

# Information Booklet



## Cabramatta Public School



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# Welcome to Cabramatta Public School

## *Introduction*

This booklet has been developed for families starting at Cabramatta Public School. It contains a range of information about our school that will assist children and families. Please keep it in a safe place to use as a future reference.

At Cabramatta Public School we aim to provide a positive and stable environment, welcoming parents into the classrooms as partners in the education of their children.

Learning takes place when students feel safe, when they feel secure and know that they are accepted and valued as individuals. Each child is unique! It is in a safe and happy classroom in which children's individual differences and their physical, social and emotional needs are constantly being met, that children will continue to learn and develop a love of learning.

At Cabramatta Public School we understand that children learn to communicate, investigate and express themselves through:

- play
- exploring their environment
- informal interaction with others (parents, peers, teachers and the community)
- role play
- participation that involves firsthand experience
- interaction in a variety of situations for a variety of purposes
- the reactions and responses of others
- motivation, stimulation and the opportunity to try new things
- having the confidence to persevere

# *Contacting Our School*

**Address:** Levuka Street  
Cabramatta  
NSW 2166

**Telephone:** 9724 1534  
9724 2474

**Fax:** 9728 2249

**Email:** cabramatta-p.school@det.nsw.edu.au

**Postal Address:** PO Box 152  
Cabramatta  
NSW 2166

**School Website:** [www.cabramatta-p.schools.nsw.edu.au](http://www.cabramatta-p.schools.nsw.edu.au)

**School Twitter Account:** @CabraPS

## *Executive Staff at Cabramatta PS*

**Principal:** Mr Scott Davidson  
**Deputy Principals:** Mrs Margaret Creagh  
Mrs Sue Goodwin

### **Assistant Principals:**

Kindergarten	Miss Lena Stefanovska
Stage 1	Mrs Judith Greenfield
Stage 2	Mr Rob Webster
Stage 3	Miss Shelly Turvey
Special Education	Mrs Kylee Kaya

# ***Administration Staff at Cabramatta PS***

School Administration Manger

Mrs Lyn Wilson

School Administration Officers

Mrs Doyle, Mrs Hill,

Mrs Pfoefffer, Miss Delphin

School Community Support Officers

Ms Truong

General Assistant

Mr Dekleva

## ***The School Day***

At Cabramatta, school starts at 8:55am with an assembly that all children are required to attend. School finishes at 3:00pm. There is a bell at 8:30am and teachers supervise the playground from this time until 8:55am. Children may be left at school from 8:30am. Children may be collected from their classrooms in the afternoon at 3:00pm or at the various exits around the school.

### ***Picking Up Students on Time***

It is very important that children arrive at school on time and that they are collected at the end of the day on time. If you cannot collect your child please make arrangements for someone else to collect them. Please ensure the child knows the arrangements and you have informed the class teacher. If it is a last minute change and you are unable to get to the school on time please call the school (Ph: 9724 1534) and ask the office to let the class teacher know. Please make this call well before 2:55pm as it becomes increasingly difficult to get messages to classrooms closer to the 3:00pm bell.

### ***The Kindergarten Day***

When starting kindergarten, children will start at our normal time of 8:55am and line up with their classes at the morning assembly, however for the first few weeks kindergarten children will finish their school day at 2:30pm. This enables parents to collect children without the rush of all the other students in the remaining grades leaving their classrooms at the same time. Kinder parents will be notified of when the children will be finishing at 3:00pm.

# *School Uniform*

At Cabramatta Public School we ask that all students wear full school uniform at all times. Parents please encourage your child to wear full school uniform. Our uniforms are high quality, practical and look good when students are wearing it.

Our school colours are blue and gold. All items of our school uniform are on sale at the school office except black shoes and white socks. These items can be bought at Big W, Kmart, Target or other department stores.

