

PARENT HANDBOOK

2023



COLEAMBALLY CENTRAL SCHOOL

Phone: 02 6954 4131

Email: coleamball-c.school@det.nsw.edu.au

<http://www.coleamball-c.schools.nsw.gov.au>

TERM DATES FOR 2023

- | | |
|---------------|--|
| Term 1 | Tuesday 31st January 2023 – Thursday 6th April
(Kindergarten Wednesday 1st February) |
| Term 2 | Tuesday 25th April – Friday 30th June |
| Term 3 | Tuesday 18th July – Friday 22nd September |
| Term 4 | Monday 9th October – Monday 18th December |

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WELCOME

Welcome to Coleambally Central School situated in the heart of Wiradjuri Country.

We are a vibrant Kindergarten to Year 12 rural school with approximately 167 students and approximately 40 teachers and staff.

We pride ourselves on our values The Coleambally Way:

Be Responsible, Be Safe, Be Respectful.

Coleambally Central School is part of a cooperative and supportive community with our parents being highly valued assets, partnering with the school to ensure high quality student learning along with student and teacher wellbeing.

This booklet provides information relevant to the whole school. The staff and I look forward to working with you and your children in 2023 and into the future

Mr Micheal Burke

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SCHOOL DETAILS

COLEAMBALLY CENTRAL SCHOOL

PRINCIPAL	Micheal Burke
DEPUTY PRINCIPAL	Kerrie-Lea Jay
POSTAL ADDRESS	PO Box 63
STREET ADDRESS	11 Kingfisher Avenue COLEAMBALLY NSW 2707
PHONE	02 6954 4131
FAX	02 6954 4396
EMAIL	coleamball-c.school@det.nsw.edu.au
DISTRICT	Narrandera
DIRECTOR EDUCATIONAL LEADERSHIP	Troy Mott
SCHOOL MOTTO	Diligenter Ad Lucem
SCHOOL COLOURS	Green and White
SPORTING HOUSES	Hunter (Blue) Phillip (Yellow) Bligh (Red)
SCHOOL WEBSITE	http://www.coleamball-c.schools.nsw.edu.au
SCHOOL FACEBOOK	Coleambally Central School
SCHOOL P & C FACEBOOK	Coleambally Central School P & C

Coleambally Central School strives to meet the present and future needs of its students, in partnership with the community, providing high quality educational programs characterised by effective teaching and learning in a caring environment.

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STAFF LIST current as of Term 2 2023

PRINCIPAL
DEPUTY PRINCIPAL

Micheal Burke
Kerrie-Lea Jay

PRIMARY

ASSISTANT PRINCIPALS

Janine Foster Courtney Williams

TEACHERS

Samantha Phillips Sarah Crombie
Bernie Paull Kristy Wilson Acacia Clark
Emma Shields Jasmin Heath

SECONDARY **Head Teacher** Rebecca Gorton

ENGLISH

Rebecca Gorton Penny White
Kerrie-Lea Jay

MATHEMATICS/SCIENCE

Axel Friedrich
Briony Fattore

HSIE

Rebecca Gorton Jackie Young
Penny White

PDHPE

Jemma Pound

CREATIVE ARTS/MUSIC

Micheal Burke

LIBRARIAN

Christine Breed

TAS

Kim Mannes

LEARNING SUPPORT

Emma Shields
Maxine Davis

TIRKANDI INABURRA

Alyse Cox Karen Cook Jack McAnulty

SCHOOL COUNSELLOR

Julie Hanman

SCHOOL CHAPLAIN

Andrew Findlayson

CANTEEN MANAGER

Fiona Clarke

SASS/SLSO

Julie Woodman
Janet Lamont
Jenny Guymer
Belinda Lafsky
Jarvis Undy-Connor
Laura Hogan

Helen Dunbar
Wendy Robb
Troy Jay
Sue Oosthuysen
Emily Rudd
Annie Painting

Simmone Hay
Veronica Camp
Emma Dunbar
Sarah Shields
Greg Harrigan (GA/FA)

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Accidents, Illness at School

If your child has an accident at school, a parent or emergency contact is notified. It is essential that contact telephone numbers are kept up to date. If necessary, the student will be taken to Griffith Base Hospital by ambulance. The school belongs to the Ambulance Scheme. There is no cost to parents for this service whilst a student is involved in school activities with a supervising teacher in charge.

If your child is participating in an excursion or other school activity away from the school they are also covered by the School Ambulance Scheme.

It is vital that the school has up-to-date emergency telephone numbers.

If your child becomes ill while they are at school, they will be cared for in our school clinic by our trained first aid officers, while you are contacted to come immediately to collect them. We are not staffed for the ongoing care of sick children.

Children who are sick should not be sent to school in the hope that they will 'probably feel better later'.

Aerosol Cans

Because some people are allergic to aerosol propellants and because they can be dangerous if misused, all aerosol cans are banned from the school.

Assemblies

Formal K-6 assemblies are held in the school hall twice a term where Awards are presented. Classes are rostered to perform items at these assemblies and the classes who are presenting are announced in the newsletters each week. Parents and carers are most welcome to attend.

Every Monday morning a mini assembly is held and K-6 Class Merit Awards are presented.

The school holds an end of term whole school K-12 assembly in the school hall.

Assessments and Reports

Student progress is continuously assessed on class work, homework, class tests and examinations. Detailed comprehensive reports are sent home at the end of each Semester for Years K-10. Reports are issued to Years 11 and 12 at the end of Terms 1 and 3. These reports give an overall view of your child's progress and development. The report summarises strengths and areas for development.

Parent/Teacher Meetings are scheduled twice a year around report times to provide an opportunity to discuss your child's learning with his/her teachers. Parents may alternately request an interview in regard to a student's progress at any time by contacting the Year Adviser or Class Teacher. Where a student is causing concern through lack of progress or attendance, parents will be notified. Effort Reports K – 6 are issued Term 1 and Term 3.

Attendance

Is Your Child at School?

Under the Education and Public Instruction Act, 1987, parents have a legal responsibility to ensure the regular school attendance of their children aged between 6 and 15 years.

Is Regular Attendance Important?

"YES" - From the first day. If students miss the basic skills in the early years of school, they often experience difficulties later. It has been shown that irregular attendance in the infants and primary years often leads to the development of poor attendance at high school.

Must I Send My Child to School?

"YES" - All children between the ages of 6 and 15 years are required by law to attend school regularly.

Must I Send My Child Every Day?

"YES" - Unless the child:

- is too sick to leave the house.
- has an infectious disease like chicken pox, mumps or measles.
- is incapacitated by injury preventing movement around school.
- must honour a religious commitment, or
- is accompanying his or her parents on a family holiday which cannot be arranged in school vacations. This should be arranged with the Principal prior to the absence.
- Wherever possible, dental and medical appointments should be made after school.

Must I Notify the School If My Child Has Been Away?

"YES" - YOU should always either send a note, phone the school, email absence through to coleamball-c.school@det.nsw.edu.au or submit absence advice through the school email to explain the reason for any absence.

Should I Notify the School If My Child Refuses to Go to School?

"YES" - You should contact the Principal and seek assistance as a matter of urgency.

Bicycles & Scooters

Bike racks are provided for students who wish to ride their bike or scooter to school. The school cannot accept any responsibility for bikes/scooters while they are left at school. A lock and chain system is recommended to be used by students to secure their bike/scooter. Students must not ride their bike/scooter in the school grounds. By law, students who ride their bicycles and scooters to school must wear a helmet.

Book Club K-6

The school participates in the Scholastic Children's Book Club. Through the school, parents are given the opportunity to purchase popular, suitable books at cheaper prices. Notes and pamphlets are sent home each month advising parents of procedures. When the books arrive, they are distributed to students in class. The school receives free books with each order and these are either donated to the library or used in classrooms as part of the home reading scheme.

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Buses

Coleambally Central School has 8 bus runs serviced by C and J Robertson, Griffith. Buses begin to arrive at approximately 8:45am and depart approximately 3:30pm. Please advise Tony Lawrence from the bus company Robertson's directly on 0427 693316 if there are any changes to your child's bus routine.

Canteen

A committee from the P&C manage the canteen which is accredited as a "Healthy Canteen". Day to day running is in the hands of Alison DeMamiel. The canteen aims to supply a wide variety of products at competitive prices. Canteen opens from approximately 9:45am; however, orders can be placed before this time. Current menu and pricing can be found on the school website. Parents can now order via coleambally-central-school-p-c.square.site or you can use the QR Code on the canteen menu.

