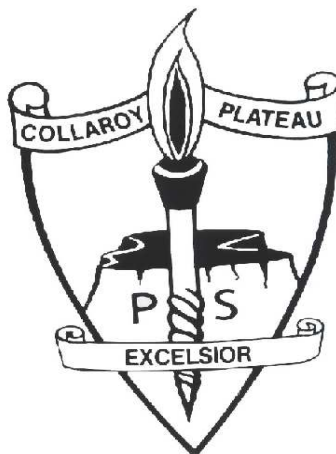


# COLLARROY PLATEAU PUBLIC SCHOOL

**“STRIVING FOR EXCELLENCE”**



*A happy, caring environment that encourages individuals to reach their full potential and provides quality education for all students*

## **PARENT INFORMATION BOOKLET** **A-Z GUIDE**

Collaroy Plateau Public School  
41 Plateau Road  
COLLARROY PLATEAU 2097

## **Important School Information**

### **Principal**

Suzanne Trisic

### **Assistant Principals**

Janelle Guttenbeil

Lorelei Morris

Lizzie Smith

Diane Twentyman

### **School Administrative Officers**

Melanie Pilz

Anna Sulfaro

Kylie Johnson

### **Phone:**

9971 5214

### **Fax:**

9971 4801

### **Email:**

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

[suzanne.trisic@det.nsw.edu.au](mailto:suzanne.trisic@det.nsw.edu.au)

### **Website:**

[www.collaroypl-p.schools.nsw.edu.au](http://www.collaroypl-p.schools.nsw.edu.au)

### **School Times:**

Start: 9:10am

Recess: 10:55 – 11:20

Lunch: 12:50 – 1:40

End of School Day: 3:10 pm

THE END OF SCHOOL DAY FOR KINDERGARTEN STUDENTS UNTIL THE  
BEGINNING OF WEEK 4, TERM 1 IS **2:40pm.**



COLLARROY PLATEAU PUBLIC SCHOOL (CPPS) was established in 1954 and provides quality education for its local community. It is a caring, community school where we aim to provide a high quality of education for each child. We encourage strong links between the home and school in all aspects of the children's learning. This booklet is intended to inform you of the many activities available at our school. It is arranged in alphabetical order for easy reference.

## **ABOUT CPPS – A BRIEF OVERVIEW**

### **STUDENT NUMBERS CLASSES IN 2009**

approximately 465 students  
19

### **FACILITIES**

HALL  
LIBRARY  
CONNECTED CLASSROOM  
ICT ROOM  
CANTEEN  
OOSH / VACATION CARE  
UNIFORM SHOP  
OUTDOOR CLASSROOM  
ACTIVE PARENT BODY  
GRASSY PLAY AREAS

### **PROGRAMS**

BAND  
DANCE  
CHOIRS  
ENRICHMENT PROGRAMS  
SUPPORT PROGRAMS  
BUDDY PROGRAMS  
PUBLIC SPEAKING  
DEBATING PROGRAMS  
GYM  
LEADERSHIP PROGRAMS  
PREMIER'S SPELLING BEE  
PREMIER'S DEBATING CHALLENGE  
PREMIER'S READING CHALLENGE  
SRC (Student Representative Council)

MEMBER OF PENINSULA COMMUNITY OF SCHOOLS AND THE NORTHERN BEACHES LEARNING ALLIANCE

## **ABSENCES**

All children's absences from school are recorded in the class roll. The class roll is a legal document.

It is important if your child is absent from school, that a note be sent to the teacher when your child returns to school. If your child is ill and is not likely to recover within three school days, please contact the school by phone. If your child is going to be away longer than 15 school days you will need to apply for an 'Exemption' from school. Please contact the Principal for the necessary form.

If a student arrives at school after 9.10 am, they must complete a "Late Arrivals" slip and hand the slip to the class teacher.

If a student needs to leave school before 3.10pm, they must complete an "Early Departures" slip and hand this to the class teacher.

Both these slips are available at each classroom and at the school office.

## **ANTI-BULLYING POLICY**

Collaroy Plateau Public School is committed to providing a safe and caring environment which fosters respect of others and does not tolerate bullying (see CPPS's Code of Behaviour and Anti Bullying policy).

An Anti-bullying contract is sent home each year for parents and their children to discuss and sign.

"Every child is entitled to an education. Every child is entitled to be safe." (United Nations Charter)

## **ANNUAL SCHOOL REPORT**

Each year the school management team produces a report on the year's achievements and progress. It is distributed to every family in the school community.

## **ASSEMBLIES**



Whole school assemblies are held on Mondays at 9.10 am in front of the Administration building. Parents are welcome to attend.



Assemblies are held in the hall on Wednesdays for children from K-2 and Years 3-6. Merit awards are given for excellence in behaviour, effort and achievement across a wide range of activities.



Children are encouraged to develop leadership qualities and public speaking skills by conducting these assemblies.



A more formal Annual Presentation Assembly is held in December to present awards for outstanding student achievement. Parents are invited to this Assembly.