## *Summer Uniform*

### **Boys**

- \* Blue shorts
- \* Gold polo shirt with collar

### **Girls**

- \* Dress
- \* Skort/shorts with polo shirt

### *Both boys and girls*

- \* Black enclosed shoes and white socks
- \* School bucket hat or surf hat

## *Winter Uniform*

Boys and girls can wear the same uniform in winter, although the girls have a choice in that they can wear the dress with navy blue tights or the tracksuit. A school hat must be worn all year by all students.

### **Boys & Girls**

- \* Blue shorts or Blue tracksuit pants with a gold polo shirt or plain yellow long sleeved shirt/skivvy
- \* Blue jumper or zipper jacket with school logo
- \* Black enclosed shoes and white socks

We have slightly different uniforms for Summer and Winter. Please encourage your child to wear shorts for boys or dresses/skorts/shorts for girls and not tracksuit pants during our warmer months in terms 1 and 2. Tracksuit pants are best worn in Terms 2 and 3. Shorts can be worn all year round if students prefer.

Girls should not be wearing coloured/striped/patterned tights or leggings under their dresses/skorts or shorts.

As we have a jacket and jumper in school uniform, coloured jackets and jumpers should not be worn. Oversized coloured jackets may be worn to school during the cooler mornings in Terms 2 and 3 but once inside classrooms they should be removed.

If you can sew, fabric for the girl's dress is available from the school office. The sewing pattern can be bought or supplied on loan from the office.

**School hats must be worn all year** and are available at the school office. Two styles are available - a bucket hat or surf hat. We are a Sun Safe School and whenever students are outdoors they must wear a school hat.

Please write your child's name on all personal items - school clothes, hat, lunch boxes, drink bottles and school bags. This will ensure they are returned to the rightful owners when they are found.

Order forms for school uniforms are available from the office all year round. Please complete an order form and hand it into the office. The order will be filled and ready for payment and pickup on the very next Wednesday. Alternatively you can visit the uniform shop at the school office on a Wednesday. *It is opened every Wednesday between 8:30am and 11:00am.*

***Uniform Price List***

<b>Item</b>	<b>Price</b>	<b>Item</b>	<b>Price</b>
Girls dresses Size 4 - 16	\$33.00	School jumpers Size 5 - 18	\$20.00
Collared Gold polo shirt Size 4 - 18	\$15.00	Track pants Size 6 - 16	\$20.00
Blue shorts Size 4 - 18	\$16.00	School jacket (zip front) Size 6 - 16	\$25.00
Skorts (Girls) Size 4 - 10	\$16.00	Surf hat Size XS, S, M, L, XL	\$7.00
Uniform dress material Yellow ties	\$11.00/m 20c/each	Bucket hat Size XS, S, M, L, XL	\$7.00



# *Attendance and Absences*

We have adopted some important phrases for our school that we hope to see become positive influences on the children, parents and school community in regards to school, punctuality and attendance:

***"It's not okay to be away."  
"School can't wait, don't be late."***

Children are required to attend school on all school days unless they are sick. If your child does not come to school we must have a letter from you explaining the reason for his/her absence. This letter is given to your child's teacher and should be sent in the next day the child attends school. Each teacher keeps a record of class attendance. Absences and arriving late are recorded every morning. It is important to let the class teacher know if your child is going to be away for more than 2 days. Please ring the school office and leave a message for the class teacher. It is not necessary to call if your son/daughter is only absent for one day.

If the absence is due to an illness or childhood disease like chicken pox, measles, etc we must be told to ensure children who are not immunised or have low immunity systems, due to medical reasons, are given warning.

If a child arrives at school after assembly has finished they will need to go to the office and get a late note to give to their class teacher. Arriving late interrupts the important start to the day and children miss announcements that are given at the morning assembly. Please try to arrive on time or early each day. Aim on arriving between 8:30am and 8:45am.

If you need to collect your child early from school you will also need to obtain a note from the school office. This note is then given to your child's class teacher so your son/daughter can go home with you. Please only collect your child early if it is absolutely necessary.

