Dear Parents,

I would like to take this opportunity to welcome you as a member of the Carlingford Public School Community.

We hope you and your child/children will have a happy and rewarding association with our school.

Yours sincerely,
Neil Hinton
Principal
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ABOUT OUR SCHOOL ...............  
Welcome to Carlingford Public School, a K-6 school with more than a century of history and tradition in providing quality education to the children from the Carlingford and surrounding districts of North Western Sydney.

Carlingford is a caring community school which prides itself on its small school atmosphere while providing outstanding personal development and self-esteem programs, comprehensive student welfare policies and holding high expectations for all students. The school has expansive attractive grounds, large, well resourced, inviting classrooms, a school hall, new library and technology centres, allowing outstanding learning opportunities for all students. The core business of the school is to ensure that all students learn to their maximum potential, achieved in a stimulating safe and happy environment.

The dedicated, highly skilled staff at Carlingford Public School are committed to ensuring every child becomes a successful learner. We have a strong focus on the development of literacy and numeracy skills and provide a wide range of extra-curricula activities to extend and enrich student learning. Beyond the classroom, students have the opportunity to participate in extensive Dance, Band, Technology, Choir, Debating, Public Speaking and Interschool Competitive Sport programs.

Within a happy, caring environment, students are encouraged to aspire to achieve their personal best at all times. Student learning outcomes are high in comparison to like school and state benchmarks. In recent NAPLAN assessments, Carlingford ranked number 1 from 20 surrounding schools in both Literacy and Numeracy growth. We relentlessly pursue excellence as we seek to equip each child for their life-long journey in learning.

In recognition of the diversity of achievement amongst our students, Carlingford provides a wide range of educational experiences that enable us to meet specific learning needs. Gifted students are catered for through a differentiated curriculum where they are given the opportunity to achieve their best through carefully structured programs and strategies. Students with particular learning difficulties receive extra support from staff trained in working with students with special needs. For students to whom English is not their first language specific support programs are provided.

At Carlingford, we endeavour to ensure our students’ primary school experiences are happy, productive and rewarding. All students are treated with respect and individual needs are met in a caring, responsive approach. The development of positive attitudes, self-esteem, self-discipline and respect of others is fostered through recognition, achievement and appropriate reinforcement.

The wonderful support and excellent contributions in the education of their children by parents and family members makes for a very strong partnership and contributes greatly to the high reputation that is enjoyed by our school and students within the wider community. For the benefit of working parents Before and After School Care is available on site. For more information please contact Carlingford Multipurpose Learning Centre on 9872 6155.
SCHOOL TIMES
The bell rings at 9.00am and 9.25am then school begins at 9.30am.

Morning recess 11.25am - 11.45am
Lunch 1.15pm - 2.00pm
School finishes 3.15pm

MORNING PROCEDURES
Children should not arrive at school before 9.00am as there is no supervision before this time. Those who do must remain seated in the main assembly area. A teacher is on playground duty from 9.00am. On wet days, children should proceed to their classrooms after 9.00am where the class teacher will supervise.

AFTERNOON PROCEDURES
Children will be dismissed from their classroom promptly at 3.15pm. A teacher is on duty until 3.30pm. Kindergarten teachers will wait outside their classrooms for 5 to 10 minutes after which time the children will be taken to the school office. Other children will wait with the teacher on crossing duty and at 3.30pm will also move to the office. Parents who may be delayed in arriving at the school, perhaps because of heavy traffic etc, are asked to telephone so that the school is aware of this. Such messages need to be received by 3.05pm to allow us time to notify the children.

Please ensure that you notify the teacher before you take your child.

ASSEMBLIES
An outdoor assembly is conducted at 11.45am each morning, Monday to Wednesday, weather permitting. An indoor assembly is held each Thursday commencing at 2.00pm. This is conducted by the senior students of the school.

SCHOOL STAFF
We have wonderful teachers who are highly committed, experienced and caring. Our teachers work as a team to provide quality learning for all children.

Throughout the week, teachers other than the regular class teacher may work with your child. These teachers are also experienced and fully qualified in their areas of expertise. They include the teacher/librarian, the computer teacher, the ‘release from face to face’ teacher, the English as a second language teacher (ESL), the support teacher learning difficulties (STLD) and perhaps a casual teacher when the class teacher is absent.

