



Crown Street PUBLIC SCHOOL

Equity and Excellence in Education since 1849

PARENT HANDBOOK 2016



Education &
Communities





Welcome to Crown Street Public School

On behalf of the school community I warmly welcome you to Crown Street Public School. Our school is a special place where students, staff, parents and the community work together. We strive to be progressive and creative and provide a diverse range of experiences for our students in the key learning areas and extra-curricular activities. Our school has all the amenities and opportunities you would expect in a city school, while maintaining its village atmosphere and embracing values of community spirit, personal responsibility and care for the environment. This handbook has been compiled to assist you in knowing about your child's school and to help in building the strong home and school links that are so important to your child's success at school. We hope that your child will settle happily and quickly into our school and we look forward to a positive and rewarding relationship with your family. At our school we encourage and expect your involvement and support in your child's education.

What makes our school so special?

- ✚ **Outstanding grounds and facilities** – our school is an oasis in the inner city, situated near Oxford Street and Taylor Square. Its impressive Victorian Gothic facade belies the fact that it is a school. Established in 1849 and moving into its grand new building in 1879 makes it one of the oldest continuing schools in Australia. The school's mission statement states that "Crown Street Public School aims to provide an equitable and excellent primary education in a positive, caring, secure learning environment which caters for individuals of different cultures and socio-economic backgrounds". In addition, Crown Street Public School fosters an underlying atmosphere of autonomy and responsibility in which children grow and learn.
- ✚ **The learning environment** - we work to ensure every child experiences a safe and caring environment in which they can learn.
- ✚ **Learning success and individual excellence** – high achievement for every student is important to us. Quality teaching, stimulating learning experiences and academic support are a priority for all.
- ✚ **A focus on student wellbeing** - our school ensures positive student wellbeing is at the centre of all that we do. Our commitment is that all students will feel safe and happy, have healthy levels of self-esteem and experience high levels of engagement in all aspects of their learning.
- ✚ **Our staff** - we have a highly trained and committed team of staff who work together to provide our children with the best education and opportunities available.
- ✚ **A culture of inclusivity** – we welcome students from a variety of cultural and family backgrounds and promote a culture of inclusivity where every child and their family feel valued and included.
- ✚ **An innovative approach** – in all areas of our schooling we use innovative approaches to learning supported by state of the art technology.
- ✚ **A broad range of opportunities** – we are constantly developing programs that enhance student learning. Innovative programs are offered in English, Mathematics, science, the arts, sport and aspects of learning such as creative and critical thinking.
- ✚ **A strong sense of community** – at Crown Street we have a very close relationship with our parent community and encourage participation in decision-making processes in the school. We find that by encouraging parent participation in school activities, parents become partners with teachers in their child's education.



I am very proud to be the Principal of Crown Street Public School.

Craig Nielsen

Principal

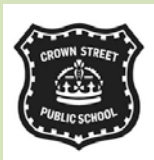


Our Staff

Crown Street Public School has 285 students. The Principal and three Assistant Principals form the school leadership team. They have special responsibilities to lead, manage and coordinate the education programs on a stage and school level, ensuring the quality of curriculum for all students throughout their schooling. All of our teaching staff are University educated with several staff members holding additional postgraduate degrees. In addition to classroom teachers the school has a range of support teachers as follows:

- **School Teacher Librarian who manages the school library and teaches each class on a weekly basis.**
- **English as an Additional Language teachers are specialists who assist non-English speaking students with language acquisition.**
- **Chinese teachers who are specialists in teaching Mandarin to all students K-6 and enrichment Chinese.**
- **Learning Support teachers provide assistance to students with additional learning needs and work with classroom teachers to ensure the learning needs of all students are met.**
- **Release from Face to Face (RFF) teachers provide classroom teachers with two hours non-teaching time per week to attend meetings, develop learning programs and complete administrative tasks. The RFF teachers run specific curriculum based programs for each class and work closely with classroom teachers.**
- **School Learning Support Officers work to support students and teachers in the classrooms. They work with small groups of children and implement individual learning programs designed by teaching staff.**

Principal	Mr Craig Nielsen	<i>Principal</i>
Assistant Principals	Mr William Watt Ms Karla Eckersley Miss Alexandra Heagney	<i>Kindergarten & Stage 1 Stage 2 & 3 Stage 3</i>
Classroom Teachers	Mrs Kirstin Cowan Ms Katherine Sherring Mrs Joanne Boufous Miss Maegan Brits Mr Michael Iaali Mr Paul Jelfs Miss Annie Peudevin Ms Annette Pelly Mrs Kate Thornhill	<i>Kindergarten Kindergarten & Year 1 Stage 1 – Year 1 and 2 Stage 1– Year 1 and 2 Stage 1– Year 1 and 2 Stage 1 & 2 – Years 2 and 3 Stage 2 – Year 3 and 4 Stage 2 – Year 3 and 4 Stage 3 – Year 5 and 6</i>
Teacher Librarian and Reading Recovery	Mrs Gina O’ Byrne	<i>Library and Reading Recovery</i>
Support Teachers	Miss Emily Cooley Mr Campbell Harvey Mr Sean Groth Mr Fouad Boustani Ms Narelle Mallett Ms Lucy Chen Ms Sue Ellen Rosenberg	<i>School Learning Support Officer School Learning Support Officer School Learning Support Officer English as an Additional Language Chinese Language Chinese Language Release from Face to Face (RFF)</i>
School Counsellor	Mrs Jan Noakes	<i>Student Wellbeing & Learning Support</i>
Administration Staff	Ms Danielle Bingham Ms Kathleen Bujeia Miss Emily Cooley	<i>School Administrative Manager School Administrative Officer School Administrative Officer</i>
Learning and Support Teacher	Mr William Watt	<i>Learning Support</i>
General Assistant	Mr Gerrard Palmer	<i>Maintenance and Grounds</i>
Canteen Manager	Mr James Anthony	<i>Canteen Manager</i>



School Details

Postal Address: 356 Crown Street, Surry Hills 2010

Phone: 02 9360 4187

Fax: 02 9360 9623

Email: crownst-p.school@det.nsw.edu.au

Website: www.crownst-p.schools.nsw.edu.au

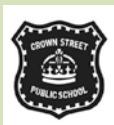
Administration Staff and Contacting the School *Office Hours: 8.30am – 3pm*

Administration Manager: Danielle Bingham

Administration Officers: Kathleen Bujeia and Emily Cooley

When you ring the school or come into the office you will speak with one of these staff members. They will provide you with assistance or alternatively direct you to a member of the school executive or teaching staff. Parents are encouraged to contact the school at any time when requiring information or wishing to speak to school staff.

The principal, teachers and support staff are available to meet with parents and discuss issues or answer questions at any time throughout the year. To enable us to provide enough time we encourage you to make an appointment which can be done by contacting the office.



2016 Term Dates and Holidays

Term 1	Wednesday 27 January 2016 – Friday 8 April 2016 Kindergarten students will start on Monday 1 February 2016 The school will open on Wednesday 27 January when staff return for a school development day.
Autumn Holidays	Monday 11 April 2016 – Friday 22 April 2016
Term 2	Wednesday 27 April 2016 – Friday 1 July 2016 The school will open on Tuesday 26 April when staff return for a school development day.
Winter Holidays	Monday 4 July 2016 – Friday 15 July 2016
Term 3	Tuesday 19 July 2016 – Friday 23 September 2016 The school will open on Monday 18 July when staff return for a school development day.
Spring Holidays	Monday 26 September 2016 – Friday 7 October 2016
Term 4	Monday 10 October 2016 – Friday 16 December 2016 The school will open on Monday 19 and Tuesday 20 December when staff attend school development and planning days.
Summer Holidays	Wednesday 21 December 2016 – Friday 27 January 2017



School Routine

The school day at Crown Street Public School follows the outlined routine:

8.30am	Playground supervision begins on the top playground. For safety reasons no students are to be on the school premises before this time unless they are participating in a before school extra-curricular activity supervised by staff. Students should place their school bags in their designated morning line up area. In the event of rain, a wet weather bell will sound indicating students should proceed directly to their classroom where they will be supervised by their teacher.
9.00am	Bell rings and all students line up in the covered outdoor learning area adjacent to the hall. Each morning a short assembly and announcements are made.
9am – 11am	Teaching and Learning - Session 1
10am	Crunch and Sip break in classroom
11am – 11.20am	Recess
11.20pm – 1pm	Teaching and Learning - Session 2
1pm – 1:10pm	Lunchtime – supervised eating time
1:10- 2pm	Playtime
2pm – 3pm	Teaching and Learning - Session 3
3pm	End of day school bell rings. Each class is escorted to a designated pick up area. Students are expected to leave the school or be collected by a parent or carer promptly at 3pm. Students whose parents or carers are late must wait at the school office. If parents and carers are running late please telephone the school office on 9360 4187. Students, parents and carers must leave the school site by 3:15pm.

✚ In the event of wet weather students remain in their classrooms with teacher supervision.



School Uniform

Our school uniform identifies our students as belonging to Crown Street Public School. School uniform reinforces in students a pride in their own appearance and the school. It's great to see the new Crown Street school uniform has been received so enthusiastically by the children. Please see below for information about the uniform and the links to both the P and C uniform information and the Harlequin website for school bags, lunchboxes and hats.

<http://www.crownstreetpandc.com.au/uniformshop/>

<http://www.schoolbags.com.au/your-school/crown-street-public-school.html>

Crown Street Public School Uniform Policy:

Our school has a Uniform Policy, which requires all students to wear the correct school uniform. This policy aims to promote a sense of inclusiveness, non-discrimination and equal opportunity; develop a sense of belonging, pride and identification with our school; maintain and enhance the positive image of the school in the community; and increase the personal safety of students and staff by allowing easier recognition of visitors and potential intruders in the school.

Implementation of the uniform policy:

- The school uniform applies during school hours, while travelling to and from school, and when students are on school excursions.
- Summer and winter uniforms, as well as sports uniforms are available and are required to be worn.
- Minimal jewellery is allowed. Stud earrings worn in the ears, plus watches are the only acceptable jewellery.
- School hats need to be worn at all times in the playground, for sport and on excursions. With sun safety in mind the school has a *No Hat No Play* policy. Students not wearing a hat are required to remain in the shade during recess, lunch and sport sessions.
- The principal and staff will be responsible for implementation of the school uniform in a manner consistent with the student code of conduct.
- Parents seeking exemptions to the school uniform due to religious beliefs, ethnic or cultural background, student disability, health conditions or economic hardships must apply in writing to the Principal.
- The Parents and Citizens Association of Crown Street Public School in conjunction with the Principal will negotiate suitable uniform suppliers in the local area and operate a second hand uniform pool for parents.