Change of Address

Changes of address or personal details (including changes in legal status of guardianship or legal access to students) should be reported, in writing, to the Front Office. This would include change of work telephone number for either parent.

Change of Name

Students are to be enrolled in the name on their birth certificate, unless there are court orders in place which allow a change of name.

Students can be known by a preferred first name (Will/William or Sam/Samuel), however their last name is to be as stated on their birth certificate.

Change of Routine - Home Time

If your child usually travels home by bus and you plan to pick your child up (or vice versa), OR someone else is picking them up OR they are walking somewhere, please let the front office know in writing so there is no confusion and the teacher will know exactly what is to be done at the end of the day.

We understand that due to exceptional circumstances the arrangements for a student going home may change during the day while the student is at school and that parents need to contact the office to get a message to the student.

Should you wish to notify your child of an absence/leaving early or changed transport arrangements please contact the Front Office as soon as possible or prior to 2:30p.m. on that day.

Change of Schools

If your child is transferring to or transferring from another public school please contact the school office as soon as possible so the necessary processes can occur.

Child Protection Program (K-6)

The total wellbeing of the child is an important responsibility within the school curriculum. It is Department of Education Policy to provide a curriculum, which promotes not only students' intellectual development, but also their emotional and social development. Child Protection Curriculum materials have been introduced to all grades, Kindergarten to Year 6 as part of the Personal Development/Health and Physical Education program. It aims to alert students to safe and acceptable behaviours.

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Class Formation

Classes are organised each year by staff to maximise the educational benefits of each student. Class organisation may vary from year to year depending on such factors as student enrolment numbers, staffing allocations and physical resources, e.g. classrooms available for use and staff to ensure that each child is placed in a class group suited to their stage of development and needs.

Clothing and Equipment

Each year, a large quantity of clothing and other equipment accumulates at the school because ownership cannot be traced, despite regular attempts to display these articles.

The main articles involved are jumpers, hats, lunch boxes, drink bottles and rain-wear.

PLEASE PUT A NAME TAG on all items of clothing children are likely to remove at school during the school day. It is also advised that personal property such as coloured pencils, pencil cases, school bags, lunch boxes, drink bottles etc are clearly marked with your child's name.

PERSONAL TOYS, SPORTING EQUIPMENT (except tennis balls) AND VALUABLES CAN CAUSE PROBLEMS, SO COMPUTER GAMES, DOLLS AND ELECTRONIC TOYS SHOULD BE KEPT FOR PLAY AT HOME.

Clothing Pool

A second-hand clothing pool operates from the school office. Contributions of school uniforms may be left at the office. Parents may purchase school uniform items from the clothing pool at very reasonable prices.

Collecting Your Child During School Hours

When children need to leave the school for approved appointments during the school day, they must be accompanied by a parent/carer.

No student is permitted to leave school grounds without permission of a parent or guardian.

This policy allows us to accurately record when a student leaves the school and also notifies the class teacher or relief teacher that a student has been correctly signed out by an authorised person.

Communication to Parents

NEWSLETTER - Weekly newsletters are sent home and posted on the school website each Tuesday to inform parents of school events. Community Notice board situated at the front of the school also informs parents of activities and events.

SCHOOL WEBSITE - Information about the school is available on the school website:
<http://www.coleambally-c.schools.nsw.edu.au>

FACEBOOK – Coleambally Central School / Coleambally Central School P & C

Information includes:

- Newsletters
- P & C Information
- Canteen Price Lists
- Annual School Report
- Up Coming Activities

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Communication – Pupils

Assembly Notices - information may be given to students during assemblies. There is an expectation that students report on school activities.

Year Group Meetings (Year 7 -12) - Year group meetings are held fortnightly.

COVID-19 Protocols

Latest and current details on COVID-19 protocols for families can be found at:

<https://education.nsw.gov.au/covid-19/advice-for-families>

Detention of Pupils

Teachers may detain pupils at recess and for either first half or second half of lunchtime. Adequate time will be given to eat and attend to personal needs.

Discipline

In the classroom students must be responsible for their own actions and accept the consequences. Students should be aware of classroom rules and teacher expectations. Students who disregard rules will be warned and reminded of rules. Persistent misbehaviour will be dealt with. Some serious problems might need immediate action by referral to an Assistant Principal or to a Head Teacher. If a student needs to be removed from a class, they will be sent to the appropriate Executive member with a detailed note of explanation. Instances of physical and verbal abuse directed at a teacher will be referred immediately to the Deputy Principal.

Playground problems during recess and lunch will be referred to Executive on duty if the playground supervisor needs additional support. Serious offences such as fighting or smoking will be referred immediately to the Deputy Principal.

The Department of Education has released a Behaviour Code for Students (Please refer to the Behavior Code for Students document attached at the back of this booklet.) This document clearly sets out behaviours and expectations for students attending government schools. This document is included at the back of this information booklet and can be found at the following website:

<http://www.dec.nsw.gov.au/about-the-department/our-reforms/supported-students-successful-students/behaviour-code-for-students>

Emergency Contact

Where the welfare of your child is concerned, the school cannot risk having out-of-date information. The details originally supplied by parents are kept on file. These include: address:

- telephone numbers
- emergency contacts
- serious illness, disabilities or allergies

Any subsequent changes to this vital information, or additional health matters that could affect the well-being of your child (e.g. the need to wear glasses) should be notified to the school without delay.

We need current information on hand so we can contact you in cases of emergency. This helps avoid anxiety for students who can become distressed if parents cannot be contacted quickly.

Enrolment Requirements

- All children whose 5th birthday falls before 31 July may commence school that year
- Children whose birthdays fall after 31 July will commence school at the beginning of the following year

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- Proof of Age – Birth Certificate - is required before a child is enrolled
- Proof of residence
- An immunisation certificate must be sent into the school
- No children will be accepted at school before they are 4 years and 6 months
- If the students are on visas, an Authority to Enrol from the Temporary Residents Program, must be applied for by the school, before enrolment can be offered.

Excursions

These are designed as part of the school curriculum to give students practical experience. When an excursion is arranged a permission note and itinerary are sent to parents/guardians. ***Without the written consent of a parent or guardian no student may go on an excursion. All students must wear full school uniform when attending excursions.*** Due dates for excursion payments will be notified through the School Newsletter.

All permission notes and payment if required, should reach the school prior to the excursion. Money can be paid either through the front office or through the schools electronic payment system on the website “Make a Payment”. If a student is unable to attend an excursion, due to illness for example, please inform the school as soon as possible.

Family Law

Sadly, sometimes relationships break down and the court makes orders regarding the contact parents can have with their children or the role they play in making decisions about their children’s education.

These can be Family Court Orders or Apprehended Violence Orders. Parents can also reach agreement about issues, such as contact, in a parenting plan.

If this happens it is important that you provide the school with a copy of any court orders or plan that could impact on your child’s education.

In the absence of any notification to the contrary, the school will assume that both parents continue to retain a shared and equal parental responsibility for their children and should be involved in making any decisions regarding their children’s education. This includes the right to attend school at the end of the day and take the child to their home.

This means that the school will recognise that each parent has equal duties, obligations, responsibilities and opportunities in relation to matters involving the school.

If any changes occur in your family relationships which have the potential to impact on the relationship between the school and your family, please advise the school immediately and provide a copy of any court orders that may be obtained.

These orders will be stored securely and only accessed by staff who need to see them in order to plan for your children’s learning and support and related issues.

Homework

The school expects that students will carry out a regular program of home learning. Homework aims to:-

- reinforce classroom learning
- increase skills introduced in class
- develop diligent study habits
- reinforce self-discipline; and

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- create an awareness in the home of the school's educational climate.

Students should use home study time for such activities as revision of class work, completion of work unfinished in class time, and extension work. All secondary students are to have a school homework diary in which to record homework, assignments, etc. Times for homework and amount vary from grade to grade through the school in both primary and secondary classes.

Immunisation

There have been changes to the N.S.W. Public Act, 1991. This means that parents, with children starting school in Kindergarten classes, from 1994, must present an Immunisation History Statement at the time of school enrolment that includes immunisation against whooping cough.

The Immunisation History Statement:

- reminds and encourages parents to have their children immunised against diseases which can be prevented by immunisation.
- helps identify children who have not been immunised. This means that if there is a disease outbreak, these children will have to stay at home for their own protection by law.