## **BAND**

Collaroy Plateau Public School has a very successful band program.

Currently there are three bands. Children in Year 3 have the opportunity to join the Training Band and graduate to the Performance and Concert Bands. Year 2 children have the opportunity to join New Recruits in Term 4. Practices and tutorials are held each week, one after school and one at lunchtime.

The bands perform at school events, festivals and competitions throughout the year.

Special events include Band Camp and Solo Night. The Band Conductor is actively supported by the teaching staff and the Parent Band Committee.

## **BIKES AND SCOOTERS**

Children in Years 3 - 6 are permitted to ride bikes and scooters to school and leave them locked in the bike rack during the school day. Children are NOT allowed to ride these items in the school grounds. Safety gear must be worn by students.

## **BOOK CLUB**

Scholastic Australia Book Club provides a convenient way of selecting and purchasing worthwhile books for your child. The books have been expertly selected to span a wide range of reading interests and abilities. The Book Club operates eight times per year through the school library.

In addition to helping your own child's reading, our school library benefits by receiving free books and teaching resources.

## **CHOIR**

The school has three choirs, Year 2, Junior and Senior. Students can participate from Years 2-6.

The choirs perform each year at Eisteddfods, Cultural Festivals and Education Week activities. In Stage 3, students can nominate to be involved in the Peninsula Community of Schools Choir.

## **CANTEEN**

The school Canteen is open MONDAY, TUESDAYS, THURSDAYS AND FRIDAYS at morning teas and lunch times.

The canteen operates in accordance with the Healthy Canteen Food Strategy and is managed by the P&C Canteen Committee. All foods are coded red, green or amber and their sale is regulated.

Parent and community volunteers assist in the preparation of lunches and the serving of food. Orders can be placed in paper bags and will be delivered to individual classrooms before lunch.

The menu changes from term to term utilising seasonal fresh food variations. Updated price lists and menus are distributed via the school newsletter. Special “unit lunch” days are organised once a term. Information about these orders is available in the school newsletter.

## **CHILD PROTECTION**

This program is presented annually as part of the Personal Development and Health aspects of the curriculum. It is taught to all classes to equip children with the knowledge and skills to stay safe.

Skills such as assertiveness, communication, recognising feelings, decision making, and caring for others are taught.

Values such as equality in relationships, respect, responsibility and self esteem are developed.

## **CLASSROOM MATTERS**

The staff at Collaroy Plateau endeavours to keep parents and carers well informed about school matters at all times. School and class newsletters assist in this distribution of information. Parent-teacher conferences can be arranged throughout the year. It is preferable to make an appointment with the teacher concerned so as quality time can be given to the discussion. This can be done directly to the teacher or by telephoning the office on 9971 5214.

During the year, more formal opportunities are organised such as Class Parent/Teacher Information Evenings and Parent/Teacher Conferences. Towards the end of Term 1, parent-teacher conferences are held for each class. At the end of Semester 1 (Term 2) and Semester 2 (Term 4) a formal report is sent home.

At parent/teacher meetings, parents can discuss their child’s progress and achievements and also any concerns.

If a matter is unresolved or cannot be handled at teacher/parent level, the parent should make an appointment to see an Assistant Principal or the Principal to discuss the issue further.

Where necessary the School Counsellor may be involved in discussions and follow up strategies.

# **CODE OF BEHAVIOUR**

COLLARROY PLATEAU PUBLIC SCHOOL

The school code of behaviour is based on three values:

**RESPECT**

**RESPONSIBILITY and**

**HONESTY**

<b>THE CODE</b>	<b>WHAT IT MEANS</b>
<b>Respect</b>	
1. Respect other people's rights and feelings	Be polite, courteous and considerate of others.  Physical and verbal abuse is not acceptable.  Any action that might injure or embarrass others is not acceptable.
2. Respect property	Use equipment carefully. Seek permission before handling other peoples' property. Seek permission to enter buildings during breaks and before school. Show care of all property.
3. Respect our school's good name.	Wear your uniform with pride.  Behave well at school, on the way to and from school, on excursions, and at Before and After School Care.  Do your best in all school activities.
<b>Responsibility</b>	
4. Take care of the school environment.	Take an active part in tidying all school areas.  Protect trees and gardens.  Value all living things.
5. Be in the right place at the right time.	Be at school and classes on time.  Play where a teacher can see you.  Walk quietly within the school.  Observe the school boundaries and stay within them unless you have permission to go outside them.

6. Play safely and carefully.

Avoid activities that may injure or upset others.

Use playground equipment carefully.

Run only on the appropriate areas.

Use climbing equipment only when supervised by a teacher.

Enter and exit school by the pedestrian gates.

Observe the NO HAT NO PLAY rule.

### **Honesty**

7. Be honest

Speak up and tell the truth.

Always be honest.

Be sure to hand in lost property.

Be responsible for your behaviour.

8. Value, respect and care for all living things.

Ill treating any living thing will not be tolerated.

