



CARRINGTON

Public School



Information Handbook



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ACKNOWLEDGEMENT TO COUNTRY

We would like to acknowledge the land on which we gather today, a place we have formed a continuing connection with by calling home; the Country of the Awabakal and Worimi, and extend that to all Aboriginal people present. This school has allowed us to form connections with friends and families, creating a community for us within Carrington Public School.



We acknowledge the Elders and Knowledge Holders before us that looked after the land, the sky and the waterways and we pay our respects to the Elders past, present and emerging. This land always was and always will be traditional Aboriginal land.

Written by 2024 Deadly AET students

Dear Parents and Students,

Welcome to Carrington Public School. I trust that you will have a rewarding and pleasant association with our school. When appropriate please avail yourself of every opportunity to attend the school to meet with staff, other parents and your child's classmates. I am proud of our school and hope that this pride will be displayed at all times by our students through their academic progress and social and emotional wellbeing; care of school buildings, grounds and equipment and the wearing of school uniform.

At Carrington Public School, the individual child is the focus for educational programs, with the development of self-regulation a high priority. We never forget that each child's first and best teacher is you - the parent or caregiver. It is hoped that the relationship between home and your child's teachers can be developed to facilitate a team approach, with the child benefiting greatly from this collaboration.

Educational programs at Carrington Public School focus heavily on English and Mathematics, with the other key learning areas - Science & Technology, Human Society & Its Environment, Creative & Practical Arts and Personal Development, Health and Physical Education forming an integrated and holistic approach to learning.

As a school we pride ourselves on being friendly and approachable, and value your role as parent partners. I encourage that if you have any concerns at any time, no matter how little, to please contact me or your child's teacher so that together we can resolve any issues while they are small.

I hope that your family's learning journey with Carrington Public School is happy and productive. I look forward to working in partnership with you and your child.

Cindy Edwards
Principal

Administration

NSW GOVERNMENT SCHOOLS TERM DATES

	2025
Term 1	6/02/2025 to 11/04/2025
Term 2	30/04/2025 to 04/07/2025
Term 3	22/07/2025 to 26/09/2025
Term 4	14/10/2025 To 19/12/2025

***School development days occur each term**

Term 1 – Friday 31 January to Wednesday 5 February

Term 2 – Monday 28 April and Tuesday 29 April

Term 3 – Monday 21 July

Term 4 – Monday 13 October

2025 SCHOOL STAFF

Principal
Cindy Edwards

TEACHING STAFF

Assistant Principals

David Kidd (rel.)

Kyle Read (rel.)

Teachers:

Sarah Ambrose

Leanne Cunningham

Kerrin Moore

Paige Mathewson

Sarah Skehan-Ryba

Georgie Whittington

Kristy-Lee Yarham

NON-TEACHING STAFF

School Administrative Manager:

Toni Coburn (Mon, Tue) Sonia Perkins (rel. Mon - Fri)

School Administrative Officer:

Kirra Rudder (Mon, Tue)

School Support Learning Officers:

Ashlea Hill

Trish Meissner

Helen Lewsam

General Assistant:

Stephen Koina

School Counsellor

David Taplin

Didgeridoo Tutor

Liam Begnell

ADMINISTRATION HOURS

The school administration office is the friendly face to our school and is the first place to visit for all enquiries. This includes arranging meetings with the class teacher and or the Principal. Contact can be made in person, by telephone or email carrington-p.school@det.nsw.edu.au. No query is too large or small for our experienced office staff and you can be always reassured that confidentiality is maintained. Office hours are 8.30am to 3.15pm.

ANNUAL REPORT

The Principal, parents, teachers, students and other groups in the school community meet to review the effectiveness of their schools. The reviews focus on teaching and learning, school leadership and management, student welfare and school-community relationships.

The results are reported to the whole school community in the publication of an Annual Report. The report is available on the school's website and additional copies are available on request from the school office.

ASSEMBLIES

Formal Assemblies take place each Friday in the school hall and commence at 9.15am.

ATTENDANCE AND ROLL MARKING

In NSW, all children between the ages of 6 and 17 are legally required to attend school. Parents or carers are responsible for ensuring their child attends school regularly. Class rolls are marked at the commencement of each day. Any absence from school must be explained with a written note handed to the class teacher, email, or simply reply to the automated text message you will receive at 10am. If your child must leave school early (or is late in arriving), he/she is to be signed in or out by a parent/caregiver at the administration office. Due to the disruptive nature to class, it is requested that parents make medical, dental and other appointments outside school hours. Regular attendance enhances learning outcomes and is monitored on a regular basis.