The ESL and STLD teachers are specialists and only take children who have specific needs.
SCHOOL BEHAVIOUR CODE
A set of school rules will be displayed in each classroom. In addition all classes will develop a set of basic class rules. This is undertaken with the guidance of the class teacher at the beginning of each year.

School values are printed on page 15.

SCHOOL DEVELOPMENT DAYS
According to the guidelines of the NSW Department of Education and Communities, the school conducts three school development days during the year. These are usually held on the first day of terms 1, 2, 3 and the last two days of Term 4 have been classified. The dates are notified well in advance. An extra staff development day has been introduced from 2013, with the first two days of term 2 being pupil free.

These are pupil free days when parents are asked to make alternative care arrangements for their children so that the staff and community can engage in planning of policy and curricula implementation. A committee plans the activities for the day in accordance with the needs of the school management plan. Parents are also welcome to participate in these days.

MUFTI DAYS
Throughout the year the school holds Mufti Days to raise money for a nominated charity or cause. On these days the children are allowed to wear their ‘casual clothes’ to school. A gold coin donation is given for the nominated charity or cause.

STUDENT REPRESENTATIVE COUNCIL
The student representative council is an important aspect of our school. Two children from each year (Years 2-6) are elected by their peers and are joined by the school prefects to form the student representative council. A member of staff adopts a consulting role at council meetings.

The council meets regularly to discuss ideas and school issues. These discussions provide a valuable contribution to school direction as well as developing school pride and spirit. Children from each class are encouraged to meet and share their views with members of the student representative council.

SCHOOL NEWSLETTER
The weekly school newsletter is issued to the eldest member of each family on Tuesdays. Please ensure that your child brings it home and that you take time to read it.

Copies of the newsletter are available on the School Website. www.carlingfor-p.schools.nsw.edu.au. This is an important and essential method of keeping you informed regarding news, activities and coming events at the school.

BEFORE AND AFTER SCHOOL CARE
The school is fortunate to have within the grounds the valuable resource of the Multi Purpose Learning Centre. The centre is operated separately from the school.
It offers pre-school and long day care facilities as well as before and after school care. Please contact the Multi-Purpose Learning Centre direct on 9872 6155 to obtain further information of hours, programs, fees, etc. Fee relief is available for this facility.

PARENTS & CITIZENS ASSOCIATION
The Carlingford Public School Parents and Citizens Association represents parents and has a close working relationship with the school. It needs your active support to continue its valuable role in the life of the school. Meetings are held at the school library on the third Monday of the month commencing at 7.30pm. Parents are most welcome to attend.

PARENTAL PARTICIPATION
There are many ways parents can become involved at Carlingford Public School. One of the strengths of the school is the active participation of parents in a variety of activities. We believe that:

* parents and teachers are partners in the education of children at Carlingford Public School;

* there needs to be close liaison between home and school, which will assist the teacher to build upon the child’s early years of learning;

* learning is most effective when home and school have common goals and vision;

* effective communication between home and school is essential.

PARENTS ARE WELCOME AT OUR SCHOOL
Opportunities are provided for parents to obtain information about new curricula and courses, thus gaining the confidence to participate in their child’s learning in an informed manner.

Parent helpers are welcome in our classrooms and it is hoped parents will also be able to give time to assist in learning programs when required.

All visitors to our school must sign the visitor’s register in the Administration Office.

GENERAL SCHOOL CONTRIBUTION
The P&C Association provides financial assistance to the school by requesting from parents a P & C Donation and support for fund raising activities. The moneys raised from these activities benefit the children by allowing the school to provide many innovative, quality education programs and to purchase additional equipment and resources not provided by government funds.

The school is grateful for the support it has received from all parents and trusts this support will continue.
CANTEEN
The school canteen is operated by parents who voluntarily give their time to assist the canteen manager in providing healthy and nutritional food for the students. New helpers are always welcome.

The canteen is open Monday, Tuesday and Friday and any variations would be advised in the newsletter.

Orders should be written on a paper bag together with the child’s name and class and handed in with money to the canteen before 9.25am. At recess and at lunchtime some items can be purchased directly from the canteen. A price list with all details is available from the canteen and the school office.

