

Money Collection

All money is paid via the cash window in the Administration Office between the hours of 8am and 10am. Children should not keep money in their bags during the day. Eftpos facilities are available.

Newsletters

Weekly newsletters are sent home on Thursday with the youngest member in your family attending Chatswood Hills School. These newsletters provide information about happenings at school, activities, projects and items of interest. Please ensure that your child delivers these to you and keep them if they contain information about future events or about procedures at school.

Religious Education

The program called 'Religion in Life Program' is offered in the school. It is a program based on Christian beliefs and helps students understand more about the Bible and Christian faith. If you do not want your child to participate in the program, please put it in writing addressed to the Principal.

Reporting Student Progress to Parents

The school reports officially twice per year to parents and caregivers:

June/July - end semester 1

December - end semester 2

Year 2 Continua reports coincide with the June/July interviews. Most interviews are usually conducted before and after school. Appointments are made through the class teacher. Administration and Special Needs staff are also available by appointment.

School Crossing

The Department of Transport employs crossing supervisors to supervise the crossing on Raleigh Street during the following times:

Mornings: 7:55 - 8:40am

Afternoons: 2:25 - 2:55pm

Please note, that the pedestrian crossing is only considered as such when the supervisors are on duty and at other times children must use their own discretion when crossing Raleigh Street.

School Times

8:25

8:30am

10:30 - 11:10am

1:10 - 1:45

2:30pm

Bell rings

Children required at class

1st Eating Break and play

2nd eating and Playbreak

Children dismissed

Office Hours

8:00am - 4:00pm.

Sun-Safe

A sun-safe policy is observed. 'NO HAT, NO PLAY' applies. The school insists that children bring their school hat to school every day and wear it when working outside and playing at all times.

Parents should encourage children to wear the school wide brimmed hat.

Tuckshop

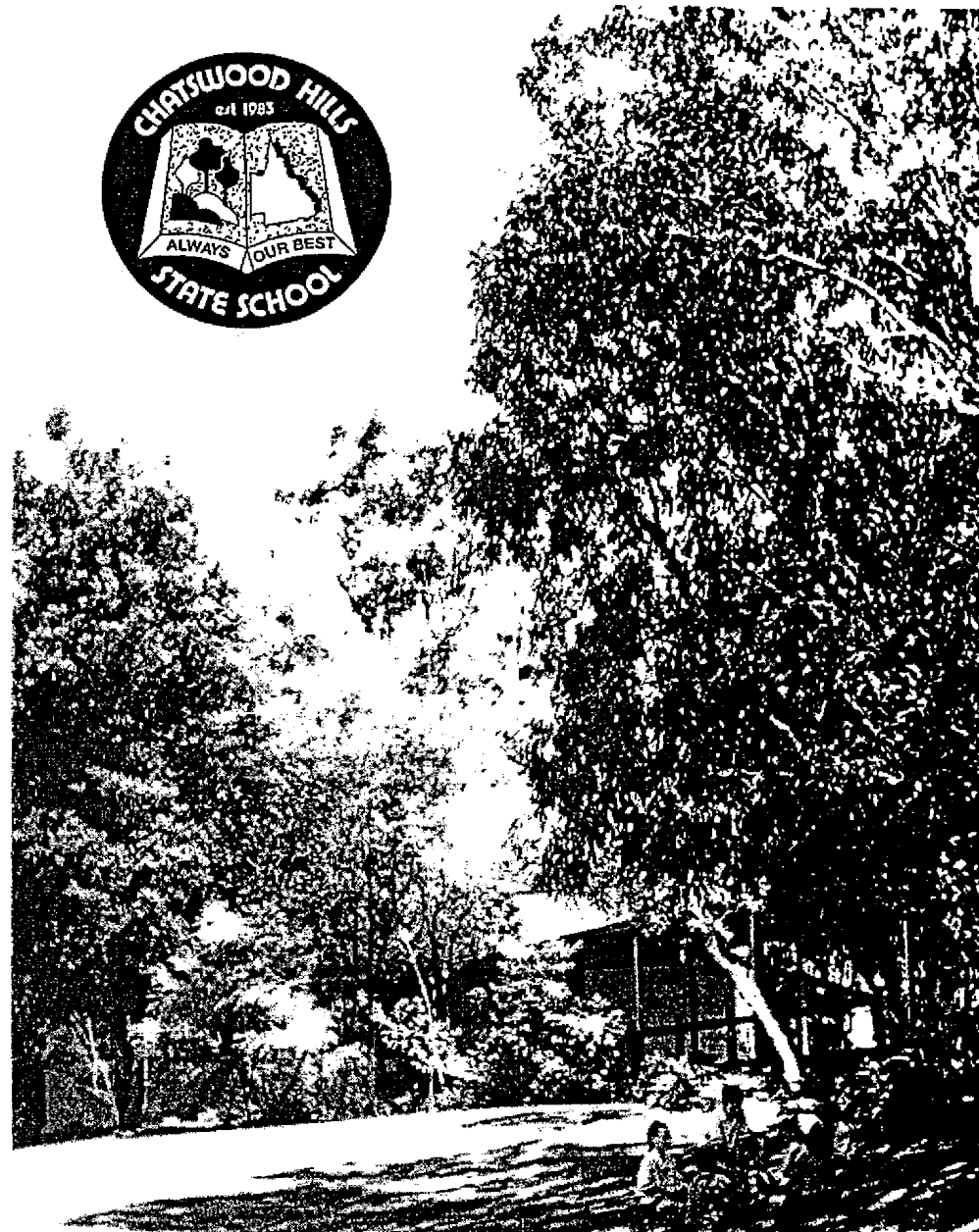
The tuckshop operates every school day. Children are required to order their lunch through the tuckshop bag system. The order, their name and class should be written on the front of the bag and the correct change placed inside. The bag is then placed into the class tuckshop box at the beginning of the day. The ordered items are then returned to the classroom in the tuckshop box at lunch breaks.