How to buy the school uniform?

The P&C will be at the school every THURSDAY morning, to sell the uniform to parents at 8:30am-9:00am. The uniform shop is located in the school canteen.

Please note that exchanges on any size can be made but unfortunately refunds on any items are not available.

DEC policy on school uniforms can be found at:

<http://www.schools.nsw.edu.au/studentsupport/studentwellbeing/index.php>

Girls Academic Uniform

Summer



Summer Tartan culottes & polo - Girls



Summer Tunic - Girls

- Unisex green polo top
- Skort (culottes)
- White socks.
- Black leather school shoes.
- School hat (bucket hat)
- Or green summer tunic option **(while stocks last)**

Winter



Long sleeve polo, jumper, tartan skirt

- Long sleeve green polo
- Green tartan skirt
- Navy jumper
- Navy tights or long green socks
- Black leather school shoes.
- School hat (bucket hat)

Boys Academic Uniform

Summer



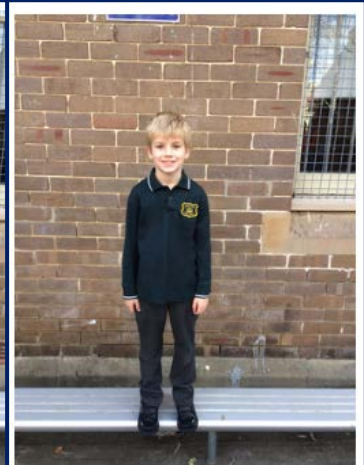
Summer grey shorts & polo - Boys

- Unisex green polo top
- Grey shorts
- Grey socks
- Black leather school shoes
- School hat (bucket hat)

Winter



Long sleeve polo, jumper, grey trousers



Long sleeve polo, grey trousers

- Long sleeve green polo
- Grey trousers
- Navy jumper
- Grey socks
- Black leather school shoes
- School hat (bucket hat)

Unisex School Sports Uniform

Summer



Summer sports polo, sports shorts - unisex

- Unisex green polo top
- Unisex green shorts
- White socks
- Plain sport shoes
- School hat (bucket hat)

Winter



Sports jacket, sports pants - Unisex

- Unisex green polo top
- Unisex green sports pants
- Unisex green sports jacket
- White socks
- Plain sports shoes
- School hat (bucket hat)

Performing Arts Uniform

Students who are part of the school choir wear the performing arts uniform for performances and when they are representing the school. The uniform consists of the Crown Street performing arts white shirt, long black trousers, black shoes and black socks.



School Communication

Communication between school and home is a strong priority at Crown Street and is a key strategy in fostering strong partnerships between staff and parents.

Principal's Bulletin

Each week a community bulletin and weekly planner is published and issued to all families. The newsletter contains detailed information about school events and organisation. It showcases student achievements and work as well as providing information about educational programs, school policy and procedures. All parents are encouraged to read the bulletin every week. The newsletter is sent home with the eldest child in each family and can be accessed on the school's website.

Parents can subscribe to receive the school's correspondence via email by clicking on the newsletter and notes tab and entering a current email address. The newsletter is distributed using ENews which can also be downloaded as an app on your smartphone or iPad. This allows you to quickly see all school communication in one location and receive notifications on your device when newsletters and notes are distributed. Search for 'Enews' in the app store to download the app. Newsletters can also be accessed directly from the school website.

Term Letters and Notes

At the beginning of each term each class teacher sends home a term letter to the parents of students in their class. This letter details the content of the learning programs to be covered throughout the term, specific events and organisation for the class. These letters are available on the website on each class page.

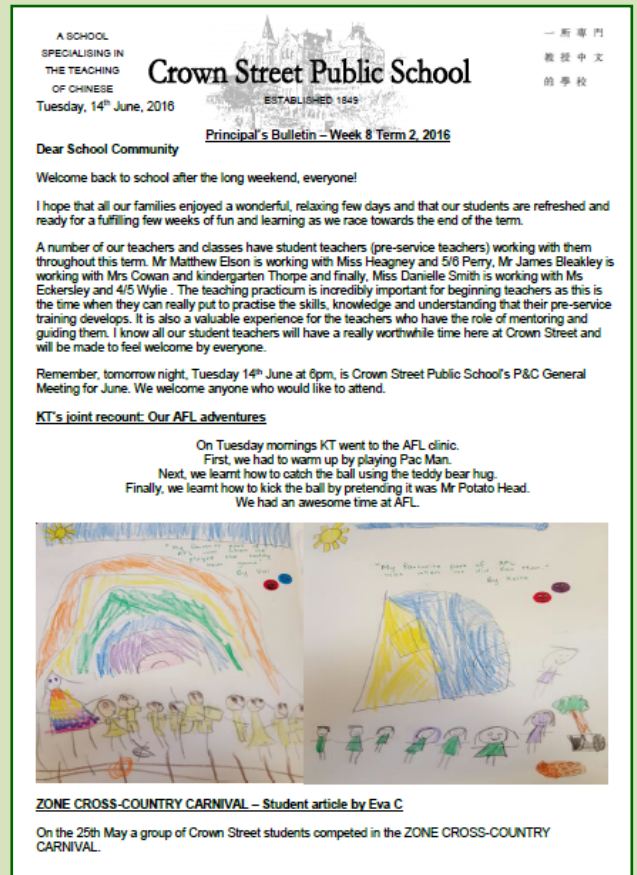
Websites

School Website

The official Crown Street school website can be found at

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

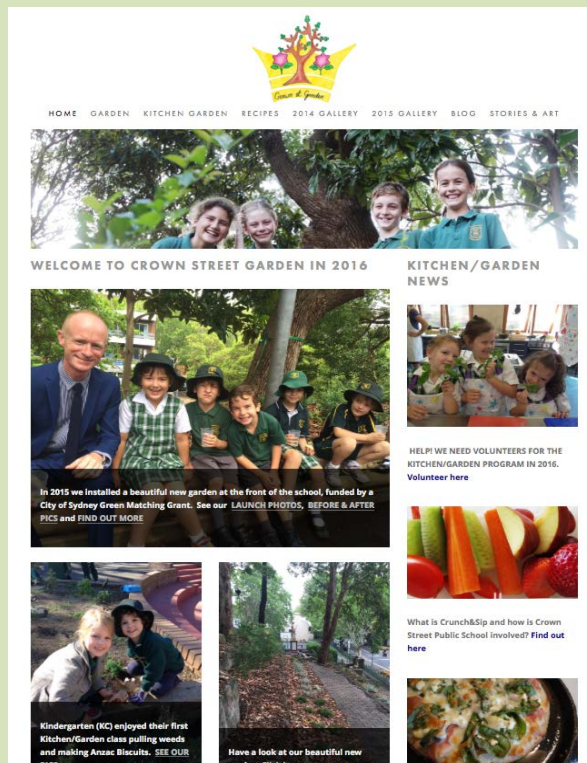
Our site includes the most up to date information available. You can access the calendar, view weekly events and newsletters, access information about learning programs and school policy, download enrolment forms and read a range of other information about the school.



Kitchen Garden Website

www.crownstreetgarden.com.au

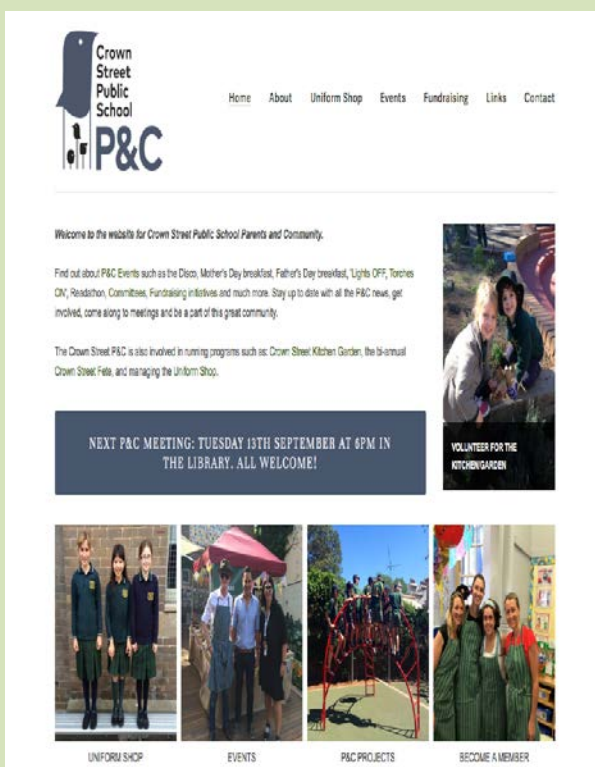
For all the latest Kitchen Garden news, volunteer information, class blogs and delicious recipes head to the Crown Street Garden website.



P&C Website

<http://www.crownstreetpandc.com.au>

Find out about [P&C Events](#) such as the Disco, Mother's Day breakfast, Father's Day breakfast, '[Lights OFF, Torches ON](#)', Readathon, [Committees](#), [Fundraising initiatives](#) and much more. Stay up to date with all the P&C news, get involved, come along to meetings and be a part of this great community.



Crown Street Fete

<http://www.crownstfete.com.au>

OUR 2017 FETE WILL BE HELD ON SATURDAY 28TH OCTOBER!

More details coming soon. Stay tuned! It will be even bigger, and better than our last fete.





Enrolment and Student Information

We can help you with your enrolment enquiries anytime throughout the year. Enrolments for Kindergarten are taken the year before your child starts school. Enrolments into other years are taken at any time. Parents wishing to enrol children at Crown Street Public School should contact the school office to arrange an enrolment interview with the Principal. An enrolment form can be found on our school website.

Starting school

Your child can start Kindergarten at the beginning of the school year if they turn five on or before 31 July in that year. By law, all children must be enrolled in school by their sixth birthday. As students start new work in their new class at the beginning of the school year, it would be an advantage for your child both socially and educationally, to start school as soon as possible in the new year.