Avoid stray animals.

Report an injured animal or pet.

### **Student Welfare**

Time-out from the classroom or playground is provided for students who fail to follow the code of behaviour. Children from K-6 are issued with a 4W form if the code of behaviour is breached. They are required to fill in a form which asks **who** was involved, **what** happened, **where** it happened and **why** it happened. All breaches are recorded and if a child receives 3 forms in a term then the parents are notified and a meeting convened with the assistant principal responsible for student welfare to discuss ways of supporting the student and improving their behaviour. The beginning of each term is a fresh start for all students.

Collaroy Plateau PS has a strict anti-bullying policy, which is distributed to each child at the commencement of the school year.

All students are asked to discuss the school's anti-bullying policy with their family and sign the anti-bullying contract.

A merit award system is in place for students who display positive behaviours. Each merit card is worth 2 points. If a child reaches 20 points, they are awarded a Gold card by the principal at their weekly assembly. If the child earns 3 Gold cards, they are awarded a Platinum award on Presentation Day at the end of the school year. Children can be awarded a merit card by any teacher for displaying positive behaviours that reflect the school code of conduct.

## **COMMUNICATIONS**

### **SCHOOL NEWSLETTER**

The “EXCELSIOR” is our fortnightly information update for parents. The youngest child per family will bring this home from school, every 2nd Tuesday. Please read carefully. The newsletter is also available via email.

### **NOTICEBOARD**

Found outside the Office Foyer, the notice board will give school and community information that is not in the school newsletter e.g. P&C meeting minutes, updates and photos of school activities.

### **WEBSITE**

The school website is another key source of information. All newsletters, notes and documents are available on the website.

### **CONFIDENTIAL REQUESTS**

If you find due to financial circumstances you cannot afford to pay the cost of any school activity such as an excursion, a visiting performer, textbooks or school fees, please make an appointment to see the Principal. The information will be treated in strict confidence, and you can be assured that children will not be disadvantaged in cases of genuine financial need.

## **DANCE**






All classes participate in the Dance Program throughout the year.

In addition to class dance, there are opportunities for children to participate in performance dance groups. These groups perform at the Northern Beaches Eisteddfod, City of Sydney Eisteddfod and Cultural Festivals.

A P&C sub-committee manages the performance dance program with lessons taking place out of class time and conducted by a specialist teacher.

## **END OF YEAR**

Traditionally there is a range of functions held in the last few weeks of the school year. These include

-  Presentation Day (Years 3 -6)
-  Years 5 & 6 Social (evening function)
-  School Picnic (Years K - 6)
-  Year 6 Graduation Ceremony
-  Christmas function...(concert or community event)

## **ENGLISH AS A SECOND LANGUAGE (E.S.L.)**

The school has an ESL teacher one day per week to support the children and families who have a language background other than English.

The ESL teacher is responsible for organising learning programs for LBOTE (language background other than English) children from K - 6 in order that the children can function both socially and academically at school.

The New Arrivals Program exists as part of the ESL program so that the immediate language needs of newly arrived children can be met.

## **ENROLMENT**

The school caters for children generally who are aged from 4 years 9 months to approximately 13 years. For Kindergarten entry the child must have turned five before or on 31st July in the year they wish to commence school.

Enrolments for Kindergarten are taken in the year prior to commencement and priority is given to children living in the local catchment area. A map of the local catchment area is available from the school office.





Before the start of the school year parents of new Kindergarten enrolments will be informed of the starting date and time for their child's attendance on their first day at school. Enrolment forms are available from the office. Documentary evidence of your child's date of birth, address, and proof of immunisation will be required.

Transfers from other schools and late enrolments are welcome at any time if the student lives within the catchment area and/or space permits.

Provision can often be made for out of area enrolments. These places are subject to availability and will be considered by the CPPS Enrolment Committee.

## **ENROLMENT PROCEDURES**

1. Enrolment forms are available from the school office
2. On presentation of the completed forms, the following documents must be shown

-  Proof of birth date eg birth certificate / passport
-  Proof of address
-  Immunisation details
-  For overseas students passport with visa details\*\*\*

\*\*\* For some overseas students an additional fee is to be paid to the Overseas Visa Unit. More details are available from the school.

3. If a student is transferring to /from another Department of Education School a 'transfer' certificate should be obtained before enrolling in the new school.

## **ENVIRONMENT**

Recent years have shown great improvements in the school environment with extensive planting of native plants. The environment committee with the help of students, teachers and parents have continued the planting and care of class gardens and a vegetable garden. A grant received from "Catchment Management" helped to develop a Senses Garden in the upper K - 2 area. A further grant from Warringah Council provided the school with funds to develop units of work involving the local area. Environment days are held each term to plant, clear and clean class and school gardens.

## **"EXCELSIOR" NEWSLETTER**

"Excelsior" is the name of the school newsletter which is published fortnightly on Tuesdays. A copy is distributed to each family via hard copy or email. It is the major communication link between school and home.

