

Welcome to Coffs Harbour Public School



Our Vision



We are all independent lifelong learners and leaders in a safe, inclusive and challenging environment where there is collaboration students staff, parents and the community.



Contact Information

School Address:

Coffs Harbour Public School

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COFFS HARBOUR NSW 2450



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Find us on Facebook at:



Coffs Harbour Public School

Coffs Harbour Public School P and C

Groups: Coffs Harbour Public School Special
Education Classes



Our History

Coffs Harbour Public School was first opened in 1885, with an enrolment of 17 pupils. In 1896 a new site was created a short distance west of our present site. The school was moved to the present site in 1913.

Secondary classes (years 7 and 8) began in 1920 and extensions and a manual training room were opened in 1921. This building was used by Yalbillunga Special School, now our Special Education Support Unit, until it was incorporated into mainstream school in 1994.

Coffs Harbour Public School is a K-6 co-educational school located in Salamander Street.



Coffs Harbour Regional Museum - mus07-888

All about us

Our school motto is "*Courtesy and Honour*"

Coffs Harbour Public School is a comprehensive kindergarten to year 6 primary school in the North Coast region. We encourage students to be safe, be fair, be kind, and be cooperative. We provide regular opportunities for students to develop and demonstrate their talents and interests in all areas. Differentiated learning occurs in our mainstream and Special Education classes throughout the school to cater for the individual learning needs of our students. Individualised Learning Plans are developed for students requiring physical, behavioural or academic modifications to suit their learning needs.

Our support unit caters for all students with disabilities. Programs are adapted and needs based so that all students have every opportunity to participate in all aspects of school life.



School Times

8.30am Supervision begins at 8.30am

9.00am School day begins

11-11.30am Recess

1-1.45pm Lunch

3:00pm School day ends (Supervision no longer occurs after this time).



Uniforms

School Uniform

Maroon and navy school shirt

Navy blue skort/shorts

Navy blue socks

Black leather enclosed shoes

Navy blue school hat

Navy blue headscarf



Sport Uniform

Maroon and light blue shirt

Maroon shorts

Navy blue socks

Joggers



Winter Uniform

Maroon school jacket and track pants

Navy blue school jumper

Long sleeve navy blue school shirt

Navy blue stockings/track pants

Please see our office staff for a current uniform price list.

Canteen

Our school canteen is open, Monday, Wednesday, Thursday and Friday each week.

Opening hours are from 9am to 1.45pm.

How to order

Write your child's name, class and lunch/recess order on a brown paper bag. Students are to place these into the canteen box located in their classrooms before 9.15am.

If your child does not come to school with their order written, student leaders will be at the picnic tables outside the staffroom from 8.45 to 9am to help with writing the orders.

If you are interested in volunteering your time to assist in the school canteen, please contact the school office.



Please see our office staff or website for a current canteen

Kindergarten Expo

Each year prior to Kindergarten Transition our school hosts a Kindergarten Expo in our school hall. During this expo parents will have access to the following services:

StEPS

Technology

Enrolments

Early Intervention

Uniforms

School Banking

Canteen

Special Education

P&C

There will also be a Literacy and Numeracy Consultant available to share information and answer any queries.



Kindergarten Transition

Coffs Harbour Public School holds a comprehensive transition program for prospective Kindergarten students and parents. Children participate in activities in the Kindergarten classrooms while parents attend information sessions in our school hall. In these sessions we have guest speakers from outside agencies and from within our school. We also discuss supportive early reading and numeracy strategies and the Best Start Assessment that will occur upon entry to school. Parents have the opportunity to ask questions during these sessions.



Our Community

Our school is welcoming and friendly. We value and encourage our parents to be active partners and participants in school life.



Parent Volunteers

If you wish to volunteer your time at our school please let your child's teacher or our school office staff know. You will be required to complete a Working with Children Check. More information about this can be found at: www.kidsguardian.nsw.gov.au

Before each visit you will need to sign in at the front office and wear a visitor's badge.

Parent volunteers are welcome to assist with programs such as reading, sport, gardening, covering books, canteen and other specialist areas.

P & C Association

The Parents and Citizens Association meets in our school staffroom once a month. They contribute by fundraising to assist with purchases of important resources for our school and provides an excellent forum for parents to discuss matters relating to school. All parents are welcome to attend.

Our school canteen is run by our P&C with assistance from the Canteen Committee. We welcome all volunteers, even if you can only offer a small amount of time regularly.



If you would like to offer any suggestions, agenda items or feedback, please contact us at chpspandc@gmail.com or find us on Facebook at **Coffs Harbour Public School P and C**

Communication

Newsletter

Our school newsletter is distributed weekly and is available on our school website:

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

It can also be emailed to parents upon request.



Attendance

Attending school every day makes learning easier for your child and helps build and maintain friendships with other children. It is a legal requirement to let the school know when your child will be away and the reason for your child's absence. You should contact the school explaining your child's absence as soon as possible.

Class Teacher

If you wish to discuss your child's progress during the year, please feel free to contact your child's teacher and make an appointment. This can be done by contacting the front office.

