

# SHELL COVE PUBLIC SCHOOL

## School Information Booklet



### Shell Cove Public School

Cnr Killalea Drive & Stradbroke Avenue

SHELL COVE NSW 2529

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Email: [shellcove-p.school@det.nsw.edu.au](mailto:shellcove-p.school@det.nsw.edu.au)

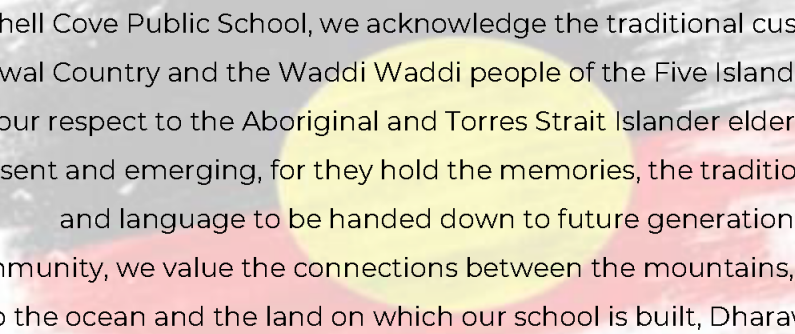
Website: [shellcove-p.schools.nsw.gov.au](http://shellcove-p.schools.nsw.gov.au)

Facebook: Shell Cove Public School

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At Shell Cove Public School, we acknowledge the traditional custodians of Dharawal Country and the Waddi Waddi people of the Five Islands Dreaming. We pay our respect to the Aboriginal and Torres Strait Islander elders and peoples; past, present and emerging, for they hold the memories, the traditions, the culture and language to be handed down to future generations. As a community, we value the connections between the mountains, the rivers that flow to the ocean and the land on which our school is built, Dharawal Country.

# *Welcome to Shell Cove Public School*

At Shell Cove Public School, our vision is:

***Educational excellence through inspiration, engagement,  
high expectations and a growth mindset.***

Children are at the centre of all our decision making. The decisions we make are made in genuine consultation with parents and the wider community. The school has a strong commitment to the philosophy of visible learning and these principles are embedded into quality teaching and learning experiences provided by a dedicated and professional teaching and wider school staff.

Shell Cove Public School was established in 2005 and is located to the south of Shellharbour Village in the developing residential area of Shell Cove. Our school is one of twenty Public Private Partnership schools in NSW.

The school has an enrolment of 445 students (March 2024) and the school is organised into 18 classes K-6.

The school's motto is "*Sailing the Sea of Excellence*".

Students have opportunities for extracurricular participation including representation across a range of sports, debating and public speaking competitions and academic competitions all made possible by a committed and passionate staff.

We have a passionate and dedicated parent community. The school P&C has a very active road safety committee and our P&C Fundraising Committee work tirelessly to provide funds to purchase resources for our students.

# SCHOOL STAFF – 2024

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## **Principal**

Simon Webb

## **Assistant Principals**

Amy Sherlock - Curriculum  
Chloe French (Relieving) – Early Stage 1  
Michelle Invernón – Stage 1  
Jesse Bourne – Stage 2  
Carl Jacobs – Stage 3

## **Classroom Teachers**

Rachel Alexander	Carl Jacobs
Jesse Bourne	Lisa MacDonald
Amie Carmody	Brooke Keys
Renee Carriage	Linda Kirwan
Elise Carroll	Rochelle Koster
Matthew Clune	Sonia Noakes
Celeste Crawford	Ben Poidevin
Sarah Davidson	Rachel Powell
Jackie Dobson	Greg Sherlock
Chloe French	Helen Wilkins
Kevin Gamble	

## **CAPA**

Belinda Hinks

## **Sport**

Tony Janssens

## **Learning Support Teachers**

Mitchell Brook	Melissa Fist
Danni-Elle Wall	Amanda Gaunson
Ashlee Pepper	Lauren Morris
Renata Belanyi	Amie Carmody
Rachel Powell	

## **Administration**

Sharon Seeney, Business Manager  
Kate Boda  
Sharee Smart

## **Learning Support Officers**

Sylvia Bojcevski	Tammy Sheppard
Cherie Micallef	Lyn Taylor
Kylie Mobberley	Jordy Vergis
Casey Shaw	Summer Austin

## **Counsellor**

Annalise Hunt

## **Canteen**

Janet Yuksel

## **General Assistants**

Adrian Seeney

## **Site Manager**

Bill Ingram

# SCHOOL TERMS

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## 2023

2023 school year	First day	Last day
<b>Term 1</b>	Friday, 27 January 2023	Thursday, 6 April 2023
<b>Term 2</b>	Monday, 24 April 2023	Friday, 30 June 2023
<b>Term 3</b>	Monday, 17 July 2023	Friday, 22 September 2023
<b>Term 4</b>	Monday, 9 October 2023	Tuesday, 19 December 2023

### School development Days (students do not attend school):

Term 1: Friday, 27 January and Monday, 30 January 2023

Term 2: Monday, 24 April 2023

Term 3: Monday, 17 July 2023

Term 4: Tuesday, 19 December 2023

## 2024

2024 school year	First day	Last day
<b>Term 1</b>	Tuesday, 30 January 2024	Friday, 12 April 2024
<b>Term 2</b>	Monday, 29 April 2024	Friday, 5 July 2024
<b>Term 3</b>	Monday, 22 July 2024	Friday, 27 September 2024
<b>Term 4</b>	Monday, 14 October 2024	Friday, 20 December 2024

### School development Days (students do not attend school):

Term 1: Tuesday, 30 January 2024 and Wednesday, 31 January 2024

Term 2: Monday, 29 April 2024

Term 3: Monday, 22 July 2024

Term 4: Friday, 20 December 2024



# SCHOOL ROUTINE

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## SCHOOL BELL TIMES

Teacher Supervision from 8:30 am

8:55am	K-2 Warning Bell
8:58am	3-6 Warning Bell
9:00am	Lessons start
10:50am	Recess eating
11:00am	Recess play
11:15am	Half recess
11:30am	Recess end
1:20pm	Lunch eating
1:30pm	Lunch play
1:45pm	Half lunch
2:00pm	Lunch ends
3:00pm	School ends



## LATE ARRIVALS

Students who arrive at school after 9:00 am are to go to the office, accompanied by a parent/carer, and collect a late slip, which is then given to the class teacher. If students arrive for a late note without a parent/carer, the absence will be noted in the system as 'unexplained and unjustified'.