SCHOOL UNIFORM
The parent community at Carlingford Public School has voted in favour of a school uniform and all children are expected to wear the uniform each day. The uniform standard at Carlingford Public School is excellent and often favourably commented upon by visitors.

The school has a “No Hat - Shade Play” policy which is enforced in the interests of the health of the children. School hats and caps are available from the uniform shop.

UNIFORM SHOP
A uniform shop operates each Thursday between 9.00am and 10.00am to assist families with the purchase of new and good quality second-hand uniform items. An outline of the school uniform is on page 15 and a price list is available from the uniform shop and the school office.

Parents are able to volunteer on a rostered basis to help with the sale of uniforms.

POSSESSIONS
All clothing, lunch boxes, pencil cases, etc must be labelled with the child’s name.

Students are discouraged from bringing expensive electronic devices to school. If a parent wants their child to bring a mobile phone to school, the phone must be handed into the school office before class begins, in a container or plastic bag with the child’s name clearly written on the outside. The phone must be switched off and will not be returned to the child until after the 3.15pm bell rings.

SCHOOL LIBRARY
It is encouraged that each child borrows and reads books from the school library. To ensure that books being borrowed are kept in good order, children must have a sturdy carry bag when taking books from and returning books to the library. School library bags are available and may be purchased from the uniform shop. Books are to be returned during the library lesson.
Students are timetabled for regular library lessons during which time they borrow. The loan period for a book is one week. Should students not have completed reading the text in that time, they may reborrow the book for another week.

They may also use the library at lunchtimes on Monday and Tuesdays for computers, reading, games, quiet time or library based activities.

**PREMIER’S READING CHALLENGE**
Students K-6 are given the opportunity to participate in the annual Premier’s Reading Challenge. All books associated with the challenge are clearly marked for ease of selection. Notification of the event is advertised in the school newsletter at the beginning of each school year.

**BOOK CLUB**
Twice a term, families have the option of purchasing books through Scholastic Book Club. Order forms are distributed to all students. Orders must be returned to the library on the due date, which is published in the school newsletter.

**PARENT LIBRARY**
The library has a well-resourced parents’ section of books on all topics pertaining to child rearing and parenting skills. Parents are welcome to borrow any of these books for the duration of two weeks.

**WORLD BOOK ONLINE**
The library provides the students with an online encyclopaedia for use both at school and from home. See the librarian for log-in details.

**ASSESSMENT, REPORTING AND INTERVIEWS**
We believe that a continuous assessment of your child’s progress and performance is the most valuable and effective means of evaluating your child’s progress.

A parent/teacher meeting is held early in term 1. This gives the teacher the opportunity to explain the method and procedures of the class. It also allows parents to ask questions and generally become better acquainted with the class teacher.

If parents have any concerns regarding their child’s progress they may request an interview with the class teacher or Principal at any time during the year. It is necessary to contact the school office so that a mutually convenient time can be arranged. Reporting takes place at the end of Semester 1 (July) and at the end of Semester 2 (December). Interviews may be requested by parents or teachers at the end of Semester 1 and 2.

**HOMEWORK**
Homework should be a purposeful learning experience which may extend or enrich the daily learning program. Parents are encouraged to help their children establish a regular time and place for carrying out homework activities and to support their efforts. The class teacher will outline the homework requirements at the beginning of each year. No formal homework is given at weekends.
EXCURSIONS
Excursions to places of educational interest are held during the year. These are planned as an introduction to, or the culmination of, a unit of work. Excursions are a valuable part of your child’s total learning experience and an invaluable resource for your child. Parents are notified in advance of details and cost, these costs must be met by the parents. In cases of genuine hardship parents should feel welcome to discuss the situation with the Principal.

It is expected that all children will participate in these activities. The consent forms must be returned to their teacher before your child is permitted to take part in the excursion.

PERFORMANCES IN SCHOOL
Performances in the school are held at various times each year by visiting artists and groups approved by the Department of Education and Communities. These are carefully selected and are of educational value to your child. The performances are enhanced and supplemented by class activities before and after the performance. Parents are notified in advance of details and cost.