Enrolling in other year levels

If your child is currently enrolled in another NSW public school, contact us to discuss the enrolment procedures and obtain the necessary paperwork. If your child is coming from a non-government school, contact us to make an appointment to discuss your child's potential enrolment.

If your child has a temporary visa or visitor visa you will first need to apply to enrol by contacting the [temporary residents program](#) who will give you forms to bring to the school. Our office staff are available to provide information and assistance with this process.

Applying to Enrol and Enrolment Interviews

For your appointment, if your child has **not been previously enrolled in a NSW public school**, you will need to bring these documents with you:

- ***your child's birth certificate or identity documents***
- ***proof of student's address - originals of different documents such as your council rates notice or residential lease and electricity bill***
- ***immunisation history statement based on the Australian Childhood Immunisation Register (ACIR)***
- ***family law or other relevant court orders (if applicable).***

If your child is **not a permanent resident** you will also need to provide:

- ***passport or travel documents***
- ***current visa and previous visas (if applicable).***
- ***Department of Education and Communities authority to enrol application.***

The Temporary Residents Program administers the enrolment of dependant temporary resident students in all New South Wales government schools. A temporary resident student is not permitted to enrol in any NSW government school for any period of time unless an *Authority to Enrol* has been issued to the school by the Temporary Residents Program. Some visa subclasses are required to pay fees. For detailed information regarding the current fee structure and enrolment procedures, please visit internationalschool.edu.au/trp or contact the Temporary Residents Program on 1300 300 229 (local call within Australia) +61 1300 300 229 (outside Australia). The Temporary Residents Program Application Form for an *Authority to Enrol* must be completed for each temporary resident student applying for enrolment in a NSW government school. All sections of the application form must be completed in English. Once the application is processed and fees paid if applicable, you will be notified in writing that an *Authority to Enrol* has been issued to the New South Wales government school that your child will be attending. In addition, you will be required to complete the general *Application to Enrol in a NSW Government School*. The general application is available from your local public school.

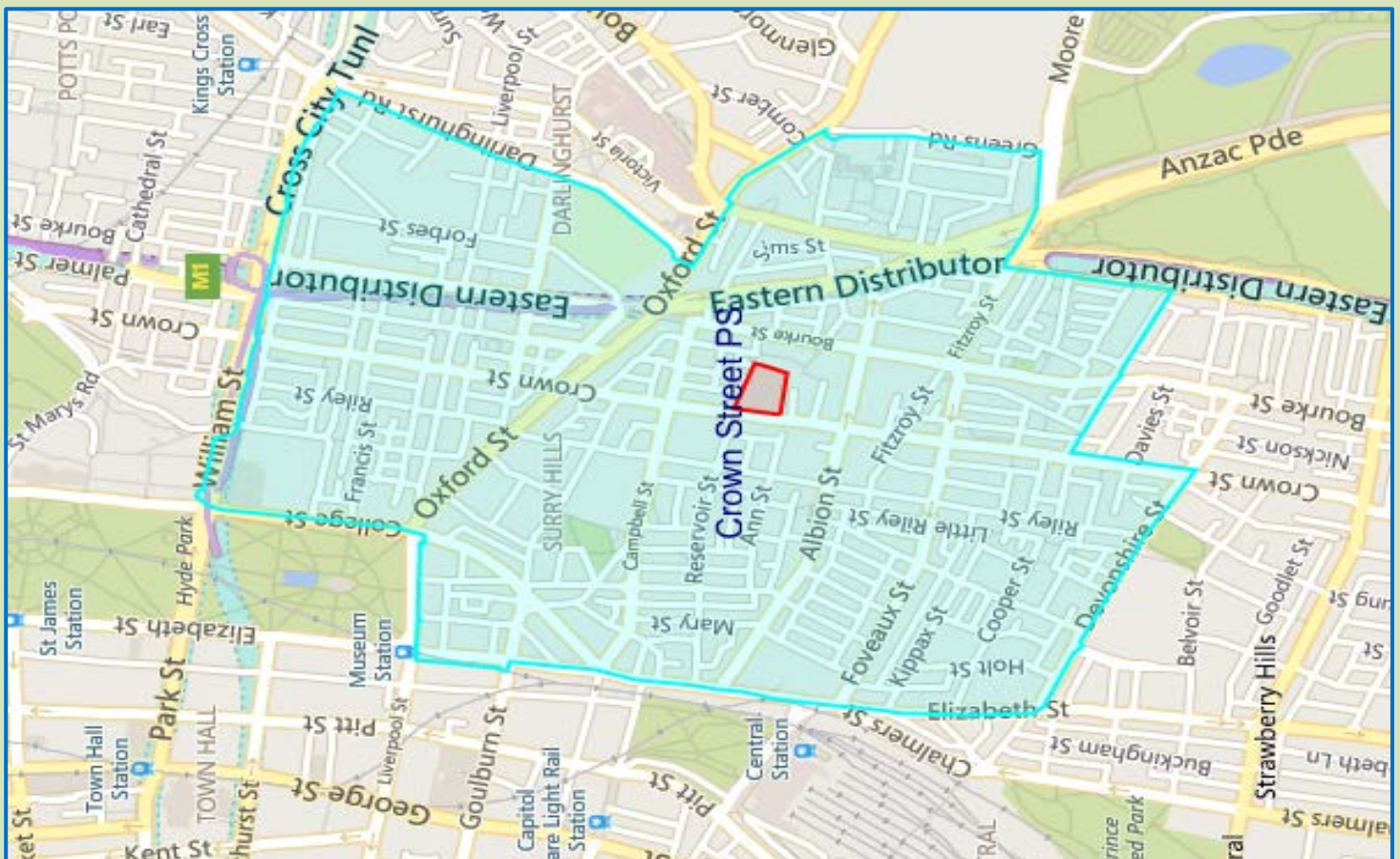
For children **already enrolled in a NSW public school** we only require:

- proof of student's address - originals of different documents such as your council rates notice or residential lease and electricity bill
- family law or other relevant court orders (if applicable).

For your appointment with us, you will be asked to complete an application to enrol in a NSW public school form and provide it prior to the interview or at the interview. This form is available as part of our enrolment pack, which you can collect from the school office, have posted or download from the school website. The application to enrol is standard in all NSW Government schools and does not guarantee acceptance into the school. We will notify you of the result of your application. Please note that this form must be completed in English. Help is available for parents who do not read English. There are also translations of the enrolment application which may help you fill out the form in English. All enrolment enquiries are handled only by the school Principal. Please contact the school to make an appointment with the Principal. It's important that you tell the principal if your child has any special circumstances, allergies, health or medical conditions, before your child starts school.

The school's local area and non-local enrolments

The designated local area for Crown Street Public School for the purposes of enrolments is as follows:



Children who reside in our local area will be allocated a place at the school once the enrolment process has been completed. Families who reside outside our local area may apply to enrol their child at our school. Non-local applications may be considered by the school's enrolment panel, according to the department's policy and subject to selection criteria such as availability of appropriate staff and classroom accommodation. Contact the school to make an appointment with the Principal to discuss this further.



Preparing to Start in Kindergarten

Kindergarten Orientation and Transition Days

At Crown Street we are committed to providing a comprehensive transition and orientation program in the year prior to your child starting school. We have a range of events which allow you and your child to visit the school on a number of occasions to become familiar with the school environment, meet staff and become part of our community.

Crown Street Public School
Phone: 9360 4187 Email: crownst-p.school@det.nsw.edu.au

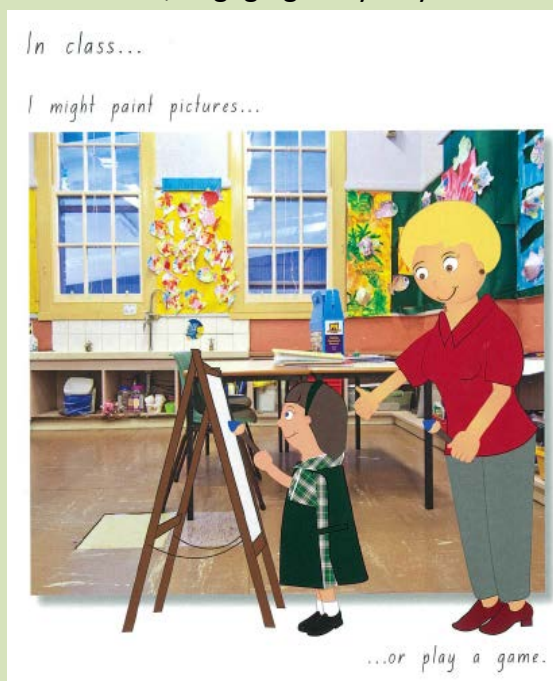
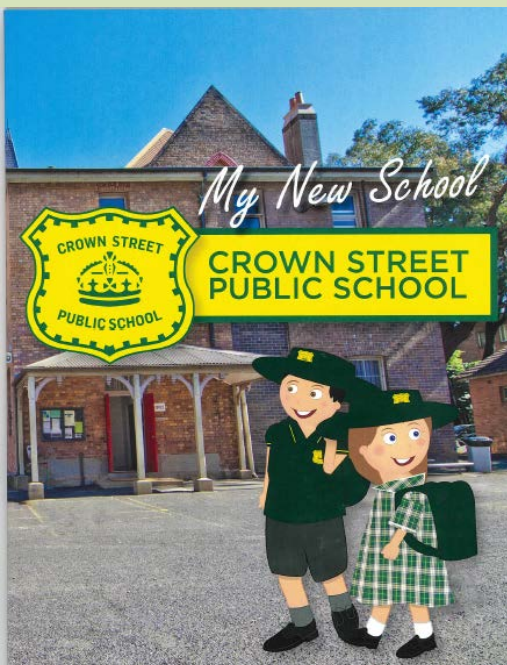
Where the future begins

Kindergarten 2017 Orientation and Transition dates:

Orientation Meeting Tuesday, 16th August, 2016 9.30am to 11am	Kindergarten Transition Program Tuesday's - 25th October, 1st November, 2016 9.30am to 11am
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Transition to school book

To help assist your child with the transition into Kindergarten, prior to starting school you will receive a 'My New School' booklet. This is a book created with real images from the Crown Street school environment outlining school expectations, information and routines in a fun, engaging story way.