Each time your child is away for a full day it is counted as an absence. If your child arrives at school late or leaves early this is counted as a partial absence. These are totalled and written on your child's semester report.

The school year is broken into four terms. The dates that school terms start and finish vary each year. During the year there are 2 weeks of holidays between each school term with a 6 week break at the end of the year and into the next school year. School holidays are generally in January, April, July, October and late December. The school will advise of the exact dates at the beginning of the school year and remind families throughout the year.

If you are planning long holidays please try and take them during the planned school holiday periods, as long absences from school interrupt your child's learning. Absences of more than 10 school days due to a family holiday needs to be applied for as an Attendance Exemption. This requires authorisation from the school principal. **Please contact the school office for more details.** Proof of travel is required eg. Plane Ticket, Itinerary from Travel agent with ticket information.

## *Emergency Contacts*

If your child becomes sick at school or you have not picked them up after school and we are unable to reach you, it is extremely important that the school has the name and phone number of another person whom we can contact to collect your child. If we are unable to reach anyone by phone your child may become very anxious and distressed.

## *Changing Schools*

If your child is going to change schools, you must let the teacher know. You will also need to go to the school office to complete the necessary forms.

Please make sure all library books and home readers are returned to the teacher. If your child has been in PSSA sport and they have a sport shirt this will also need to be returned to the sport coach prior to leaving the school.

# ***Change to Student Details***

## ***- including Medical Conditions***

***More importantly the school should be notified immediately of any change of home or contact address, telephone number or immediate family arrangements. This may include custody issues.***

If your child develops a medical condition (like asthma or an allergy) it is extremely important that the class teacher be notified and the office. Asthma requires an Asthma Action Plan that the family doctor completes. This then needs to be given to the school office. If your child has developed an allergy your family doctor will need to provide a letter outlining symptoms and what the school can do to assist the child should these symptoms develop at school. If the allergy is severe and your child requires an EpiPen then the doctor also needs to complete an Allergy Action Plan.

## ***Bell Times***

<b><i>Monday – Thursday</i></b>		<b><i>Friday</i></b>	
8:30am	Morning Supervision	8:30am	Morning Supervision
8:55am	Line up and Morning Assembly	8:55am	Morning Assembly
11:00am	Recess	11:00am	Recess
11:20am	End of Recess	11:20am	End of Recess
1:10pm	Lunch - Eating time in Class	12:10pm	Lunch – Eating Time
1:20pm	1 <sup>st</sup> half Lunch	12:20pm	1 <sup>st</sup> half Lunch
1:40pm	2 <sup>nd</sup> half Lunch	12:40pm	2 <sup>nd</sup> half Lunch
2:00pm	End of Lunch	1:00pm	End of Lunch
3:00pm	Home Time	3:00pm	Home Time

## ***Our School Rules***

- Be safe
- Do your best
- Be considerate
- Work together

# *Preparing Your Child for Kindergarten*

Starting kindergarten is a very special time for your child and the whole family. There are a number of things that your family can do to make this time as enjoyable and as easy as possible for your child.

## *Kindergarten Program*

Our kindergarten program is designed to meet the needs and the individual differences of the children who are placed in our care and teaching. It is the role of the kindergarten teacher to ensure that in the learning environment created in the classroom that your child's first year at school be a positive experience and one that must be shared by you, your child, the teacher and the school.

## *SMILE Program*

Our Kindergarten program starts the year before they come to our school through the **SMILE** (Smooth Movement Into the Learning Environment) program. This is our transition program held in November and December of the previous year. It is important to enrol your child for Kindergarten between July and October of the previous year to ensure they are included in our SMILE program. This program is for both parents and children. The children are involved in classroom activities with their peers, also planning on attending Cabramatta PS, and the current kindergarten. While the children are involved in activities the parents are also informed about school life and have the opportunity to participate in workshops to develop skills and strategies to help their children at home before they start school.

