PRINCIPAL’S MESSAGE

Chatswood Public School, established 128 years ago, is a dynamic school catering for a diverse student population from Sydney's North Shore. The school is closely associated with The school has a proud heritage of high academic achievement and supports special programs for gifted and talented students including Opportunity Classes (OC). Tailored programs for students with learning difficulties are also delivered. The school supports programs for students with disabilities including Autism, conducted within a Multicategorical Support Unit. An extensive student welfare program, developed by students for students, ensures that our students’ needs are catered for.

Chatswood Public School has an outstanding tradition in the Creative Arts and Sport. The Creative Arts incorporates programs in Music, Drama and Visual Arts. Chatswood Public School thrives on its music! We recognise that music education promotes discipline and self control, improves students’ problem solving skills and self esteem, enhances self confidence and empathy and it’s fun! We have choirs, bands, string groups, a recorder ensemble, an orchestra, instrument lessons and instrument hire. In our highly regarded Choral Program, students can join an age appropriate choir and participate in many wonderful school and external events like the Choral Concerts at the Sydney Opera House and the Schools Spectacular.

Children will have the opportunity to take part in PDHPE lessons each week by a specialised Physical Education Teacher. Children are individually assessed and graded allowing the program to be aimed at their needs. Our Sport program provides 2 hours of fitness, strength, skill coordination, health and nutrition each week, incorporating every outcome in the PDHPE syllabus. Our School provides a variety of sport programs which include soccer, netball, cricket, AFL, tennis, basketball and modified softball. Accredited coaches give children the best opportunities to find sports that they enjoy.

The school has both Mandarin and Korean LoTE (Languages other Than English) programs enabling all students to become Asia Literate. In addition the school has a Confucius Classroom and Sister School relationship with Baijiazhuang Primary School in Beijing, China and Seoul National University Elementary School, Korea. A program to assist parents to learn English has also been developed at the school. The school has received two prestigious Director General’s awards for both Music and Multicultural Education. Extensive extra-curricular programs are conducted at the school. These include: Art Club, Craft Club, Chess Club, Boys’ Dance, Drama Club, Debating Teams, Public Speaking, Environment and Garden Club, Running Club, Science Club, SRC (Student Representative Council), Chatzfest (short film festival), Library Monitors and Tournament of Minds.

The vision for Chatswood Public School is 'Excellence in a caring and enriching environment'. Visit the school website to find out more!

www.chatswood-p.schools.nsw.edu.au

Tim Dodds
Principal
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Chatswood Public School has a caring environment with a strong emphasis on student achievement. It is a stimulating and secure place of learning where students are encouraged to be responsible and independent decision makers. The staff is committed to implementing quality learning and teaching programs in all Key Learning Areas. Parents and the community feel pride and responsibility for the school through participation and understanding of the school’s programs. Students, staff, parents and the local community work collaboratively to create a harmonious school environment.

The School History

Chatswood Public School began as a one teacher school in 1883 and soon grew to a Superior Public School, which accepted students from Kindergarten through to Junior Secondary level. By 1929 it had expanded to over 2400 students. In 1959 the school reverted to its original 1883 status of a primary school.

Two special programs are an important part of Chatswood Public School. Opportunity Classes (OC) were established in 1954 for gifted and talented children in Years 5 and 6. The Multicategorical Support Class catering for children with special needs was until 2011 a special class for hearing-impaired children known as Support Hearing. The staff of this unit work closely with other teachers within the school to integrate these children into mainstream school activities.

Further history is available in the books ‘Chatswood Public School Centenary 1883-1993’ and ‘Chatswood Public School 1983-2003 The Continuing Story’.
Enrolment

Children can start Kindergarten at the beginning of the school year if they turn five on or before 31 July of that year. Kindergarten applications should be submitted in the year prior to commencement, preferably before September. Documentation providing proof of age (birth certificate or passport), proof of residential address and immunisation is required on enrolment.

Students transferring from other schools or arriving from overseas can apply to enrol at any time, preference is given to students who live within the school catchment area.

School Hours

School begins 8.55am
Recess 11.00am – 11.20am
Lunch 12.40 – 1.40pm
School finishes 3.00pm (Kindergarten children finish at 2.45pm in Term 1 only)

Kindergarten recess and lunch is earlier than the times listed above.

Collection of your Child

It is important for your child to know the procedure for collection in the afternoon. Collection time is 3pm and all students are required to leave the premises promptly after school concludes. If you change the normal arrangements, please let the teacher know. This can avoid having distressed children in the afternoon. Please instruct children to go to the main school office if plans go wrong as there is no teacher supervision after school.

Partial Absence from School – Late Arrival and Early Departure

Sometimes it is necessary for a child to leave school early for family or medical reasons. These children must be picked up from the school by a parent or guardian. The child can only leave the school after the parent has given the class teacher a ‘Partial Absence Slip’ obtained from the school office.