SPORT AND DAILY FITNESS
Students take part in a daily fitness program and years 3 to 6 participate in sport each Friday. Sports uniform is compulsory for students in years 3 to 6 on Fridays. Selected students in years 3 to 6 also participate in a weekly Primary Schools Sports Association (PSSA) interschool sport competition. Sports include cricket, T-ball, soccer, newcombe ball, netball and AFL.

The school holds annual swimming, cross-country and athletics carnivals.

For most of these sporting events students are asked to contribute to the cost of the buses and sometimes an entry fee.

MONEY COLLECTION
School fees are invoiced at the start of each term for excursions, in school performances, sport and P&C donation. Payment of the invoice can be made by cash, cheque or credit card (Mastercard or Visa). Please note we do not operate EFTPOS cash withdrawal and are unable to provide change. These payments should be submitted in the payment envelope provided. The envelope should contain the correct money and be clearly marked with your child’s first and last name, class, purpose; amount enclosed and be well sealed.

If you are paying your term account please enclose the statement with the correct money in the envelope provided.

Please ensure all money is sent to the school office on money collection days which are Monday Tuesday and Wednesday only between 8.30am and 3.30pm. No money should be given to your child’s class teacher.

PERMISSION NOTES
Permission notes must be handed to your child’s class teacher or the designated teacher on the permission note.
ENROLMENTS/TRANSFERS

Enrolling
Parents must complete an application to enrol form which is available from the school office or from the Department of Education and Communities website. To accompany this application various documents are required verifying the details. These are specified on the form.

Leaving
The school office must be notified in writing if your child is leaving. All school materials and library books must be returned before your child leaves the school. Any outstanding payments must be finalised before the child leaves the school.

CHILD CUSTODY
The school must be advised in writing of any special or unusual custody arrangements concerning children. A copy of custody orders must be provided to the school. These will be kept with the student’s school records which are secured confidentially. For your child’s welfare and safety it is essential that the school be advised of any change in custody arrangements.

STUDENT WELFARE
It is important for parents to inform the Principal and/or class teacher of any exceptional circumstances which may affect the child eg a serious illness or family crisis which will certainly affect the child at school. If the school is aware of special situations we are able to be more sensitive to the child’s needs and provide appropriate support.

ATTENDANCE
Children must attend school regularly to gain the maximum benefits for their education.

It is expected that all children will arrive at school before 9.25am and leave at 3.15pm.

No child may leave the school grounds during school time except with the permission of the parents/guardians and the Principal.

An explanation for your child’s absence in writing is a departmental requirement. This note should be given to the student’s class teacher.

ABSENCES
Advice of non attendance: In line with departmental requirements, a note must be sent by parents to explain all absences. This could be either before or after the absence. If advice of a non attendance has not been given in advance (perhaps because of sickness) you are asked to inform the school by contacting the office prior to 9.25am.

Partial absences: Children who arrive late, who leave early or who have appointments within school hours are marked partially absent on the class roll. Parents must either provide a note or complete a student leave form, which is available from our office. This note will then be signed by the Principal or designated staff member and passed on to the class teacher.
Extended absences: If it is known that your child is to be absent from school for an extended period of time (100 days or more), an application for exemption must be made in writing on special forms in accordance with the Department of Education and Communities.

Please contact the school office if your child is to be away for more than this time to both: notify the school of the absence and to collect the appropriate forms that are available from the office.

Please note that where the reason for application for exemption includes long term travel arrangements of more than 20 school days, copies of travel documentation should be included with the application.

Should there be a period of extended absence and the school has not been notified we will contact you to clarify the situation.

ACCIDENTS/SICK CHILDREN
At the commencement of the school year all parents are asked to complete an information card containing details of parents’ phone numbers and those of others who may need to be contacted in an emergency. The family and student data on the school computer system is updated from this. It is vital that this card be completed and returned promptly to the school to ensure our records are up to date.

For your child’s welfare and safety this information needs to be kept up to date. Therefore, if any of these details alter during the year, parents are asked to write a letter or complete a new Information Card with the current contact details.

Injured or sick children are kept under observation until parent/medical advice is obtained. The school has ambulance insurance and an ambulance will be called if the Principal or parents feel this is warranted.