## **EXCURSIONS**

Excursions are incorporated into the school program to enrich and support an area of learning or unit of study.

Generally, each class will have one organised excursion each semester (twice a year) which will have a cost to parents. This does not include school planned activities such as the Year 6 camp, band camp, school sporting events, carnivals, school picnic, leadership camp etc.

Throughout the year some classes may have local no-cost planned excursions, incursions and/or a visiting performance at the school.

## **FUNDING**

Financially the school functions with a combination of government funding and contributions from families that consist of classroom contributions and voluntary contributions.






At Collaroy Plateau PS the classroom contributions payment pays for the gym and dance programs that every child participates in throughout the school year. It also covers classroom resources such as paper, art supplies and ICT software.

P&C fundraising and the Voluntary School Contributions assist the school in fulfilling targets such as improvements to ICT and library, the purchase of readers, maths equipment and support of programs for children with learning difficulties and those requiring extension programs.

Financial support from parents is very much appreciated and is a vital component for the school to function effectively and to provide quality education for all students.

## **GIFTED AND TALENTED STUDENTS**

Collaroy Plateau Public School recognises the need for all children to achieve their potential in learning. Consequently we offer extension and enrichment opportunities in the form of

-  external Maths, English, Computer and Science Competitions,
-  in school Writing, Speechmaking and Art competitions
-  enrichment activities built into class programs.
-  participation in PCS enrichment programs and competitions
-  participation in enrichment classes offered by our local high schools

## **HEALTH**

There is a sick bay at school for the treatment of minor accidents and illnesses. If a child is sick during the school day and is sent to sick bay, a member of the school administration staff will contact the parent(s) if assistance at school is not sufficient. It is therefore important to keep the school informed of any changes to phone contact numbers.

In the event of a serious illness or accident, parents are informed immediately. If necessary, the ambulance service is called to attend to a child.

The school maintains a register of students who have specific medical conditions. If your child is asthmatic, has an allergy or any other specified medical condition an action plan is to be submitted by parents to cater for emergency situations.

If a child needs to take medication at school it is requested that parents fill in a medical indemnity form or give the school permission in writing to give the medication. At no time at school can a staff member give a child medication without parental approval.

Occasionally an outbreak of highly contagious conditions occurs at school. In this event the school will endeavour to inform the parent community as soon as possible.

## ***HUMAN SEXUALITY***

Every two years “Interrelate” (formerly Family Life Movement) visits the school to present sessions on human sexuality. This is optional for students in Years 3 – 6 and their families, and is conducted in the evenings.

## ***SCHOOL NURSING SERVICE***

Children can be referred to this service by parents, teachers or the school counsellor.

The school nurse can check vision, hearing, speech and language, fine and gross motor ability or any other aspect of your child’s health. The service is part of the

Northern Sydney Area Health Service and is provided at Queenscliff Health Centres. It is a free service.

## **IMMUNISATION**

Immunisation certificates are required for all students starting school in kindergarten whether they have been immunised or not. Ask your doctor, local council, Public Health Unit or school for details.

## **HOMEWORK POLICY**

Your child will be receiving regular homework during the school year. Homework is intended to be an opportunity for your child to consolidate and practise those skills taught in class. It will also give you the opportunity to examine your child's proficiency and work habits.

Sometimes, the best homework is sharing ideas, listening, playing, reading, writing and doing things as a family. The school can capitalise on the family's activities and enthusiasm with the flow of information and expertise between home and school through homework, becoming a powerful resource beneficial to both. Homework may be covering the Key Learning Areas, special school projects and events, speeches, research work, oral reading, unfinished class work and revising spelling and mathematics facts. Home reading is a valuable activity.

Homework will be discussed and reviewed in class, as students are more interested in their results if they have an opportunity to discuss their work.





Please set a regular routine of study for your child. It is essential that parents and children organise an appropriate time and place for homework.




Please support and encourage your child to complete homework tasks. If there is any reason why your child cannot complete homework please notify the teacher in writing.

## **ICT**

All students have access to computers in classrooms. Classes are rostered to use the ICT lab. The school continually upgrades its hardware and software. Most learning areas now have an Interactive Whiteboard to support teaching and learning activities.

Computer education aims to help students:

-  develop knowledge of computer technology
-  access information through the use of various software
-  be creative in their use of design and layout using various software
-  extend their knowledge of curriculum areas they enjoy

-  use computers as aids in curriculum areas they find difficult
-  work independently
-  use technology in an appropriate and responsible way

The school has an email address [collaroypl-p.school@det.nsw.edu.au](mailto:collaroypl-p.school@det.nsw.edu.au) and a website: <http://www.collaroypl-p.schools.nsw.edu.au>

## **KEY LEARNING AREAS**




The school's general curriculum is based on the guidelines for the education of children in N.S.W. determined by the State Government through its Minister for Education and the Board of Studies.