## EARLY LEAVERS

If a student needs to leave the school grounds before 3:00pm, the student's parent/carer needs to come to the office for an Early Leaver's slip. The student will then be called down from the classroom to leave with the parent/carer. No student is able to leave the school premises until this process is completed.

## VARIATION TO ROUTINE

If your child is to leave the premises with another parent, or their normal pickup arrangements have changed for the day, the school is to be informed of this in writing. This is to be given to the office. Students can only leave with another parent if we have it in writing from the child's parent or carer.

# ATTENDANCE

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Government legislation requires students between the ages of six and seventeen to be enrolled at a government or registered non-government school and to attend school each day that instruction is provided.

Non-attendance may occur when:

- The student is ill, in danger of infection, suffering misadventure, subject to an unforeseen event;
- The student is attending school in another state or territory;
- The student has been expelled from a government school;
- A Certificate of Exemption has been granted;
- The student is enrolled with a Distance Education Centre; or
- The student is registered for home schooling.

Parents are required to provide a written or verbal explanation, to the child's teacher or Administration Office, of student absence for each day of non-attendance within 7 days of each absence. Cases of unsatisfactory attendance may be referred to the Home School Liaison Officer for resolution.

## ABSENCES FROM SCHOOL

On occasion, your child may need to be absent from school. Justified reasons for student absences may include:

- being sick, or having an infectious disease
- having an unavoidable medical appointment
- being required to attend a recognised religious holiday
- exceptional or urgent family circumstance (e.g. attending a funeral).

Following an absence from school, you must ensure that within 7 days you provide your child's school with a verbal or written explanation for the absence. However, if the school has not received an explanation from you within 2 days, the school may contact you to discuss the absence. Should your child be absent from school for a period of 3 or more days due to sickness, a medical certificate is to be provided to the school.

## TRAVEL

Families are encouraged to travel during school holidays. If travel during school term is necessary, an Application for Extended Leave will need to be completed. Absences relating to travel will be marked as leave on the roll and therefore contribute to your child's total absences for the year. In some circumstances students may be eligible to enrol in distance education for travel periods over 50 school days. This should be discussed with your child's school principal. You can find the Application for Extended Leave on our website in the Parent Information section.

## THE IMPORTANCE OF ARRIVING ON TIME

Arriving at school and class on time:

- Ensures that students do not miss out on important learning activities scheduled early in the day
- Helps students learn the importance of punctuality and routine
- Give students time to greet their friends before class
- Reduces classroom disruption.

## Days missed = years lost

A day here and there doesn't seem like much, but...

When your child misses just...

they miss weeks per year

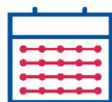
and years over their school life

**1** day per fortnight



=

**4** weeks



=

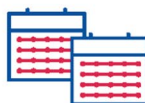
Over **1** year missed

**1** day per week



=

**8** weeks



=

Over **2.5** years missed

education.nsw.gov.au

NSW Department of Education

## Why attendance matters

When your child misses school they miss important opportunities to...



Learn



Make friends



Build skills through fun

education.nsw.gov.au



# MOVEMENT IN AND OUT OF SCHOOL

## PARKING

Due to the location of our school, there are minimal areas to park. The staff car park is officially for use by staff and visitors having official business at the school. The staff car park is not to be used as a drop off point or a pick up point for students.

## COLLECTING STUDENTS FROM SCHOOL

Students are collected from or leave school by one of four ways, as listed below.

### Walking

Students are permitted to walk home from school if this is their normal routine at the end of the day and has been discussed with parents. They are expected to walk home via the quickest route using the footpath. Students are not to walk on the road unless crossing in a safe place.

### By Car – Kiss & Drop Zone

On the school side of Stradbroke Avenue is a zone for dropping off and picking up students. The zone is titled “Kiss and Drop”. Parents are to drop their child off and move on without delay. This zone operates between:

8:30 am and 9:30 am  
2:30 pm and 3:30 pm

Children are supervised by a member of the school staff in the afternoon.

If students are to be collected by car, they are to wait in the designated “Kiss and Drop” area on Stradbroke Avenue. Students are to wait until the car is stationary in the designated zone and enter via the passenger side. Parents are not to get out of their cars in the ‘Kiss and Drop’ Zone. Cars cannot park in the “Kiss and Drop Zone”. This area is supervised by a teacher to ensure the traffic flows. If your child is not ready upon your arrival in the ‘Kiss and Drop Zone’, please drive through, and go around the block. This ensures that the ‘Kiss and Drop Zone’ operates as efficiently as possible.



### By Bus

If you are on the bus runs, your child is entitled to free bus transport in Kindergarten, Year 1 and 2 – no matter what the distance. Children in primary classes are entitled to free bus transport if they are 1.6 kms or more from the school. If you are not sure you can visit the Premier Illawarra website at [www.premierillawarra.com.au](http://www.premierillawarra.com.au). For Opal card registration or information you can visit [transportnsw.info/school-students](http://transportnsw.info/school-students) or call 131 500.

Children travelling on buses are expected to maintain a good standard of behaviour. Children should remain seated, stay within the confines of the bus and refrain from any behaviour that could distract the driver. If children do not obey the driver, or their behaviour is unacceptable, the bus operator has the right to refuse to carry them. All buses arrive and leave from the bus bay in Killalea Drive. In the afternoon, children line up in a designated bus line, on the silver seats near the Site Manager's office.

### By Bicycle/Scooter (with parent permission)

Research has shown that children in years K – 2 do not fully understand road rules, and it is very dangerous for them to ride a bike without supervision. (We expect that K -2 students will not ride unsupervised to and from school).

Children in Year 3 to Year 6 can ride bicycles to and from school with the permission of their parent/carer.



# SCHOOL UNIFORM

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It is the policy of Shell Cove Public School that parents make every effort to provide the approved school uniform and to ensure that their children wear it every day.

1. The wearing of school uniform contributes to the school's identity, promotes loyalty among students and promotes a positive culture within the school and the community.
2. All students attending Shell Cove Public School are required to wear full school uniform at school, to and from school and on excursions unless otherwise specified for a particular excursion or event.
3. All items should be clearly marked with the student's name.
4. Students who attend school not wearing the correct school uniform will be loaned clothing from the second-hand clothing pool so that they are dressed in the correct uniform. These items will need to be washed and returned to the office.
5. Shoes – plain black enclosed shoes or joggers (no logos) are a requirement of our school uniform. The Department of Education has issued a policy statement which excludes students who wear 'thongs' or open shoes from a range of school activities. Dance style slipper shoes are also not permitted.
6. Sun Protection –The P & C and staff are mindful of the hazards of exposure to excessive sunlight. Students are required to wear the school hat for sun protection. Hats that are not navy blue with the school logo (wide brim or bucket) will not be permitted. No Hat, Play in the Shade – students without a hat will be directed to play in a shaded area. This policy is in force throughout the school year.