Vehicle Access

Carparking is available near the Multipurpose Hall. The Administration carpark and the teachers' carpark are only accessible to authorised vehicles. They are not pick up/drop off points before and after school. The school discourages the use of these 'out-of-bounds' areas for safety reasons.

Visitor Badges

During the school day all visitors need to report to the office on arrival so that the register can be signed and a badge issued. Please return badge to the office at the end of each visit. Classroom volunteers should report to the class teacher to collect a badge and sign-on.



SCHOOL PROCEDURES

Absence of Students

Daily absences are monitored. If your child has been away from school we require a note explaining his/her absence. If you are aware that a child is to be away for more than three days, please phone the Office explaining reason and possible duration on [3489 2260](tel:34892260) or email us at info@chathillss.eq.edu.au.

Any unexplained absence will be followed up by a phone call or letter from the Deputy Principal after an absence of more than three days. Extended unexplained absence may result in the child's name being removed from the roll. Absence notes are available at the school office.

Appointments

To meet with the class teacher, other members of staff or a member of the Administration team, please phone the Office to arrange a mutually convenient time and provide details of the reason for the interview. (See reporting student progress to parents.)

Assemblies

These are held in the Multipurpose Hall every second Friday morning from 11:10am. Parents/caregivers, family and friends are always welcome at Assemblies. Stage Assemblies are held in the off fortnight.

Bike access

Bikes are to be parked in the bike racks near the tuckshop area. All bikes are to be individually padlocked to the bike racks to minimise risk of theft or damage.

Book Lists

Lists of requisites for each class are published in Term 4 for the following year. Please ensure that expendable items are replaced throughout the year.

Car Access

Carparking is available near the hall. The Administration carpark and the teachers' carpark are only accessible to authorised vehicles. They are not pick up/drop off points before and after school. The school discourages the use of these 'out-of-bounds' areas for safety reasons.

