESS or MEDICATIONS**

Any child who is obviously ill should be kept at home. Children find it very difficult to concentrate when unwell and the day becomes a misery for them and those around them. They are also likely to spread their germs to others. As we have limited staff to care for sick students, it is our policy to contact the parents of any child who becomes ill during the day and arrange for the child to return home. If you are usually away from home during the day you will need to nominate a relative or friend who could be contacted in your place. We ask that all details are kept up to date at all times and changes to either address or phone are given immediately.

Students with specific illness or health concerns such as asthma, require an individual health plan setting out guidelines for observation, medical treatment and emergency contact details. This is done in consultation through the parent / caregivers health care professional and a copy is given to the school. Upon enrolment parents must complete information sheets and indemnity forms so the school staff can dispense any medications that your child requires during the school day. Parents are asked to notify the school immediately if there is a change in medication requirements. Medication will only be dispensed from the original containers from the chemist indicating the doctors prescribed dosage.

Under no circumstances is any child to have medication in his/her possession at the school, it is to be all handed into the office upon their arrival at school.

If a child has a condition that requires medical attention, parents must present a medical care plan to the school. All medication that is necessary for the well-being of the child must be supplied to the school for regular administration.

While the school does not have trained medical persons in attendance, staff administer minor first aid as appropriate and parents are contacted should a more serious event occur. If parents cannot be contacted, the school will seek appropriate medical advice as necessary.

## **STUDENT BANKING**

Student banking is available on Thursdays. Those children who have school accounts bring bank folders and money to be banked. Kindergarten children will be given the applications to open an account. Students are able to earn reward token through regular deposits.

## **P&C ASSOCIATION & FUND RAISING**

Meetings are held on Wednesday evenings, on the second Wednesday of each month, in the library, commencing at 5:30 pm. A reminder of this meeting is included in the school newsletter. Participation in the P&C ensures that you play an active part in making decisions about your school. The P&C membership operates in an open and friendly way supporting the school, its staff and students and each other. The more hands, the more fun and lighter the workload. P&C minutes from meetings and any relevant P&C info is available from the P&C Secretary upon request.



The School and P&C hold various fund raising events throughout the year. Events are decided upon in consultation with the School's Principal and school staff and P&C members. The annual Harvest Festival, Christmas Carols at Congewai night and Terrigal trotters are major fund raisers for the school.

Year 6 fundraising events also occur through the year and we appreciate your support. Each year the year 6 students donate a gift to the school which enables the school to recognise the time spent by our school leavers, in their learning journey in our school. All funds raised at the year 6 fundraisers, go toward the end of year gift.

These events are always well advertised through the school's communication portals.



## STUDENT SUPPORT SCHEME

The school acknowledges that daily financial demands of families can at times inhibit the level to which children can access some aspects of the school's programs and its requirements. For example, excursions, camps, performances, uniforms and text books. The school receives a small sum of monies from the Department of Education and Communities to provide assistance where necessary. The Principal will provide further information on request. Please note that all enquiries are treated with the strictest of confidence.

## CHILDREN LEAVING EARLY IN THE SCHOOL DAY

We do understand that children need to leave early from time to time to attend appointments or prior engagements. Parents/ Caregivers must see the Principal to collect their child / children and they must sign their children out at the office. This is to protect children from wrongful removal and this procedure must be respected and observed at all times.

## UNAUTHORISED ENTRY ONTO SCHOOL GROUNDS

Schools fall within the provisions of the **Enclosed Lands Protection Act 1901**. **Entry to a school is a privilege not a right**. Sometimes people who would usually have a legitimate reason for being of departmental premises may be refused entry by the Principal or person in charge. This is usually because the person has threatened or used violence towards a staff or students or has otherwise acted inappropriately on the premises.

The management and discipline of children during school hours and on school grounds is the responsibility of school staff. No other person is to approach or take it upon themselves to admonish children whilst they are under the supervision of school staff.

*Any major concerns are to be taken to the school Principal or discusses with the class teacher who may refer concerns to the Principal.*