Immunisation History Statement can be obtained from:

The Immunisation Register – 1800 653 809 or through the Department of Human Resources website.

Infectious Diseases

Disease	Time for Exclusion from School
Chicken Pox	Exclude until fully recovered. Minimum exclusion: five days after the first spots appear.
German Measles	Exclude until fully recovered and for a minimum of six days after the rash appears.
Hepatitis (Viral type A)	Exclude until subsidence of symptoms or until receipt of a medical certificate of recovery. Minimum exclusion: seven days from onset of jaundice.
Measles	Minimum exclusion: five days from appearance of the rash. Notify Regional Director of Health in case of outbreak.
Mumps	Exclude until fully recovered. Minimum exclusion: 1 week after the appearance of swelling.

Late Arrivals

Primary and secondary students arriving late for school must report to the office (with a note explaining their lateness) and have names recorded as appropriate. A late note will be given to students who will then proceed to class. Students who are regularly late without adequate reason will have their parents contacted, and if necessary, the Home School Liaison Officer will also be informed.

Learning and Support Teacher

Coleambally Central School has a staffing supplement, which caters for students with different learning needs. This supplement enables the School to provide support programs for students K-12 by assisting in the classroom, by withdrawal of students from normal lessons to undertake individual tutoring and by modification of learning programs.

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Leaving School

School leavers are required to report initially to the Principal, Deputy Principal or Assistant Principal with a note of explanation from the parents or guardians. Office staff will give the student a Leaver's Form, and that student will be required to report to all their teachers to be signed off, along with the Librarian, Year Adviser and the Principal. All school texts and equipment must be returned and any fees or accounts must be settled. No pupil is to be removed from the roll without the permission of the Principal.

Library

The Library is available to students before school, some lunch times and after school. Our Library contains a variety of resources for use by the whole school including e-books, newspapers, books, magazines, computers, videos and Internet access. If students need assistance in the Library, they should consult with the Library staff. All classes attend the library for a specific lesson each week to develop knowledge and skills.

Lost Property

Lost property is outside the school office. Look for lost property in classrooms, corridors and playgrounds. Lost property is displayed regularly. Named articles found in lost property are returned to the owner.

Medications at School

There are times when a student requires medication to be administered at school. School staff are not trained pharmacists. If your child requires medication during school hours the following statements must be adhered to:

Only **prescribed medication** can be administered. (This includes paracetamol)

An Indemnity Form is required from the parent/guardian stating the nature of the medicine, dosage and giving consent for staff to administer the medicine, (for each and every medication type):

- Medication must be made available when needed in cases of change of routine e.g. excursions.
- The school must be informed of any serious medical conditions and children with a continuing need e.g. Bee sting reaction. This information is collated in a "Student Medical Summary" folder which acquaints staff with this important information.
- **Students requiring any medication at school must complete an indemnity form**, and this form must be renewed when doses or medication change.
- If students need short term medication e.g. Antibiotics, an indemnity form must still be completed.
- Asthmatics may keep their medication, in particular 'puffers' on their person.
- No medicine is to be kept in school bags.
- Medications are administered from the Front Office by a designated member of staff.
- Unless documentation has been completed by families, school staff will not be able to administer any medication.

If your child is diagnosed with asthma or anaphylaxis you need to provide the school with their action plan, which must be updated annually by their doctor.

Mobile Phones

Mobile phones for K-Year 6 students have been banned in schools by the NSW Government. A comprehensive Mobile Phone Policy for Years 7-12 secondary students was launched in August/September 2021.

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Money Collection & Online Payments

Generally, all money (cash/cheques) to be collected for excursions etc. is to be taken to the office by students. A receipt will be issued. If paying cash, the correct money is appreciated.

Online Payments: online payment portal linked to the school website is an option to pay some school expenses. The payment portal is a secure payment page hosted by Westpac Bank and will accept either Visa or Mastercard payments. This is the preferred way for payments.

The payment portal can be accessed on the website: <http://www.coleamball-c.schools.nsw.edu.au>

Morning Lines

Each Monday morning at 9:00 a.m. primary students assemble for a mini assembly before going to class so announcements for the week can be made and class merits can be presented.

Secondary students assemble Monday- Friday at 9:00am so announcements for the day can be made.

Music Lessons

Some students have music or singing lessons during school time and therefore leave class during this time.

New Pupils

New pupils are first interviewed by the Principal or nominee. Primary students will be issued with an enrolment form and introduced to class teachers. Secondary students will be issued with an enrolment form and introduced to the Year Adviser who will arrange for the secondary pupils to be placed in the appropriate classes.

Non Smoking Zone

Smoking is totally prohibited in all New South Wales Department of Education premises. This includes buildings and the playground.

This also applies to "out of school hours" activities.

Parents and Citizens Association (P&C)

The P & C is an active parent association which serves a number of purposes. The most important of these are:

- To provide a forum for the discussion of issues related to the school and the education and wellbeing of children.
- To act as a lobby group in an effort to gain improvements for the children of the school.
- To raise funds that will allow the children of the school to benefit from improved learning situations and conditions.
- To assist with the management of certain aspects of school organisation.
- To provide advice and information to assist with general school matters.
- To succeed in its role, the association needs the help and support of all parents.
- Please make an effort to become a member and attend meetings. If circumstances prevent your regular attendance at meetings, your help or support would still be appreciated at various association functions.

The Association meets at 5:30pm on the first Monday of the month in the school Library. All parents and carers are encouraged to attend. Your questions and ideas are valued.

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Parents and Teachers Providing Transport

Teachers and Parents often transport children on various excursions when it is a small group (usually sport excursions) because it is either not practicable to hire a bus, or because a saving is involved.

To be certain that all parties are protected, and the approval for the use of private transport can be properly made by the school, any parent supplying transport will need to show current documents at the school office.

The following are required:

- The parent/carer licence is to be sighted and number recorded.
- The vehicles registration papers must be checked to make sure that it is current. Vehicles must have seat belts available for each child being transported. A record is kept at the school office of these details and it is updated each time transport is provided.

Parent/Teacher Communication

Education is a partnership between home and school and is extremely important that clear and effective lines of communication are consistently open between home and school also, the privacy of teachers is respected outside of school hours.

Teachers can be contacted by telephoning the school and if they are unavailable a message will be given to them to phone you back. Alternatively, an email can be sent to the school email account <http://www.coleamball-c.schools.nsw.edu.au> marked to the attention of the teacher in the subject line and it will be forwarded to the teacher by the school office.

The Department of Education's Social Media and Technology Guide for staff cautions staff about having parents of students as friends on Facebook for a number of professional and privacy reasons. It is not part of our school policy for teachers to friend parents on Facebook or to respond to any parents regarding school matters through Facebook or other social media.

Teachers are also not required to provide their personal mobile phone numbers or work or personal email addresses to parents as it is expected that any enquires about school business or information about students will be conducted through the school telephone numbers or school email account.

Performances

At times cultural experiences and visiting performances are arranged for the students. Students are given the opportunity to visit or be visited by approved groups who perform in dance, music or drama. Details of these visits are sent home together with a permission slip and cost of attendance.

Playground Supervision

There are supervision rosters for the protection, welfare and safety of students in school grounds commencing at **8:30am** and finishing at **3:25pm** each school day.

In the interests of safety, parents are requested to see that students do not arrive at school before 8:30 am as there is NO SUPERVISION before that time.

During recess and lunch students are supervised in designated play areas. Playground expectations and out-of-bounds areas are made clear to students.

Presentation Night

The school Presentation Night is held each year at the end of Term 4.

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Religious Instruction

A half hour scripture lesson is held each Friday.

- Kindergarten to Year 2 – 9:30am to 10:00am
- Years 3 to Years 6 – 9:00am to 9:30am

You are encouraged to have your child/children attend a scripture group. The standard of organisation, scripture instruction and dedication of the scripture teachers attending the school are all exceptionally high, so you can have full confidence in the scripture system. You should indicate your scripture preference on the application for enrolment form.

If you wish to exempt your child from Scripture, this needs to be done in writing.

A program is also in place for secondary students.