Student Welfare System

'AAA' Awards

The 'AAA' certificate is awarded for excellence in achievement, attendance, behaviour and attitude. This certificate supports our school Bronze, Silver and Gold awards system. Students who consistently achieve this are awarded the 'AAA' Certificate and are invited to attend a Rewards Day at the end of each term.



Personal Best

At Coffs Harbour Public School we encourage students to strive to do their best. At the end of each term one student from each class is awarded a badge in recognition of their achievements.

Health and Wellbeing

To ensure our students are safe and cared for, we work with parents to develop health care and medication plans for students who may have special requirements.

Medication can only be given if prescribed by a doctor and parents must complete a medication form at our school office. If your child has specific health requirements please contact our office staff to arrange an appointment.

To assist in keeping our school environment as healthy as possible, please refrain from sending your child to school if they are showing contagious or infectious symptoms.



After School

Our school day finishes at 3pm. Please ensure your child knows how they are getting home each day to eliminate confusion. If there are changes to the usual routine for after school please notify your child's class teacher so they can assist your child at home time. The options at home time are as follows:

Bus

There are two bus pick up points at our school - Salamander Street and Harbour Drive.



Pick-up Point

Students are supervised as they walk down to Curacoa Street. Parents are required to meet their children at the gate.

OOSH

OOSH is out of school hours care. At our school a bus picks up students to attend this service.

For further information go to www.communityoosh.com.au

Sport

Students at Coffs Harbour Public School actively participate in various sporting programs.

These include involvement in PSSA (Primary Schools Sporting Association) knockout competitions, Lighthouse Community of Schools Winter and Summer Sports Day, Intensive Swimming Program, Premier's Sporting Challenge, daily fitness programs, weekly sport and access to specialist sporting consultants.

Student sport houses are determined by their surname.

Sport houses are as follows:

A-D Cook (Red)

E-J Flinders (Green)

K-Q Oxley (Blue)

R-Z Philip (Yellow)



Our School Rules

RESPONSIBILITY

We will be responsible by:

Keeping our school environment clean and tidy.

Being in the right place at the right time.

Attending school every day, striving for personal excellence.

RESPECT

We will be respectful by;

Looking after our own, others and the school's property.

Treating others the way you wish to be treated.

Respecting students, teachers, parents and school staff by listening to instructions and helping others.

SAFETY

We will be safe by;

Staying calm, cool and collected when faced with challenging situations or when someone is not being nice.

Acting in a safe and considerate way at school and when travelling to and from school.

Working and playing fairly.

EXCELLENCE

We will demonstrate excellence by;

Attending school regularly in full school uniform.

Participating to the best of my ability in all school activities.

Seek and receive feedback for improvement.



COFFS HARBOUR PUBLIC SCHOOL DISCIPLINE POLICY

Monitoring Playground / Classroom Behaviour Program

These guidelines are designed to assist teachers to select appropriate consequences and ensure that consequences are imposed consistently. If the behaviour is recurrent then the level of consequences will be increased. Students who have a diagnosed disability must be treated with discretion when applying these consequences to any unacceptable behaviour.

MINOR BREACHES:

Teacher deals with these on the spot.

(e.g. 5 minutes timeout in playground / class detention)

- Disruptive, late for lines
- Failure to follow school procedures
- Interfering in others games/work
- Littering
- Running on gardens / concrete
- Throwing food
- Put downs (one off)
- Using playground equipment at wrong time
- Out of bounds
- Climbing trees / using sticks, rocks etc inappropriately
- No sun safe/school hat in playground
- Eating in wrong area
- Fooling around at Bubblers
- Unacceptable use of school equipment
- Bad manners towards peers
- Taking equipment from others/Taking others hats
- Playing in toilets
- Sent from scripture

PLANNING ROOM – 1 DAY – DEMERIT LEVEL – 1

1 day in the planning room.

- Continuous warnings of any minor breaches (3+)
- Non-attendance at planning room
- Inappropriate gestures
- Disrupting bus lines
- Disrupting major school assemblies
- Continually breaking playground rules, i.e. no shoes, kicking footballs in bus lines

Demerit Level 1

Placed on Level 1 for continually breaking (minor) school rules, or uncooperative behaviour as reported to the school leadership team. They are sent to the planning room for 1 day. Continued misbehaviour will place the students on level 2.

PLANNING ROOM – 2 DAYS – DEMERIT LEVEL – 2

2 days in the planning room .Parents may be requested to attend an interview.

2nd offence of demerit level 1
Inappropriate language
Throwing food at others
Teasing or putting others down
Spitting
Leaving classroom without permission
Aggressive touching (pushing, tripping, shouldering etc)

Demerit Level 2

Placed on Level 2 for a 2 day planning room offence and loss of privileges may occur at the discretion of the Leadership Team. This may include socials, excursions, sporting team activities, performances etc. occurring during the planning room period.

PLANNING ROOM – 3 DAYS – DEMERIT LEVEL 3 & 4

3 days in planning room. Parents may be requested to attend an interview.