What should I do if our family is going on holiday in school time?

If you can only arrange your family holiday during school time, you should inform the school via email as soon as possible.

When to get help

Where attendance at school is a problem, department officers from the Home School Liaison Program work with schools, staff, families and students to improve a child's attendance record and general enjoyment of school.

BICYCLES including Skateboards etc

Primary aged students are **safest when they are supervised by an adult** when riding. Students who ride their bike to school are required to follow NSW road rules, including wearing a correctly fitted helmet. In the interest of student safety, the co-operation of parents would be appreciated. Bicycles must be left in the bike rack provided. Students must walk their bikes in the school playground. More information about safe riding can be found at roadsafety.transport.nsw.gov.au

CANTEEN

The canteen is run by our P&C association and depends on volunteers to operate and as such we are currently only open on a Friday. As a healthy canteen, we aim to provide nutritious meals at an affordable price. Menu items and pricelists can be updated without notice, however, only when necessary and are subject to availability. Orders are placed via the Flexischools app prior to 9.10am on Friday. If you would like to volunteer for the canteen (9:30 - 11:30), please email carringtonpandc@gmail.com.

COMMUNICATION – EXCURSIONS, NEWSLETTER, NOTIFICATIONS ETC

All communications from school to home are relayed to your nominated email address via Schoolbytes. Schoolbytes provides a parent portal to help us communicate with you. We use Schoolbytes for a variety of things including, but not limited to permission notes, newsletter, notifications and payments, which can be accessed via a secure link. Once your child is enrolled in our school, please register via <https://portal.schoolbytes.education/auth/login>

COMPLAINTS

Parents have the right to register any concerns they might have about any aspect of school life. Complaints can usually be resolved easily at school. CPS follows the NSW Complaints Handling Procedures. These procedures provide an opportunity to air concerns. Carrington is an open school; all members are encouraged to voice their concerns to the Principal, no matter how small they may appear. Effective schools rely on good communication.

FAMILY LAW RELATED ISSUES

We know that some families experience breakdown. In meeting our obligations to students and parents, the Department of Education relies on a number of basic principles. Among the most important is that schools' decisions in relation to family issues will be based on what is considered to be in the best educational interests of the child. Also of paramount importance is the continued effective and efficient operation of the school. We do not believe that schools are the place to resolve family disputes, nor be involved in such disputes

Parents have a responsibility to advise the school immediately if any change to family circumstances occur which has the potential to impact on the relationship between the school and the parents and/or students. If court orders are obtained by one or both parents, a copy of the orders should be provided to the school as soon as possible. The school's decisions will be consistent with the court orders. Unless schools are informed otherwise (eg by providing with a copy of the court orders), they will assume that both parents retain a shared and equal parental responsibility for their children. This means that the school will recognise that each parent has equal duties, obligations, responsibilities and opportunities in relation to matters involving their children's education at the school.

FINANCIAL ASSISTANCE

If you are experiencing financial difficulty in any aspect of school activity please contact the office (Administration Manager or Principal) to arrange an alternative payment plan to assist families who are unable to make their payment by the due date.

HATS

Our school is a "sun safe" school. Children must wear a blue school hat at all times when they are in the playground in terms one and four. Students without a hat must sit or play in the designated shaded areas. More flexible, alternative arrangements are made for terms two and three depending on the weather. Please contact the office for clarification.

HEALTH

Asthma

This school operates under guidelines provided by the Australian Asthma Foundation. All staff have Asthma Training annually and we have a First Aid Officer available at all times. If your child suffers from Asthma, even if only occasionally, please obtain and have completed by your General Practitioner an Asthma Action Plan from the school office. As well as providing information on the signs and symptoms of your child's asthma and the medication required, the form also outlines procedures that the school will undertake in the event of an emergency. Asthma puffers are kept in the office, however, older children are encouraged to carry and use their own puffers as required (on excursions etc). A Health Care Action Plan will also be required to be completed. Please see the office for further information.

Head lice

Up to date information on head lice is important as there are many misunderstandings about 'head lice' and how to treat them effectively.

Advice from NSW Health indicates that there is no need for students to be excluded from school because of head lice. However, if a child has head lice at school, parents are notified and asked to collect their child for the purpose of treating their child's hair to prevent the spread of head lice to others.

Observing students scratching their heads is not a reliable or efficient means of assessing head lice prevalence in the school.