If your child arrives at school after the morning school bell, parents must visit the office to sign a ‘Partial Absence Slip’ which the child takes to their class teacher. Alternatively, the parent/carer can provide a letter of explanation to the class teacher.

Contacting the School

Parents/carers who wish to contact a teacher should ring the School office on 9419 6127 to be put in contact with the appropriate member of staff (or write to the staff member, if appropriate). Teachers are available, by appointment, for interviews before and after school.

The Deputy Principal Mr Terry McKinnon is responsible for the Multi Categorical Class and Deputy Principal Ms Su Hill is responsible for ESL, Asian Languages and International students. The Principal Mr Tim Dodds or the Deputy Principals can be contacted for continuing or extensive concerns.
Absences from School including Sickness

If your child is sick, please keep them at home until they are well again. Please phone the school if your child will be absent for a prolonged period or contracts a contagious disease. An explanatory note must be handed to the teacher when your child returns to school after any absence. Parents of students who are absent from school for unexplained periods may be referred to the Department of Education and Communities Home School Liaison Officer.

Leave

In the event that a student will be absent from school for a period of time, please write a letter giving relevant details to the class teacher prior to taking leave. For an absence exceeding 3 weeks, write a letter addressed to the Principal requesting extended leave and you will be asked to complete an ‘Exemption from Attendance at School’ form to be approved by the Principal.

Leaving the School

If your child will be leaving the school, please notify the Principal by letter as soon as possible. All Library books and any rented musical instrument must be returned and all outstanding invoices paid before a transfer certificate or attendance letter can be provided.

Change of Family Information / Details

New families to the school receive an enrolment form to be completed and returned. This supplies the school with your child and family details as well as any medical information which may be needed in an emergency. If your family circumstances, family name, address, contacts numbers (home or mobile) change, please inform the school as soon as possible.

Student Invoices

Parents are invoiced each term for their child’s term activities and school requirements. Invoices are sent home in Week 5 of each term. Prompt payment accompanied by the complete invoice is appreciated and can be ‘posted’ in the green letterbox adjacent to the front office window. Any cash or cheques brought to the school office should be in a sealed, named envelope. Preferred payment is by Visa or Mastercard. Cash payments can be made on a Monday, Wednesday or Friday morning. Receipts for payments are issued to students via their class teacher. In the case of expensive excursions (eg school camps), payment is required before attendance at that excursion.

Bus and Rail Passes

K-2 students receive free travel passes on request. From Year 3 onwards, children outside the boundary of 1.6 kilometres also receive free travel passes on application. Years 3-6 children within this boundary may also apply for free travel if they have a valid health or safety reason. Other Years 3-6 children may apply for travel passes at a cost depending on how far they are travelling. All travel application forms are available at the school
Lost travel passes can be replaced by filling in a Bus or Rail Replacement form from the school office which must be sent directly to the relevant travel company – Sydney Buses charge $15 and RailCorp charges $26 for replacement passes.

**Uniform**

It is school policy and community expectation that children wear school uniform. This includes the wearing of a school hat all year round. The school has a “No Hat - Play in the Shade” policy in place. The school colours are royal blue and white. A uniform list is available from the school website, uniform shop or administration office. Please see pages 21-23 of this booklet for details of uniform items.

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**STUDENT SAFETY**

**School Gates**

In the interest of child safety our school gates are locked from 9:30am to 2:30pm. If you need to access the school during this time you need to use the Pacific Highway entrance to the main building. All visitors must report to the administration office.

**Walking to School**

When walking to school with your children, only use the pedestrian entrances. In the interests of safety, children must always use the overhead walkway to cross the Pacific Highway. Please remind your children to use this amenity.

**Parking**

As with most schools, finding a parking space outside our school can be a problem. To avoid placing lives in danger, please find a space so that the pedestrian crossing on Centennial Avenue remains a safe place to cross - morning and afternoon.

The School Car Park is for school staff only. Please do not drive into the school grounds.

**Student Supervision**

Children are supervised between 8.30am and 3pm. Parents are requested to ensure that children do not arrive before 8.30am and do not return to the school grounds after they are dismissed at 3.00pm. Children, even in the company of a parent, are not permitted to use the playground equipment before 9.00am or after 3.00pm.

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**STUDENT HEALTH**

**Sickness and First Aid during School Hours**

If a student becomes sick or is injured during the school day they are attended to by the office staff. If required, the office staff will contact parents/carers using one of the contact numbers provided. It is therefore vital that you notify the school of all changes of address, telephone numbers and emergency contacts. Emergency first aid is provided to students in the first aid room opposite the main office. Emergency and other important calls can be made to the main office on 9419 6127.
**Medication at School**

The administering of short term medications, like antibiotics, is organised through the School Office, by parents completing and signing a Request Form. All medication is held in the Office and given to students by staff at the appropriate times. School staff cannot administer medicines without written permission forms having been submitted.