Road Safety

- Pedestrian Crossing flags are placed on poles each morning then returned after 9:30 am then repeated at 2:30pm and 3.40pm
- Be sure your child knows the safety rules. **SHOW YOUR CHILD** how to safely cross the street
- Below are the safety rules to teach your child
- Look both ways before you cross the street
- If there are white lines, cross between them
- Walk quickly across the street - **DO NOT RUN**
- Take special care when you get off a bus
- Don't step out from behind parked cars or buses
- Play your games in a safe place, away from the street
- Ride your bike safely; obey all signs and signals
- Where there is no footpath, walk on the right-hand side of the street facing the traffic
- **WARN YOUR CHILD** against loitering on the way home, visiting friends without permission or going anywhere with strangers

School Aims

Coleambally Central School aims to:

- provide a curriculum that meets the individual needs of all our students
- encourage active participation in activities that will develop students' full potential
- prepare students to become useful members of society
- provide a happy and safe learning environment for all our students
- encourage socially acceptable behaviour
- recognise and respond to community needs; and
- publicise school achievements in the wider community

School Counsellor

The School Counsellor is Julie Hanman. Clinics are usually held on Thursday mornings via a secure online link. A wide range of students benefit from her professional ability and she works for the benefit of all school community members – students, staff and parents.

School Development Days

Five of these days are held each year. Classes do not operate on these days. Staff meet together for professional learning to discuss different aspects of the curriculum and develop Department of

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Education policies and programs. School Development Days generally occur on Days 1-2 Terms 1 and Day 1 of Terms 2,3 and 4.

School Hours

The School Office operates from 8:15am to 4:15pm Monday to Friday. Outside of these hours a recorded message will be used to inform callers of the office hours.

In the primary school, classes operate from 9:00am to 3:00pm.

A 10-day cycle is currently operating on 5 x 60-minute periods each day in the secondary school with classes running from 9:00am to 3:25pm:

- 09:00am – 10:00am Period 1
 - 10:00am – 10:05am 5-minute break (except Primary)
 - 10:05am – 11:05am Period 2
 - 11:05am – 11:25am Recess (All School)
 - 11:25am – 12:25pm Period 3
 - 12:25pm – 12:30pm 5-minute break
 - 12:30pm – 01:30pm Period 4
Primary Lunch at 1:20pm
 - 01:30pm – 02:10pm Lunch
 - 02:10pm – 02:25pm DEAR (Drop Everything and Read)
 - 02:25pm – 03:35pm Period 5
- Wednesday Terms 1 & 4**
- 09:00am – 10:15am Period 1
 - 10:15am – 11:10am Period 2
 - 11:10am – 11:30am Recess

Normal bell times for the rest of the day

School Leaders

Each year students of the primary select two captains. The secondary selects two captains and two vice-captains.

The elected students are given many tasks of responsibility. They conduct the weekly assemblies and involve themselves in student matters.

School Photographs

School photographs are taken each year, usually in Term 1.

Parents may elect to purchase school photos. Payment is made directly to the photographers on the day or through an order system before school photo day.

Secondary Wellbeing Program

On Mondays (Years 7, 8 and 10) and Tuesdays (Years 9 and 11), Thursdays (Year 12) year advisers deliver information and resources to support student wellbeing on a fortnightly basis. We believe that wellbeing is very important and has a huge impact on our student's ability to **connect, succeed and thrive** at school and in life. We support our students in this vital area by addressing pertinent topics and areas of importance to ensure our students continue to develop into confident and capable young Australians.

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Secondary Year Adviser Meetings

Year advisers are responsible for the wellbeing, educational and social development of the pupils in each of the Secondary Years at Coleambally Central School. On alternate Tuesdays and Thursdays to our Secondary Wellbeing Program, our Year Advisers meet with their year groups to provide key information and support to our students.

School Magazine

A school magazine committee produces the school magazine – “The Tower and Wheel” each year. The committee is comprised of staff and student members.

School Safety

The health, safety and welfare of all students is extremely important to us. Any person acting in an unsafe or irresponsible way will be treated most seriously. Rules are created for the protection of all and those not complying with these are often the cause of accidents.

Self-Reflection Room

In 2019, Coleambally Central School implemented a K-12 classroom management system in line with the school’s Positive Behaviour for Learning (PBL) values: Responsible, Safe, Respectful and expectations that are established within each class. These expectations of behaviour are designed to promote a positive and productive learning environment for all students consistently across the whole school. The classroom management system is designed to encourage students to make positive decisions on the behaviour they demonstrate in class and to reflect on negative behaviours.

Signing In

Under the new COVID-19 protocols ALL Parents/Carers & Visitors must present themselves to the office upon arrival to sign in using the QR code.

Sport

All students take part in regular sporting activities. Swimming, athletics and cross-country carnivals are held throughout the year. Students may also participate in inter-school sport. For primary and secondary students held on designated times depending on timetable cycle and term. Primary teachers will confirm with parents the designated sports afternoon for their class.

Student Diary Secondary

Students should have a school diary:

- to record set homework and due dates for assignments and assessment tasks; and
- to act as a means of communication between school and home.
- Parents are requested to check the diary regularly for homework entries.

Student Equipment

Primary Essentials Pack (K-6) – Is a book pack purchased through general contributions which includes all books and resources for each class required for the year.

Secondary students receive a booklist which covers all their requirements for the year. This can also be found on the school website.

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Student Representative Council

Coleambally Central School has two student representative councils, representing K-6 and Years 7-12. Students representing a year group are elected and these together with the school captains make up the SRC.

The SRC meet regularly under the supervision of teachers. Its purpose is to:

- raise issues of concern to all students.
- discuss those issues with the Principal and/or other teachers.
- raise funds for activities within the school; and
- involve students in the decision making processes of the School.

Student Welfare

The welfare of all students in the school is of prime concern to all staff members. Any child who seeks out a staff member with a problem or grievance, no matter how small or trivial it may seem to be, will be given a fair hearing and a genuine attempt will be made to overcome the problem. Coleambally Central School provides a safe, enjoyable environment for all and students are valued, cared for and encouraged by staff.

Coleambally Central School will extend and enrich the potential and achievements of our students through:

- creating an environment that is conducive to learning
- fostering individuality
- fostering and promoting self-esteem
- developing social skills
- fostering a respect for themselves and others
- celebrating student achievements and success
- providing a wide range of extra-curricular activities
- providing consistent discipline and the opportunity to develop self-discipline; and
- providing a range of subject choices both academic and vocational.

Sun Safe Policy

A Sun Smart Policy is an essential part of Student Welfare. The 'No Hat: Play in the Shade' policy aims to make children aware of the severe dangers of ultraviolet rays. We seek parental support in encouraging children to **SLIP, SLOP, SLAP** every day i.e. wear sunscreen, and hat when outdoors. If a student does not wear a hat, he/she will be required to stay in designated shade areas.

Text Books

Text books are issued in most secondary subjects and for some primary activities. Students are responsible for keeping them and returning them in the condition in which they were issued. Lost text books will have to be paid for at the cost of replacement.

Uniform

Parents and staff have indicated strong support for the wearing of the school uniform as a means of fostering school identity and tone. ***At Coleambally Central School students are always expected to wear the appropriate uniform.*** Uniform listing attached at back of handbook.

Uniforms are available for purchase through Stitch in Time, Coleambally.

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Various Information Nights

Information nights are held throughout the year. These sessions deliver information on subjects such as transition programs, entry into a new school year, new curriculum and changes in teacher methods, advice on NESA initiatives and support structures for parents and students. Parents are notified of these information nights via the school newsletter, the school website, the noticeboard and special notes.

Visitors

ALL visitors to the school are required to report upon arrival to the Front Office. Visitors are not permitted to speak to any pupil in the school without the permission of the Principal or the Deputy Principal. Visitors will be given an identification badge to wear whilst on the school premises. A copy of our ***Parent/Carer and Volunteer/Visitor – Conduct Policy*** is available from the school and all COVID protocols and procedures must be adhered to.

Working with Children Check – Volunteers

We are very fortunate to have outstanding parent support in assisting us to implement our many and varied school programs. In accordance with the *Child Protection (Working with Children) Act 2012* NSW the NSW Dept Education requires schools to have **volunteers**, (which includes parent helpers) complete a Working with Children Check – Declaration.

Anybody who volunteers for any of the activities below will need to complete the Working with Children Check Declaration.

- Helping in classrooms
- Transporting children
- Volunteering in the canteen
- Attending/assisting on excursions
- Assisting with coaching of sporting teams

You will need to complete a declaration form and return it to the office along with proof of identity. Information regarding the 100 points required are attached to the declaration form. Forms will then be certified by office staff and filed with your child's records.

What is Expected of the Student?