Where one student has head lice this serves as a warning that there is likely to be an infestation in either specific classes or across the whole school population, including staff. When infestations of head lice occur, parents are notified via the Newsletter and are encouraged to examine their child's hair and undertake treatment where eggs or lice are identified. Teachers also encourage students to avoid head-to-head contact in group activities.

Life Threatening Illness or Allergy

Please notify the Principal or Administrative Manager if your child has a life-threatening illness or allergy so that a Health Care Action Plan can be implemented.

Medications

In line with the NSW Department of Education and Training policy, medication is administered on a voluntary basis by nominated staff members who have completed the appropriate training. If your child requires medication to be administered at school, please call the office and complete the appropriate form.

ILLNESS/INJURY AT SCHOOL

Illness: If your child is unwell at school, parents or their emergency contacts are notified. Parents are asked to be prompt in collecting their children from school as it is distressing for your sick child to be left waiting. If your child is unwell, please keep them at home and give them adequate time to recover before sending them back to school. Sick children do not learn well, and they also spread their illness to other students and staff.

Injury

In the event of injury, First Aid will be administered to your child. If we are unsure about any aspect of the injury, parents will be notified so that a decision on a treatment plan can be made. In the event of serious injury, an ambulance will be called, and parents will be contacted as a matter of urgency.

****Please ensure that your contact details are kept up to date at all times. This is vital as it is particularly distressing for children and staff when parents or their nominees cannot be contacted, especially in the event of an ambulance being called for a serious illness or injury.**

IMMUNISATION

When enrolling a child, parents/caregivers will be asked to provide an Immunisation History Statement. The Immunisation History Statement can be obtained by contacting the Australian Childhood Immunisation Register on 1800 653 809.

A child without an Immunisation History Statement will not be prevented from enrolling under the NSW Public Health Act 1991, however, children without proof of immunisation may be asked by Public Health Officials to stay at home during an outbreak of vaccine preventable disease.

MONEY TRANSACTIONS

Our school sends student statements, notes and payment reminders directly to parent/caregivers via email using School Bytes. These statements include a link to make secure payments. On-line payment is preferred; however, payment is also accepted by cash or cheque. All money **must be placed in a sealed zip lock plastic bag or envelope** with your child's name, class, amount and payment particulars clearly marked on the front e.g. **"Billy Blogs, Wetlands Excursion, \$5 enclosed"** and **delivered to the office**. If money is not enclosed and adequately sealed and labelled, the school is unable to accept responsibility for any discrepancies. Please be advised that **the office is unable to give change therefore correct money is appreciated**.

NEWSLETTER

Our newsletter is distributed **every second week via email from Schoolbytes**. The newsletter is also available on the school's website carrington-p.schools.nsw.gov.au.

OOSH - BEFORE AND AFTER SCHOOL CARE

WEMOOSH is the Out-of-school-Hours (OOSH) service that provides before and/or after

school care for primary school age children. It is located at Mayfield East Public School. A bus service runs between Carrington Public School and WEMOOSH. Further information is available on 49672223 or 0431406309.

PARENT INVOLVEMENT

Research indicates that the link between home and school is a vital one for the child. Parent interest and support leads to a more interested and involved student. Parent assistance is welcome in reading and mathematics groups, in the canteen, at social and community events, fund raising events and P & C meetings. Parent volunteers are required to complete a Working With Children Check process prior to helping at school. Please see the office for further information.

PARKING

Parents are advised that there is **NO PARKING** on school grounds. Parents are advised to take notice of school bus zones, pedestrian crossings and parking signs around the school as these areas are policed regularly and fines result from illegal parking. Parking is regularly monitored by Service NSW employees.

P&C ASSOCIATION

Our P & C Association meet twice a term on Thursday (Week 4 and Week 9) commencing at 5:45pm in the school library. Every meeting is attended by the Principal (and/or delegates) who report to the parent body about current school topics. Meetings provide a forum for parent participation in discussions and decision-making, and all new attendees are guaranteed a warm welcome. Your attendance ensures that you get to know your school better and have a say. Ideas and suggestions are always welcome, even if you are unable to attend meetings. Please note you do NOT need to become a member to attend and have input, these meetings are open to the whole school community. Membership is \$2.00 if you would like to vote and minutes will be made available to attendees.

STUDENT SAFETY

As soon as children enter the school grounds, their safety and security is one of our priorities. The Department of Education is committed to ensuring a safe and happy environment for your child. The Young St gate is closed at the commencement of learning time and opened at the end of the school day. Entry during the school day is via Robertson St entry.