- Re-offending a level 2 behaviour within a week period
- Throwing objects at others
- Vandalism (minor)
- Tripping another deliberately.
- Disrespect to teachers, peers and other staff / visitors
- Theft
- Leaving school grounds without permission
- Bullying behaviour including both verbal and non-verbal and physical
- Persistently disobeying teachers request
- Spitting on a student

Demerit Level 3 & 4

On demerit level 3 there is significant loss of privileges. This will include: socials, excursions, sporting team activities, visiting performances, state competitions and any other event at the schools Welfare Committee's discretion. A planning form is sent home to parents.

If a child is placed on Level 3 & 4 three times or more throughout the year they will be excluded from major excursions which would include: Year 5/6 excursion and all sport and cultural activities including school, zone, regional and state representation which occur after their 3rd Level 3 for the rest of the year. If the student is in year 5, they will not be eligible to nominate for a student leadership position.

Students who continue to offend will have school and playground restrictions in place which will be noted on the planning form. A planning form will be discussed with children individually and copies will be given to teachers and parents. All forms will be followed up by the executive.

REFERRAL TO PRINCIPAL OR ASSISTANT PRINCIPAL DEMERIT LEVEL 4

- **Planning room – 4 days and Principal's discretion whether student will be suspended**
- **Demerit level 4 – 4 days' planning room**
- **Re-offending within a 1 week period – placed on level 4 again and may be suspended by Principal**
- **Principal will request an interview with parents/ or by phone**
- 2nd offence of demerit level 3
- Throwing rocks and injuring someone
- Violence capable of causing injury
- Abusive language directed at staff or student
- Repeated or extreme disobedience
- Throwing objects in a forcible manner, which may or has injured somebody
- Vandalism – major
- Continual bullying
- Inappropriate touching (aggressively hitting, punching, slapping etc)
- Cyber bullying explicit emailing, face book etc

A planning form will be discussed with children individually and copies will be given to teachers and parents. All forms will be followed up by support and planning with the school executive.

Copies of plans will be given to classroom teachers and parents.

Transport / Outside school issues to be followed up by executive.

Note: *Students who continue to break rules and do not respond to the behaviour management plan will be suspended for a short or long period and placed on Level 5. On their return to school a documented program of improvement is set in place, loss of privileges still occur and the student will need to complete a period of time out.*

On Demerit Level 4 students will lose all extra privileges while serving their time which includes all excursions, sporting team activities, competitions, visiting performances and any other events at the school's Welfare Committee's discretion. Students involved in Level 4 behaviour will have a very high chance of being suspended for a short or long period. If a child is placed on Level 4, 3 or more times throughout the year they will be excluded from any major excursions which would include Years 5/6 excursion and all sports and cultural activities, including school, district, zone and state representation and any other activities at the discretion of the Principal which follow the 2nd suspension.

Note: *Continual re-offending of poor behaviour during the 1 week period will stop at Level 4 and a short suspension will be imposed on the student. If this behaviour continues on return to school after behaviour management plans have been implemented, a long suspension may result. Poor behaviour will be recorded in the teachers 'behaviour management book and recorded on students well-being on the students permanent record. the students will recognise as the yellow book.*

In the classroom

- ☐ A set of class rules and a set of consequences are developed with class and displayed
- ☐ A discussion regarding what choices are being made by the student and what better choices can be made may be needed
- ☐ A verbal “friendly” warning is given for most behaviours (1st warning). A balanced account of any conflict is to be explored before any further action is taken
- ☐ If inappropriate behaviour persists, the student is to go to a “time out/ reflection space” in the room for 5-10 minutes. (2nd warning) *If behaviour improves, the student re-joins class group.
- ☐ If however there is no improvement the student goes for “ time out” in another classroom (3rd warning)
- ☐ If there is still no improvement, the student is sent to the Assistant Principal where they will follow up appropriately with a behaviour planning sheet
- ☐ Assistant Principals can refer a student onto the Principal or discuss the student behaviour with the Principal at any time

In the playground

- ☐ Verbal warnings, discussion of inappropriate behaviour and better choices to make next time are the usual way supervising teachers deal with minor problems .Implementing a set time out area as required (under the tree in the shade)
- ☐ More serious breaches of school rules or bouts of unacceptable behaviour are recorded in ‘the yellow book’ so patterns of behaviour can be observed and monitored by the Assistant principals
- ☐ Aggressive behaviour or bullying behaviour could result in an immediate suspension from school





Performing Arts



Debating



Support for English as an Additional Language or Dialect (EALD) students

Ready Set School Playgroup



Chess



Learning Support



Coffs Harbour Public School Mini Bus





NAIDOC DAY



Multi Cultural Day



Swimming Carnival

Touch Football Gala Day



Our School Song



Courtesy and Honour, we strive to practise here
Courtesy and Honour, for the school we hold so dear.
In playing fields and classroom, we will try to obey the rules
Of courtesy and Honour
For your school, for my school,
Coffs Harbour Public School

Courtesy and Honour, shall be our aim always,
Courtesy and Honour, as we learn in our school days.
And in the life before us, we will try to obey the rules
Of Courtesy and Honour
For your school, for my school
Coffs Harbour Public School



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