Medication for students with chronic conditions like Asthma and Allergies is also held in the School Office, along with their Action Plans, for use as needed. These medications accompany students when they leave the school grounds for excursions or sport. In the interests of your child’s health and safety, if they suffer from any chronic illness, please provide the medication and Action Plan promptly.

**Will my child have to stay home if there is a disease outbreak at school?**

If a child has one of the childhood diseases, then he/she will have to stay at home until well. Unimmunised children who have been in contact with the sick child must stay at home during the outbreak. This will prevent the disease from spreading to other children and the school community.

<table>
<thead>
<tr>
<th>Disease</th>
<th>The Patient should:</th>
<th>Unimmunised children who have been in contact with the sick child.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIPHTHERIA</td>
<td>Stay at home until a doctor has given a certificate of recovery</td>
<td>Should remain at home until cleared to return to school by a Doctor.</td>
</tr>
<tr>
<td>TETANUS</td>
<td>Stay at home until fully recovered</td>
<td>Can attend school</td>
</tr>
<tr>
<td>CHICKEN POX</td>
<td>Stay at home for at least 5 days after spots appear or until blisters have crusted</td>
<td>Can attend school</td>
</tr>
<tr>
<td>PERTUSSIS</td>
<td>Stay at home for 14 days from start of illness or until 5 days of a 14 day course of antibiotics have been completed</td>
<td>Can attend school</td>
</tr>
<tr>
<td>MEASLES</td>
<td>Stay at home for at least 4 days from the appearance of the rash</td>
<td>Should stay at home for 14 days or, if they are immunised within 72 hours of exposure, they can return to school</td>
</tr>
<tr>
<td>MUMPS</td>
<td>Stay at home for 9 days after the appearance of the swelling</td>
<td>Can attend school</td>
</tr>
<tr>
<td>RUBELLA</td>
<td>Stay at home for at least 4 days after the rash appears</td>
<td>Can attend school</td>
</tr>
<tr>
<td>POLIOMYELITIS</td>
<td>Stay at home for at least 14 days from the start of illness and until a doctor has issued a certificate of recovery</td>
<td>Can attend school</td>
</tr>
</tbody>
</table>
Sunsmart Policy

Chatswood School has a **NO HAT - PLAY IN THE SHADE** policy during recess, lunch, sport, excursions and sports carnivals. Children without hats play in designated shady areas. Outdoor activities will be held in areas of shade whenever possible, and teachers will endeavour to schedule outdoor activities before 11.00am and after 2.00pm.

Staff, students and parents are encouraged to practice SunSmart behaviour by:
- wearing hats and appropriate clothing where possible
- using SPF 15+ board spectrum, water resistant sunscreen for skin protection
- seeking shade whenever possible

STUDENT WELFARE

*Student Welfare encompasses everything that the school community does to meet the personal and social needs of the students. It involves recognising, valuing and developing each student as a total and unique person.*

Welfare Policy

**We recognise:**
School should be a place where every student can learn and grow with confidence. Ideally, it should help students become self-directed, life-long learners who can create a positive future for themselves and the wider community. Schools need to be safe and happy places for students. Teachers, parents, carers and the community can help in providing a nurturing environment that facilitates each student’s development.

Beliefs

*At Chatswood Public School we believe that everyone:*  
- has the right to be safe, valued and happy  
- has equal rights and responsibilities in work and play  
- should act responsibly and accept responsibility for their own actions  
- accept responsibility for their own learning  
- strive to achieve their potential  
- support each other with a spirit of friendship and cooperation

Aims

*Chatswood’s Student Welfare Policy and practices are designed to develop in students:*  
- an enjoyment and satisfaction in learning  
- an ability to communicate effectively  
- a coherent set of values to guide behaviour  
- personal and social responsibility for their actions and decisions  
- self worth and dignity  
- self reliance  
- a sense of cultural identity  
- a feeling of belonging to the wider community  
- a caring and responsible attitude towards others  
- an ability to form satisfying and stable relationships
School Code

Students of Chatswood Public School will abide by the school code:

- Good manners
- Consideration for others
- Respect for others and their property
- Best work always
- Tidy appearance
- Punctuality
- Self control and thoughtfulness at all times

A Zero Tolerance to Bullying

At Chatswood Public School we believe school should be a place where:

- Everyone cares for himself or herself and for others
- Everyone accepts one another and feels accepted
- Everyone is different and difference gives us strength
- Everyone can learn and grow
- Everyone can have fun and share happiness

We support students at Chatswood Public School through:

- The Active Citizenship Program
- Classroom based Personal Development programs
- The Child Protection Program which aims to assist students in developing skills in recognising and responding to unsafe situations and seeking assistance
- The Learning Support Team
- The Student Representative Council
- Caring and committed staff ensuring students’ rights are respected and responsibilities accepted
- The ongoing partnership between staff and parents promoting inclusiveness and nurturing individuality