Class Structure and Organisation

All staff at Crown Street are qualified to teach Years K-6 and so from year to year are assigned to different year levels. This is done to provide the best educational opportunities for students. Students are placed into classes each year with a great deal of care and consideration. A range of factors are considered including ensuring each class has students with a mix of abilities and interests. Students are clustered into ability groups within each class so that learning programs can be adjusted for each group within the class to cater expertly for the learning needs of all students.

The school adheres closely to the department's class size policy and where possible ensures classes are as small as possible. Class size averages are as follows:

Kindergarten: 20 students

Stage 1: 22-24 students

Stage 2 and 3: 30 students



At Crown Street, classes are generally formed to be stage-based. This is where children of differing age groups are together. It is always the aim to place children's needs first and classes are formed to best meet students' needs. The key to understanding staged-based classes is realising that growth is determined in stages and not by ages. In the classroom, students are grouped according to their progress rather than their school chronological year. The NSW curriculum is organised by learning stages which equate to year levels as follows:

Early Stage 1 – Kindergarten

Stage 1 - Years 1 and 2

Stage 2 - Years 3 and 4

Stage 3 - Years 5 and 6

No 'one' group is seen to be disadvantaged – all classes in each stage will be given the same opportunities, expectations and strategies. It acknowledges that there are significant individual differences in each child to be addressed regardless of age. The formation of classes can reflect and cater for these individual differences. This multi-age philosophy places each learner at the centre of the considerations of curriculum and classroom practice. Children are able to progress at their own rate without regard for restrictive 'grade' expectations. Research has shown that children become more confident, can operate better as part of a group, are more assertive, become more independent learners and better problem-solvers. They also make friends outside of their standard age-groups, develop tolerance & diversity.

Teacher Release Program (RFF)

Every teacher is entitled to two hours 'release from face to face teaching' (RFF) each week for preparation, planning, marking student work and attending meetings. This time is provided by an RFF teacher and also through Chinese lessons. The RFF program focus changes from year to year according to school priorities. This program provides all students with the opportunity to work with a range of teachers each week.



Curriculum and Educational Programs

Crown Street PS teaches quality and engaging learning programs aligned with the Australian curriculum. The Board of Studies NSW has developed K–10 syllabuses for English, Mathematics, Science and History that incorporate agreed Australian curriculum content. The Board of Studies NSW sets the learning requirements for each stage of primary school. The four stages are:



The Board’s syllabuses state what must be taught in these six key learning areas:

- **English**
- **Mathematics**
- **Science and Technology**
- **Human Society and Its Environment (incorporating History K–6)**
- **Creative Arts**
- **Personal Development, Health and Physical Education (PDHPE).**

There are many ways for teachers to organise lessons effectively, and individual lessons may cover more than one subject. The following is a brief outline of the main focus in each key learning area:

English

In English, students learn to read, write, speak, listen and represent language. They learn about English language and literature, how language varies according to context and how to communicate to a range of audiences for different purposes. They learn to read for information and for pleasure. They learn about poetry, novels, plays and visual texts. They begin to understand language structures, punctuation, spelling and grammar. They learn to think in ways that are imaginative, creative and critical.



Mathematics

Mathematics develops students’ thinking, understanding, competence and confidence with numbers, shapes and measurement. Students learn to add, subtract, divide and multiply whole numbers, fractions and decimals. They learn to measure time and calculate with money. They learn geometry, algebra and how to work with data and graphs. Students use mathematical knowledge to communicate, problem-solve and reason.

Science and Technology

Science and Technology develops students’ skills in thinking, investigating and problem-solving. It gives them knowledge and skills in scientific investigation and inquiry, design and applying technologies. Children pose questions, test ideas, and develop and evaluate arguments based on evidence.

Human Society and Its Environment (HSIE)

Human Society and Its Environment (HSIE) includes History K–10, geography, civics and citizenship. Students explore how people, events and forces from the past have shaped their world. They investigate

their personal and community identity and gain an understanding of their nation and its place in the world. They learn to participate effectively in maintaining and improving the quality of their society and environment.

Creative Arts

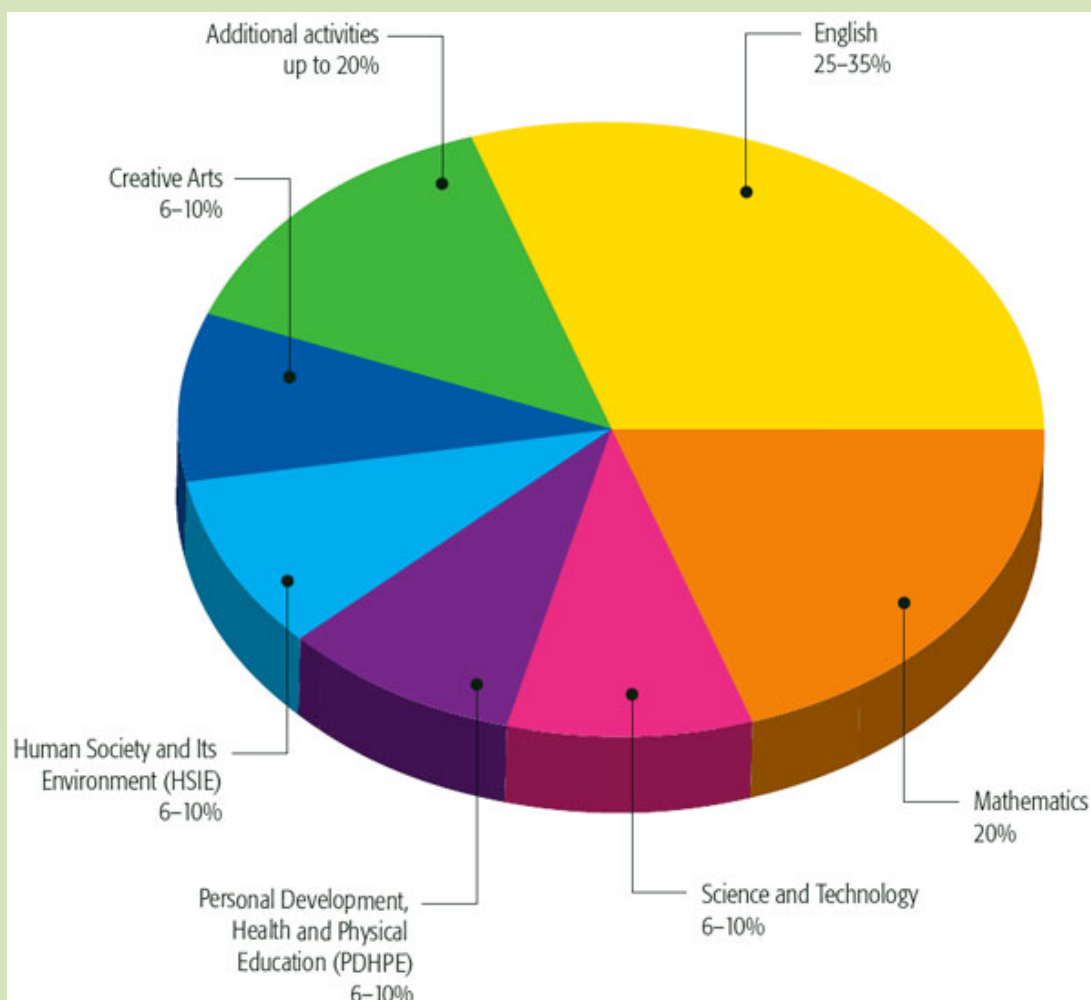
Creative Arts gives students experiences in the visual arts, music, drama and dance. They have opportunities to explore their creativity in each of these areas. Students learn to appreciate the meanings and values that each art form offers. They perform and express themselves through the visual arts, music, drama and dance.

Personal Development, Health and Physical Education (PDHPE)

Personal Development, Health and Physical Education (PDHPE) develops the knowledge, skills and attitudes students need to lead healthy, active and fulfilling lives. Students learn about the importance of good food and regular exercise. Students learn how bodies grow and change over time. They learn skills to play individual and team sports, and the values of sportsmanship and teamwork.

How much time will be spent on each subject?

The Board’s syllabus requirements can be taught in 80% of a typical 9 am to 3 pm five-day school week. The remaining 20% of the school week is left free for additional activities at the school’s discretion. For example, this time can be used for assemblies, sport, religious education and special projects. English and Mathematics make up about 50% of the school week. This is equivalent to at least 12 hours each week. The other subjects are spread across the remaining time as indicated below. The 6–10% of time noted below represents between 1.5 and 2.5 hours per week.



Homework and Home Reading

The school has a homework policy in line with the NSW DEC policy. Homework is treated as an opportunity for students to take some responsibility for their learning and complete tasks independently at home. Homework is designed to consolidate and revise learning completed in the classroom as well as develop study skills once students are older. Details about homework expectations across the school are provided at the class information sessions at the beginning of each year. Teachers are happy to adjust homework expectations if needed to suit individual student or family needs. A strong focus of the homework program is regular home reading.

Learning Support

English as an Additional Language or Dialect (EALD)

At Crown Street we provide EALD support through a variety of programs from Kindergarten to Year 6. A child entering Crown Street school with little or no English will receive intensive English lessons during the week with a specialist teacher. As children from non-English speaking backgrounds develop English language skills they are regularly supported in the classroom by specialist teachers who plan and work with the classroom teacher. This involves joint teaching, working in small groups or sometimes withdrawing small groups of children for a more individual style of learning.

Additional Learning Needs

Students who have additional learning needs or need adjustments made to their programs to maximize their learning are supported by a specialist learning support teacher who works in consultation with the classroom teacher. Individual and small group programs are developed to target specific learning needs and make individual accommodations for these children.

Extension and Curriculum Enrichment

High achieving students are extended at Crown Street using a variety of learning strategies. This includes adjustment of learning programs within the classroom, special projects and specific extension programs.

Library Program

Our school library serves all students and teachers from K-6. The library is fully computerised and has a wonderful variety of books for students to borrow. Student learning is enriched by literature and technology in an information skills program. Each class has a library lesson each week. Children are encouraged to borrow books and we ask that these books are well cared for and returned promptly. Children must have a library bag before they can borrow books. Library bags are for books only. Please make sure your child does not put food, drink, pens or pencils in the bag.

Technology

Our students have access to a wide variety of technology including computers and interactive devices. All classrooms and the library are fitted with interactive Smartboards and computers. Children are encouraged to use the internet, school portal, class blogs and email as a way to research and access information.

