



Student Safety

At all times, student safety and wellbeing is a priority at Cowan PS. Many students ride bikes or scooters to school. Please note that:

- It is not recommended, by the RTA or Department of Education & Training, for students under the age of 10 to ride a bike, scooter or skateboard to school, unaccompanied by a responsible adult. Until students are 10 their depth and peripheral perception is not correctly developed.
- All students, riding bikes, scooters and skateboards, must have a helmet. If any student comes to school without a helmet, his/her bike, scooter and skateboard will be 'minded' until either a helmet comes to school or a parent collects the bike or scooter.
- All bikes, scooters and skateboards are not to be ridden on school grounds and are to be left at the bike racks. They cannot be brought into the classrooms or left on verandahs.

Please remind your child to walk his/her bike, scooter or skateboard whilst on school grounds.

Your support for the safety of our students would be greatly appreciated.

Road Crossing

All our students and families are to **use the pedestrian entranceways please**, and not the driveway entranceway, to access our School. No student is to leave our School unless, they are with their parent (or appropriate adult), or they are a designated 'walker' (usually our older students). Please do not encourage your children to run outside the school premises to meet you, or cross the road on their own.

Parking

Parents please leave the area in front of the school gates free for Assistant Student Transport. Witches hats will be placed at the back (top gate) to indicate an area for the safe transitions of our students. Parents should park outside this area. We also request that you leave the area between the two front gates clear of cars. By abiding by these two requests will assist with our student's safety around roads.

Visitors

In order to ensure that WH&S and child safety is fully maintained, it is a requirement that all visitors to our School (ie. parents, friends, relatives, DET visitors, work-crews, etc.) proceed to the school office and sign on in the Visitors' Book and with the QR Code. Parents are asked to sign in before approaching classes in progress. This enables our staff to know who is on site, in case you need to be contacted or in an emergency. Please note that visitors to morning assemblies, dropping off and collecting children, do not need to sign the Visitors Book or use the QR Code (unless in COVID 19 restrictions).

Parent Helpers

As a parent, there are many ways you can help at school. Your child will enjoy seeing you participate in school, and you will enjoy seeing your child as they are learning and developing. Please watch the newsletter for opportunities to become involved. They will include: P&C meetings and functions, assisting in educational programs, catering, sporting carnivals etc. Parents are encouraged to become involved if they are able, according to COVID-19 guidelines. Please see the school office to complete any necessary paperwork, ie. Appendix 5 and 100 points check.

Appointments

As I am sure you are aware, our teachers are very busy each morning setting up and preparing for the day. If you have any concerns to discuss with your child's teacher (that may require some time) it would be appreciated if you could ask for a convenient time to do so.

Our Principal, Mrs Tracey Darby, is in the office each afternoon. If you wish to see the Principal, please contact the office first to arrange a convenient time for an appointment.

School Issues

If you have a concern with something that is happening at our School, your first point of contact is your child's teacher so that appropriate action can be taken. If needed, you can book an appointment with the principal or send an email to tracey.darby@det.nsw.edu.au.

Routine

Now is the time to work with your child to set up a routine to help them stay on track. Here are some tips to start your child on a weekly schedule:




- Download a weekly planner for your child.
- Help your child list all of their activities that need to happen in the week.
- Fill in the planner with the times that are set, such as time spent at school, sleeping, travelling to and from school and any regular out of school activities. Have your child allocate a regular homework or reading time that suits them.
- Your child can suggest how they would like to spend some of their free time.
- Encourage your child to keep a balance in life with time for homework and special interests, time for friends and family and time for exercise and rest. This works best when the whole family follows this advice.

Positive Behaviour for Learning (PBL)

Throughout the year we will emphasize the importance for all students to behave positively by focussing on Cowan's three positive behaviour areas: **RESPECT**, **RESPONSIBILITY** and **ASPIRE**. Each of these areas relate closely to the words that appear on our school crest: COURTESY, PRIDE, SUCCESS.

You will see posters in each classroom and in the office listing the types of behaviours we are encouraging. The mini-merits system reinforces these concepts.

The newsletter will feature the week's behaviour focus. The students will be introduced to a new PBL every week in assembly by our school leaders. The students will be learning more about how to 'Show RESPECT', 'Show RESPONSIBILITY' and to 'ASPIRE to be a successful citizen'.