Students who don't bring their hat on school excursions or sporting events may be excluded from the excursion or sporting event.

7. Jewellery is to be kept to a minimum at all times. A wristwatch, small studs (or sleepers), small signet ring may be worn. The wearing of other jewellery beyond that is not appropriate.
8. When representing the school, the correct uniform of the day must be worn.
9. Should students' standard of dress fail to meet the requirements, the school reserves the right to call parent/carers requesting that a change of clothes is bought to the school.

Our school uniforms can be purchased from Brandworx at 61 Five Island Road, Port Kembla. Orders can be taken over the phone, online or by visiting the store. When ordered over the phone, Brandworx will deliver uniforms to the school office. Brandworx store telephone number is 4227 1181.

NOTE: School hats are available for purchase through the Canteen on Flexischools.

## Approved adjustments to normal school uniform

- Year 6 students are permitted to wear their Shell Cove Public School Commemorative Year 6 shirt Monday - Thursday. All other items of clothing must be school uniform.
- Students can wear official PSSA representative jumpers for a period of one year from the date of representation on sports day only. All other items of clothing must be school uniform. Reasons (but not limited to) for removal; a leadership role, photos, school representation and excursions.
- During Winter, students can wear a plain navy long sleeve shirt under their polo shirt provided that the student is also wearing a school jumper.

Our School Uniform Policy has been developed in consultation with students, staff and the parent body.

## Exemptions

The Principal must be contacted to request an exemption from the uniform policy and evidence will be necessary to support the following grounds/reasons for not wearing the agreed school uniform; race, ethno-religion, sex, age, homosexuality, transgender status, carer responsibilities and economic hardship. Through consultation, an alternative option will be found or a long-term exemption may be provided on a needs basis.

## Mandatory School Uniform

Please refer to the table on the next page for a detailed list of items that make up the Shell Cove Public School uniform.

## Mandatory School Uniform Items

Boys' Uniform: Monday – Thursday	Girls' Uniform: Monday - Thursday
<p><b>Shirt</b></p> <ul style="list-style-type: none"> <li>- Blue polo shirt with school logo</li> </ul> <p><i>[NOTE: Long sleeve garments worn under the school polo shirt are unacceptable – see adjustment notes on page 8.]</i></p> <p><b>Jumper/Jacket</b></p> <ul style="list-style-type: none"> <li>- Polar fleece jacket with school logo</li> <li>- Training track jacket with school logo</li> </ul> <p><i>[NOTE: Hoodies are not acceptable]</i></p> <p><b>Bottoms</b></p> <ul style="list-style-type: none"> <li>- Plain navy blue shorts</li> <li>- Plain navy blue trousers</li> <li>- Plain navy blue track pants</li> </ul> <p><i>[NOTE: Bottoms with visible logo are not acceptable]</i></p> <p><b>Hats</b></p> <ul style="list-style-type: none"> <li>- Bucket hat with school logo</li> <li>- Wide brim hat with school logo</li> </ul> <p><b>Footwear</b></p> <ul style="list-style-type: none"> <li>- Plain black shoes or plain black joggers with no visible logo</li> <li>- Plain black or white socks</li> </ul> <p><i>[NOTE: Coloured socks or ones with a visible logo are not acceptable. Vans/Converse style shoes are not acceptable]</i></p>	<p><b>Shirt</b></p> <ul style="list-style-type: none"> <li>- Blue polo shirt with school logo</li> </ul> <p><i>[NOTE: Long sleeve garments worn under the school polo shirt are unacceptable – see adjustment notes on page 8.]</i></p> <p><b>Jumper/Jacket</b></p> <ul style="list-style-type: none"> <li>- Polar fleece jacket with school logo</li> <li>- Training track jacket with school logo</li> </ul> <p><i>[NOTE: Hoodies are not acceptable]</i></p> <p><b>Bottoms</b></p> <ul style="list-style-type: none"> <li>- Plain navy blue shorts/skorts</li> <li>- Plain navy blue trousers</li> <li>- Plain navy blue track pants</li> </ul> <p><i>[NOTE: Bottoms with visible logo are not acceptable]</i></p> <p><b>Dress</b></p> <ul style="list-style-type: none"> <li>- Shell Cove Public School tunic</li> <li>- Navy blue stockings can be worn underneath tunic</li> </ul> <p><b>Hats</b></p> <ul style="list-style-type: none"> <li>- Bucket hat with school logo</li> <li>- Wide brim hat with school logo</li> </ul> <p><b>Footwear</b></p> <ul style="list-style-type: none"> <li>- Plain black shoes or plain black joggers with no visible logo</li> <li>- Plain black or white socks</li> </ul> <p><i>[NOTE: Coloured socks or ones with a visible logo are not acceptable. Vans/Converse style shoes are not acceptable]</i></p>
Boys' Sports Uniform: Fridays only	Girls' Sports Uniform: Fridays only
<p><b>Shirt</b></p> <ul style="list-style-type: none"> <li>- Sports polo shirt with school logo</li> <li>- Official PSSA representative shirt</li> </ul> <p><i>[NOTE: Long sleeve garments worn under the school polo or representative shirt are unacceptable – see adjustment notes on page 8.]</i></p> <p><b>Jumper/Jacket</b></p> <ul style="list-style-type: none"> <li>- Polar fleece jacket with school logo</li> <li>- Training track jacket with school logo</li> <li>- Official PSSA representative jumper</li> </ul> <p><i>[NOTE: Hoodies are not acceptable]</i></p> <p><b>Bottoms</b></p> <ul style="list-style-type: none"> <li>- Plain navy blue shorts</li> <li>- Plain navy blue trousers</li> <li>- Plain navy blue track pants</li> </ul> <p><i>[NOTE: Bottoms with visible logo are not acceptable]</i></p> <p><b>Hats</b></p> <ul style="list-style-type: none"> <li>- Bucket hat with school logo</li> <li>- Wide brim hat with school logo</li> </ul> <p><b>Footwear</b></p> <ul style="list-style-type: none"> <li>- Plain black joggers with no visible logo</li> <li>- Plain black or white socks</li> </ul> <p><i>[NOTE: Coloured socks or ones with a visible logo are not acceptable. Vans/Converse style shoes are not acceptable]</i></p>	<p><b>Shirt</b></p> <ul style="list-style-type: none"> <li>- Sports polo shirt with school logo</li> <li>- Official PSSA representative shirt</li> </ul> <p><i>[NOTE: Long sleeve garments worn under the school polo or representative shirt are unacceptable – see adjustment notes on page 8.]</i></p> <p><b>Jumper/Jacket</b></p> <ul style="list-style-type: none"> <li>- Polar fleece jacket with school logo</li> <li>- Training track jacket with school logo</li> <li>- Official PSSA representative jumper</li> </ul> <p><i>[NOTE: Hoodies are not acceptable]</i></p> <p><b>Bottoms</b></p> <ul style="list-style-type: none"> <li>- Plain navy blue shorts/skorts</li> <li>- Plain navy blue trousers</li> <li>- Plain navy blue track pants</li> </ul> <p><i>[NOTE: Bottoms with visible logo are not acceptable]</i></p> <p><b>Hats</b></p> <ul style="list-style-type: none"> <li>- Bucket hat with school logo</li> <li>- Wide brim hat with school logo</li> </ul> <p><b>Footwear</b></p> <ul style="list-style-type: none"> <li>- Plain black joggers with no visible logo</li> <li>- Plain black or white socks</li> </ul> <p><i>[NOTE: Coloured socks or ones with a visible logo are not acceptable. Vans/Converse style shoes are not acceptable]</i></p>