Students are expected to be the very best they can be in all areas of their lives. We appreciate that not every person can be top of the class but should be trying to be at their personal best. That is all we ask and all any person can expect. There will be many new rules that will need to be learnt. A new school, new friends and a new way of doing things take time for students to adjust to. We understand and we will have patience throughout the learning process. To avoid problems, it is important that students always listen to the teacher and obey the teacher's direction – **FIRST TIME!** This will ensure that students get the best education possible and that problems are avoided. Please refer to the Behavior Code for Students document attached at the back of this booklet.

What to Do When... (Students)

You have been absent for a day or two...?

- On the day you return bring a note from your parent or caregiver explaining your absence.
- Leave the note in the front office or give it to your class teacher.
- Check with your classmates and teachers on work missed or to be caught up.

You are late to school...?

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- If you get to school after 9am go straight to the front office to be marked present.
- You will be given a late to class slip to give to your teacher when you go to your first class.
- If you are late continually without an acceptable written explanation you will be interviewed by the Deputy Principal.

You are away for a longer period or know you are going to be away from school for some time...?

- If you are away for more than three days ask your parents to contact the school because it might be possible to send some work home.

When you know you are going to be away on holidays or for another reason:

Bring a note explaining your planned absence to go on holidays with your family:

- Show the note to your year adviser/class teachers.
- Talk over the work you will miss with your teachers.
- Plan how you will keep up with your schoolwork whilst away - your teachers will help you.
- Give the note to the front office.

You feel sick at school...?

- If you have an accident in the playground or become sick in class speak to your teacher who will give you a note to take to the front office.
- In sickbay, a staff member will help you and if necessary, administer first aid.
- In serious situations an ambulance will be called and your parent contacted immediately if possible.
- Sick bay is only a temporary stop and, in most cases staff will ring your parent or contact person to take you home.
- The school administers no drugs including paracetamol. "Ventolin" type inhalers are kept at school for emergency use.
- If you need to take prescribed medication whilst at school, you need to bring a note and the medication to the front office. The medication will be stored for you to pick up and self-administer if need be.

You feel sick at home in the morning...?

- You should only stay away from school for valid illnesses, emergencies or pressing family concerns.
- If you are feeling very sick in the morning talk it over with your parents and don't come to school.
- You don't need to contact the school at that time unless you are going on an excursion or have a major test or assignment due.

You must leave school during the day...?

Occasionally in emergencies or for unavoidable appointments you may need to leave school during the day:

- Bring an explanatory note signed by your parent requesting permission to leave and hand it in to the front office before 9am.
- You will be issued with an early leaver pass and your parent can collect you from the front office.

Coming to and from school each day...?

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You should come to school by the most direct route arriving as close as possible prior to 9am. In the afternoon after you are dismissed you should go directly home.

Both in coming to and going from school you should:

- act responsibly and follow road and safety rules as either pedestrians, drivers or passengers.
- be considerate of the rights of others; and
- seek help if there is a problem or danger on the way to school or from school.

You are going on an excursion...?

- Excursions may be for a single class period or for part or all of a school day.
- You must bring a permission note from your parent or guardian for all excursions.
- You pay for your excursion, if there are costs associated with it, at the front office or online via the school website.
- Unless specifically told otherwise all students going on an excursion are to wear full school uniform.

You aren't in correct school uniform...?

Coleambally is a "uniform" school and you should always be in appropriate uniform. If you are unavoidably out of uniform, you must provide a valid reason in writing.

Paying for an excursion or some other school commitment...?

- All payments for voluntary contributions, elective fees, sports bus payments and excursions are made at the front office.
- Payment can be by cash, cheque or via the school website PAYMENT icon (Preferred way of payment method). Correct amount is greatly appreciated.
- Payments can be made before school, at recess and at lunch.
- If you miss the deadline for payment for an excursion, see your teacher to find out how or if, you can still pay.

You can't play sport for some reason...?

The government expects that all students participate in organised sport at school. Supervised non-sport is provided at school for you if you can't play sport due to illness or injury.

- If you are sick, injured or must leave early from sport you must bring a note.
- Take the note to the sports organiser.

Emergency Evacuation Procedures

In the event of an **EMERGENCY EVACUATION** being required, the following procedure should be adopted:

- The school siren or back-up siren will be sounded continuously
- Where possible close windows and doors
- Staff and students are to leave books, laptops and other equipment
- Students **MUST** take their bags
- All students and staff are to make their way to the evacuation point (oval) following the safest direct route, staff to follow students
- **PRIMARY** to assemble in their classes, their class teachers to collect and mark the roll. (Julie Woodman)

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- **SECONDARY** to assemble in YEAR groups, teachers to collect and mark rolls. (Julie Woodman)
- Wait for further instructions from the Deputy Principal or other executive member.

Emergency Lockdown Procedures

In the event of an **EMERGENCY LOCKDOWN** being required, the following procedure will be adopted:

The school siren or back-up siren will sound THREE times.

- **Lock all windows and doors, where possible close blinds.**
- **BE QUIET AND STAY OUT OF SIGHT.**
- **Staff to collect all mobile phones.**
- **Wait until an executive member comes and gives the all clear.**

Note: If lockdown occurs at recess or lunch, playground duty staff are to make their way to the hall with students and await further instructions.

Bushfire Emergency Procedures

In the event of a **BUSHFIRE EMERGENCY** the following procedures will be adopted:

- First location – school to evacuate to **School Hall**.
- Second location – school to evacuate to **Library**.
- Third location - **A safe community place instructed by the RFS representative.**

Note: If this occurs during recess or lunch, playground duty staff are to make their way to the School Hall with students to await further instructions from either the principal and or the RFS.

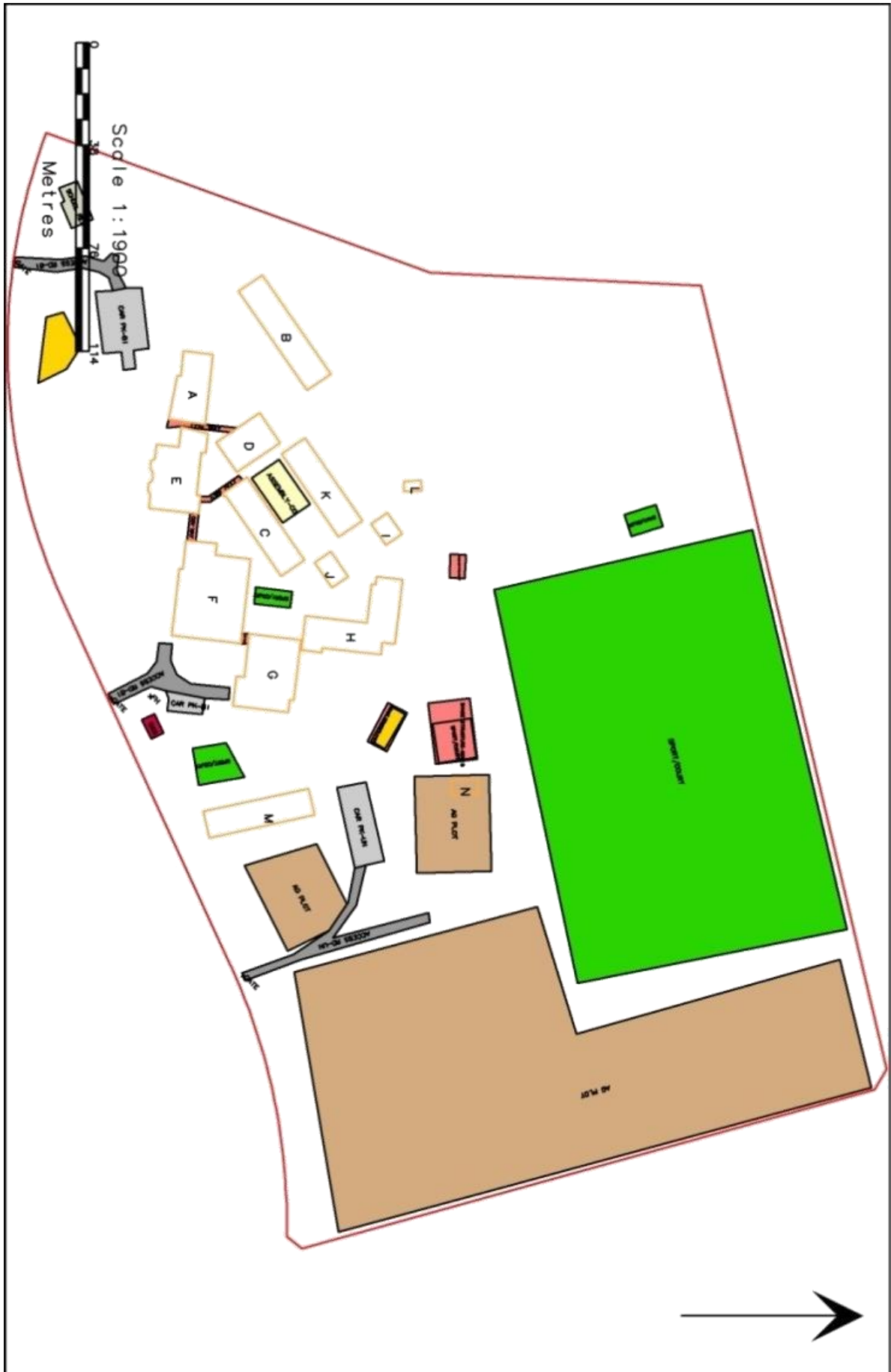
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Evacuation Area