School Counsellor

A qualified School Counsellor is currently available at our school on Tuesdays, Wednesdays and Fridays. Teachers or parents can request an appointment through the office or class teacher if concern is felt for a child’s learning or social skills. The School Counsellor can refer your child for other specific help. In addition, the School Counsellor is available to support school community members.
Newsletter

The weekly School Newsletter is emailed on a Thursday. To receive the Newsletter by email you will need to visit the Chatswood Public School Website and register. Our website can be found at www.chatswood-p.schools.nsw.edu.au. The Newsletter is one of the most important sources of communication between the school and home. Information about the school is also relayed to parents through:

- The School website
- P&C meetings and parent morning teas
- A Parent/Teacher Information Night in Term 1
- Parent/Teacher interviews throughout the year
- Class Parents who are appointed at the start of the year to assist in communication between the home and the school and to welcome new families into the school community
- The School Management Plan which is available on request after its presentation to the P&C
- Notice Boards in both primary and infants buildings
- “Chatties Wood” - the annual school magazine which is a record of the school year – including photos and examples of children’s work

Reporting to Parents

Reporting to parents is ongoing throughout the year with many opportunities provided to update student progress. In Term 1 a Parent Teacher Information night is organised for each class to map out the student’s learning for the year. Term 2 has an emphasis on parent, teacher and student interviews to further clarify student development. A Semester 1 student report is also provided. In Term 3 the reporting process adopts an interactive approach where parents are invited into the classroom to view work and whole school teaching and learning activities. Term 4 is the culmination of the entire year and formal reports are sent home.

Further to all of these activities, parents are encouraged to discuss with teachers any issues regarding their child’s development. All staff are available to discuss children’s progress and any problems that may arise. Please make an appointment with the class teacher at a mutually convenient time. Teachers, where they feel the need, will also contact parents to provide updates and arrange meetings to discuss progress. Interviews with the School Principal, Deputy Principals, Assistant Principals and general enquiries should be made through the school office.
The curriculum documents in these Key Learning Areas (KLAs) are issued by the Department of Education and form the basis for the planned learning experiences and contain explicit expectations for the learning opportunities, which all students in primary schools should experience. Students are also encouraged to enter competitions across the KLAs.

1. **English**
   - Reading
   - Writing
   - Talking and Listening

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

3. **Science and Technology**
   - Science
   - Computers

4. **Human Society and its Environment**
   - People
   - Cultures
   - Societies
   - Environments

5. **Creative Arts**
   - Music
   - Visual Arts
   - Drama
   - Dance

6. **PD, Health and PE**
   - Personal Development
   - Health Education
   - Physical Education

7. **LOTE (Languages other than English)/Community Language**
   - Mandarin and Korean
The Library (Information and Communication Services Centre)

Students may borrow for assignments and leisure reading for a period of two weeks. Books may be borrowed during the class library time each week or at lunchtime each school day, except Friday. The library is also equipped with a computer lab which provides up-to-date information in an engaging manner. Parents are asked to provide a waterproof library bag (which can be purchased from the Uniform Shop) to ensure that books are handled responsibly and returned on time.

Visual Arts

A specialist teacher conducts regular lessons in the Practical Activities Room for students in each class. The school successfully participates in exhibitions and competitions.

School Sport

It is important that our children have the best start in life with their health and fitness. Children will have the opportunity to take part in PDHPE lessons each week with a specialist Physical Education Teacher. Children are individually assessed and graded allowing the program to be tailored to their individual needs. Our sport program provides 2 hours of fitness, strength, skill coordination, health and nutrition each week, incorporating every outcome in the PDHPE syllabus.

Our school provides a variety of sport programs which can include soccer, netball, AFL, cricket, tennis, basketball, touch football, modified softball and dance. Accredited coaches give children the best opportunities to find sports that they enjoy. Students from years 2-6 participate in a school swimming program.

Sports Carnivals

Athletics, Cross Country (Years K-6) and Swimming (8 years or older only) Carnivals are held each year with many students going on to Zone, Region and even State levels to represent the school. House colours are generally worn at the school events. Parents are encouraged to attend.

School Houses

The School Houses are Phillip (blue), Hunter (yellow), King (red) and Bligh (green), named after Australia’s first Governors, providing keen competition in class and sporting events.

Representative Sport (PSSA)

Chatswood Public School is a member of the Primary Schools Sports Association (PSSA) with teams selected to compete in cricket and modball (summer) and soccer and netball (winter). Trials for children from years 3-6 are held in Term 1 for summer PSSA teams and in Term 2 for winter PSSA teams.
School Assemblies

A separate assembly is held each week for Kindy – Year 2, Years 3-4 and Years 5-6 students. Special assemblies may be held throughout the year. Parents are always welcome to attend, especially if their child is performing. At the end of each term a special ‘Honour Assembly’ is held. Students are awarded with certificates for Excellence, Improvement and Citizenship in the focus area for that term. An Awards Ceremony and an Extra Curricular Activities Assembly are held at the end of the year to celebrate student achievement.