<p>Show RESPECT</p> <ul style="list-style-type: none">• Show COURTESY and be POLITE to teachers, visitors and each other.• LISTEN and follow teacher's instructions.• CARE for people, property and the environment.• ACCEPT differences and be KIND to all.• Wear full school uniform and be a POSITIVE role model. 	<p>Show RESPONSIBILITY</p> <ul style="list-style-type: none">• Take PRIDE in doing the right thing.• Be SAFE and be CAREFUL.• Be at the RIGHT PLACE at the right time.• Be PREPARED for work and be PUNCTUAL.• Take OWNERSHIP of your actions.• Be TIDY and look after your belongings. 	<p>ASPIRE to be a SUCCESS</p> <ul style="list-style-type: none">• Always give your best EFFORT.• Keep trying to do your PERSONAL BEST.• Be RESILIENT and bounce back after a problem.• ACCEPT opportunities and challenges.• CELEBRATE your own and others' SUCCESS. 
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Award System

Students receive mini-merits from their class teacher or other members of staff. Any mini-merit award will be pasted in their Award Book each day. Award Books are kept at school.

Major awards will be issued and presented at Friday assemblies. Major award recipients' names will appear in a newsletter after presentation of that major award.

This is how the Award System progresses:

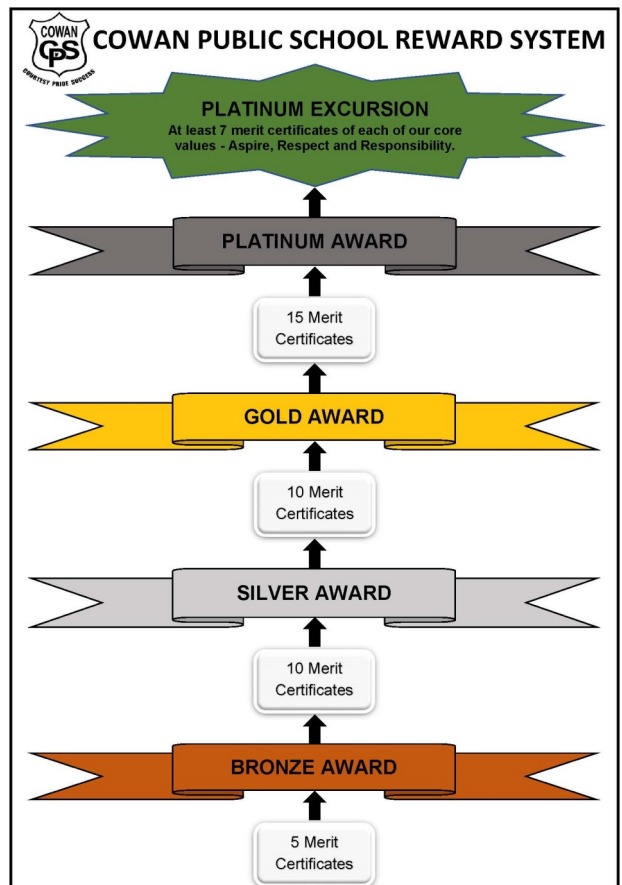
5 mini-merits = Bronze

10 more = Silver (i.e. 15 m-m)

10 more = Gold (i.e. 25 m-m)

15 more = Platinum. (i.e. 40 m-m)

Students need to accumulate at least 7 each of Respect, Responsibility and Aspire mini-merits to receive a Platinum Awardee excursion. Those Platinum Awardees attend a special excursion with the Principal at the end of the year.



Sun Safety

Sun protection is important, even on cloudy days and during winter. We encourage the students to wear the wide brim school hats as these protect their ears and back of the neck.

In addition, we ask that all our students carry their own personal roll-on sunscreen, in their bags, each day and that they can apply it themselves at school as needed.

Medication

From time to time your child may require medication at school. Please note this should only be considered if not possible to administer before or after school. ALL medications (including non-prescription) must be sent to the school office in the morning and must include a signed medical permission form (you can collect this form from the office) which contains:

- Child's name/ Date/ Medication/ Dosage/ Parent signature
- original packaging please.

The ONLY medications a child is able to keep in their own possession at school is an asthma puffer, provided you have previously advised us that your child has this medical condition.

Any child who suffers from asthma should have an asthma plan completed and handed to the School office.

We will also house a student's puffer and spacer (including name) at the school office. Further information regarding asthma can be obtained from: <https://asthma.org.au>.

Please note that we are not permitted to keep paracetamol onsite to administer to students. If your child needs paracetamol, they need to hand this into the school office along with a parent signed medical permission form stating when and how much is to be administered.

Parents, please remember to send in to the office all medications that were returned to you before the holidays. It is very important to ensure all medications are in date and have not expired. Also ensure all medical and asthma plans are up-to-date when you return them to the school.

Uniform Items / Lost Property

Some of our students have mislaid/have missing uniform items. Please check your child's school bag or at home to make sure you have your child's uniform clothing and not that belonging to another. Any lost or mislaid items at school will be returned to your child. Please make sure you label all your children's uniform items with their name.

Please note that our students are able to wear regular joggers (not necessarily black ones) on Fridays for sport. Black school shoes should be worn Monday—Thursday.