4348 – Coleambally Central School
Site Plan (10240)



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Behaviour Code for Students

NSW Department of Education

Behaviour code for students

NSW public schools

NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

In NSW public schools students are expected to:

- Respect other students, their teachers and school staff and community members
- Follow school and class rules and follow the directions of their teachers
- Strive for the highest standards in learning
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Resolve conflict respectfully, calmly and fairly
- Comply with the school's uniform policy or dress code
- Attend school every day (unless legally excused)
- Respect all property
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools
- Not bully, harass, intimidate or discriminate against anyone in our schools

Schools take strong action in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning.

Behaviour Code for Students: Actions

Promoting the learning, wellbeing and safety of all students in NSW Public Schools is a high priority for the Department of Education.

We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

Respect

- Treat one another with dignity
- Speak and behave courteously
- Cooperate with others
- Develop positive and respectful relationships and think about the effect on relationships before acting
- Value the interests, ability and culture of others
- Dress appropriately by complying with the school uniform or dress code
- Take care with property

Safety

- Model and follow departmental, school and/or class codes of behaviour and conduct
- Negotiate and resolve conflict with empathy
- Take personal responsibility for behaviour and actions
- Care for self and others
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour

Engagement

- Attend school every day (unless legally excused)
- Arrive at school and class on time
- Be prepared for every lesson
- Actively participate in learning
- Aspire and strive to achieve the highest standards of learning

The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments. The department provides a policy framework and resources such as Legal Issues Bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment. In this context the NSW Government and the Department of Education will back the authority and judgment of principals and school staff at the local level.

education.nsw.gov.au





School Community Charter

 **Collaborative. Respectful. Communication.**

The following School Community Charter outlines the responsibilities of parents, carers, educators and school staff in NSW public schools to ensure our learning environments are collaborative, supportive and cohesive.

What our schools provide

NSW public schools work to create positive environments for students, staff and the entire school community that support student learning. We strive to ensure that every student is known, valued and cared for.

The best education happens when parents and schools work together.

The School Community Charter aligns with the NSW Department of Education Strategic Plan 2018 – 2022.



Positive environments

It is important that our NSW public schools are positive environments and that parents and carers are kept informed of students' progress and school announcements.

Parents and carers can expect:

- To be welcomed into our schools to work in partnership to promote student learning.
- Communication from school staff will be timely, polite and informative.
- Professional relationships with school staff are based on transparency, honesty and mutual respect.
- To be treated fairly. Tolerance and understanding are promoted as we respect diversity.

We treat each other with **respect**

We **prioritise the wellbeing** of all students and staff

Unsafe behaviour is not acceptable in our schools

We work **together** with the school

Ensuring respectful learning environments for all members of NSW Public Schools communities.

© NSW Department of Education



We create
collaborative
learning
environments

We
all play
our part

We work
in partnership
to promote
student
learning

Communicating with our schools

Our staff will find a time to talk to you when they can give you their full attention. Please remember that while our staff are in class or dealing with other matters, they may not be available to answer your questions immediately.

Our schools and communities will make sure that written communication is appropriate, fair and easy to read. We encourage you to use email and social media appropriately to connect with your school and stay up-to-date with up-coming events in the school community.

Our guide for parents, carers and students provides useful information about the complaints process:

education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions/guide-for-parents-carers-and-students

Respectful communication is a right

In all workplaces people have the right to feel respected. Unacceptable and offensive behaviour has no place in our school communities.

To ensure the wellbeing of students, staff and the community in our schools, steps will be taken to address unacceptable behaviour. This may include restricting contact with the school community or, in more serious cases, referral to NSW Police.



Unacceptable behaviour may include but is not limited to:

- Aggressive or intimidating actions, such as violence, threatening gestures or physical proximity.
- Aggressive or intimidating language, including the use of obscenities, making sexist, racist or derogatory comments or using a rude tone.
- Treating members of the school community differently due to aspects such as their religion or disability.
- Inappropriate and time wasting communication.



Collaborative.
Respectful.
Communication.

School Community Charter

education.nsw.gov.au

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Uniform

Primary Girls	Junior Secondary Girls Year 7-10	Senior Secondary Girls Year 11-12
SUMMER -Green & white check dress OR -Grey shorts -Green polo with black insert and logo -White socks -BLACK LEATHER SHOES -Bottle green school hat	SUMMER -Bottle green plaid skirt -White collared shirt with logo & green piping OR -Grey Shorts -Green polo with white insert and logo -White socks -BLACK LEATHER SHOES -Bottle green school hat	SUMMER -Bottle green plaid skirt -White collared shirt with logo and green piping OR -Grey Shorts -Green polo with white insert and logo -White socks -BLACK LEATHER SHOES -Bottle green school hat
WINTER -White skivvy -Bottle green school tunic -Bottle green stockings OR -Green and black polo with black insert and logo -Grey trousers -Grey socks -Bottle green polar fleece jumper with logo -BLACK LEATHER SHOES -Black school jacket with green insert and logo (optional)	WINTER -White school blouse -Black stockings OR -Grey Pants -Green polo with white insert and logo -Black school hoodie -BLACK LEATHER SHOES -Black school jacket with green insert and logo (optional)	WINTER -White school blouse -Black stockings OR -Grey Pants -Green polo with white insert and logo -Black school hoodie -BLACK LEATHER SHOES -Black school jacket with green insert and logo (optional)
SPORTS UNIFORM -K-12 Bottle green sports shirt with logo -Black Shorts -Black Track pants (no stripes or writing) -White socks -Joggers -Bottle green school hat	SPORTS UNIFORM -K-12 Bottle green sports shirt with logo -Black Shorts -Black Track pants (no stripes or writing) -White socks -Joggers -Bottle green school hat	SPORTS UNIFORM -K-12 Bottle green sports shirt with logo -Black Shorts -Black Track pants (no stripes or writing) -White socks -Joggers -Bottle green school hat

Primary Boys	Junior Secondary Boys Year 7-10	Senior Secondary Boys Year 11-12
SUMMER -Green and black polo with black insert and logo -Grey Shorts -Grey socks -BLACK LEATHER SHOES -Bottle green school hat	SUMMER -Green and black polo with white insert and logo -Grey shorts -Grey socks -BLACK LEATHER SHOES -Bottle green school hat	SUMMER -White collared shirt -Grey shorts -Grey socks -BLACK LEATHER SHOES -Bottle green school hat
WINTER -Green polo with black insert and logo -Grey trousers -Bottle green polar fleece jumper with logo -Grey socks -BLACK LEATHER SHOES -Black school jacket with green insert and logo (optional)	WINTER -Green polo with white insert and logo -Grey trousers -Black School Hoodie -Grey socks -BLACK LEATHER SHOES -Black school jacket with green insert and logo (optional)	WINTER -White collared shirt -Grey trousers -Black School Hoodie -Grey socks -BLACK LEATHER SHOES -Black school jacket with green insert and logo (optional)
SPORTS UNIFORM -K-12 Bottle green sports shirt with logo -Black Shorts -Black Track pants (no stripes or writing) -White socks -Joggers	SPORTS UNIFORM -K-12 Bottle green sports shirt with logo -Black Shorts -Black Track pants (no stripes or writing) -White socks -Joggers	SPORTS UNIFORM -K-12 Bottle green sports shirt with logo -Black Shorts -Black Track pants (no stripes or writing) -White socks -Joggers

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COLEAMBALLY CENTRAL SCHOOL UNIFORM

Available from Stitch in Time Broilga Place
Coleambally

Primary

Girls Summer Dress	\$70.00
Polo Shirt (everyday)	\$40.00
Sports Polo Shirt (boys & girls)	\$49.00

Secondary Yr 7 - Yr 12

Polo Shirt (everyday)	\$45.00
Girls White Blouse (piping & logo)	\$44.00
Girls Summer Skirt	\$70.00
Sports Polo Shirt (boys & girls)	\$55.00

CCS Hoodie supplied from school office.