Mathletics and Sound Waves

All students from K-6 are given an online *Mathletics* and *Sound Waves* account. It is suggested students go online and use these engaging technology based learning programs as part of their home learning several times each week. They are also used as part of class programs. The cost per student for these online learning tools is \$13 per year, payable with your annual school fees account.



Assessment and Reporting

The school has a comprehensive and rigorous assessment and reporting policy which ensures student learning is assessed and evaluated regularly, allowing teachers to design learning programs which meet the individual needs of each child. Assessment *for* learning acknowledges that assessment should occur as a regular part of teaching and learning and that the information gained from assessment activities can be used to shape the teaching and learning process. Assessment *of* learning enables teachers to report on the status of student learning at various points in the teaching and learning program and involves teachers making professional judgements of student achievement, based on evidence collected from both formal and informal measures of each student’s performance, over time on a number of assessment *for* learning activities. Assessment strategies include collecting work samples, observation, individual conferencing with a student and formal assessment tasks.

The school is committed to ensuring parents are key partners in their child’s learning. Teachers are happy to talk to parents about their child’s progress and learning programs at any time throughout the year. The following assessment and reporting schedule also ensures regular communication between home and school:

Term 1	Beginning of term- Parents are invited to school for an information night to meet the teacher and discuss class learning programs. End of term- Kindergarten BEST Start reports are sent home. PLAN data reports for Years 1-6 students are sent home.
Term 2	End of term- Written reports are issued for all students providing a progress report and feedback in all key learning areas as well as social/emotional development. Parent/ Teacher Interviews are conducted to formulate learning goals, discuss progress and discuss strategies for maximising student learning.
Term 3	
Term 4	End of term- A second written report issued for all students providing a progress report and feedback in all key learning areas as well as social/emotional development.

State Testing and Assessment

National Assessment Program (NAPLAN) - Years 3, 5, 7 & 9

Students in Years 3, 5, 7 and 9 sit the National Assessment Program Literacy and Numeracy (NAPLAN) test in early May each year. Results are released late in September and are used to support learning plans for each child. More information can be found at

http://www.schools.nsw.edu.au/learning/7_12assessments/naplan/index.php

Selective High School Placement Test - Year 6

The Selective High Schools test is held annually in May for Year 6 students wishing to enter a Selective Government High School.

<http://www.schools.nsw.edu.au/learning/k-6assessments/shsplacement/index.php>

Opportunity Class (OC) Placement Test - Year 4

The opportunity class placement test is held annually for gifted and talented Year 4 students wishing to qualify for OC placement in Year 5 and 6.

<http://www.schools.nsw.edu.au/learning/k-6assessments/ocplacement.php>



Creative and Performing Arts

Our school's performing arts programs inspire and further students in the areas of creativity and performance. Crown Street has an outstanding reputation and record of providing its students with a broad range of quality experiences in the arts. High student participation continues to be a key feature of arts programs. Our students have the opportunity to take part in the following performing arts ensembles and initiatives:

- Band Programs
- Ukulele Ensembles
- Strings Group
- Choir
- Dance Sport
- Enrichment Choir



Band

The band program provides opportunities for students to learn an instrument and become a member of one of two ensembles. Students develop high level musicianship skills and work collaboratively. The band program is open to students in years 2-6. They rehearse one morning a week as an ensemble and have small group tutorials throughout the week. Students are also provided with opportunities to be a member of our ukulele and strings groups who also meet on a weekly basis.



Choir

The Crown Street school choir has celebrated impressive growth in recent years through increased student participation and a significantly higher quality of musical performance. Involving students from Kindergarten to Year 6, the choir performs regularly at school assemblies and special occasions such as Shannon Reserve's Homeless Memorial, Anzac Day ceremony, Education Week and the annual Presentation Day. Students in the Enrichment Choir also work with professionally trained vocalist staff where they are able to hone their skills.

Dance Sport

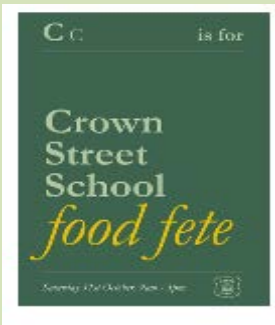
Dance Sport is a popular program that is offered to all students in Years 5. They participate in 15 weeks of ballroom dance lessons with a professional coach. This culminates in a spectacular Grand Finale competition in Term 3.

This vibrant DEC Sydney Region dance program features over 700 students representing some 24 government schools dancing to the emotion and drama of The Salsa, Jive, Tango and Cha Cha in a Grand Finale of colour, movement and sound at The State Sports Centre at Sydney Olympic Park.





Special Crown Street Events



Crown Street Food Fete

In 2015 Crown Street Public School held their first Food Fete which was run by the P&C to raise much needed funds for the school. The Fete showcased a range of delicious gourmet food stalls, specialty stalls, celebrity chef cooking workshops and live demonstrations, silent auctions and extensive entertainment throughout the day. Due to the success of this Fete, it has now become a bi-annual event.



Readathon and Lights on Torches Off

In our annual bid to get the students off computers and into books, we hold a Readathon during the month of May. Using the tagline 'Reading Makes Your Brain Bigger, students are encouraged to read chapters, books, newspapers, magazines and whatever they can get their hands on. The Readathon Inspectors (parents wearing silly outfits and hats) check log books and measure brain sizes with their brain checking kits. This has been such a successful event for the school not only raising essential funds but bringing fun and enjoyment into the simple act of reading.

To celebrate our involvement in the school Readathon students participate in Lights on Torches Off. This is the one night of the year where students come to school in their pyjamas armed with books and participate in a torch lit reading session in the school library. The playground is turned into a festival of lights with food trucks and music and a pop-up book store organised by local book shop Oscar and Friends. Key authors and illustrators are invited to talk to the students about what is involved with writing and publishing a book explaining how it possible to turn an idea for a story into an actual book.



School Disco

The P&C organises a cool and funky school disco twice a year. It is an opportunity for the whole school, teachers, parents and local community to come together and show off their best dance moves in the school hall. Each disco is themed and a great opportunity for everyone to get involved with making decorations, food and outfits for a great night out. These themes have included Bollywood, Under The Sea, Halloween and Mexican Fiesta. Our school discos really display the social community side of our school. Music, good food and glowsticks really bring us all together.



Fruit and Veg Month

Crown Street has successfully incorporated Crunch and Sip into the daily school routine. To help celebrate and promote our success as a healthy eating school we are involved in Fruit & Veg Month. Fruit & Veg Month is a health promotion program for NSW primary schools that puts a positive focus on fruit and vegetables. The program is supported by NSW Health. As a bit of last day of term fun students and staff dressed up as their favourite fruit or vegetable to celebrate our successful participation in Fruit and Veg Month.





Sport and Physical Education



Crown Street Public School continues to build upon its reputation for having strong programs in sport. The sports programs cater for a variety of student interests and strengths, enabling students to develop competence and confidence in a range of games, sports and physical activities.

Kindergarten – Year 2 Sport

Our students enjoy an engaging and inclusive sport program that is focused on the acquisition and consolidation of fundamental movement skills. Students develop sequences of movements required for participation in team sports. In Term One K-2 students participate in a 10 week Soccer Skills clinic. In Term Two students are involved in a 5 week intensive AFL program run by the coaching staff from Sydney Swans. In Term Three students participate in a 10 week Gymnastics Tri Skills program. Alongside of these specialist run programs, all infant students participate in weekly stage based sports afternoons where they learn and consolidate gross motor skills and Fundamental Movement Skills to increase fitness levels and develop preparatory game skills.

Years 3 - 6 Sport

Crown Street has an active and varied sport program where students can develop their skills in many different sports. Students in Years 3-6 participate in a variety of sporting competitions and programs each week. This year, students have participated in Soccer Skills clinics, a Gymnastics Tri Skills program and will be participating in an intensive NRL program.



Over 90% of Crown Street Primary students competed in the South Sydney SESSA (Sydney East School Sport Association) competitions in softball, cricket, netball and soccer throughout the 2016 school year. Students not competing at PSSA level participated in a range of activities including dance, netball, cricket and oztag. School sport continues to focus on gross motor coordination, fitness, endurance and development of a broad range of sports skills in a non-competitive environment.

Swimming

The school offers an intensive two week swimming program in Term Four benefitting our non-swimmers and Year 2 students. The results of this swimming scheme are very positive, with all children involved moving up in their swimming level.



Sporting Carnivals

Our carnivals promote a fun and friendly atmosphere where students can display their skills in both competitive and non-competitive settings. The swimming carnival is held at Prince Alfred Park Pool and caters for all children aged 8-13. Both competitive and non-competitive races are offered and there is an impressive participation rate amongst our students. A team of 30 children represented Crown Street at the zone carnival where many personal bests were achieved and two students went on to the regional carnival at Homebush Aquatic Centre. Our cross country carnival is a fantastic community event and is held at Centennial Park. Students train several times a week leading up to the carnival and run a two-three kilometre course, aiming to improve on their personal best times. Our cross country squad is very competitive at zone level. The athletics carnival is also

held at ES Marks and is an event where all students are able to demonstrate their skills in field and track events. In 2016, a team of 52 students represented Crown Street at the zone carnival.

Student Leadership

Student leadership programs are an important component of the broader learning opportunities provided to our students. They work closely with the Principal and staff to contribute to school decision making and improvement as well as lead assemblies and represent the student body at official occasions. The Student Representative Council (SRC) gives students from K-6 an opportunity to develop leadership, citizenship and organisation skills. The SRC consists of two representatives from each class and a staff advisor. They meet each fortnight to discuss issues within the school community. The class representatives then present to the class the outcomes of the meetings. Students are encouraged to have discussions and to make their own decisions as individuals as well as members of a group.

Excursions, Incursions and Camps

Throughout the year students will have the opportunity to participate in stage based excursions and camps related to their units of learning in the classroom. This can include field trips, visits to Department of Education Sport & Recreation Camps, camps to the snow and to Canberra to learn about federal parliament and various other aspects of the Australian history. From time to time the school will elect to host visits from various performers which may include drama, dance, music, language, poetry, environmental studies, science and sport. Parents will be informed of these events and a fee requested to cover costs. Permission notes must be signed and returned before students can attend.