How we protect children

The NSW Bureau of Crime Statistics has found that schools are 10 times safer than the general community. This safe learning environment is maintained by a range of strategies designed to prevent violence and to promote positive relationships including: programs on conflict resolution, peer support, anti-racism programs, anti-discrimination and harassment programs, student leadership and mediation training programs. Guidelines on these programs are available by contacting the office.

We believe that school learning environments should be free from bullying and harassment. Parents/caregivers are urged to immediately report cases of bullying or harassment to the school Principal. All schools have discipline policies which outline the consequences for those who bully or harass. Our school contains on-site security systems and procedures.

Child protection

The Department of Education has implemented the most extensive child protection program ever devised by an Australian education system. We are responsible for the care and wellbeing of all NSW public school students. Our charter is to protect young people from sexual, physical and emotional abuse, neglect and from improper conduct of a sexual nature.

Working With Children Checks procedures

1. We conduct criminal record checks on all permanent and casual staff who seek employment with the Department of Education.
2. We negotiate arrangements with other state education systems to prevent paedophiles from crossing the border and getting teaching jobs in other states.
3. We ensure all our staff are aware of their responsibilities to report child sexual assault and improper conduct of a sexual nature by staff members against students.
4. We provide training and education materials to all staff on child protection issues.
5. We have a team of investigators with experience and expertise in child protection matters to respond to allegations of improper conduct by members of staff.

Since 1999, child protection education has been mandatory in all public schools. In the classroom, as part of Personal Development, Health and Physical Education, teachers educate students to recognise when they may be unsafe and how to get help.

SCHOOL CONTRIBUTIONS

A voluntary student levy is set each year by the school in conjunction with the P&C. Funds raised by the levy are used to provide additional educational resources for the benefit of all students. These resources support various learning programs conducted in the school and we endeavor to ensure that each class benefits from new resources. School contributions are not compulsory, and payment is a matter for decision by parents, however, your support in paying the levy is valued.

SCHOOL STAFF DEVELOPMENT DAYS - SDD

School Staff Development Days enable the whole school staff to participate in a range of activities aimed at the overall development of the school. These can include: the school's plan; setting goals and objectives; curriculum changes; student wellbeing programs; updating health care procedures; leadership training etc. Students do not attend school on these days. These dates are provided in our school newsletter.

SCHOOL HOURS

School commences at 9.00am. Teachers are **not** on duty until 8.30am. Children **must not** arrive to school before 8.30am.

School session times are as follows:

Morning session	9:00am	-	11:00am
Lunch	11.00am	-	11.40pm
Middle Session	11.40pm	-	1:40pm
Recess	1:40pm	-	2:00pm
Afternoon Session	2:00pm	-	3:00pm
School finishes	3:00pm		

Playground Safety Rules

Playground safety is an issue that affects all students and staff and a consistent approach will ensure that minimal accidents will occur. All serious accidents should be

reported and noted so that, in the case of litigation against the school, the details can be readily recalled.

- Use concrete areas in a sensible manner.
- Stay out of classrooms unless there is a teacher present
- Stay in areas designated for play
- Take a seat to eat (10 minutes eating time)
- Fixed equipment is to be used under teacher supervision only
- No hat today? - In the shade you play
- Play sensible safe games – leave sticks and stones alone
- Do not play before the 8.30 am
- If there is a playground problem, see the teacher on duty first.

SCHOOL UNIFORM

Our School uniform is available from MAK Wear, Carrington only and is as follows.

Girls

Polo	Navy with emblem
Culottes	Grey/Navy check
Jacket	Bomber style or crew neck jumper
Pants	Grey bootleg
Hat	Navy bucket with emblem

Boys

Polo	Navy with emblem
Shorts	Grey with initials
Jacket	Bomber style or crew neck jumper
Pants	Grey trousers / Navy track pants
Hat	Navy bucket with emblem

Boys and Girls Sport uniform

Polo	Navy/White/Grey with logo
Shorts	Grey microfibre
Jacket	Bomber or crew neck jumper
Track Pants	Navy Fleece

ALL PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE



STAFF
Principal



The Principal has overall responsibility for the whole school - students, staff (teaching and non-teaching), teaching and learning and all associated areas. This includes the education and wellbeing of all students; all educational programs; learning outcomes; the management of staff and staff welfare and development; financial and business

management of the school; the management of the school property and the development of partnerships between the school and the school community.