New school uniform items can be ordered online: <https://www.lwreid.com.au>.

Before and After School

Before and after school care operates each day. Please go to their website for more information. <https://www.commosh.net.au/cowanpublicschool>.

Contact Number: 0438746820

**Hours of Operation: 7.00am-8.50am
2.50pm-6.00pm**

Computer Lessons / Information

All students have a Department of Education user ID to log in to school computers and the 'DET student portal'. The student portal gives students access to their student email account and other applications with a level of safety and security.

Every student has access to the DET portal via their user name and password. Most student user names are simply their first and last name separated with a dot '.', however, this is slowly changing and all new students in the system will also have a number after their name.

Student email addresses are their user name followed by '@education.nsw.gov.au'. You can ask your child to show you the det student portal (Google 'NSW det portal student' and you should find it easily), then they log in with their user name and class password (older students may have changed their password to something they will remember).

School Performances

During the year, we have a number of performances or excursions that require a permission note and/or money. These performances are valuable learning experiences, and often compliment learning that has taken place in the classroom.

Please note that it is important that notes are returned promptly to ensure your child is included. If we do not have a permission note, and/or you have not contacted the school office, it will be presumed you do not wish your child to participate. Remember that all permission notes should be available to download on the Notes page of our website, and are often sent out through SkoolBag.

Scripture / Ethics Classes

Each Monday afternoon, scripture and ethic teachers take classes which allow students to be educated in their own faith or allow the child to develop a life-long capacity for critical thinking and moral reasoning.

These sessions are both informative and fun. Please note that your child will need to remain in their scripture or ethics class for the year.

For those students not attending scripture or ethics, they will be supervised by a teacher in a separate classroom.

Term Planner / Term Costings

We appreciate that educating your child can sometimes be expensive. Whilst trying to offer the very highest quality of programs, we also aim to keep costs down as low as possible. Each term we will endeavour to identify costs in advance, with options to pay either upfront, or in two or more payments. Payments can be made in cash and can also be made online.

Term Costings and School Contributions information will go home at the beginning of each term.

School Office

You will be welcomed by Mrs Marie Hope if you visit our School office. You may also be greeted by Mrs Hodder, who works part-time.

Payments: We have two options for payments:

- **Online:** On our School website page, choose 'Make a Payment' and follow the prompts.
 - ◇ You only need to fill in the '*' (asterisk) fields
 - ◇ Student Registration Number—leave blank, unless the number is quoted
 - ◇ Given Name & Surname—your child's name must appear
 - ◇ If making one payment, or part-payment, for all your children who attend our School (eg. paying for the Swimming Scheme) in the Given Name & Surname fields just put in one child's name for all siblings, eg. The eldest child's name
 - ◇ Class or Year—leave blank
 - ◇ Ref. or Invoice Number—leave blank as we don't issue invoices
 - ◇ Date of Birth—for the child you entered in Given Name & Surname
 - ◇ Contact Details—fill in your details
 - ◇ Payment Options—select the nearest explanation for which you are paying. Eg: when paying for Swimming Scheme, select Sport, in Payment Description 1 enter Swimming Scheme and in the Payment Amount 1 enter the amount you are paying (whether full or part payment)
 - ◇ You are able to select more than one payment destination, ie. Excursions, Sport and Other
 - ◇ If not sure which Payment Option to use, then select Other.
 - ◇ When paying your Term Costing, please itemise in Payment Options the different components of the Costing, e.g. select Excursions for Yr3 Gibberagong Camp and enter amount, Sport for Swimming Scheme and enter amount, and Other for Headphones and enter amount etc.
 - ◇ Total Payment Amount—enter the total amount you are paying from all your selected payment destinations
 - ◇ Finalise your transaction by clicking 'Proceed to Confirmation'.
- **Cash:** your payments should be enclosed in a **snap-lock bag (or an envelope)** clearly marked with your **child's name**. This should, preferably, be given directly to the office staff as we cannot take responsibility for money left on the office counter or in a child's bag. Petty cash is not kept at school so correct money is preferable, therefore we cannot guarantee change given on the same day of payment. All payments made in snap-lock bags will be returned with your receipt enclosed.

Payments can be made in instalments; please see Mrs Marie Hope in the school office. There is some funding available for any families experiencing temporary financial difficulty. Be assured that these matters are dealt with in the strictest confidence. Please contact the school office or the school principal for all enquiries.

School Banking

Commonwealth Bank school banking kits for Kindergarten students will be sent home at the beginning of each year. Please remember that school banking is welcomed and conducted on Mondays.

Hand your bank book and deposit in to the school office on Monday morning. If an existing student would like to commence school banking, please see the school office for a Commonwealth Bank Kit.