Student Wellbeing

Our highest priority at Crown Street Public School is to create a school environment in which students are safe, secure and feel cared for. All staff have been involved in extensive training on both Positive Behaviour for Learning and Kids Matter. We commit to ensuring all students are engaged in learning and develop into confident, resilient citizens with strong positive values. Student wellbeing is a priority within all school programs. Students are encouraged to become active and empowered members of our school community. The school has a detailed student wellbeing policy which outlines how our school community will promote and maintain student wellbeing in our school for all learners. We have aimed

to have clearly defined values, expectations, rewards and procedures which allow students to develop positive behaviours and social capabilities.



Crown Street Public School operates on a positive behaviour for learning model. This approach recognises that safe and happy school communities are achieved when a community work together to foster positive and healthy relationships based on mutual respect and support. Following the values and behaviour expectations at Crown Street provides students with an early foundation of good citizenship. Through teaching and encouraging students to follow the rules of our school we are developing our students' knowledge and skills for a fair and socially just society.

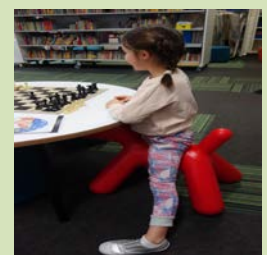
Kids Matter

Crown Street Public School recently launched the Kids Matter program. Kids Matter is a mental health and wellbeing framework for primary schools and is proven to make a positive difference to the lives of Australian children. It is a flexible, whole-school approach to mental health promotion, prevention and early intervention. At Crown Street, we value the mental health of our students and support the ongoing relationship between school and community. Please take a look at the [Kids Matter website](#) and the parent information sheet: [Kids Matter Parent Info](#).



Kids Matter Launch Day

Our school launched the Kids Matter program in the community with a whole day of activities promoting mental health. Teachers led students in dancing, music, breathing and art making, exploring different ways to keep a healthy mindset. With donations from our local Woolworths Supermarket, we enjoyed a whole-school fruit and vegie picnic in the playground. We were also supported by our fantastic parent community who joined us in the afternoon for a Students Vs Parents Netball game. It was a brilliant day enjoyed by staff, parents and students alike.





School Core Values and Rules

Our school community has committed to three core values that guide our practice and play an integral role in the structure and function of our wellbeing policies and procedures. These core values underpin the interactions between all members of the school community, aiming to guide our students in the development of positive behaviours, attitudes and respectful relationships.

CROWN STREET PUBLIC SCHOOL EXPECTATIONS MATRIX



Expectation	All Settings	Classroom settings	Playground / Lines	Hallways/Stairs
SAFE	Keep hands, feet and objects to yourself Move safely at all times Play fair and follow agreed rules	Enter and exit the learning space safely Ask to leave the room Use chairs and equipment appropriately Put all equipment back in its right place	Walk to lines as soon as the bell goes Wear your hat Keep within school boundaries Put rubbish in the correct bins Use equipment safely Be aware of the safety of others	Keep to the left and walk at all times Walk in one (class) line Put your belongings in a safe place Be in the right place at the right time Stay with your partner when you're on a message Keep bags on hooks and hallways (floors) clear
RESPECTFUL	Speak and act kindly to peers, teachers and visitors Share the voice space Care for the environment Wear uniform correctly with pride	Speak politely using an inside, friendly voice Raise your hand to speak Listen respectfully to other's comments and opinions Look after your own and others' belongings Keep a clean and tidy classroom	Use appropriate language Use calm and friendly voices Play fairly by setting rules and sticking to them Respect property belonging to others and the school Follow teacher instructions Include others in your games	Move directly, quickly and quietly Be aware of other learners in your environment Keep the noise level low
ACTIVE LEARNERS	Stand out for the right reasons Believe you can do better Listen carefully Cooperate with others Be prepared for the school day	Support and encourage classmates in learning Stay on task and use your time productively Participate and have a go See 3 students before asking the teacher -C3B4ME	Leave the playground when the final bell rings Report any disrespectful behaviour or damage to the teacher on duty Share playground spaces Ask teacher on duty before going to the office Model safe, respectful behaviour for younger students	Be responsible for your own belongings (pack away your belongings and zip up your bag) Take the most direct route (return to your learning as quickly as possible)

In addition to our school expectations, Crown Street students are to follow our general school rules:

- ✚ Only handball games should be played in the areas marked with handball courts. No large ball games or running games are to be played in these areas.
- ✚ Safe games such as soccer, netball, basketball and cricket (tennis ball only) can be played on the basketball court. Any game involving tackling or grabbing is not allowed. If the teacher on duty deems the game to be unsafe at any time the game will be stopped.
- ✚ No large ball games are permitted in the COLA areas or top playground.
- ✚ Students are not permitted to be in designated out-of-bounds areas including in and around the classrooms.
- ✚ Safe play guidelines will be in place for use of the playground equipment. This includes the type of movement allowed on various parts of the equipment and careful monitoring of the number of children on the equipment at any one point in time. No hat= no equipment.



Student Health

Health care policy and procedures at Crown Street Public School are informed by Department of Education policy. Parents have the prime responsibility for the health of their children. School staff have a duty to keep students safe while they are at school or are involved in school activities. The school encourages parents to provide information about their children's health both on enrolment and on an ongoing basis. When students need help with health issues at school, parents may need to consult with their medical practitioner about the implications of the child's health condition for their schooling. Parents need to convey relevant information from the medical practitioner to the school.

The school will arrange support for students to have their health needs met so that they can participate in their learning program. Where student's health support needs are more complex or sensitive, a written individual health care plan is required. Parents need to provide prescribed medication or other consumables as agreed with the school before the plan commences.

An individual health care plan must be developed for:

- ✦ *severe asthma, type 1 diabetes, epilepsy and anaphylaxis***
- ✦ *any student who is diagnosed as being at risk of an emergency reaction***
- ✦ *any student who requires the administration of health care procedures***

Care of Students Who Become Unwell at School

Students who become unwell at school are best transferred to the care of a parent or caregiver. The aim of care provided at school for such students is to make them comfortable in the interim. The school has identified staff members who will care for students who are unwell and the procedures that are to be followed. Parents are asked to ensure their contact numbers and emergency contact numbers are always current to assist the school in contacting them immediately if needed.

Ambulance

Our school contributes to the NSW Ambulance Fund covering the cost of transporting students where necessary. An ambulance will be called if it is felt that a student's health is at risk. Parents will also be contacted as soon as is possible with regard to the child's health concerns. Ambulance cover is not provided for parents and it is advisable that families consider their own ambulance cover where possible.

Medical Emergencies

In case of a medical emergency, i.e. injury etc. at school, we will endeavour in the first instance to contact the parents but will also seek medical, dental or ambulance support at the same time, if necessary. This is authorised in the contact card, completed with the enrolment form. It is vital that a friend/family member, neighbour's phone number be provided as an emergency contact, in the event of both parents being unavailable.

Medication

Medication cannot be administered at school unless it has been prescribed by a doctor and it must be accompanied by a signed and dated permission note from the parent/carer. Prescribed medication must be in the original container providing accurate information and clearly marked with the dosage. The school staff does not administer panadol, cough mixtures or over the counter medication. All medication must be handed in at the school office for storage in the first aid room. Do not send medication in your child's bag.

Immunisation and Contagious Diseases

In accordance with Health Commission regulations, students suffering from infectious or contagious complaints, must be excluded from school for a specified period to prevent the spread of infection. The co-operation of parents is sought in this matter. The Department of Health requests that children entering school should be immunised. This is particularly important because your child will be coming into contact with other children and infections can spread very easily.



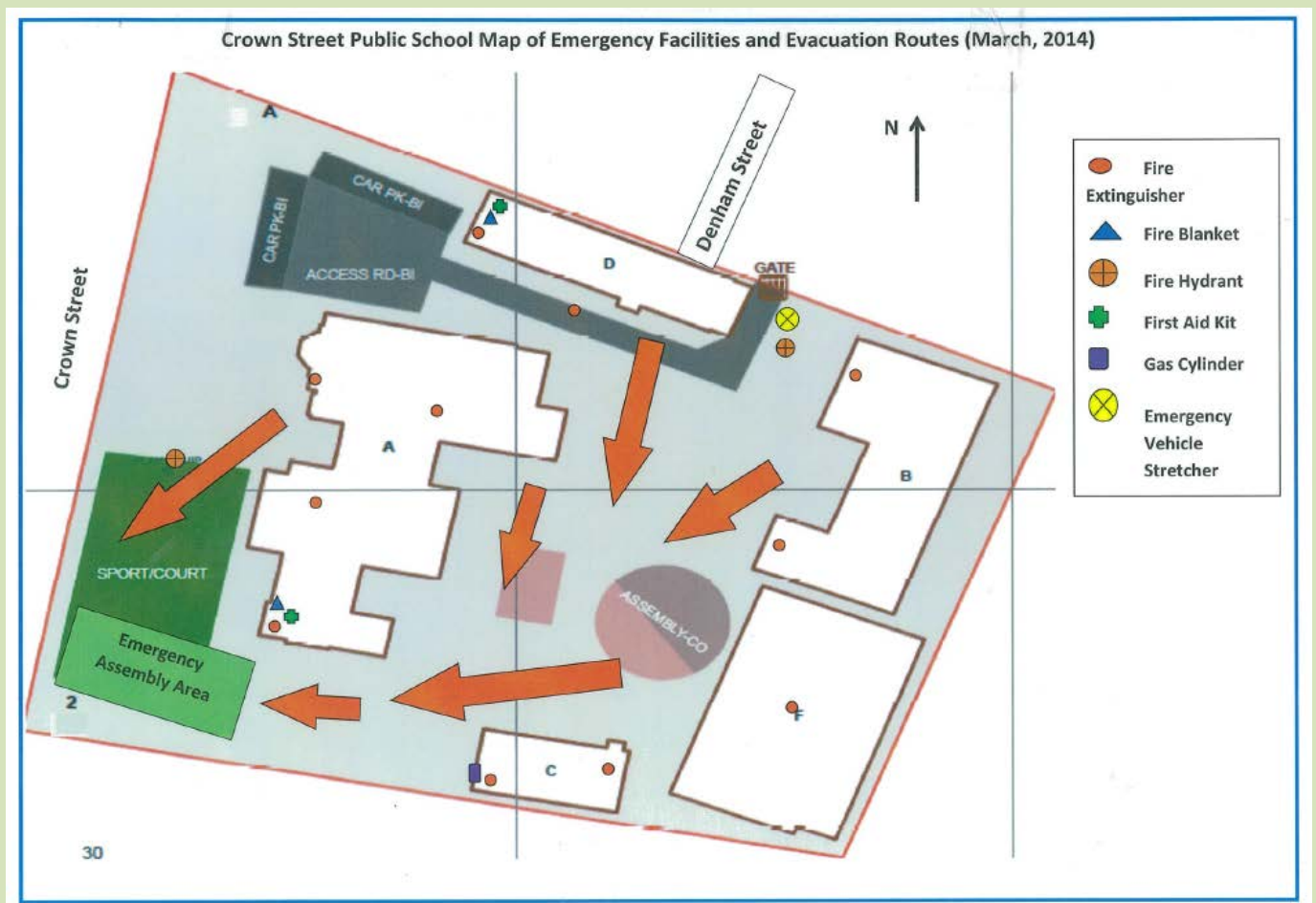
School Safety and Security

Student, Staff and Visitor Safety

The school takes student, staff and visitor safety very seriously. The school is a secure site. All gates except for the main entry gate are locked each day at 9.15am and not opened until 2.45pm. The main entry gate is constantly monitored by the office staff. All visitors must report to the office when entering the school and sign for a visitors pass. Parents are able to enter the school for the purposes of delivering or collecting children, or for office matters. Access to classrooms and teaching staff should be arranged with the office staff beforehand.