The curriculum is divided into six broad learning areas and the components are:

### **English**

In English students develop knowledge, skills and understanding about English language and literature and the ability to talk, listen, read, view and write with purpose, effect and confidence. They develop knowledge of the ways in which language varies according to context and a sound grasp of language structures, spelling and grammar.






The three broad strands of English are:

-  Talking and Listening
-  Reading
-  Writing.

### **Mathematics**

Mathematics involves the development of students' thinking, understanding, competence and confidence in the application of mathematics.





The five broad strands of Mathematics are:

-  Working Mathematically
-  Number
-  Patterns and Algebra
-  Measurement and Data
-  Space and Geometry.

## **Science and Technology**

In Science and Technology students develop competence, confidence and responsibility in their interactions with science and technology.





The four broad strands of Science and Technology are:

-  Investigating Scientifically
-  Designing and Making
-  The Natural Environment
-  The Made Environment.

## **Human Society and Its Environment (HSIE)**

HSIE enhances each student's sense of personal, community, national and global identity and enables them to participate effectively in maintaining and improving the quality of their society and environment.





The four broad strands of HSIE are:

-  Change and Continuity
-  Cultures
-  Environments
-  Social Systems and Structures

## **Creative Arts**

Creative Arts enables students to gain increasing understanding and accomplishment in the visual arts, music, drama and dance and to appreciate the meanings and values that each of the art forms offers personally, culturally and as a form of communication.




The broad strands of Creative and Practical Arts are the art forms:

-  Visual Arts
-  Music
-  Dance
-  Drama.

## **Personal Development, Health and Physical Education (PDHPE)**

PDHPE develops the knowledge, skills, understanding, values and attitudes students need to lead healthy, active and fulfilling lives.

The three broad strands of PDHPE are:

-  Fundamental Movement and Physical Activity
-  Healthy Choices
-  Self and Relationships.

## **KINDERGARTEN PROGRAMS**

### ***KINDERGARTEN INFORMATION EVENING***

Early in Semester 2 an Information Evening is held for prospective kindergarten parents to outline the transition from pre-school to school and familiarise parents with Collaroy Plateau PS.

Information about uniform requirements, Kindergarten expectations and guidelines are presented to parents to ensure a smooth transition from pre-school to Kindergarten.

### ***KINDERGARTEN TRANSITION PROGRAM***

The school maintains links with local preschools and students from these preschools visit the school in the year as part of the transition to school program.

### ***KINDERGARTEN DISCOVERY PROGRAM***

Children are invited into the Kindergarten classrooms in Term 4 to join in activities to ascertain readiness for school and to assist with their transition and socialisation process.

## **LIBRARY**

The library is under the supervision of the teacher-librarian and is used for lessons, research and borrowing by all children K - 6. The librarian is supported by a clerical assistant and parent helpers who also organise the Scholastic Australia Book Club. As books are expensive, parents are requested to provide a cloth library bag for the protection of books for borrowing. These bags are available from the Clothing Pool. Students are encouraged to act responsibly when borrowing books from the library and to return them promptly.

## **LIFE EDUCATION**

Every second year the Life Education Van visits the school to provide lessons for each class. These lessons assist our students in leading a healthy lifestyle by giving them an appreciation of how their bodies work and promoting healthy self-esteem. Opportunities exist at these lessons for students and teachers to share with others.

## **LOST PROPERTY**

The school urges parents to name every article of clothing and storage item that their child wears or brings to school, so lost items can be promptly returned to their owners.

Unclaimed belongings are stored in the school hall and on the Year 1-2 veranda near the uniform shop.

If items are unclaimed after one term, the items will be passed onto the uniform shop or Stewart House.

## **MOBILE PHONES**

Students are not encouraged to bring mobile phones to school. Phone calls can be made to parents from the school's administration block. If students do bring mobile phones to school they are to be taken to the school office at the beginning of the day, left and collected at the end of the day.

## **MONEY**

Often money is requested to be sent to school. In the interests of security and safety it would be appreciated if all money can be placed in an envelope, with your child's name and class on it and handed in to the administration office via the "Magpie" box (located under the office window).

Receipts for payment are forwarded to parents via their child.

## **OUT OF SCHOOL HOURS CARE (OOSH)**

An excellent "Before and After School Care" facility is available onsite if your child requires supervision outside of school hours. The centre is privately run and maintains very close links with the school staff and facilities.

Hours are from 7.00 am until school commences and until 6 pm after school finishes.

Vacation Care is available also at the centre. The director is Gayle Rowe.

Please phone 9972 0533 for details and bookings.

## **PARENTS AND SCHOOL COMMUNITY**



The support of parents and the wider community at Collaroy Plateau Public School is greatly appreciated and visitors are always very welcome to visit the school.

Community groups are often involved in the school through sponsorship, publicity or support programs.

Prospective parents are invited to visit the school throughout the year to view the school in action. School tours can be arranged with the school principal by making an appointment via the school office.