## Shell Cove Public School School Wide Matrix



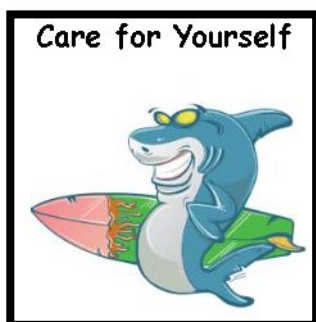
At SCPS...	CARE FOR YOURSELF	CARE FOR OTHERS	CARE FOR OUR SCHOOL
<b>ALL AREAS</b>	<ul style="list-style-type: none"> <li>We listen to others</li> <li>We follow staff instructions</li> <li>We are in the right place at the right time</li> <li>We are learners</li> <li>We report issues to staff</li> </ul>	<ul style="list-style-type: none"> <li>We use kind language</li> <li>We keep our hands, feet and objects to ourselves</li> <li>We respect others and their property</li> <li>We walk safely and quietly</li> </ul>	<ul style="list-style-type: none"> <li>We take care of school property</li> <li>We keep our school clean</li> </ul>
<b>Office</b>	<ul style="list-style-type: none"> <li>We wait patiently and quietly in the foyer</li> </ul>	<ul style="list-style-type: none"> <li>We use our manners</li> </ul>	<ul style="list-style-type: none"> <li><i>See all areas</i></li> </ul>
<b>Walkways and Undercover Areas</b>	<ul style="list-style-type: none"> <li>We walk safely and quietly</li> <li>We play safely in wet weather</li> </ul>	<ul style="list-style-type: none"> <li>We store bags neatly</li> <li>We move carefully around others</li> </ul>	<ul style="list-style-type: none"> <li><i>See all areas</i></li> </ul>
<b>COLA/Hall</b>	<ul style="list-style-type: none"> <li>We walk safely</li> <li>We sit while eating</li> </ul>	<ul style="list-style-type: none"> <li>We wait patiently for our turn in games</li> <li>We play fairly and safely</li> <li>We are inclusive</li> </ul>	<ul style="list-style-type: none"> <li>We use equipment safely and appropriately</li> </ul>
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>We enter quietly</li> </ul>	<ul style="list-style-type: none"> <li>We move to and from class quietly</li> <li>We display our 6L's</li> </ul>	<ul style="list-style-type: none"> <li>We are respectful of acknowledgments and anthems</li> </ul>
<b>Canteen</b>	<ul style="list-style-type: none"> <li>We line up for service</li> </ul>	<ul style="list-style-type: none"> <li>We wait patiently for our turn in the line</li> <li>We use our manners</li> </ul>	<ul style="list-style-type: none"> <li>We return the class canteen tubs</li> </ul>
<b>Toilets</b>	<ul style="list-style-type: none"> <li>We are hygienic</li> <li>We wash our hands</li> </ul>	<ul style="list-style-type: none"> <li>We use the toilet appropriately</li> <li>We respect people's privacy</li> </ul>	<ul style="list-style-type: none"> <li>We report problems with equipment to staff</li> </ul>
<b>Grass / Oval / Basketball Court / Playground</b>	<ul style="list-style-type: none"> <li>We walk on hard surfaces</li> <li>We wear our school hat</li> <li>We are sun safe</li> </ul>	<ul style="list-style-type: none"> <li>We play fairly and safely</li> <li>We play kicking games on the grass</li> <li>We are inclusive</li> </ul>	<ul style="list-style-type: none"> <li>We use equipment safely and appropriately</li> <li>We take food to the COLA to eat</li> </ul>
<b>Aboriginal Garden</b>	<ul style="list-style-type: none"> <li>We move around Country safely</li> <li>We wear our school hat</li> <li>We use natural materials safely</li> </ul>	<ul style="list-style-type: none"> <li>We respect others</li> <li>We are inclusive</li> <li>We are careful when moving natural materials</li> </ul>	<ul style="list-style-type: none"> <li>We share the space</li> <li>We respect Country</li> <li>We care for Country</li> </ul>
<b>Innovation Centre</b>	<ul style="list-style-type: none"> <li>We let ourselves and others learn</li> </ul>	<ul style="list-style-type: none"> <li>We help others with technology</li> <li>We listen to monitors</li> </ul>	<ul style="list-style-type: none"> <li>We use equipment safely and appropriately</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>We read books quietly</li> </ul>	<ul style="list-style-type: none"> <li>We wait patiently for our turn in the line</li> <li>We use our manners</li> <li>We use a quiet voice</li> </ul>	<ul style="list-style-type: none"> <li>We use equipment safely and appropriately</li> <li>We put books back in the right place</li> </ul>
<b>Kiss and Drop</b>	<ul style="list-style-type: none"> <li>We walk to our car after it stops</li> <li>We cross at the crossing</li> <li>We know the road rules</li> <li>We open car doors safely</li> </ul>	<ul style="list-style-type: none"> <li>We wait sensibly for our car behind the yellow line</li> </ul>	<ul style="list-style-type: none"> <li><i>See all areas</i></li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>We wait sensibly for the bus</li> <li>We know road rules</li> </ul>	<ul style="list-style-type: none"> <li>We listen to the teacher on duty</li> </ul>	<ul style="list-style-type: none"> <li>We look after our belongings</li> </ul>