Classroom Teacher

Teachers are very important people for students. The classroom teacher accepts responsibility for your child's learning and wellbeing while at school. Communication with classroom teachers can be done by email to the school, attention teacher name, or by phone.

School Counsellor

School Counsellors are experienced teachers who are also psychologists. They assist teachers by strengthening the school's student welfare provisions and provide counselling and psychological assessment of students with specific needs. Their work with teachers in the classroom is designed to improve student learning outcomes. Matters discussed with the counsellor are confidential between the student and the counsellor. Parents or caregivers may make an appointment to discuss matters of concern with the school counsellor.

Home School Liaison Officers (HSLO)

Home School Liaison Officers may be called upon to assist students and their parents/caregivers when students are not coming to school every day. Initially where there is a problem in maintaining regular attendance, the school's student welfare and counselling services should be used. When school personnel have difficulty restoring the regular attendance of students, the principal may request the assistance of home school liaison officers to support the school's attendance program.

Learning and Support Teacher (LaST)

These teachers help students who are having difficulty in learning. They work with regular classroom teachers to help them in supporting students to reach learning goals. They also help students to be more confident and independent in their learning.

School Administrative Manager

School Administrative Managers are employed in all schools. They assist the Principal in planning and maintaining school routines, and are responsible for the efficient management of the school's financial, business and administration functions. Their role also requires them to supervise other School Administrative Officers and promote training opportunities.

School Administrative Officer

The School Administrative Officer supports the Administrative Manager and Principal to maintain school routines.

School Learning Support Officer

Under the supervision of a teacher, a School Learning Support Officer assists in classroom activities, school routines, and the care and management of students. Their role includes assisting teachers in school in:

- the implementation of individual education programs;
- providing opportunities for students to develop personal, social independent living and pre-vocational skills; and attending to the personal care needs of students.

General Assistant

General assistants are employed in all schools. They support student learning through:

- the preparation and maintenance of equipment
- minor maintenance of building, plant and equipment
- maintaining school playing fields, gardens and lawns.

SPORTS HOUSE ORGANISATION

Students are allocated a sports house upon enrolment. If a student has an older brother or sister attending, they will automatically be placed in the same house. Students are evenly distributed between the four houses, and they are randomly selected for each house. The houses are Bullock **(Blue)**, Onybigamba **(Yellow)**, McLagan **(Green)** and Collins **(Red)**.

STUDENT LEADERS

Each year, students entering Year 6 are elected by their peers for the roles of School Captain and Sports Leaders. These students lead the student body. They represent the school at many official functions throughout the year and also run Friday assemblies. In Term Four, Year Five students are invited to nominate for leadership roles for the following year. They present speeches at assembly and students from Kindergarten to Year Five as well as all staff vote.

TRANSFERRING TO ANOTHER SCHOOL

Parents must notify the school either personally, email or by letter if a student is transferring to another school. Details must, by law, be given of your new residential address, the school the student will be attending and their anticipated enrolment date.

TRAVEL TO AND FROM SCHOOL

Safety

Children need to learn about safe travel to and from school whether travelling by foot, bicycle or bus. Parents should ensure that their children leave home at the appropriate time to arrive at school by bell time (9.00am). Children should leave school promptly and go directly home unless other arrangements have been made by you. It is important that your child is taught to cross at Pedestrian Crossings and to regularly impress upon children the dangers of the nearby harbour and creek, loitering on the way home and **'stranger danger'**. **Children should not walk to or from school alone.**

Parents are asked to make sure that their child knows what arrangements are in place for the end of the school day, ie, are they to go to OOSH, is someone picking them up, do they have to get the bus home? **Parents are asked to avoid ringing the school to advise their child of after school arrangements, although every effort will be made it cannot be guaranteed that messages can be delivered, particularly just before bell time.**

If your child is being picked up, please ensure your child knows who is picking them up and where to meet. Parents should also ensure that their children use the crossing in Robertson or Young Street and should not call their children across the road from their car.

**88 Young Street
PO Box 23
Carrington, NSW, 2294
P: 49693707
F: 49616860
E: carrington-p.school@det.nsw.edu.au
W: www.carrington-p.schools.nsw.edu.au**



Carrington Public School Song

***The Kids Of Carrington
Selina Deards (Form CPS teacher)***

We began in 1873
Onybigambah was our name
We are a school in Carrington
Where children learn and play

Collins Bullock Onybigamba
Cheer on McLagan too
In the classroom and on the sporting
field
We know just what to do