## **PARENT INVOLVEMENT**

Parents are encouraged to share their ideas, skills and initiatives within the school community. There is a myriad of ways parents and grandparents can help at school:-

-  school management - finance; Parents & Citizens' executive; staff recruitment
-  classroom based activities – reading, maths groups, sports art activities
-  reading tutor program
-  canteen
-  clothing pool
-  P&C related target committees - traffic; environment & grounds; dance groups; band;
-  ICT team
-  fundraising events
-  social events
-  sports team training
-  developing the school archives

## **THE P&C**

The Principal and school staff are supported by the Parents and Citizens Association (P&C). It is a traditional and vital element of public school life.

The P&C is a group of parents and friends of the school who are involved in a variety of activities to assist the functioning of the school community. The P&C meet every 3rd and 7th Wednesday of the term and everyone is encouraged and welcome to attend. The dates will be published in the school newsletter 'Excelsior'. The P&C is involved in raising funds to support school programs and resources, as well as contributing to decision making in the school. These meetings provide a venue for ideas, concerns, initiatives and /or questions to be raised from anyone in the parent community.

### **SUB COMMITTEES OF THE P&C INCLUDE:**

#### ***ENVIRONMENT COMMITTEE***

Assists in providing and maintaining a clean and safe school environment for students and staff.

### ***CANTEEN COMMITTEE***

Responsible for providing balanced and nutritious food at a reasonable cost to the students. The canteen has a paid supervisor and operates with volunteer helpers.

### ***UNIFORM SHOP COMMITTEE***

The uniform shop is run by parents and provides ready access to new and second-hand uniforms.

### ***BAND COMMITTEE***

A parent run group who work closely with the “band supervising teacher/s” to set and collect band fees & to assist the band leader in the supervision, organisation of band performances & the annual band camp.

### ***DISTRICT DELEGATE***

Represents the school at District P&C meetings.

### ***FUNDRAISING COMMITTEE***

Responsible for raising funds to assist with improving school facilities and resources.

### ***DANCE COMMITTEE***

This group liaises with “dance supervising teachers” to support the school dance program. This involves setting and collection of fees; assisting with performances and costumes.

### ***SOCIAL COMMITTEE***

The social committee organises welcoming barbecues, morning teas and parent get togethers.

## **PROCEDURES FOR DEALING WITH GENERAL SCHOOL MATTERS**

Parents are invited to raise general issues at P&C Meetings.

When matters concern internal or classroom organisation, these are best discussed with those concerned eg the classroom teacher; school executive member; administration staff member or the School Principal.

## **PCS- PENINSULA COMMUNITY OF SCHOOLS**

In 2006 Collaroy Plateau Public School joined the Peninsula Community of Schools (PCS). This group comprises 10 local primary schools and 3 high schools with Macquarie University as a learning partner. A wide range of outstanding learning programs are provided for both students and staff. The P&C groups across these thirteen schools have developed an affiliate group to support the

community of schools. In 2007 the PCS was awarded a Director General of Education award for excellence and innovation. Their vision for 2009-2011 is to provide enrichment programs in ICT for students and to use teacher expertise to further their own professional development.

## **PHOTOGRAPHS**

Class, groups and individual photographs are taken annually by professional photographers. They are available for purchase through the school.

From time to time throughout the year photos are taken of special events, classroom activities, performances etc. These are for use in in-school presentations, on the school website, and occasionally in media articles for promotional purposes. Parents are requested to sign a media release at the beginning of the school year allowing their child's image to be used on our website or in a newspaper.

If parents do not want their child's photograph to be used for these purposes it is essential to inform the Principal in writing.

## **PLAYGROUND SUPERVISION**

Between 8.40am and 9.10am a teacher is rostered to be on duty in the middle playground to supervise children K-6 and ensure a safe school environment.

All children are supervised during recess and lunchbreaks.

Accidents are referred to sick bay for first aid treatment.

Children are not encouraged to arrive at school before supervision takes place.

The only exceptions to this are those children attending before school activities e.g. sport practices; dance lessons; band rehearsals.

For safety purposes, children who arrive before 8.40 am are to be seated on the aluminium seats in the middle playground.

## **PUBLIC SPEAKING COMPETITION**

At Collaroy Plateau Public School we recognise the importance of developing public speaking skills in our students. Each year, all students from K - 6 participate in the CPPS public speaking program known as "Speechmakers"

Another opportunity is held annually for children from Years 3-6 wishing to participate in the Multi Cultural Perspectives Speaking Competition.

## **RELIEF FROM FACE TO FACE TEACHING (R.F.F.)**

Each full time teacher in N.S.W. is entitled to two hours per week release from face to face teaching in order to do preparation, conduct interviews, collaboratively plan and complete administration tasks. At this time the class is taught by the R.F.F. teacher and librarian.

## **SCHOOL COUNSELLOR**

The counsellor is at Collaroy Plateau Public School one and a half days per week. There is a full day on Thursday and a half day Friday morning. Parents may ask for the counsellor's assistance or they may be referred to the counsellor by the Principal or class teacher.

Help can be given with -



Behaviour and learning habits at home or school.