### **Defined vocabulary:**

*(These words and definitions will be embedded in our teaching of expectations, to support the implementation of the matrix)*

- **Respect** - showing caring, understanding and acceptance.
- **Manners** - words we use to ask for and thank people for doing things. (Example: please, thank you, thanks)
- **Materials** - objects and items you can hold and use.
- **Appropriately** - used correctly.
- **Equipment** - items such as: computers, balls, bats, Ninja course, skipping ropes etc.
- **School Property** - items the school has purchased for staff or students.
- **Sensibly** - responsible or safely.
- **Issues** - behaviour that does not follow school rules, things that could cause harm, injuries, broken equipment, bullying and other similar incidents.
- **Inclusive** - we include others in play.
- **Patiently** - waiting quietly without moving around or playing games.
- **Privacy** - someone's private time or space that should not be interrupted, gone into or looked at.
- **Country** - the Earth, any natural environment or item.
- **Quietly** - the appropriate level of volume for where you are in the school.

## **CARE CARDS AND MERIT AWARD SYSTEM**



### **Merit Award System**

**50**  
Care Cards



**100**  
Care Cards



**150**  
Care Cards



**200**  
Care Cards



= **10 Care Cards**



# CURRICULUM

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## CURRICULUM FOR K-6

Curriculum documents are written by The New South Wales Education Standards Authority (NESA). NESA sets and monitors quality teaching, learning, assessment and school standards. Curriculum documents are issued to all schools for mandatory implementation.

At Shell Cove Public School, we implement these documents with the guidelines suggested, keeping in mind the needs of our students.

The NESA website can be accessed at <http://educationstandards.nsw.edu.au>. It provides current, up to date information regarding all curriculum content, processes and procedures for students and teachers K-12.

The curriculum is divided into 6 Key Learning Areas

- English
- Mathematics
- Science and Technology
- History and Geography
- Creative Arts
- Personal Development, Health and Physical Education



## ASSESSMENT AND REPORTING

### Reporting to Parents

Following completion of ongoing assessments and testing carried out throughout the year, teachers compile comprehensive reports on your child's progress. You will receive a report at the end of Term 2 and the end of Term 4.

These reports provide you with a current overview of your child's academic achievements in all Key Learning Areas and provides suggestions for further improvement. Application, social and personal development is also addressed.

Parent/teacher interviews are held during Semester 1. Please do not wait until formal reporting times if you have any concerns about your child's progress. Interviews can be also arranged throughout the year by contacting the school office and making an appointment time to speak with the class teacher.

## HOMEWORK GUIDELINES

### The Early Years (K – 2)

Virtually all everyday activities at home and in play provide opportunities for parents to help young children develop literacy, numeracy, problem solving and a wide range of other knowledge and skills. Parents can greatly assist their child's learning by talking with them about school and their environment in general.

In the early years students may be involved in such homework activities as Home Reading Programs and Library borrowing. Parents can greatly impact on their child's literacy learning by providing a good role model, valuing reading and writing in the home and reading to their children.

### The Primary Years (3 – 6)

As students progress through primary school they should become increasingly independent as they complete their homework. Activities to practise skills may include completion of work, reading, research, observation tasks, design and make, problem solving tasks.

As an approximate guideline these activities should total no more than 2 hours per week in Stage 2 increasing to no more than 4 hours per week in Stage 3.

The full Shell Cove Public School [Homework Policy](#) can be found on our website.

## NAPLAN TESTING

Students in Years 3 and 5 participate in the Australia-wide NAPLAN testing program. Participation is subject to parental permission.

Testing is completed online, at school, and is usually done in May each year.

Parents and the school are provided with data showing skill development in various aspects of literacy and numeracy.

## SPECIAL PROGRAMS

We provide opportunities to encourage and develop interests and talents of students through participation in various activities. These may include:

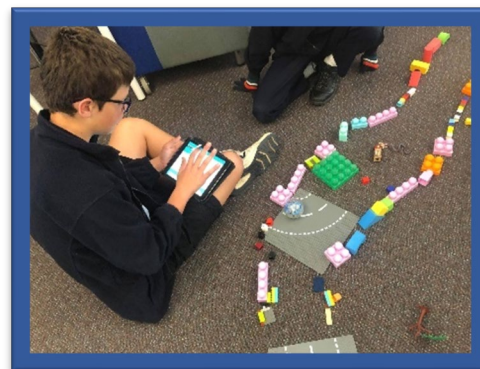
- » Choir
- » Sport
- » Instrumental Performance
- » Tournament of the Mind
- » Public Speaking/Debating
- » Southern Stars
- » Chess
- » Mountain Bike Club
- » Surfing
- » Skateboard Club
- » Drama Club
- » Dance Troupe



## STEM AND DIGITAL TECHNOLOGY

The NSW Technology curriculum has a long history of embedding design thinking into syllabuses, giving students opportunities to 'think outside the box', be innovative, learn to fail in a process leading to success, and develop the skill to forestall final answers and solutions so that better solutions may be found. These are fundamental concepts in technology and engineering education, design and technology education, and STEM education, and they underpin the skills necessary for computational thinking.

At Shell Cove students are taught STEM (Science, Technology, Engineering and Mathematics) pedagogy for one hour per week. Information, Communication Technology (ICT) skills are explicitly taught and technology is embedded into most key learning areas ensuring enhanced learning now and into the future.



## LIBRARY

Students are able to visit the library and may borrow and return books on their designated library time each week. All students are encouraged to borrow books every week





# EXTRACURRICULAR OPPORTUNITIES

## ITINERANT PERFORMANCES

Throughout the year performing artists come to school to perform for the children. Notes are sent home via email to inform parents of the event and the cost. We try to keep the cost of these performances low and encourage all children to attend.

## SPECIAL DAYS

Anzac Day - The school holds an Anzac Day Ceremony in the COLA.

Book Week - Book Week is held during third term. The book week theme is discussed with the children during their library lessons. A Book Week parade is also part of our celebrations of books and reading.

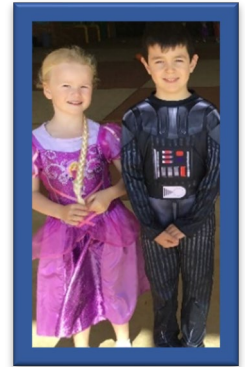
Education Week - An Open Day is held during Education Week. Parents are invited to come to the school to see displays of children's work and participate in classroom activities.