'Nude Food'

The Fresh Tastes NSW Healthy School Canteen Strategy is all about giving students across NSW a taste for healthy foods. At Cowan, we promote fresh, healthy food options. We encourage our students to bring food which is fresh and healthy, in containers from home rather than pre-packaged and high sugar store bought options. Children should be encouraged to:

- Eat plenty of vegetables, legumes and fruits.
- Eat plenty of cereals, (including breads, rice, pasta and noodles), preferably wholegrain.
- Include lean meat, fish, poultry and/or alternatives.
- Include milks, yoghurt, cheese and/or alternatives. Reduced fat milks are not suitable for young children, because of their energy needs.
- Choose water as a drink.

Care should be taken to:

- Limit saturated fat and moderate total fat intake. Low fat diets are not suitable for infants.
- Choose foods low in salt.
- Consume only moderate amounts of sugars and foods containing added sugars.

Crunch & Sip

This happens anywhere between 9.00am and 10.00am every school day. Our students should bring a small amount of vegetables or fruits (preferably vegetables) plus a drink of water to have at this time. This gives them an energy boost during a key learning time.

To keep your Crunch & Sip snack interesting, try packing it in little boxes or bags. This is a great way to increase the range of vegetable or fruit they eat, plus it's quick and simple. Variety packs are a good idea for the following reasons: they help your child to eat a rainbow of vegetables or fruit, and enable you to introduce new vegetables or fruit alongside familiar ones which are visually appealing. For more information have a look at: <http://www.healthy-kids.com.au/crunchsip-healthy-snack-ideas>.

Lunches

We have a range of 'special' food days where alternate food selections are offered for sale. For example, pie, sushi and pizza etc.

These special lunch orders will be collected before and on the day by the office staff. More information about these days will go home as a note or a SkoolBag post.

Cake Days

Cake days are usually held three times each term. Cakes provided by our families are sold by our students to our students, and funds raised go to the Student Parliament and to Stewart House.

Cake Day information and roster is included in the fortnightly newsletter.

SkoolBag App

Cowan PS utilises the SkoolBag App. The App is very user friendly, allowing you to receive notifications and reminders for upcoming events. You can also submit absentee notes.

This app will be used as a point of contact in case of an emergency. Download your free SkoolBag App from the App Store now. Available for both Apple and Android phones.



School Newsletter

As most of you are aware our school newsletter, Cowan Sun, is published every second Thursday (even weeks) during school terms, through our SkoolBag App and is emailed to our families. Following is the address where you can locate our newsletter on our school website: <https://cowan-p.schools.nsw.gov.au/newsletter.html>.

This is one form of communication with families and we urge you to read them and keep handy for reference.

Website

Important information, including our fortnightly newsletters, consent notes and school calendar dates will be available on our website. Please check out our new calendar format. This can be accessed by a tab on the home page of our School website.

Please note that only a student's first name will appear on our website. Please complete the General Permission Note, on the Cowan PS website, regarding permission to publish and display student work, names and photos on our School website/newsletter.

Head Lice

We ask all parents to check their children's hair regularly for head lice and treat accordingly (chemists stock a wide range of products with free advice). Head-lice is one of the No.1 health problem in schools. We have had minimal problems in the past, however as you well know, it is important to be vigilant and keep checking as they are difficult to eradicate. **Please inform the school office if you become aware that your child has head-lice so we can send a reminder note home.**

We ask that students with long hair (i.e. shoulder-length or longer) have their hair tied back. This helps in the prevention of spreading and catching head-lice. An information sheet regarding head-lice can be collected from the office and is also available under Notes on our School website.

Scholastic Book Club

Book Club order forms will go home with students twice a term. This is how Book Club operates:

- Scholastic Book Club operates 8 times a year and is easy to use
- Usually handed out on a Monday or Tuesday and **due by Friday of that same week**
- Select any books you would like to purchase
- There are two ways you can order and pay:
 - Fill in the Order Form in the Book Club brochure (**mark if you would like items returned to you instead of handed to your child**, for example as a gift or surprise for your child.)
Return order and money, by the Friday of that same week, in an envelope clearly marked, in the Book Club box in our School office or handed to Marie in the office.
 - Order and pay online, through LOOP. Visit <https://mybookclubs.scholastic.com.au/Parent/Login.aspx> and follow the prompts. Again, if you would prefer to receive the book/s instead of your child, eg. if it's a gift, then please notify our School office. This can be done by phoning, sending a note or email.
- The books take 1 to 2 weeks to be returned.

There is no obligation to purchase and all items come with a full money back guarantee of satisfaction. Our School does benefit from items bought; reward points are accumulated and redeemed for books, software etc. for the school. If you have any queries, please see Mrs Lynette Hodder or Mrs Marie Hope in our School office.