General ability assessment through diagnostic testing.

## **SCHOOL MOTTO**

The SCHOOL MOTTO is "EXCELSIOR" - STRIVING FOR EXCELLENCE

## **The SCHOOL SONG**

*written by Mrs Iris O'Donnell (Kindergarten teacher 1954)*

We see the ocean sparkling blue,  
The bush on every hand,  
And green and gold our colours shine  
The colours of our land.  
The torch that gleams upon our badge  
will light us on our way.  
And on the heights that we must scale  
"Excelsior" we'll say.

## **THE SCHOOL CREED**

This is our school,  
Let peace dwell here.  
Let the rooms be full of contentment  
Let love abide here  
Love of one another, love of mankind  
And love of life itself. (And love of God)  
Let us remember  
That as many hands build a house  
So many hearts make a school.










## **SCHOOL ETHOS**

At Collaroy Plateau Public School, students, staff, parents and community work together in a happy, caring environment.

This environment encourages individuals to reach their full potential and provides quality education for all students.

## **SCHOOL AIMS**

The school aims to help students develop:

-  High standards of academic excellence commensurate with each student's ability and aptitude
-  Positive participation in all key learning areas
-  Love of learning
-  Greater independence in learning with growing maturity
-  Positive self esteem and self concept
-  The ability to communicate effectively
-  High moral standards of conduct both personal and social based on a sound set of values which promotes a sense of responsibility and respect for the rights of others
-  A sense of enjoyment and satisfaction from learning
-  A caring attitude to form satisfying and stable relationships

## **THE SCHOOL YEAR**

The school year comprises four school terms, usually 10 weeks duration.

-  Term 1: January – March
-  Term 2: April – June
-  Term 3: July – September
-  Term 4: October – December

## **THE SCHOOL DAY**

School hours are from 9.10 am - 3.10 pm daily.

### **Morning Recess**

10.55 am - 11.20 am

### **Lunch**

12.50 pm\*\* - 1.40 pm

\*\*12.20pm - early lunch on Fridays Yr 3 – 6 due to sport afternoon and PSSA competition.

The playground is supervised from 8.40 am - 9.10 am each day

## **SCHOOL HISTORY**

Collaroy Plateau Public School opened in 1954 with two classes and eighty-six pupils. The site was barren and exposed but the local community was excited to have their own school, the children no longer had to make the trek up and down the steep escarpment to Narrabeen Primary School.

By 1959 records indicate there were over 500 students enrolled, and a separate infants department was established.

In 1961 over 600 trees and shrubs were planted by the Plateau Garden Club.

During 1968 a major building program began with the erection of three classrooms, basement craft and storage areas, a library, a food service unit, staff facilities, additional primary toilet facilities and extensions to the office.

A beautification master plan was drawn up by the P&C in 1973 to develop half an acre of native nature area at the southern end of the school grounds.

During the 1980s work was undertaken on improving the recreational areas. The hall was opened in 1984 and in 1989 grass replaced most of the asphalt in the top playground leading to new play equipment being erected.

The library was expanded and relocated in 1992 to a demountable building - but that too became inadequate for the growing school's needs.

In 1993, the Department of School Education provided funds to refurbish classrooms and modify the main administration area in 1993.

The old yellow school received a new colour scheme and a fresh start.

The school's new look was celebrated with the school's 40th Birthday festivities in 1994. A 'time capsule' was buried near the original bell site between the Library and Plateau Road. It is planned to open the time capsule in 2019.

In 1996 the native nature area was improved and upgraded through a New Work Opportunity Project grant. A bush class room was constructed and new gardens formed.

A Before & After School Care Centre was established on site to cater for the growing need of the community for childcare.

New line marking was done in the playgrounds marking out a variety of courts for different sports and creating new and imaginative games for the recess and lunch periods.

1997 was to be a landmark year for Collaroy Plateau Public School. After many years of lobbying, approval was granted for the construction of a new administration block including a much needed sick bay, office areas and security storage.

The old administration area and classrooms were refurbished into a modern library. Building was completed by January 1998.

Class gardens were established with many more native plants added.

A Senses Garden and Trail was established in 1999 in the Kindergarten area.

In 2002 the school applied for and gained an Environmental Grant from Warringah Council to incorporate a “no dig” vegetable garden into the grounds. It is regularly maintained by the students.

In 2003 the P&C secured a grant from the Department of Education to have the middle playground area levelled and re-turfed.

The school celebrated its 50th birthday in 2004 and with the aid of the environment grant, the school’s Environment Committee had a rain water tank installed for the use of the gardens and grassed areas.

As enrolments in the school continue to grow, two demountable classrooms were installed on site in 2005 and another in 2009.

In 2009, major plans are under way for the construction of a new school hall.

## **SCRIPTURE**

Special religious classes are taken each Wednesday 9.10 - 9.40 am by visiting clergy and authorised lay teachers. Our school has classes for Protestant, Roman Catholic, Baha’i and Jewish students, and on special occasions like Easter and Christmas we have Combined Scripture Services.