School Development Days - Each year schools have five development days allocated to them when staff have training sessions and plan the school's programs. Children do not attend school on these days. These days are held on the first day of Terms 1, 2, 3 and the last 2 days of Term 4.

NAIDOC Week - National Aborigines and Islanders Day Observance Committee (NAIDOC) Week is celebrated each year. The children participate in Indigenous Games, Flag Walk and other activities at the school.

School Photos - School photographs are taken of each child, class group and special groups etc. every year. Photo envelopes will be sent home in advance. These photographs are pre-paid. A date for school photos is advised prior to photos being taken.

Other Special Events - May include: environment days, children's art displays, concert, out-of-uniform days, market or fun days, special days, school fundraising activities, charity fundraising and class parties.





## EXCURSIONS

Excursions are organised by teachers to enrich specific areas of study. They are valuable learning experiences. There will generally be no more than two or three excursions for each class per year. Excursions supplement the learning taking place in the classroom.

Educational excursions are an integral part of the school's curriculum and may range from a brief local visit of less than one hour to an extended journey occupying a number of days and requiring overnight accommodation.

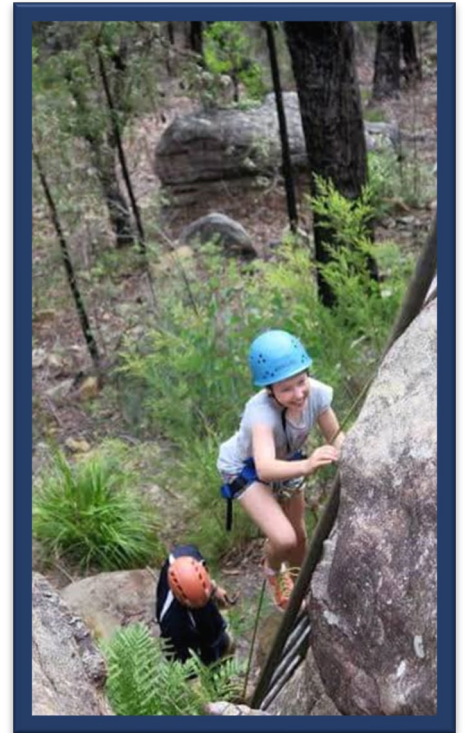
All excursions must have the approval of the Principal. All teachers organising excursions are mindful of the regulations governing such activities.

Permission by parents/carers for the student to participate in an excursion is always required in writing. Students will be unable to attend excursions if the payment and permission note have not been received by the due date.

If a student's behaviour has been unsatisfactory, they may be unable to attend the planned excursion. Communication between the school and parents will take place prior to this decision being made.

Notes for Excursions, Incursions, Sport etc.

Note for excursions are to be completed online through School Bytes prior to the excursion date. You will receive a link for permission notes and payments through your email.





# LEARNING AND SUPPORT TEAM

At Shell Cove Public School, we are on a quest to assist and support children to become the best literacy and numeracy learners they can be. Our learning support team works with students from K-6 with a strong focus on literacy and numeracy. The targeted focus of these groups changes according to student needs. The learning support team analyses student data and liaises with class teachers to ensure groups are formed accurately. Groups are flexible and change when the need arises. All students in these programs have an Individual Education Plan (IEP) that identifies clear targets suitable for individual developmental needs across the curriculum. These targets are reviewed regularly.



## HIGH POTENTIAL/ENRICHMENT GROUPS

Our High Potential/Enrichment Program provide students with opportunities to participate in a variety of academic-based programs in literacy and numeracy. In small groups with like-minded peers, students are selected each term and then withdrawn from the classroom on a weekly basis. If students are in these groups for Term 1, they can be selected again for Term 2. Data is constantly collected and analysed when groups are being formed. Some students may be withdrawn for both reading and numeracy.

During High Potential and Enrichment Reading groups, much time will be devoted to extending the student's ability to draw meaning from complex texts. Texts of varying lengths will be explored, and students will be taught skills that assist them in finding the hidden clues buried within the text.

Our High Potential and Enrichment Numeracy groups provide opportunities for students to work both individually and in small groups to solve complex problems.



## BUMP IT UP GROUPS

'Bump it Up' groups target students that have demonstrated they have the competency and skills to succeed at a high level, however they require further individualised instruction to achieve this level of success. These groups are fluid and change according to the needs of our students. Students in these targeted groups have smart goals set and work towards achieving those goals in a small group setting. Students are grouped according to similar identified needs in literacy and numeracy and attend 2 - 3 x 60mins sessions per week.

Students in our 'Bump it Up' reading groups engage in activities that target reading comprehension and higher order thinking skills to support a deeper understanding of the texts they read. Skills and strategies include making connections, predicting, questioning, monitoring, visualising, summarising and inferring. Students engage in activities that provide them with a toolbox of strategies to apply to various texts, supporting a deep understanding.

Our 'Bump It Up' numeracy groups target identified areas of need. Students engage in activities, both concrete and abstract, to solve mathematical problems. Students learn about the language of mathematics, and build on the strategies they already have, to solve more complex mathematical problems including multi-step word problems.

## TARGETED LEARNING GROUPS K-2: READING

Students in this program have been identified as experiencing literacy difficulties in reading. Children work in groups of up to 5 students and receive 3 x 60-minute sessions per week. The K-2 Literacy Support Program includes the following types of activities: phonemic awareness activities (identifying and producing rhyming words, blending sounds together to form words, segmenting a word into its component sounds, and manipulating the sounds within a word), guided and shared reading, sight vocabulary activities, word attack activities.

## TARGETED LEARNING GROUPS K-2: NUMERACY

Students in this program have been identified as experiencing numeracy difficulties. The K-2 Targeted Numeracy Program includes the following types of activities: understanding numbers, counting, solving number problems, measuring, sorting, noticing patterns, adding and subtracting numbers assisting in the development of positive attitudes and confidence when working with numbers. Children will work in groups of up to 5 students and receive 3 x 60-minute sessions per week.



### TARGETED LEARNING GROUPS 3-6: LITERACY AND/OR NUMERACY

Small groups of students from Years 3-6 will be working with a teacher 2 x 1-hour sessions per week. Students will be withdrawn from the classroom and will work within a program that has been designed to assist them to develop the skills necessary to become accomplished readers and mathematicians. The reading programs include a wide range of activities designed to improve students' comprehension skills. The numeracy program will involve students engaging in activities to support their knowledge of Early Arithmetic Strategies.