## *Things You Can Do:*

Below is a list of things you can do to help prepare your child for starting school:

- Provide opportunities for them to practice cutting, drawing, gluing, etc by having pencils, papers, scissors and glue available for them at home.
- Allow them to feed themselves.
- Practice routines - eating at morning tea (recess) and lunch time rather than at any time during the day.
- Help them learn to take off jumpers and then put them in a bag (school bag).

- Practice tying shoe laces.
- Help them learn to take turns and share.
- Pack lunch in a lunch box and practice opening it, unwrapping sandwiches, etc.
- Read books with them. Talk about colours, numbers, count things.
- Practice reading and writing their name (they only need a capital letter at the beginning of their name).
- Practice self care skills such as washing hands after going to the toilet, blowing nose, getting dressed, covering mouth when coughing, etc.
- Sing songs with your children.
- Talk with them about what they are wearing, what they are doing, who they play with, what they like, etc.

***Talking with your child is very important.*** Their thinking and talking are tied closely together. Teachers believe that children who are good talkers become good readers and writers. Children only talk well when they know someone is listening. Talk with your child about their school experiences when they arrive home from school. Talk with them about what they have brought home to show you. Listen to what they tell you.

***Ask questions of your child.*** Parents, like teachers, need to continually ask questions, including those that require more than a yes or no answer. Ask about your child's friends, reading time, what they painted at school, what games they played and so on.

***It is a good idea to pack a change of underwear in a plastic bag inside your kindergarten child's school bag. Little "accidents" do happen at times and it is best to have a spare set to change into that belongs to the child.***

## ***Kinder SMILE Program***

Our transition program for students starting Kinder takes place in November each year. It is held in our school hall and Kindergarten rooms for both parents and children on Thursdays from 9am – 11am.

## *Interpreters*

We have interpreters available at our school in various languages. On Tuesday we have Vietnamese, Khmer and Mandarin all day in the office. When we hold Kinder interviews, Parent Workshops and special events interpreters are organised.

## *Sport*

Students have the opportunity to participate in sport both at school level, zone and regional level. When students are 8 years or older they can participate in swimming, cross country and athletics events.

When students are in Year 3 - 6 they can try out for a PSSA team and play a variety of sports against other schools in our local area. Children will participate in class and school sports throughout their primary schooling years from kinder to year 6.

We have four sport houses:

- Ellis – White
- Freeman – Green
- Jackson – Red
- Thorpe - Blue

Once your child enrolls in our school they will be allocated to a sport house. Families are usually grouped in the same sport house.

## *Student Travel*

Some students at our school are entitled to a free bus pass or free rail pass if they live outside a certain radius from our school. If you feel your child could be eligible then please contact the school office for an application form.

When excursions are held at school and involve travel by bus, train or private car a special permission note will be sent home.

# *Eating at School, the Canteen and Playground Supervision*

The students have two breaks during the day. The first one is called "recess" and starts at 11:00am. At 11:20am the children return to their classroom. Children need some food - snack type food - fruit, cake, biscuits, etc and a drink - usually water during this short break. Their second break is the lunch break from 1:10pm - 2:00pm. During this break children need more substantial food such as a sandwich, salad or other healthy foods as well as a drink and some fruit.

Children need to have food every day and teachers will encourage them to eat it. Our lunch break is broken into three parts. The first part is eating time and the students will eat either in the classroom or outside at benches but always in the company of the teacher. This is to ensure the students are all eating something for lunch. If a child does not have anything to eat we will call home to ask the parent to bring something to the school for their child's lunch.

Lunch can be ordered from the canteen before school each day and it will be delivered to the class at lunchtime. Write your child's name and class clearly on a lunch bag and the food you wish to order, place the correct money in the bag and deliver it to the canteen before 8:45am. A canteen price list will be given out at the beginning of the school year.