Work, Health and Safety Procedures

The school complies closely with work, health and safety (WHS) procedures. This includes the establishment of a WHS committee, regular site inspections, development of policies and plans such as a WHS consultation plan, first aid plan and emergency procedures. All staff and students are familiar with the school's emergency procedures and prepared to respond in the very rare instance that there may be an incident or danger in the school. The school conducts regular practice drills of these procedures.



Travel to and from School

Parents are responsible for the safe travel of their children to and from school and are requested to supervise their children at all times.

All K-2 children are eligible for a bus pass until they enter Year 3. Students in Years 3 to 6 are only eligible for a bus pass if they live more than a 1.6km radius from the school. Children travelling on buses must take their instructions from the driver who is in charge and ensure they conduct themselves in a respectful and safe manner at all times.



Attendance and Absences

Attendance

In NSW, students must attend school regularly. Students of compulsory school age (6 -15) are required to attend school every day unless they are sick or have another good reason for being absent. Students are entitled to 15 days justified leave in a 12 month period. Parents are required to explain their children's absences within seven days of the occurrence of an absence. Failure to explain an absence within this time will be recorded as an unjustified absence on a student's record. Reasons such as birthdays, helping with shopping or minding younger brothers or sisters are generally regarded as unsatisfactory reasons for an absence. In line with DEC policy, student attendance is constantly monitored at Crown Street Public School. The school will inform parents if a student is absent from school without explanation. Parents who have difficulty in ensuring the regular attendance of their children at school should contact their class teacher or the Principal. Department of Education policy on attendance can be found at:

https://www.det.nsw.edu.au/policies/student_admin/attendance/sch_polproc/PD20050259.shtml?level=

This policy sets out the requirements for the attendance of students in NSW government schools.

Student Absences

If your child is absent from school due to illness an explanatory note should be sent to school giving the reason for the absence. Parents may wish to phone this information to the school, but a written explanation is preferred. Parents of students who are absent from school for unexplained periods may be referred to the Department of Education's Home School Liaison Officer with reasons for absence sought.

Partial Absences

Students who are late to school must notify the office and collect a late note before attending class. Students who are regular latecomers may be interviewed and a letter sent home regarding the disruption of learning. Parents wishing to take their child/children during the school day must first come to the school office reception for a pass, which is given to the class teacher.



EVERY DAY COUNTS....

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

When your child misses just...	that equals...	which is...	and therefore, from Kindy to Year 12, that is...	This means that the best your child can achieve is...
1 day each fortnight	20 days per year	4 weeks per year	Nearly 1 ½ a years of school	Equal to finishing Year 11
1 day a week	40 days per year	8 weeks per year	Over 2 ½ years of school	Equal to finishing Year 10
2 days a week	80 days per year	16 weeks per year	Over 5 years of learning	Equal to finishing Year 7
3 days a week	120 days per year	24 weeks per year	Nearly 8 years of learning	Equal to finishing Year 4

Give your child every chance to succeed...

Every day counts!





Additional Services and Support

Learning Support Team

The Learning Support Team is responsible for coordinating learning and wellbeing support to identified students. Students are referred by class teachers if additional support is required with any aspect of their learning or wellbeing. The school counsellor is a key member of the team providing advice, counselling and assessments where needed. Programs to support individual students include Learning Assistance, English as an Additional Language and Gifted & Talented Education. A variety of strategies including independent instruction, withdrawal groups, team teaching, in-class support, school learning support officers, itinerant teachers and services and professionals from outside the school are utilised. The LST meets weekly to consider new referrals, provide advice to teachers, monitor student progress and investigate strategies to support school programs.

School Counsellor

A school counsellor is appointed to our school one day per week. Parents and teachers make referrals for assessment and counselling. Permission from a child's parents/caregivers is sought prior to a child seeing the School Counsellor. The School Counsellor also assists with referrals for the Intensive Reading Program, Integration support to children with physical, emotional and intellectual learning disabilities and occasionally referrals for children who need placement in special education classes. Parents may also request an interview with the School Counsellor.

School Canteen

The School Canteen is a service coordinated by Anthony Catering to provide nutritious food for our students at recess and lunch time. It is managed by a canteen supervisor, Mr James Anthony. There is a wide variety of hot and cold food available throughout the year. Children may buy from the canteen after 8am each morning, 11-11.20am and 1.10-2.00pm. Recess and lunch orders can be ordered online via <https://www.munchmonitor.com/>.



Other School Organisation & Activities

What does my child need to bring to school?

- ✚ All students need to wear full school uniform every day.
- ✚ A packed lunch, snack for recess and water bottle
- ✚ A raincoat
- ✚ A library bag on the day your child's class visits the library
- ✚ At the beginning of each school year students will be given a list of the items required.

Please label ALL of your child's belongings clearly with their name.



Lost Property

From time to time your child's belongings may be misplaced. If they are clearly labelled with your child's name it is easy for the items to be returned to your child. There are boxes for the purpose of the collection of lost property in the corridor near the office. Parents are invited to look for any items their children may have mislaid. Items collected in the lost property boxes are checked periodically and returned to their owners if they are labelled with names. School uniform items with no names are washed and donated to the P&C run second hand uniform shop.

Student Belongings

It is important that no item of any value be brought to school. No responsibility can be taken for loss of or damage to toys, books, trinkets, phones etc.

Mobile Phones

Crown Street Public School strongly discourages students from bringing mobile phones to school. However, in the instance that parents feel it is necessary for their child to have a phone in their possession at school, it is the responsibility of the student to abide the appropriate use guidelines outlined in this document. The decision to provide a mobile phone to their children should be made by parents or carers who are aware that their child is bringing a mobile phone to school. Permission for students to have a mobile phone at school is contingent on parents and students signing the *Crown Street Public School Appropriate Use of Mobile Phones* agreement. The school accepts no responsibility for lost, stolen or damaged phones in the instance that they have not been signed in. The school also accepts no responsibility for students who lose or have their phones stolen whilst travelling to and from school. If a phone is brought to school it must be handed in at the office at the beginning of the school day and picked up at the end of the day.

Money Management

We ask that students bring to school only the amount necessary for the purchase of a snack at recess or lunch. In the interests of student welfare, students are discouraged from bringing large amounts of money to school. All other money for excursions, sport or performances should be in an envelope tightly secured and clearly labelled with purpose, child's name and class, and the amount enclosed. This is then to be handed in to the class teacher at the beginning of the day. Parents can make payments directly at the office or online through our school website.



School Photographs

The school organises individual, class, sibling and special group photographs once a year. An order form will be sent home with your child prior to school photograph day.

Assemblies

A whole school assembly is held each Friday afternoon in the school hall. At this assembly the principal addresses the students, merit awards and any special achievements are presented, announcements made and class items are presented. Classes rotate to lead these assemblies. Parents and friends are invited to attend these assemblies. In addition, special assemblies are conducted during the year, including Presentation Day in December. Information will be provided about these through the school newsletter.



Special Religious Education

Special Religious Education (SRE) lessons are provided every week and are taught by visiting clergy and lay teachers. These lessons take place on a Thursday at 11:30-12:05pm. When completing an application to enrol parents are asked to select the option they would like for their child. This choice can be changed throughout the year if needed. The following options are available to students at these times:

Catholic

The Catholic Church sees the education of Catholic children in the Faith as integral and key to its mission. Catholic SRE Teachers (also referred to as Catechists) are volunteers who are approved, authorised, and trained by the local parish and Dioceses of the Catholic Church. Our volunteers ensure that children attending Catholic SRE classes receive lessons about building a relationship with Jesus and understanding his message of salvation. They also give them background preparation for the Sacraments that may be available to their age group.

Protestant

At Crown Street, Protestant Christian Special Religious Education delivers approved programs that explore Christian Scriptures, core Christian beliefs, and examine how the teachings of Jesus call us to make good life choices in our relationships. Teachers utilise a variety of teaching methods that allow students to respond to lessons via writing, group discussion, music and song, drama and prayer. All teachers are people of faith and volunteers from local churches. They all meet state child protection requirements and are trained, authorized and use an approved curriculum.

Islamic Special Religious Education (ISRE)

The purpose of Islamic Special Religious Education (ISRE) is to provide Muslim students in NSW Public Schools with a simple, straightforward and an easy to understand overview of Islam. The aim is to provide the students with the basics of Islam and instil in them a desire to research and learn further. The material used in scripture classes is based upon the fundamentals of Islam based on the primary sources of the Qur'an and Sunnah which are agreed upon. Lessons are not directed specifically toward one sect or another. We have students in ISRE classes who come from a diverse range of backgrounds. We cater to all our students and encourage unity in our classes. ISRE lessons and discussions are welcoming, encouraging and do not ostracize, demean or vilify other sects, faiths or beliefs. Teachers follow the policy of the Department of Education and Communities which does not allow teachers to communicate their own views regarding religious or cultural beliefs to challenge or influence students' views. They must also ensure they maintain a peaceful and safe environment for their students at all times.