### EALD: ENGLISH AS ADDITIONAL LANGUAGE/DIALECT

Students identified through enrolment details as being from a non-English speaking background may be entitled to additional support with literacy development. Through small group tuition, these students will be exposed to explicit English language lessons.



#### MULTILIT

As part of our school's focus on improving literacy outcomes for all students, Shell Cove Public School will be running a number of programs under the MultiLit banner.

MultiLit is an intensive reading program designed to increase children's progress in reading accuracy, fluency, comprehension and spelling. It is a research-based initiative of Macquarie University in NSW. The university has been producing reading programs for over 20 years.

MiniLit is designed for young children in Years 1 and 2 who are struggling to learn to read. The program is offered in small groups of up to five children to help them catch up with their classmates.

MacqLit is a reading program for children in Years 3 and above who need some help with their reading. A trained Education Assistant works with small groups for 50 minutes a day, four to five times a week, using the carefully structured MacqLit materials.

# ENROLMENT

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Students may be enrolled at Shell Cove Public School through: Local Enrolment or Non-Local Enrolment

For students to be eligible for local enrolment the family must reside within the school's drawing area. The zone for Shell Cove Public School currently includes all residential areas in Shell Cove except those living east of, and including, Caravel Crescent.

The zone also includes all residential areas south of the commercial and Marina developments within Shell Cove.

## Online Enrolment

Online enrolment for students is available on our school website. If your child lives within the local intake area of our school and is an Australian or New Zealand citizen, you can make an application for enrolment through our school website under the 'Enrolment' tab. For further information please call the school on (02) 4297 2247.

The online application process is currently open to:

- Enrolments into **local** schools.
- Out of Area applications.
- Children who are Australian citizens, New Zealand citizens or permanent residents.
- Children who live in NSW.

The Online Enrolment System is designed to provide flexibility for our parents to submit an enrolment application online and at the time that best suits you. The application can be accessed on all browsers and mobile devices.

We offer our support and encourage you to complete your application to enrol online. If, however, you do not feel comfortable completing an application online, a paper copy will be available for collection from the front office. Further information about online enrolment can be found on our website.

Students enrolling for the first time in a NSW school will be required to provide the following:

- Application to Enrol
- Proof of Age (Birth Certificate)
- Immunisation Status
- Proof of Address ([100 points of ID](#))

Students transferring from a NSW government school will be required to provide proof of address (100 point of ID) as a Shell Cove resident.

# FINANCE

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## PAYMENTS

Payments for excursions, fees etc can be made by using the following methods:

- School Bytes parent portal.
- EFTPOS facilities are available at the front office.

### School Bytes

School Bytes is the preferred option for school payments. In School Bytes you will be able to complete the permission note for an activity, as well as payments.

You can register with School Bytes anytime at <https://portal.schoolbytes.education/auth/register>

*Please note that the office does not carry any change.*

## STUDENT ASSISTANCE

Our school has limited funds to assist needy families with expenses related to primary school student's education. To access this scheme, families may make an application to the school for some assistance in meeting the cost of school items such as school uniforms, school excursions, etc. Application forms are obtained from the School Administration Manager and then processed by a panel consisting of the Principal and SASS staff member. All details are strictly confidential.

## ASSEMBLIES

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The format and scheduling of assemblies are reviewed every year. The purpose of assemblies is to recognise and celebrate student achievement, engage and encourage parent participation and share innovative teaching.

This is done in two ways:

- Stage-based award assemblies
- Whole school assemblies

Please check the school calendar for dates and times.

## SCHOOL COMMUNICATION

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### SCHOOL NEWSLETTER

The school publishes a newsletter each fortnight which contains information about current and future happenings at the school. Newsletters are shared electronically with our community, using ClassDojo, School Facebook page and on our school website.

### FACEBOOK

The school regularly publishes information, student achievements and lots more on our Facebook page.

### CLASSDOJO APP

Classroom teachers and school staff use ClassDojo as a communication tool between school and home. It is a very positive communication tool that has provided teachers and parents with improved levels of communication. The following measures are in place to ensure that staff have a healthy balance between professional and personal life:

- All teachers have a preferred method of communication (ClassDojo, direct email or a request to email/phone the office as the first point of contact). If parents/carers need to contact a teacher, please do so between the hours of 8:30am and 4:00pm on weekdays. These hours will be when teachers reply to messages as well.
- We ask that teachers not be contacted outside of these hours during the week and no messages on weekends.
- Teachers will do everything they possibly can to acknowledge they have received your ClassDojo messages, email, etc. within a 48-hour Monday-Friday period.
- If your child is going to be away, is feeling sick in the morning or is going to be late to school, please communicate this information with the office. Please do not contact the teacher with this information.
- If a message needs to be passed onto a child, e.g. that the child needs to walk home in the afternoon, please call the school and we will aim to pass the message on. We do, however, encourage parents/carers to make these arrangements with their child before they come to school as we would like to limit any interruptions to students learning time. Of course, if there is an emergency always ring the school first.
- Please do not contact teachers via their personal social media accounts or via their personal phone number.

As a school, we really appreciate your understanding, cooperation and support in this matter. The school staff understand how invested the Shell Cove community is in the education of their children and welcome the involvement of parents in school activities/events. To make sure we get the balance right between school and home life, we are striving to provide communication tools that are effective for our community, whilst ensuring that teachers have a balance in their lives.

Once enrolled at the school, your child's teacher will provide you with a unique code to access this platform.



**ClassDojo**



## STUDENT DETAILS

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Please inform the office if you change your address, phone number, mobile phone number, work phone number or emergency contact names and phone numbers. This is very important as these numbers are referred to when contacting parents.

Additionally, please inform the office of any:

- new Court Orders or changes to existing orders;
- changes to medical conditions, or newly diagnosed medical conditions;
- change in family circumstances that may affect your child's classroom behavior; or
- aspects or expectations of a family, cultural or religious nature that concerns the child.

## SPECIAL RELIGIOUS EDUCATION

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Every Wednesday afternoon from 2:00pm to 2:45pm Special Religious Education (Scripture) is provided by volunteers from the wider community. We offer Anglican, Catholic, Bahai, Islamic, Ethics and Non-Scripture. All students, regardless of their religion are eligible to attend.

Please indicate your child's preferred scripture class on enrolment. If you wish to change your child's scripture lesson after enrolment, a letter must be sent to the school office.