Enrichment Programs

Chatswood Public School has a proud reputation in providing enrichment activities for all students. The school has two Opportunity Classes (OC). Entry to these classes is by way of the OC placement test which students may take in Year 4. The placement process is undertaken externally by the Department of Education and Communities. In all classes, students of all abilities are catered for. Children who exhibit high ability are provided with learning programs which provide extension. Many staff have received training in the delivery of Gifted and Talented programs.

Excursions and Camps

Class and school excursions take place regularly as a basis for learning and are an important part of the school curriculum. When children are involved in these activities, the opportunities for them to learn through socializing, listening, talking, reading, writing and drawing are enhanced.

- Notes giving full details of the excursion are always sent home
- Permission notes must be signed by a parent/guardian and returned to the teacher by the due date
- School uniform must be worn unless otherwise stated
- Parents are invited to assist teachers, however preschoolers cannot be taken
- Costs associated will be included in the School’s term invoice

Year 4 has a short 2 day camp, Year 5 travel to Bathurst for a 3 day camp and Year 6 visits Canberra for 3 days as an extension of the Year 6 Curriculum.

The school expects that all students will attend planned excursions and camps.
National Assessment Program Literacy and Numeracy (NAPLAN)

Children in Years 3 and 5 across the state participate in this program to assess their skills in Literacy and Numeracy. The tests are conducted in May.

Book Club

Ashton Scholastic pamphlets and order forms are sent home twice per term. If you wish to purchase a book for your child, fill in the order form and return it to the class teacher by the due date with payment. Orders will be returned approximately 2-3 weeks after ordering.

Special Religious Education – Scripture

Special Religious Education (SRE) or Scripture at Chatswood Public School is currently available in the following denominations (subject to change):

- Protestant (Christian)
- Korean Protestant
- Catholic
- Buddhism
- Baha’i
- Judaism
- Hinduism
- Islam

Other denominations that may be available are:

- Greek Orthodox

Those students who do not attend a Scripture class will attend Non Scripture.

Students who choose Non Scripture have a further option of Philosophical Ethics Classes (known as Special Education in Ethics). These classes are held at the same time as Scripture and are an alternative to Non Scripture.

All Catholic and Protestant classes have a combined Scripture Service for the Easter and Christmas celebrations.

Scripture enrolment forms are issued by the school and have a section where you can nominate the SRE group that you would like your child to attend or whether you would prefer Non Scripture or Ethics (Year 5 and 6 only). You do not need to be practicing a religion to join a scripture group.

However, at any time in your child’s attendance at Chatswood Public School you have the opportunity of changing your original nomination. A letter indicating your preference should be sent to the Scripture Coordinator so that the changes can be made.

All Scripture teachers are authorised representatives of their religious groups and are volunteers who come weekly to teach their faith to the Students at Chatswood Public School, who have nominated to receive it.
Extra Curricular Activities

In addition to their school subjects, students are encouraged to become involved in:

- The Student Representative Council (SRC)
- Music - Choirs, Bands, Orchestra, String and Recorder Ensembles, which attend competitions, perform publicly and at school functions
- Chess – social chess club and/or interschool and intraschool competitions. Expert coaching is also available
- School Debating and Public Speaking teams
- Tournament of Minds which is a problem solving and performance competition
- Drama Club / Board Games Club / Yoga Club / Ipad Club
- Chinese Dance / Korean Dance / Dance Group
- Environment and Garden Team
- Science Club
- Running Club
- Year 5 & 6 roles as library monitors
- Year 6 leadership roles: Playground monitors, sport monitors and canteen monitors
- Peer Support, where children in higher grades provide support and encouragement to Kindergarten and Year 1 children
- PSSA Sporting teams
- Chatzfest film festival
- UNSW Competitions in Science, Computing, Maths & English

Music – Instrumental and Choral Programs

Chatswood Public School recognises that music education promotes discipline and self control, improves students’ problem solving skills and self esteem, enhances self confidence and empathy and is fun! Students are offered many fabulous opportunities to experience the wonderful world of music making. We have choirs, bands, string groups, a recorder ensemble, an orchestra, instrument lessons and instrument hire. Through our Instrument Program, students in Years 1-6 can hire an instrument, be tutored in that instrument at school, in school time, by professional musicians and be part of one of our many fabulous ensembles.

In our highly regarded Choral Program, students can join an age appropriate choir and participate in many wonderful school and external events like the Choral Concerts at the Sydney Opera House and the Schools Spectacular.

In 2005 we were thrilled to be awarded the Director General’s Award for Excellence in Extra Curricular Music. We’re very proud of our extensive and inclusive extra curricular music program.
Apart from mainstream class teachers, the school has a number of specialist teachers for Library, Visual Arts, K-6 Sports Program, Gifted and Talented and Learning Assistance. As well as classroom teaching, all teachers within the school have additional areas of responsibility, e.g. Sports, Chess Club, Choir, Dance, Drama, Public Speaking, Debating and Environment.