Sports Uniform



Primary Uniform

Winter:

Shorts exchanged for long grey pants
& black tracksuit pants for sport
Green



Example of Primary girls winter tunic available ONLINE only
from:

<https://www.marksandspencer.com/au/ukids/school-uniform-shop/school-dresses-skirts-and-pinafores/>

With green tights and white shirt



Secondary Uniform

Clothing Pool

The school office has a very limited supply of clothing in their clothing pool available for a gold coin donation.

Uniform Shoes

Coleambally Central School Footwear

The NSW Department of Education and Training's guidelines in relation to safety and footwear in school, under the Work Health and Safety Requirements prohibit students participating in practical activities in school if not wearing substantial footwear deemed safe by the Department. Unsafe shoes include those with openings, platform or high heels; shoes made from unprotective, open-weave materials such as canvas and cottons or similar and other materials that do not provide adequate protection.

We at Coleambally Central School have developed a uniform policy in conjunction with the Department and its OHS guidelines, ensuring safety and comfort for our students. School shoes are to be all black; the entire foot is to be enclosed by the shoe, including the upper section of the foot; the shoe is to have a stout sole and firm leather uppers and the shoe is to have low heels.

This information is to help guide you with what shoes are allowed and what are not. We thank you for embracing and upholding our uniform policy.

Don't forget: School shoes are to be all black, the entire foot is to be enclosed by the shoe, including the upper section of the foot, the shoe is to have a stout sole and firm leather uppers, and, the shoe is to have low heels.



SPORTS SHOES:



Canteen Menu



COLEAMBALLY CENTRAL SCHOOL CANTEN MENU

E= EVERYDAY O= OCCASSIONALLY PRI= PRIMARY SEC= SECOND-



DON'T MISS OUT ON RECESS OR LUNCH TEXT ALISON on 0427 278 272

ORDER ONLINE BY 11AM:

coleambally-central-school-p-c-square.site or using the QR code.



Please remember to enter your child's name and order details in the NOTES section.

RECESS BITES

POPCORN (O)	\$1.10
CARROT STICKS & HOMMUS (O)	\$2.00
MUFFINS (APPLE, BLUEBERRY OR BANANA) (O)	\$1.00
CHEESE PACK (O)	\$3.00
JELLY CUPS (O)	\$1.50
GRAINWAVES (O)	\$2.00
RED ROCK DELI CHIPS (O)	\$2.00



FRESH & COLD FRUIT (SEASONAL)

APPLE, MANDARIN, BANANA SNACK BOWL (E)	\$3.00
FROZEN GRAPES SNACK BOWL (E)	\$3.00
WATERMELON SNACK BOWL (E)	\$3.00
WATERMELON LUNCH BOWL (E)	\$4.00
FRUIT SALAD LUNCH BOWL (E)	\$5.00
FRESH FRUIT (E)	\$1.00

HOT BITES

SPICY CHICKEN WINGS (E)	PRI \$3.00 SEC \$5.00
ASIAN CHICKEN & CORN SOUP	PRI \$3.00 SEC \$5.00
CHICKEN FILLET (O)	\$4.50
CHICKENBREAST NUGGETS (O)	\$1.00 each
SWEET CHILLI CHICKEN TENDER (O)	\$2.20 each
SAUSAGE ROLL (O)	\$4.50
MEAT PIE (O)	\$5.00
HOT DOGS (O)	\$4.00
PARTY PIE (O)	\$1.50

ICE COLD TREATS

FROZEN JUICE CUP (E)	\$2.00
SOUR ICE POPS (E)	\$1.00
SLUSHY WHIP (O)	\$2.50
BERRY TUBE ICYPOLE (O)	\$1.00
BEARS (O)	\$2.00
FRUIT BOMB (O)	\$0.50
MOOSIES (O)	\$2.00



DRINKS

JUST JUICE 200ML (E)	\$1.80
JUICY ISLE 250ML (E)	\$2.50
CHILL J SPARKLING FRUIT JUICE 250ML (O)	\$3.00
BOTTLED WATER 600ML (E)	\$2.00
RIVERINA FRESH FLAVOURED MILK 300ML (O)	\$3.50
RIVERINA FRESH FLAVOURED MILK 500ML (O)	\$4.50
NIPPYS MILK 375ML (O)	\$3.50
HOT CHOCOLATE (O)	8oz \$3.00 12oz \$4.00

HOMEMADE PIZZA

	PRI	SEC
CHEESE (E)	\$3.00	\$5.00
HAM & CHEESE (E)	\$4.50	\$6.00
BBQ CHICKEN (E)	\$4.50	\$6.00



Term 3 2022 (20/07/2022)



COLEAMBALLY CENTRAL SCHOOL CANTEN MENU

E= EVERYDAY O= OCCASSIONALLY PRI= PRIMARY SEC= SECOND-



SANDWICHES / ROLLS

VEGEMITE (E)	\$3.00
STRAWBERRY JAM (E)	\$3.00
HONEY (E)	\$3.00
CHEESE (E)	\$3.00
HAM (E)	\$4.50
EGG (E)	\$3.50
EGG & LETTUCE (E)	\$3.50
HAM & CHEESE (E)	\$4.70
SALAD (E)	\$5.00
CHICKEN (E)	\$4.50
TUNA (E)	\$4.00
HAM & SALAD (E)	\$5.50
HAM, CHEESE & TOMATO (E)	\$5.00
CHICKEN & CHEESE (E)	\$4.50
CHICKEN, LETTUCE & TOMATO (E)	\$4.50
TUNA & SALAD (E)	\$5.00

WHITE, WHOLEMEAL OR GLUTEN FREE BREAD AVAILABLE

PASTA & RICE

	PRI	SEC
CHICKEN CARBONARA (E)	\$4.50	\$6.50
SPAGHETTI BOLOGNAISE (E)	\$4.50	\$6.50
LASAGNE (E)	\$4.50	\$6.50
MAC & CHEESE (E)	\$4.50	\$6.50
FRIED RICE (E)	\$4.50	\$6.50

WRAPS

SALAD (E) LETTUCE, TOMATO, CARROT, BEETROOT, CUCUMBER, RED ONION	\$6.00
SWEET CHILLI CHICKEN (O) SC CHICKEN TENDER LETTUCE, CHEESE, MAYO	\$6.00
HAM (E) HAM, LETTUCE, TOMATO, CARROT, BEETROOT, CUCUMBER, RED ONION	\$6.50

BURGERS

	PRI	SEC
CHEESEBURGER (E)	\$4.00	\$6.00
PREMIUM BEEF, CHEESE, TOMATO SAUCE		
AUSSIE BURGER (E)	\$4.00	\$6.00
PREMIUM BEEF, LETTUCE, TOMATO		
CHICKEN BURGER (E)	\$4.00	\$6.00
BREADED BREAD FILLET, LETTUCE, MAYO		
CHICKEN PARMIL (E)	\$4.50	\$6.50
BREADED BREAD FILLET, PASSATA, CHEESE		
B.L.T. (O)	\$4.50	\$6.50
BACON, COS LETTUCE, TOMATO		
HAMBURGER (O)	\$5.00	\$7.00
PREMIUM BEEF, BACON, LETTUCE, CHEESE, TOMATO, BEETROOT		

SALADS

GARDEN (E) LETTUCE, TOMATO, CARROT	\$4.00
CHICKEN CAESAR (O) FRESH CHICKEN, COS LETTUCE	\$6.50
EGG, DRESSING, BACON	
SWEET CHILLI CHICKEN TENDER (O) CHICKEN TENDER, LETTUCE, TOMATO, MAYO	\$6.00
HAM & GARDEN SALAD (E)	\$5.50
FRESH CHICKEN & GARDEN SALAD (E)	\$5.50
TUNA & GARDEN SALAD (E)	\$5.50
EXTRAS - CHICKEN, EGG, CHEESE	\$0.50

MEAL DEALS

CHOOSE ONE MAIN ITEM + ONE DRINK + ONE OTHER ITEM

MAIN ITEM - ANY SANDWICH/ROLL, WRAP, PASTA OR RICE, HOMEMADE PIZZA, AUSSIE BURGER, CHEESEBURGER, SALAD BOWL

DRINK - BOTTLED WATER, JUICE BOX, SMALL MILK

OTHER ITEM - PIECE OF FRUIT

\$9



Term 3 2022 (20/07/2022)

Mobile Phone Policy

MOBILE PHONE POLICY

The NSW Government has banned the use of mobile phones in NSW Primary Schools, with secondary schools to develop their own policy after consultation with their community.