MEDICATION
Medication required during school hours must be left at the school office where school staff will administer it. It must not be kept in school bags. A parental note requesting the administration of the medication must be provided. Medication must be in the original medication container.

Ongoing medication:
Regular, ongoing medication requires completion of a form, available from the office, detailing administration of the medication.

Medication required for a short period:
A single dose of the medication/tablet should be sent in an unbreakable container, clearly labelled with your child’s name and class. This must be accompanied by a note from parents with explicit instructions as to the dosage and time to be administered.

Asthma
When the school is notified by a parent that their child suffers from asthma, forms will be given to parents to complete and return to school. Students are permitted to keep their own
asthma medication with them. If your child does carry their asthma medication we ask that you advise the teacher that this is the case. Parents who feel that adult supervision is required should provide written instructions and correctly labelled puffers to the school office. Staff will then assist with the administration of the asthma puffer when required.

Allergies – eg peanut intolerance, bee stings etc
When the school is notified by parents that their child has an allergy, forms will be given to parents to complete and return to school. Depending on the severity of the allergy, a meeting may be required between parents and staff to discuss and complete additional forms.

Health Care Plans:
Health care plans are required for students who have a diagnosed medical condition that may require assistance from staff members. Forms and information is available from the school office.

SCHOOL COUNSELLOR
The school counsellor visits the school on Tuesdays and is available to assist teachers, parents and children.
At times, permission is requested for the school counsellor to interview or assess a child to assist with the provision of an appropriate learning program. Assessment will not be undertaken without the written permission of the parents. Parents may consult the school counsellor, who is a member of the staff at Carlingford Public School, by making an appointment through the Principal.

RELIGIOUS INSTRUCTION
Religious instruction classes are held each Thursday when a number of lay teachers and clergy visit the school for periods of religious instruction. Parents who do not wish their children to attend these classes should indicate this on the application for enrolment form or notify the class teacher in writing. Children who do not attend religious instruction are supervised by teachers.

PARKING CARS/DROPPING AND COLLECTING CHILDREN
The only vehicles permitted in the school at any time are staff cars and delivery vehicles. This regulation is clearly signposted at both entrances. For the safety of the children please obey this regulation.

No students/parents should walk through the car park to access the school. Please use designated paths.

SMOKING
All schools in New South Wales are “Smoke Free” zones. Parents are requested not to smoke in the school grounds.
SCHOOL VACATION DATES 2013
Summer  Monday 24 December 2012 to Tuesday 29 January 2013
   (Students Years 1-6 return on Wednesday 30 January 2013, Kindergarten start Friday 1 February 2013)
Autumn  Monday 15 April 2013 to Friday 26 April 2013
   (All students return Tuesday 30 April 2013)
Winter  Monday 1 July 2013 to Friday 12 July 2013
   (All students return Tuesday 16 July 2013)
Spring  Monday 23 September 2013 to Monday 7 October 2013
   (All students return Tuesday 8 October 2013)
Summer vacation commences Thursday 19 December 2013

SCHOOL UNIFORM
Our students wear full school uniform from Monday to Thursday. On Fridays all students wear sports clothes. Full school uniform is worn on all school excursions. Summer uniform is worn in terms 1 and 4. Winter uniform is worn in terms 2 and 3.

GIRLS UNIFORM
Summer:  Blue check summer tunic
   White anklet socks
   Royal blue hat with school crest
   Black school shoes
   Maroon zip jacket or crew neck jumper with school crest

Winter:  Navy blue check tunic with maroon tab tie
   Long sleeve light blue shirt
   Navy anklet socks or navy tights
   Royal blue hat with school crest
   Black school shoes
   Maroon zip jacket or crew neck jumper with school crest
   Optional: Navy trousers, royal blue scarf with school crest
*The navy blue check tunic must be worn for all school excursions in winter months.