Classroom Assistant

Parents assisting teachers in classrooms will receive their 'classroom assistant' badge from the class teacher and should sign the classroom volunteers book every time they visit.

Collecting Children

If a child is required to leave the school grounds during the day a note should be written to the class teacher explaining the reason. **Any person collecting children from school at other than normal finishing time, must do so through the office.** The child will be sent down from the classroom with their bag to meet the person collecting them at the office.

When the child is collected, **the parent/caregiver is required to sign the child out at the office.** Please support these security measures.

Arrangements with and notification to Outside Schools Care regarding early collection are the parents/caregivers responsibility.

Dental Van

The Oral Health Care Service (Dental Van) visits the school generally once per year. Children receive a medical history form, which must be returned before the child can access the service.

Dress Standards

The school uniform is to be worn at all times. The sports uniform may be interchanged except on school excursions when full dress uniform should be worn. Sports uniform must be worn for interschool sports. See also Jewellery.

Emergency Forms

The office requires detailed up-to-date student information in case of emergency. Forms are issued each year. Please complete and return promptly. Any change throughout the year to your address, phone number, medical information and family circumstances should be notified to the Office, preferably in writing.

Excursions

Stages 1 – 3 including Prep, have a maximum of two excursions per year. Families receive a calendar of excursions throughout the year after the excursions have been approved by the P & C Association.

A school camping program exists for Stage 2 & 3 during every "even" year eg. 2000. These groups are usually away from home for two (2) to five (5) days, under teacher supervision. Camp venues have included Camp Currumundi, Rathdowney, and Jacob's Well Environmental Centre. Physical Education/sport and end of year break-up activities may include some trips to venues away from the school. Parent helpers are sometimes required for excursions and the teachers organise this with the administration's approval.

Grounds Access

Use of the school grounds out of hours requires the Principal's written consent. Any person on the grounds without this written permission is trespassing and can be fined \$750.

For details regarding visitor access during school hours, please see Visitor Badges.

Health

If children are sick or injured at school the class teacher sends them to the Health Room. First Aid may be given and the child's condition monitored. If further attention is required the child's parent/caregiver is then contacted. **NB It is important to ensure that a number of emergency contacts are listed with the Office in the event that the primary carer is unable to be reached.**

Please also be considerate of others, both staff and students, if your child is unwell, it is best to keep them home from school.

Immunisation

Prior to school enrolment please check with your doctor and arrange for your child to have necessary immunisations - especially MMR, polio, triple antigen. The Logan City Council gives some catch-up injections after school commences, but these may prove too late.

Instrumental Music Program

As well as the group music lessons, children (from third year) have opportunities to learn to play a musical instrument. Departmental instructors visit the school on a regular basis teaching strings, woodwind, brass and percussion instruments.

Children in this program are limited because of the number of instruments the school owns.

If some students purchase their own instruments, a larger number of children can enjoy tuition in this program.

To supplement this program, a school concert bands practises weekly. It is an introduction for children of band involvement at secondary school.

Jewellery

We discourage the wearing of all jewellery to school because of the risks of injury. We acknowledge issues of personal significance however, in permitting children to wear only the following:

- One pair of small sleepers/stud earrings,
- Watch,
- Medical Bracelet

No responsibility is taken for any of these items worn or brought to school. Any other items require the approval in writing of the principal.

Late Arrival

On arrival, **ANYTIME AFTER** 8:30am, students go directly to class but a record of late arrival will be recorded on the class roll. Late arrival due to appointments with Doctor, dentist etc. require a note to class teacher.

Lost Property

This is available from the Janitor/Groundsman's Shed from 8:30 - 2:30pm Monday to Friday. To minimise the amount of property collected daily, parents are asked to label their child's possessions, especially any clothing and lunch boxes.

Medication

For a child to receive any type of medication at school, a medication form needs to be completed by the parent/caregiver. This details the type of medication, the dosage and how/when it is to be administered. All medication is distributed from the office. Please note: panadol, aspirin, cough mixtures without a chemist's label etc cannot be administered by any staff member.