This policy covers the appropriate use and management of mobile phones at Coleambally Central School for Year 7-12 secondary students.

Mobile phones have the potential to be incorporated appropriately into lessons, opening exciting new approaches to learning. However, when these technologies are misused by students, they can be very disruptive to teaching and learning and, in some cases, cause harm. For the wellbeing of students, mobile phones should at all times be used respectfully and responsibly. Devices should not be distracting students from their learning or negatively impacting on student success and a healthy classroom environment through missed or unfinished tasks, being caught up in negative comments, or being focused on their device instead of people or other parts of their life.

The expectation is that our students use technology responsibly and respectfully and as a tool for learning when asked by the teacher. Coleambally Central School acknowledges that:

- Students may need to be in possession of an electronic device at school for reasons relating to their safety when travelling to and from school.
- There may be sometimes during school that electronic devices may be used for lesson delivery and educational engagement. The decision to use an electronic device will be made under the explicit direction and supervision of the classroom teacher.

1.0 General Guidelines

If students bring personal devices to school (including mobile phones, laptops and I Pads), they do so at their own risk. Students should always keep these items safe. Coleambally Central School will NOT be responsible for the loss or damage of these items.

Mobile phones are to be kept in the student's allocated Yondr pouch while on school premises. Failure to do so may result in disciplinary action being taken and or the mobile phone being confiscated and/or banned from coming to school.

Students must not use personal devices to threaten, bully, intimidate or otherwise harass other people through any voice, SMS or text message, photographic, video or other data transfer system available on the phone or for any illegal activity. Such activities that occur during or outside school hours may incur disciplinary action and the police may be informed.

Taking photographs or videos while at school or engaged in school-related activities by students may only occur if there is a sound reason for the photography and the student's device has been unlocked from the Yondr pouch by a teacher for a specific purpose. Students who use any type of camera to record a dangerous activity, or fight or to invade the privacy of others by taking images without consent will incur disciplinary action and the police may be informed.

Mobile devices etc. are not to be taken into examination rooms or assessment tasks under any circumstance. Failure to comply may result in the cancellation of the examination or the assessment task for the student(s) involved.

2.0 Mobile Phones and Yondr

At the beginning of the school year, every student will be assigned a personal Yondr Pouch with their name, similar to being assigned a textbook. While the Yondr Pouch is considered school property, it is each student's responsibility to bring their pouch with them to school every day.

2.1 The Yondr Process

2.1.1 School Entrance (beginning of the school day)

As students enter the school, they will:

- Turn their mobile phone off.
- Unlock their empty Yondr Pouch using an Unlocking Base at the School Entrance(s).
- Place their mobile phone inside the pouch, securely close it and store it in their backpack.

Each student will maintain possession of their mobile phone inside their Yondr Pouch for the duration of the school day. Late students will do this process at the Office prior to moving to class.

2.1.2 School Exit (end of the school day)

As students exit the building at the end of the school day, they will:

- Unlock their pouch using an Unlocking Base at a School Exit(s).

- Remove their mobile phone from their pouch.
- Securely close their empty pouch and place it in their backpack ready for the next school day.

2.2 Leaving school prior to the normal end of the school day

In the event that a child needs to leave school prior to the end of the school day the child will unlock their pouch as they exit the school. This includes senior students. If a student forgets to unlock their pouch, after school hours an unlocking station is available in Kingfisher Avenue, 24 hours a day, seven days a week

2.3 School actions for non-compliance

Below is a list of potential student violations. Each of these violations may result in the student's phone and/or pouch being confiscated by the school:

- Physical damage to the pouch in an attempt to circumvent its intended purpose. (Ex: Discoloration, pen marks, bent pin or stripped lock inside the pouch)
- Using their phone during school hours.
- Use of voice activation for phone that is in a pouch but not turned off.
- Use of earbuds, earphones etc linked to a phone that is in a pouch but not turned off.
- Use of a wrist worn watch device (i.e., Apple Watch) linked to a phone that is in a pouch but not turned off.
- Inappropriate or offensive writing or drawings on pouches will incur a \$20 replacement fee.

If a student's mobile phone is confiscated by the school, parents/carers will be contacted and will generally need to attend the school to take the mobile phone home.

3.0 Disciplinary Action

Appropriate disciplinary action in line with the NSW Department of Education's Suspension and Expulsion Policy will apply. Additionally, the students:

- Mobile phone and/or pouch may be confiscated.
- Parent/carers will be requested to attend the school to pick up their child's mobile phone and/or a replacement pouch.
- May be banned from bringing a mobile phone to school.
- Primary students found in possession of a mobile phone at school will also follow the four-step process below.

Continued non-compliance with Coleambally Central School's Mobile Phone Policy may lead to warning of suspension and/or suspension from school.

To ensure transparency, disciplinary action pertaining to unapproved use of a mobile phone during school hours will consist of four (4) steps:

1. In the first instance, the student will be required to hand the phone into the office and collect it at the end of the school day on leaving. The student will be given a verbal warning and a text message via Sentral sent to the parent/carer.
2. In the second instance, the student will be required to hand the phone to the Deputy Principal and collect it from the Deputy at the end of the school day on leaving. The student and parent will be provided with a written warning.
3. In the third instance, the phone will be required to be handed to the Deputy Principal or Principal to be placed in the safe. The phone can only be collected by a parent. Parents will be required to contact the School Office during school hours to arrange collection from a member of the school executive. The parent will be provided with a written suspension warning letter for continued disobedience when collecting the phone and will be expected to follow expectations within the School Community Charter on respectful communication.
4. In the fourth instance, the student will be suspended for continued disobedience.

In the event that the Yondr Pouch is deliberately damaged, the child will only be allowed to bring a mobile phone back to school if they or their parent/carer pay a replacement fee of \$20.00 to replace the damaged Yondr Pouch.

4.0 Emergency Contact

If a parent/carer needs to contact a student at school as a result of an emergency, they are required to call the school's main office and a written message will be sent immediately to the student. If a student needs to make emergency contact with a parent/carer they can do so through the school's main office.

Students can also discuss the need to contact persons other than parents/carers such as employers to check shifts etc. with the Deputy Principal / Head Teachers who can arrange for the Yondr Pouch to be unlocked to facilitate the contact. At the conclusion of the contact the mobile phone would need to be relocked in the Yondr Pouch.

Students are not permitted to call a parent/carer on a mobile phone to arrange for the parent to collect them from school. If a student is sick, the class teacher or deputy will direct them to the front office.

5.0 Excursions

Student access to mobile phones whilst on excursions will be decided on a case-by-case basis. Parents will be informed regarding this via the excursion permission note.

6.0 Individual Class Use

Staff will have the ability to unlock pouches for specific learning related activities, for example in Mathematics to access a calculator.

At the end of the activity phones will be returned to pouches and relocked for the remainder of the school day.

7.0 Exemptions

A small number of students will be exempt from having to use a Yondr Pouch for all or part of the day. However, these students will be required to keep their phone out of view and on silent at all times. Students who may seek exemptions include:

- Students who use a mobile phone in managing a medical condition such as diabetes or a disability.
- Students with an Educational Support Plan that specifies the use of a mobile phone in class is required in supporting the students' learning.
- Parents/carers may be requested for medical evidence to support this request as part of the planning cycle for the student.
- An exemption to support a significant issue generally around a student's safety or supporting an ill parent or carer where contact is extremely necessary may be granted in consultation with the Deputy Principal or Principal.
- Students who have an exemption will be provided with an exemption pass that must be carried at all times by the student. It is the child's responsibility to provide the pass to staff when requested. Failure to provide the pass to staff when requested may mean that students may be treated as if they do not have a pass. The exemption is normally for an agreed period of time and then will be re-evaluated. Parents and carers may request an exemption to the procedures around mobile phones (including Smart Watches), Laptops, iPads and other Electronic Devices.

These requests will be considered on a case-by-case basis by the principal.