Sport:  Sky blue polo shirt with school crest and house colour patch
   Maroon netball skirt with maroon sports briefs
   White anklet socks
   White or black sports shoes
   Royal blue hat with school crest
   Maroon zip jacket or crew neck jumper with school crest
   Soccer socks (for students playing soccer)
   Optional: Maroon sports shorts; long sleeve sky blue polo shirt and track pants in winter
BOYS UNIFORM

Summer:  
- Short sleeve light blue shirt
- Grey shorts
- Grey socks with school colours
- Black school shoes
- Royal blue hat with school crest
- Maroon zip jacket or crew neck jumper with school crest

Winter:  
- Long sleeve light blue shirt
- Grey long trousers
- Grey socks with school colours
- Royal blue hat with school crest
- Black school shoes
- Maroon zip jacket or crew neck jumper with school crest
- Optional: royal blue scarf with school crest

Sport:  
- Sky blue polo shirt with school crest and house colour patch
- Maroon sports shorts
- White sports socks
- Royal blue hat with school crest
- White or black sports shoes
- Soccer socks (for students playing soccer)
- Maroon zip jacket or crew neck jumper with school crest
- Optional: Long sleeve sky blue polo shirt and track pants in winter

UNIFORM SHOP

Our school uniform shop is located on the top end of the school grounds, next to the Multipurpose learning centre. The uniform shop is open every Thursday 9am – 10 am during school term. The uniform shop stocks all your uniform requirements, with the exception of shoes. The uniform shop also stocks a number of optional items e.g. school bags, library bags, lunch order bags, school scarves. All custom made and embroidered uniform items are only available at the school uniform shop.

Our uniform shop also runs a used clothing pool. Pre-owned uniform items are sold to parents at greatly reduced prices. Please consider donating all school clothes that your child has outgrown/no longer needs to the shop. We are always in need of pre-owned clothes. Pre-owned items in good, clean condition can be handed in at the uniform shop on a Thursday morning or school office during school hours.

The uniform shop has eftpos facilities and accepts most debit and credit cards, as well as cash. We no longer accept cheques. Parents who are not able to come to the shop on a Thursday morning can leave a completed order form at the office. Payment for orders placed can be made by either cash or credit card. Orders will be packed and handed back to the office for collection.

The uniform shop is a service run by the P&C and any profits made go back to the P&C; which in turn is used to buy resources for our students. Our shop is staffed entirely by parent volunteers and is managed by a parent volunteer. We are always in need of help, so please consider volunteering at the shop.
LOST PROPERTY
Please clearly mark your child’s name on all school uniform items, including school shoes. School bags, lunch boxes and drink bottles should also be clearly marked. We have a lost property cupboard that is usually full with school jackets, jumpers and hats that are not marked.

MUFTI DAYS
Occasionally we have Mufti days at school. This is a day on which students are not required to wear school uniform. Please ensure that the casual clothing that is worn on Mufti day is appropriate for school and that footwear is sturdy enough to play in. Sun hats must still be worn on Mufti days. Parents are advised in the Newsletter beforehand that these days are coming up.

AT CARLINGFORD PUBLIC SCHOOL...

* Staff, students and parents work together to provide a stable, safe and ordered environment, which fosters quality learning opportunities for all students.

* The school community works together to develop clear goals and high expectations for its students.

* The Principal and school executive provide effective leadership of staff, students and community to establish and maintain clear direction for the school.

* The school staff supports the Principal and executive in establishing and maintaining the tone and aims of the school.

* The students are encouraged to develop self-discipline and accept responsibility for their actions.

* Positive reinforcement strategies are used to encourage responsible student behaviour. Appropriate sanctions are used for inappropriate behaviour.

* The school develops in students respect for the rights and property of others and the acceptance of the rules and requirements of the school and the wider community.

* The school develops strategies to promote students’ self-esteem and encourages students to value the personal dignity and worth of themselves and others.

* The school actively creates and maintains positive relationships within the community and encourages in the students a feeling of belonging and a pride in CARLINGFORD PUBLIC SCHOOL.
SCHOOL VALUES

**Responsibility**
- Play safely
- Keep our school clean
- Follow school rules

**Acceptance**
- Be a good listener
- Appreciate differences
- Co operate

**Respect**
- Keep hands and feet to yourself
- Be kind to each other
- Allow others to work quietly
- Care for other people’s belongings

**High Standards**
- Do your best
- Be honest
- Be polite ..... and then proud

**Commitment**
- Finish what you start
- Be prepared
- Solve problems appropriately