The school also has 2 Opportunity Class (OC) teachers, experienced in teaching gifted and talented children. The Multicategorical Class has a specialist teacher working with children who have disabilities, assisted by a number of Teacher’s Aides. There are ESL Teachers (English as a Second Language) and Community Language Teachers (Mandarin and Korean) who support the curriculum.

**Community Language Teachers**

There are two community language teachers involved in teaching Mandarin through all classes in the school. A Korean Language Teacher provides support to the Korean Students.

**English as a Second Language (ESL) Teachers**

There are 4 full time ESL teachers at the school. Our ESL Teachers assist students whose home language is not English as well as those students who may be having language problems. These English language lessons can be conducted in small groups away from the main classroom or in the classroom, to provide a happy and secure learning environment. The teacher helps these children to learn and improve their English.

**Learning Assistance Teachers**

In classrooms, students of all abilities are catered for. A learning assistance teacher is employed for students who are experiencing difficulties with their school work. The Learning Support Team oversees the learning difficulties program.

**School Counsellor**

For details on how to contact the School Counsellor, please see Student Welfare in this booklet.
Parent and Community Involvement

The school welcomes the involvement of parents and community members in a variety of ways. Some teachers invite parents to help with class activities (such as reading, spelling and technology), during excursions and other special activities. If you would like to become more involved please contact your Class Teacher or Class Parent.

The following groups are also always looking for parent help:

- The P&C and its committees need active parental assistance.
- The School Canteen needs parents who are rostered to help, usually one day per month.
- The Uniform Shop has parents rostered to help on Tuesdays and Wednesdays.
- The Teacher/Librarian always welcomes permanent or casual helpers.
- The Instrument Program cannot operate without parental assistance.

If you would like to assist or volunteer please contact the school office on 9419 6127 for more information and contact details.

Parents and Citizens Association (P&C)

The Parents and Citizens Association (P&C) is the parent body within the school which welcomes the involvement of all parents and community members. Joining the P&C is your opportunity to keep well informed about the school and participate in decisions about many aspects of school life.

Goals

The goal of the Parents and Citizens Association (P&C) of Chatswood Public School is to assist the staff and teachers of the school to ensure that all students at the school receive a quality education encompassing both academic and non academic pursuits in an inclusive and safe learning environment.

To assist in achieving these goals, the Chatswood Public School P&C strives to:
1. Raise funds to provide resources, facilities and equipment for the school.
2. Increase parental participation in the school including providing parents’ perspectives in school decision-making.
3. Ensure that quality extra-curricular activities are provided.
4. Work in partnership with the school staff to achieve common goals.
5. Review the school’s performance both academically and socially with the school’s management team.
6. Promote and facilitate open communication amongst the school community.

The P&C meets on the 4th Tuesday of each month at 7.30pm in the School Library. The meetings are friendly and informal and we welcome all our school parents and any concerned citizens to join us and find out what is going on at our school and share our views and expertise.
**P&C Financing**

The P&C raises money to support school programs and development projects. The largest proportion of funds are raised through a voluntary parent contribution. The amount of this contribution is determined at the end of each year for the following year. The contribution is paid with the school 1st term invoice.

The funds raised through the P&C’s voluntary parent contribution are passed directly on to the school on a regular basis and form an essential component of the school’s revenue. The money is used in the provision of teaching resources across all the key learning areas including books for the library, maths resources and computers as well as improvements to the playground. The funds provided by the P&C supplement the funds provided by the Department of Education and Communities and help to provide the monies needed to meet the goals outlined in the School’s Annual Report.

In recent years the P&C have raised funds to replace the Astro-turf (fake grass), renovate the Canteen, half fund the Infant’s COLA and upgrade the Cottage which houses the Instrument program, out of school child care program and the Uniform Shop.

**The P&C Executive Committee**

At the Annual General Meeting (AGM) in February each year, 5 officers are elected to form the P&C Executive Committee: President, Treasurer, Secretary and 2 Vice-presidents. The School Principal is also an ex-officio member of the P&C Executive.

These Executive Committee members are all parents of children attending the school. They seek to represent the needs and concerns of all children and parents within the school community.

Please direct any correspondence for the P&C to the Secretary by mail to the school (Chatswood Public School, Pacific Highway, Chatswood NSW 2067).

**The P&C Sub-Committees**

The P&C has a number of sub-committees to address the main areas of P&C activity. Each Committee is chaired by a Convenor who organises committee meetings, coordinates the activities of the committee and represents the committee at P&C meetings. Most of the sub-committees also have a Treasurer who is responsible for managing the sub-committee accounts and quarterly reporting to the P&C. These Convenors and Treasurers are elected at the AGM each February.