On enrolment parents are requested to nominate if/which group their child is to attend. A non-scripture class is available.

Any variation to the initial request must be made in writing via the school office.

## **SPORT**

In the area of sport, Collaroy Plateau has a proud history of achievement. All children participate in sporting activities and skill development programs as part of the K-6 curriculum.

Additional opportunities are available for the children to compete against other schools in weekly competitions (PSSA competitions and gala days) Nominated students also compete on a regional and state level each year in athletics, cross country and swimming. Opportunities exist for students to represent the school in a range of other individual and team sports.

### ***Special programs include:***




Gross Motor for K-2 classes (days will be advised at beginning of the year)



Friday afternoon clinics- an opportunity for children in Years3-6 to select a preferred sport to engage in .Specialist personnel are employed by the

school for these clinics Examples include gymnastics, tae kwon do, basketball, cricket, Ultimate Frisbee, tennis and beach sports.

 Learn to Swim lessons – usually in Term 4 for Years 2 students.

 Carnivals  
Term 1 Swimming for Years 3 – 6  
Term 2 Cross Country for Years 3- 6  
Term 3 Athletics for K- 6

## **SRC – STUDENT REPRESENTATIVE COUNCIL**

The SRC is composed of two representatives from each class. The group meets twice a term and focuses on school improvement issues and a fundraising initiative to help other children in need or crisis.

It is a great example of student leadership and democracy in action.

## **STEWART HOUSE**







Stewart House is the school's official charity. It is a residential school, with support health services located at Curl Curl. It provides a school-based holiday for Department of Education students across NSW. Each year schools throughout the state support fundraising initiatives to support the school. These include clothing drives and purchase of Stewie the dolphin badges etc.

## **SUPPORT TEACHER LEARNING ASSISTANCE (S.T.L.A.)**

The school has the services of a teacher 'Support Teacher Learning Assistance' (STLA) who assists the school one to two days per week.

Children experiencing learning difficulties are identified by the classroom teacher. The school's Learning Support Team then decides on the best strategy of support.

This may include

-  further testing by the school counsellor;
-  additional in –class support from the STLA teacher ;
-  a modified learning program provided by the classroom teacher;
-  a home support program;
-  specialist intervention from the DET area support team;
-  intensive tutoring by the Reading Tutor scheme at school.

## **TRAFFIC MANAGEMENT**

The school has a traffic management committee that advocates the message “safety before convenience at all times”.

Cars are not to enter the school grounds during school hours.

Parents are asked to adhere strictly to parking regulations around the school environment as children’s’ safety is paramount.

A crossing supervisor is on duty on Plateau Rd from 8.30- 9.30am and 2.30 - 3.30pm on school days. All pedestrians crossing Plateau Rd are urged to use the designated crossing.

## **TRANSPORT**

### ***BUSES***

Applications for a bus pass are available at the office. There is no regular school bus service.

The government bus stop is outside the school’s main gate in Plateau Rd.

## **UNIFORMS**

The parents and staff of Collaroy Plateau PS encourage and support the wearing of the school uniform at all times.

Summer uniform is worn during Terms 1& 4. Winter uniform is worn during Terms 2 & 3.

Traditionally Year 6 is offered the opportunity to purchase an additional item of clothing as a commemorative item.

Hats are encouraged to be worn at all times outdoors. There is a “no hat no play” code of behaviour.

Jewellery is not part of the school uniform. It can be a safety and/or security risk; It is advised that students do not wear jewellery other than a watch to school.

Earrings must be restricted to ‘stud’ or ‘sleeper’ varieties due to safety reasons.

The uniform is available at the school uniform shop which is located on the school premises in the K - 2 class area. (see uniform shop for more detail)

## **UNIFORM SHOP**

The Uniform Shop (run by volunteers from the P&C Sub-Committee) is located on the school premises in the K - 2 class area. All items in the school uniform range are available for both girls and boys at the shop.

A range of second hand uniforms are available also. Accessories such as scarves, raincoats, hats, socks, school bags, scrunchies and headbands are also available.

Opening hours are every Monday & Thursday from 8.30 am - 9.30 am.

Any variation to opening hours is listed in the Excelsior school newsletter.

Special days are arranged for the purchase of uniforms for Kindergarten enrolments towards the end of Term 4. The Uniform Shop is not open during school holidays so the summer uniform must be purchased before the beginning of the new school year.

Summer uniform is worn during Terms 1 and 4

Winter uniform is worn during Terms 2 and 3.

**A UNIFORM SHOP PRICE LIST** is available from the school office.

All transactions are to be made by cash or cheque.

## **WRITING COMPETITION**

The Collaroy Plateau Writing Competition is held every two years and provides a means for budding writers to show their talents. Open to all years from Kindergarten to Year 6, the competition is judged by our Principal and two outside judges. Trophies and certificates are awarded as prizes on a grade and class basis at a special presentation assembly.