The teachers supervise and help children get their food and make sure that it is eaten before they go to play. During both the recess and lunch break children are in the playground and are supervised by teachers. Teachers on playground duty wear a fluorescent vest and carry with them a first aid bag in case of minor accidents. If a child has an issue in the playground they should go immediately to a teacher on playground duty.

***It is not necessary for parents to come to the school at recess or lunch time. We prefer to have the children bring their own lunch to school or order from the canteen and feed themselves.***

If you wish to bring food to your child, it is important that you drop the food off at the classroom and then leave the school. The children need to develop the confidence to eat and play with other children under the care of the teacher.

# ***Student Assessment and Reporting***

Parents will be advised of their child's progress in both formal and informal situations. Teachers will prepare two formal reports each year. A Semester One Report (half yearly report) in June and a Semester Two Report (yearly report) in December.

Formal parent/teacher interviews will be held during Term 2. Notes will be sent home with your child with details outlining times and dates that class teachers will be available to speak with parents and guardians about student progress.

Parents and guardians are most welcome to make appointments with their child's teacher at any time throughout the year to discuss their son/daughter's progress in class.

## ***School Bags***

It is important for every child to have a sensible school bag that they can carry/pull themselves. Please ensure your child's name is written on the bag or has a bag tag attached. Your child should be able to identify their own bag.

Please look inside your child's bag each day for notes from the school or for work sent home by your child's teacher. As children get older they become more responsible at handing you notes or getting out their own homework each week but it is always a good idea to regularly check school bags.

## ***Birthday Cakes***

We love to help celebrate the birthday of a student. However, we ask that if parents want to send in a treat or cake please make it individual cupcakes or bagged treats to make it easier for distribution. Please check with the teacher for a suitable time as there are many things going on at our school.



# *Parent Participation*

There are opportunities for parents to be involved in school life. These include:

- ***Parent helpers*** - this important group supports teachers by doing a number of jobs that assist the children in the classroom such as preparing craft material, covering books, listening to children read, etc.
- ***Fundraising activities*** - such as Mother's Day Stall, Easter raffles, Community Day, Christmas Carols Night are all ways that we try to raise a little extra financial support for the school. Any amount of volunteer help is appreciated.

Sometimes the school needs help from parents in other ways and a note will be sent home seeking assistance.

If you would like to help at the school or have special talents you would like to share with the school, please speak with your child's teacher.

# *Money at School*

Any money sent to school as payment for excursions, performances or book club should be placed in the blue payment envelope sent home with the information note. The envelope is then given to the class teacher who will record the payment in the cashbook. Money can also be placed in the "money slot" at the front office. The school does not have EFTPOS facilities. Please pay by cash or cheque.

If children are given sufficient food and drink to bring to school each day they do not always need to have money with them to spend at school. In summer when it becomes very hot at lunchtime, they do however, enjoy and sometimes need a cold drink or ice block. It is also a good opportunity for children to learn about money and develop some independence.

Please do not send large amounts of money to school with your child. The workers in the canteen will inform the deputy principals of children with large amounts of money who try and cash this at the canteen. Please try and exchange large value notes with smaller ones prior to coming to school.

# ***School Services***

At Cabramatta Public School a number of services are available to students and their families. These services include:

## ***Canteen***

The children can order lunch and buy a variety of food, ice creams and drinks during their breaks. Please order lunch before school starts. A price list will be sent home at the beginning of each school year and when/if the prices change or new menu items are added.

## ***Counselling***

Our school has two counsellors that share the role. The counsellors are available to assist families with challenges they may be facing. Please ask at the office for more details about when the counsellor is available.

## ***Language Aides***

There are people working in the school who are available to assist with interpreting in a number of languages including: Chinese (Mandarin, Cantonese), Khmer, Vietnamese, Serbian and Lao.

## ***Community Language Teachers***

Cabramatta Public School employs a number of language teachers who teach children in their first language.