Ethics

Ethics is a branch of philosophy that examines ethical concepts and issues, asking what is right or wrong in particular circumstances. The ethics curriculum comprises a wide range of age appropriate topics that primary-aged children find interesting. Students learn to think about ethical matters and engage in the give-and-take of reasoned argument. This process allows them to properly consider other people's points of view and to be sincere, reasonable and respectful in dealing with their differences. The K-6 curriculum has 78 topics, starting with *Questions and Puzzlement*, introducing children to the foundation of ethical thinking. Children in the younger primary years examine issues such as being left out, sharing and bullying, while older children reflect on issues such as homelessness, fairness and teasing to help them consider the

feelings and interests of others – one important aspect of moral reasoning. Other aspects include understanding consequences, having empathy and appreciating difference. Research shows that well-reasoned moral judgement does not develop automatically as young people mature and that these skills are best developed using the methods we employ in ethics classes. Once acquired, these skills accompany individuals into adulthood.

Orthodox

Orthodox Special Religious Education is coordinated by the Greek Orthodox Parish of South East Sydney.

Bahai

According to the Bahá'í Faith's teachings, the human purpose is to learn to know and to love God through such methods as prayer, reflection and being of service to humanity.

Non-Scripture Classes

The school offers non-scripture as an option during special religious education classes for children who do not wish to attend any other class. During these times students complete independent reading or study.



School Finance and Fees

School Fees and Voluntary School Contributions

As a school in the NSW public education system, we endeavor to keep costs and fees as low as possible. However, in order to provide the range of additional programs we have on offer and extra resources to support student learning the following fees are incurred throughout the year:

- ✚ ***At the beginning of the year there is a cost for books, resources and online learning materials. This is a one-off annual cost.***
- ✚ ***Throughout the year there will be costs for excursions and performances. A note with information about the event is always sent home several weeks prior to the excursion.***
- ✚ ***Students participating in sporting and extra-curricular activities such as band, dance and art club are required to pay fees for these activities.***
- ✚ ***A voluntary general school contribution is set each year by the school, these funds help to meet some of the costs of resources and materials used by children each year. Whilst these fees are minimal, they are certainly beneficial to the school.***

School Budget and Fundraising

The school budget is managed by the Principal with the support of a finance committee. Funds are raised to support the school in the following ways:

- Funds are provided by the Department of Education. These are generally for specific purposes i.e. employment of staff, learning resources, utilities, maintenance, library and equipment purchases.
- Each year the school P&C conducts a number of fundraising activities to raise money for the school.
- Submissions made for specific grants committees or organisations which sponsor projects. These may be to provide staffing, resources or funds.



School Facilities



Creating a stimulating and engaging learning environment is a priority at Crown Street. We aim to ensure our learning spaces both indoors and outdoors are engaging, student centered and well resourced. Each year we work to upgrade and redevelop areas of the school and improve on our learning spaces.

Classrooms

All classrooms in our school are well-resourced, student centred learning spaces. They are organised to facilitate a range of different learning activities and experiences.

Library

Our school library is a bright and coloured space which is visited by all of students each week. It is well resourced with both print and digital texts to support and enhance learning across all areas of the curriculum. Each class attends the library one period of a day per week for research and the borrowing of books. The library is also open at lunchtime each day for computers, reading and games. Children borrow books for many reasons and parents are asked to assist children to appreciate the book borrowed. A library bag large enough to hold a picture book is required to keep books in their best condition during transit.



Technology Facilities

Students have access to two computer laboratories. The computer room and the library have a bank of computers and an interactive whiteboard. It is used by all classes throughout the week for explicit teaching of technology skills, completion of assignments and use of online learning resources such as Mathletics and Reading Eggs. There are also a set of mini laptops available for each class which are used for independent and small group activities. Each classroom is equipped with computers and an interactive whiteboard to allow access to a range of technological learning resources and support the teaching of computer skills. There are two class sets of iPads in infants and primary available for use in all classrooms throughout the week. A range of digital learning resources and apps are accessed by students on these devices.



Parent and Community Involvement

Partnerships within our school community

Strong school and community partnerships are a feature of our school of which we are proud of. In addition to the excellent work done by the school's P&C association, partnerships are built upon in other ways. The school runs open days to invite parents into classrooms. These are based on the concept of a learning journey where children took their visitors on a 'tour' of their learning. These opportunities were very much valued by parents who were able to share in their child's achievements as well as gain a greater insight into what happens in their child's classroom. Parents of students are invited to actively be involved with the education programs of the school and are invited to participate in the following ways:



- ✚ *Attend information sessions.*
- ✚ *Make appointments to have a conference with your children's teachers.*
- ✚ *Attend Parents and Citizens meetings.*
- ✚ *Volunteer to assist with Working Bees.*
- ✚ *Respond to your child's teacher's request to have parents who listen to children read or who will read to children.*
- ✚ *Help out with Kitchen Garden program.*
- ✚ *Volunteer to help with school events, special days and parents verse student netball games.*
- ✚ *Volunteer to assist with sporting activities.*
- ✚ *Assist with school excursions.*
- ✚ *Assist in the library with administration and book covering.*

Parents and Citizen's Association (P&C)

The P&C meets on the second Tuesday of every school month in the teacher staff room at 6.00pm. All parents and community members are welcome to attend and child minding is available. A joining fee of \$1 per year is required to become a member. This must be paid one month prior in order to vote. The P&C's Annual General Meeting is in March. Minutes from each meeting are sent out to all school community members via Enews. All members of our school community are encouraged to attend these meetings. P&C activities include a range of fundraising activities throughout the year, consultation on school plans and decisions and support of school programs.





Before and After School Care

Out of School Hours Care Centre (OSHC)

Crown Street Out of School Hours Care (OSHC) is a family friendly supervised program that provides quality care, recreation and play opportunities for primary school children (5-12 years). Our range of activities and experiences are designed to enhance emotional, social, physical & creative development. All children who attend Crown Street Public School are welcomed in our safe and happy environment.

Where: Crown Street Public School, 356 Crown Street, Surry Hills

When: 3 – 6pm during School term (excl. public holidays)

- Fees: The daily fee for After School Care is \$20 per day per child subject to government rebate.
- All payments will be by direct debit only from 2015.
- An initial, one-off, administration fee of \$25.00/family is payable, to enrol in After School Care.

If you would like further information contact Cassandra at crownstreetoshc@outlook.com or on the numbers listed: **Telephone:** (02) 9356 4977 **Mobile:** [0434 193 983](tel:0434193983) **Email:** crownstreetoshc@outlook.com

Crown Street Out of School Hours Care is proudly provided by the Surry Hills Neighbourhood Centre.

Walla Mulla Care

Walla Mulla Children's Services is usually located at Heffron Hall, on the corner of Palmer Street and Burton Street. However, the building is currently being renovated and the new location is 19 Greenknowe Ave Elizabeth Bay. We offer a Surry Hill drop off to Shannon reserve for parents that live in Surry Hills area.

We provide a range of supervised activities including craft, cooking, art, homework assistance, sport and outdoor games. The Centre provides extra curricular activities during most Terms, with dancing, cooking lessons, Karate, etc. Please ask the staff on activities available for each Term. *Additional charges may apply.*

For further information please contact Julie Hardy, Children's Services Co-ordinator:

Website: [Walla Mulla Website](#)

Email: julie@wallamulla.org.au

Phone: 02 9361 6678 or 0415 915 186

Fax: 02 9357 4962

Vacation Care

Spring Vacation Care is to be Held at Crown Street Public School. We are only able to book 30 places per day. First Come First Served. Attached is the Spring Vacation Care program and booking form:

[Vacation Care Program](#) (pdf 859 KB)

The Girls and Boys Brigade

The Girls and Boys Brigade is a free service for families which meet Access Criteria. They provide a range of activities including **Homework Club:** Homework helpers, educational activities, awards and reading program. They also provide a **Vacation Care program:** Great excursions, theme days, indoor and outdoor activities.

Where: 404 Riley Street, Surry Hills

Email: gbb.enquiry@girlsandboysbrigade.com.au **Ph:** (02) 9319 4509 **Fax:** (02) 9319 3545



School Planning, Evaluation and Improvement

The development of the 2015 - 2017 school plan was the result of consultation across all members of the school community. The process was informed by a range of information sources including student achievement data, information from school evaluations and feedback from parent, student and staff focus groups.



In addition, the school leadership team worked to analyse and evaluate a range of programs and school structures. These included curriculum with a focus on English and Mathematics, technology, learning support, assessment and reporting, student wellbeing initiatives, Aboriginal education strategies, English as an Additional Language support, quality teaching practice, teaching professional learning, leadership development, communication strategies, the functioning of school teams and school systems. The consultation was

multifaceted. Futures-focused forums with staff, parents and students looked at the purpose and focus of the school plan, how the plan aligns with the *Melbourne Declaration of Educational Goals for Young Australians*, state and DEC planning and the long term goals for the children at Crown Street PS. The process of an *Appreciative Inquiry* guided the forums with all stakeholder groups. These forums facilitated discussion about the school's strengths, captured community vision and hopes for our students' futures, long term aspirations for the school and its programs and possible strategies to be implemented for improvement. The staff worked with the DEC School Excellence Framework to assess the school's strengths and areas for improvement across the domains of learning, teaching and leadership. Feedback was sought from staff and parents on the plan before its endorsement and publication. The full school plan can be accessed on the school's website at <http://www.crownst-p.schools.nsw.edu.au>.

The school's 2015 – 2017 strategic directions are as follows:

<p>STRATEGIC DIRECTION 1 EXCELLENCE IN STUDENT LEARNING</p>	<p>STRATEGIC DIRECTION 2 EXCELLENCE IN TEACHING AND LEARNING</p>	<p>STRATEGIC DIRECTION 3 STRENGTHENING SCHOOL CONNECTEDNESS</p>
<p>To improve student learning and achievement through the development of high quality teaching practises and delivery of the Australian Curriculum.</p>	<p>To ensure all teachers demonstrate deep curriculum knowledge and innovation through a shared and systematic approach across the school, fostering professional dialogue, collaborative planning and systematic exchange of resources, programs and</p>	<p>To build an educational community through further developing school and community partnerships.</p>



Contact Information

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