The sub-committees are:
- Instrument Committee
- Grounds Committee
- Canteen Committee
- Class Parents Committee
- Uniform Shop Committee

As the scope of these committees and activities indicate, the P&C at Chatswood Public School plays a vital role in maintaining and enhancing the educational and extra-curricular activities on offer to students at the School.
**Instrument Committee**

This very hard working committee oversees the extra-curricular instrument program at the school which includes individual instrument tuition as well as bands, an orchestra, recorder ensemble and string ensemble. It also co-ordinates the purchase, hire and maintenance of our instruments. At the end of each year the committee arranges a fabulous weekend-long music camp for all the children who participate in the group music programs at the school. The children enjoy the camp and it provides a wonderful opportunity for them to build on their musical skills.

*Correspondence for the Instrument Committee can be directed via email to admin@cpsmusic.org.au*

<table>
<thead>
<tr>
<th>Canteen Committee</th>
<th>Class Parents</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Canteen Committee manages and runs the School Canteen which follows the Department of Education’s recommendations for a Healthy Canteen. The school canteen is open Monday to Friday and serves a range of reasonably priced healthy snacks and meals at recess and lunchtime. The canteen is ALWAYS looking for extra volunteer helpers – if you can join the roster, please contact the Canteen supervisor during school hours.</td>
<td>The Class Parents are parents (both mums and dads) who have volunteered to be their child’s class parent representative. Class parents assist the school in promoting effective communication and liaison between the school and parents and provide a conduit for P&amp;C information. The Class Parents for each year group are allocated either a social or FUNdraising function to be held during the school year, these include the Back to School BBQ, Trivia Night, Infants Bush Dance, Primary Disco, Carols in the Playground and Fathers’ Day Breakfast.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Uniform Shop Committee</th>
<th>Grounds Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>This Committee oversees the smooth operation of the school Uniform Shop which is located in the Cottage and is open Tuesday and Wednesday mornings. The shop sells the full range of new school uniforms at very reasonable prices and also offers good quality second hand clothing at significantly discounted prices. Again, helpers are ALWAYS needed! Please contact the Uniform Shop supervisor if you can assist.</td>
<td>The Grounds Committee works very hard throughout the year to improve the look of the school grounds. They arrange working bees throughout the year to keep the garden areas maintained.</td>
</tr>
</tbody>
</table>
Lost Property

Children should not bring valuables to school. Lost articles of clothing will be placed in the “Lost Property” bin located near the Canteen. Small articles are usually handed in at the school office. Labelling items will ensure that they are returned to their owners.

Before And After School Care

Before and After School Care is provided at school for students from Kindergarten to Year 6. The Cubbyhouse operates from the Cottage at the rear of the school from 7.00 in the morning until teacher supervision commences in the playground at 8.30am and in the School hall from 3.00pm until 6.00pm in the evening. Contact can be made during operating hours (7.00am-8.55am and 3.00pm-6.00pm) on 0434 708 021 or out of hours on 1300 553 583. To obtain an enrolment form visit www.afterschoolcare.com.au, email accounts2@cubbycc.com.au or phone Cubbyhouse Childcare on the 1300 553 583 number.

Willoughby City Council also provides after school care at Chatswood Oval in Albert Avenue. Children are walked from school to the centre by centre staff. Care is provided from 3.00pm-6.00pm. Full day care (8.00am-6.00pm) is also available during School Holidays and School Development Days. For further information, please contact the Out of School Hours Co-ordinator for the centre on 9777 7845.

Students will need to be registered prior to using the Before and After School Care.

The School Canteen

The canteen is open five days a week for morning tea and lunch. It is operated by a parent committee and is staffed by a manager and parent volunteers. A range of healthy lunches and snacks are provided. Only small amounts of money are required. An online ordering system is available at www.school24.com.au (registration code 2527963). Lunches can also be ordered in person at the school canteen before school (last orders taken at 9.30am). They are delivered to the classrooms prior to the lunch bell. To contact the canteen, please call 9411 3761.

Uniform Shop

School uniforms are available from the Uniform Shop, which is operated by a parent committee and is staffed by a manager and parent volunteers. Opening times are Tuesdays and Wednesdays 8am-11am during the school term or as advertised in the school newsletter. Once a term a sale of second-hand uniform items is also organized. The Uniform Shop is located in the Cottage which is behind the K-2 Infants building.

The Uniform Shop also operates an order system. Order forms can be obtained from the Uniform Shop, the school website, or the school administration office and will be processed upon credit card payment only. Orders left in the Uniform shop can be collected between 8am and 11am on the following Tuesday or Wednesday.