Students not attending will participate in Non-Scripture Activities.

## SCHOOL COUNSELLOR

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A counsellor visits the school and provides the school with educational support services. Requests by parents for access to the school counsellor must be made through the Principal and the Learning Support Team.

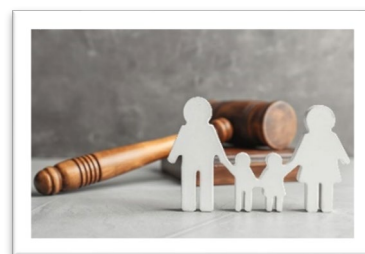
## STUDENT LEGAL INFORMATION

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### CUSTODY ISSUES

If there is a custody issue with your child, the school must be provided with copies of all Court Orders and other relevant information. This legal information will be filed. We will act according to the current written legal documentation should a situation arise.

**It is imperative that parents update legal information on a regular basis and notify the school if there are pending issues arising.**



## STUDENT MEDICAL INFORMATION

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Parents are required to provide information about a student's medical status where it may affect the student whilst at school (eg: anaphylaxis, allergies, asthma). If necessary, further information may be sought from the student's doctor where the administration of medication is an issue. Parents must provide an Individual Health Care Plan that has been developed in consultation with a medical practitioner.

Under departmental policy, parents will be asked to sign an indemnity form before medication will be administered. There are special forms for both long and short term medication.

As medication is administered, it is recorded in a special register kept in the main office. Teachers will not administer medication. ALL medication must be administered by office staff.

Medication is NOT to be kept in the student's bag. The school is not permitted to administer non-prescription medication. No medication will be administered without the authority form being signed.

Parents are required to keep the school fully informed of any change to medication and the procedures for administration of same. Parents must also ensure any medication or medical plans are kept up to date.

## ACCIDENTS TO STUDENTS

In the event of an accident to a student, teachers will arrange for immediate relief and comfort for the student. Minor injuries will be treated with approved First Aid methods at school. If necessary, the parents will be informed by telephone and may be requested to come to the school to collect the student.

If the injury requires more than simple First Aid, every effort is made to contact the parents or the emergency contact person listed on your child's enrolment form. If it is not possible to make contact with those listed, or, we believe urgent attention is required, then we will take any steps that are necessary on your behalf. This includes calling an ambulance to the school so that any injuries causing concern can be checked.



### Health Information - Infectious Diseases and Immunisation of Students

Since 1994 all students entering Kindergarten have been required to provide the school with an Immunisation Certificate which indicates the status of the child with regard to immunisation against vaccine-preventable diseases. In the event of an outbreak of vaccine-preventable disease, non-immune children will be required to remain at home for the duration of the outbreak.

**Children who have received homeopathic "immunisation" will be classified unimmunised and will be issued with an INCOMPLETE certificate.**

Childhood is a time when many students can easily catch infectious diseases especially when they are mixing with so many more children than just the immediate family. In many cases they are not able to come back to school for a set period of time if they catch a disease/infection or if they are in direct contact with a person who has had a disease/infection.

The table below lists the exclusion time for children who develop certain illnesses.

ILLNESS	CHILDREN WHO HAVE THE ILLNESS	THOSE IN DIRECT CONTACT
Chicken Pox	Excluded for 7 days after spots appear	Not excluded
Measles	Excluded for at least 14 days after the rash appears	Not excluded unless unimmunised – then 14 days exclusion
German Measles (Rubella)	Excluded for at least 4 days after rash appears	Not excluded
Mumps	Excluded for 9 days from when swelling appears	Not excluded
Whooping Cough	Excluded for 14 days from when the whoop begins or until 5 days of a 14 day course of antibiotics have been completed	Not excluded. Pre-schoolers excluded for 21 days
Ringworm/Scabies	Re-admitted when proper treatment has begun and the child has a medical certificate	Not excluded but regularly checked
Impetigo	Allowed to attend only if treatment is being given and all sores are covered with a clean dressing	Not excluded but regularly checked
Conjunctivitis	Until discharge from the eyes has stopped	Not excluded
Diphtheria	Immediately isolated and excluded until a medical certificate has been obtained	Excluded until free of infection
Glandular Fever	Excluded until fully recovered and a medical certificate has been obtained	Not excluded
Tetanus	Excluded until fully recovered	Not excluded
Infection Hepatitis	Excluded until all symptoms disappear and a medical certificate is obtained	Not excluded
Slapped Cheek	Allowed to attend, most infectious before rash appears	Not excluded

## GENERAL INFORMATION

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### WHAT NOT TO BRING TO SCHOOL

- Valuables or precious possessions.
- Jewellery other than studs/sleepers for ears.
- Any item likely to cause injury to others.
- Electronic devices that are not supported by the school BYOD Policy.
- iPods/electronic devices/cameras.
- Dangerous implements, glass containers or glass toys.
- Precious or valuable toys, war toys, swords, etc.
- Inappropriate clothing, brightly coloured clothing, thongs etc.
- Make sure your dog does not follow your child to school.
- Roller blades and skateboards.
- Laser light pointers.
- Mobile phones – should a child need to have a mobile phone at school, the phone should be left at the school office at the beginning of the day and picked up at the end of the school day.

**Please Note:** At times some of these items can be brought in for “News” times. Please see the teacher if this is the case. Only items that the teacher has agreed to may be part of classroom activities.

### LOST PROPERTY

Please label all of your child’s belongings permanently and clearly with their name and class. Items that are clearly marked will be returned to their owners.

Unclaimed items are kept no longer than one month before being sent to charities or placed in the school clothing pool.

Lost property is kept outside the Office.



## SCHOOL CANTEEN

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Our school canteen is open Tuesday to Friday every week. Orders can be made through Flexischools up to 9:00am on the morning. You can also order up to a week ahead.

## PARENTS AND CITIZENS ASSOCIATION (P&C)

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The Parents and Citizens Association is the representative body for all parents of students in the school. The P&C meets on the third Tuesday of each month at 7:00 pm. These meetings are an opportunity for parents to mix and plan activities that will benefit the students and the school.

The P&C organises social events for families both in and out of the school setting. It is responsible for some of the fundraising activities associated with the school. The P&C makes decisions, in consultation with school staff, about the way its money will be allocated based on needs/priorities within the school's sphere of operation.





*We hope that you and your child will be very happy during the next 7 years as part of the Shell Cove Public School Community.*

Additional information regarding starting school and general Department of Education information can be found at [www.schools.nsw.edu.au](http://www.schools.nsw.edu.au)