## ***Library***

The school has a library and the children may have some of their lessons in the library. Students are able to borrow books and should bring a cloth library bag on their borrowing day. Teachers will let the children know at the beginning of the year on what day they will visit the library. This may change from term to term.

Our library is also our information centre and the children use computers under the guidance of the teachers to access information during research activities.

## ***Parent Workshops***

During the school year a number of workshops are organised for parents to come along to and find out about things that their children are doing. We try to provide the same workshop in a number of languages.

## ***Schools as Community Centres (SaCCs)***

This centre is based within the school grounds and provides support to parents in a variety of ways. A range of activities for parents and children from birth - eight years of age are held in the Centre. These activities include playgroup, preparation for school activities (Early Birds), language support for adults, information and referral service, parenting groups. There is a worker available to assist families with any challenges they may be facing.

Facilitator: Sue Simonean                      Phone: 9728 9127

## ***Pre-school***

Fairfield Council operates a Mobile Early Learning Centre every Monday, Tuesday, Wednesday and Friday within the school grounds. For more information contact:

Mon - Wed              Therese      0418 667 556

Friday                      Laura              0408 202 678

## ***Before and After School Care***

There are two facilities linked to our school that provide care for our students before and after our school hours.

***Anglicare*** provides before and after school care program for children attending Cabramatta Public School. The facility is located at Cabramatta West PS. The children are picked up and dropped off at that location by a mini bus. A childcare worker collects the children of an afternoon under the Infants COLA.

For more information ***Contact:*** 9728 0288

***OOSH (Fairfield City Council)*** is located at Fairfield West Public School but the council provides a mini bus to transport the students to and from school each morning and afternoon. ***Contact:*** 9729 0670 or 0438 993 002

## *Special Annual Events*

There is always something happening at Cabramatta Public School. We have two major events held at our school every year - a real tradition!

The first is *Community Day*. Community Day is a wonderful event where all students and staff are involved. A huge concert takes place in the morning with students performing in a variety of cultural dances, visiting high school students performing and also members of the community. Following the concert each class sets up stalls to sell goods and make things. Food stalls are set up selling a range of cultural dishes to tempt the many visitors from our local community and from visiting school children across Sydney.

Our second traditional event is our *School Production*. Each year an enthusiastic group of staff members get together to create and write a script for the students to perform. The show usually lasts for 2-3 hours and is enhanced by the talents of our singers, dancers and actors. Usually 4-5 shows are held over a week long period for our students, visiting schools and our community members.

## *Excursions*

Throughout the year children will go on bus trips with their teachers and with other classes. These excursions are carefully planned, usually months in advance - they are a vital part of your child's enjoyment of learning with his/her friends. Excursions are an essential component of the school curriculum.

As these excursions are especially for our children at Cabramatta Public School, we urge you to allow your child to attend the excursions that are organised for them. You will be given a note by your child before any excursion, explaining the cost and details. In order for your child to attend the excursion, the permission note must be signed by a parent or guardian and returned to the class teacher.

# *Absence Note Proforma*

A sample of an absence note parents can use as a reference.

_____	
_____	
(your home address)	
Dear _____,	
(Teacher's name)	
Please excuse my child _____	who is in _____ for being
(Child's name)	(class)
absent from school on _____	because he/she was _____.
(date of absence)	(reason)
Yours sincerely,	
_____	
(Parent/Guardian's name and relationship to child)	
_____	
(Date)	

## **Notes/Questions:**

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## Appendix A — NSW Foundation Style

### The NSW Foundation Style (graphic overview)

THE SMALL LETTERS  
u y v w a d d (optional) g q c e o  
f j s n r m h k b p l t i x z

THE CAPITAL LETTERS  
U C G O Q J S  
B P R D I L E F H T (optional)  
A V W M N  
K Y X Z

THE NUMERALS  
0 1 2 3 4 5 6 7 8 9  
abcdefghijklmnopqrstuvwxyz

The quick brown fox  
jumps over the lazy dog.