Please note that the shop accepts payment by cash, Visa & MasterCard (minimum sale $25) and Eftpos (no cash out). Cheques are not accepted.
**Summer uniform for girls**

- **Hat - microfibre (15)**
  - 帽子-优质聚酯纤维质料
  - 모자 - 마이크로섬유

- **Summer dress (11)**
  - 夏季连衣裙
  - 여름 드레스 (여)

- **White socks - cotton (16)**
  - 白色短袜-棉质
  - 하얀 면양말

- **Black school shoes**
  - 黑皮鞋
  - 검정 운동화나 검정 구두

**Summer sports uniform for girls**

- **Hat - microfibre (15)**
  - 帽子-优质聚酯纤维质料
  - 모자 - 마이크로섬유

- **Polo sport shirt - short sleeve (1)**
  - T恤运动衣-短袖、
  - 폴로 스포츠 셔츠 - 반 소매

- **Sport culottes (14)**
  - 体育裤
  - 체육복 반바지

- **White socks - cotton (16)**
  - 白色短袜-棉质
  - 하얀 면양말

- **Sports shoes**
  - 运动鞋
  - 운동화

**Winter uniform for girls**

- **Hat - microfibre (15)**
  - 帽子-优质聚酯纤维质料
  - 모자 - 마이크로섬유

- **Peter pan blouse - long sleeve (20)**
  - 長袖衬衣
  - 피터팬의 콩라우스-긴 소매

- **Winter tunic (19)**
  - 冬季背心连衣裙
  - 겨울 길옷

- **Stud jacket - with school crest (4)**
  - 外套（夹克衫）-印有校徽
  - 학교 상징 마크 찍힌 상의

- **Navy tights - heavy cotton (22)**
  - 袜子-厚棉质
  - 남색 스타킹 - 두꺼운 양

- **Black school shoes**
  - 黑皮鞋
  - 검정 운동화나 검정 구두

**Winter sports uniform for girls**

- **Hat - microfibre (15)**
  - 帽子-优质聚酯纤维质料
  - 모자 - 마이크로섬유

- **Polo sport shirt - long sleeve (2)**
  - T恤运动衣-长袖
  - 폴로 스포츠 셔츠 - 반 소매

- **Stud jacket - with school crest (4)**
  - 外套（夹克衫）-印有校徽
  - 학교 상징 마크 찍힌 상의

- **Track pants - boot leg (21)**
  - 深蓝色长裤
  - 체육복 긴 바지

- **White socks - cotton (16)**
  - 白色短袜-棉质
  - 하얀 면양말

- **Sports shoes**
  - 运动鞋
  - 운동화
Summer uniform for boys

Hat - microfibre (15)
帽子-优质聚酯纤维材质
모자 - 마이크로섬유

Short sleeve blue shirt (23)
短袖蓝色衬衫
파란 반 소매 셔츠

Grey shorts (24)
灰色短裤
회색 반바지

Grey socks - cotton (27)
灰色袜-棉质
회색 연장알

Black school shoes
黑皮鞋
검정 운동화나 검정 구두

Summer sports uniform for boys

Hat - microfibre (15)
帽子-优质聚酯纤维材质
모자 - 마이크로섬유

Polo sport shirt – short sleeve (1)
T恤运动衣-短袖
폴로 스포츠 셔츠 - 반 소매

Royal blue sport shorts (25)
蓝色运动短裤
공정색 체육복 반바지

White socks - cotton (16)
白色短袜-棉质
하얀 연장알

Sports shoes
运动鞋
운동화

Winter uniform for boys

Hat - microfibre (15)
帽子-优质聚酯纤维材质
모자 - 마이크로섬유

Long sleeve blue shirt (28)
长袖蓝色衬衫
파란 긴 소매 셔츠

Sloppy Joe - V Neck with school crest (3)
印有校徽的V领套头外套
학교 상장 마크 착용 V자 상의

Grey trousers (29)
灰色长裤
회색 바지

Grey socks - cotton (27)
灰色袜-棉质
회색 연장알

Black school shoes
黑皮鞋
검정 운동화나 검정 구두

Winter sports uniform for boys

Hat - microfibre (15)
帽子-优质聚酯纤维材质
모자 - 마이크로섬유

Polo sport shirt - long sleeve (2)
T恤运动衣-长袖
폴로 스포츠 셔츠 - 반 소매

Sloppy Joe - V Neck with school crest (3)
印有校徽的V领套头外套
학교 상장 마크 착용 V자 상의

Microfibre track pants (for sport only) (30)
优质聚酯纤维材质运动裤（仅限运动
마이크로섬유-체육복 바지

White socks - cotton (16)
白色短袜-棉质
하얀 연장알

Sports shoes
运动鞋
운동화
THE SCHOOL SONG

Alma Mater, fount of knowledge
Chatswood School we sing thy praise.
Later on, in High or College
We’ll remember Chatswood days.
Home of loyalty and learning
Teaching Honour, Love and Truth,
Like a beacon, brightly shining,
Lighting up the path of youth.

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
LOVE OF LIFE IT SELF AND LOVE OF GOD
LET US REMEMBER
THAT AS MANY HANDS BUILD A HOUSE
SO MANY HEARTS MAKE A SCHOOL

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