

Cessnock West Public School

School Information



2025

Acknowledgement



We acknowledge the Awabakal, Darkinjung and Wonnarua Peoples as the Traditional Custodians of the lands we live, love and learn on.

We recognise the significance of the history, culture and practices of the Peoples who walked this land long before us, those who listened to the land, cared for it and ensured the continuation of culture.

Today, we accept the past, pledge to provide opportunities for growth and walk together, hand in hand, with our Aboriginal and Torres Strait Islander peers and community for the betterment of our whole school.

We pay our respects to our Elders and extend that respect to those in the community who work in partnership with us each and every day.

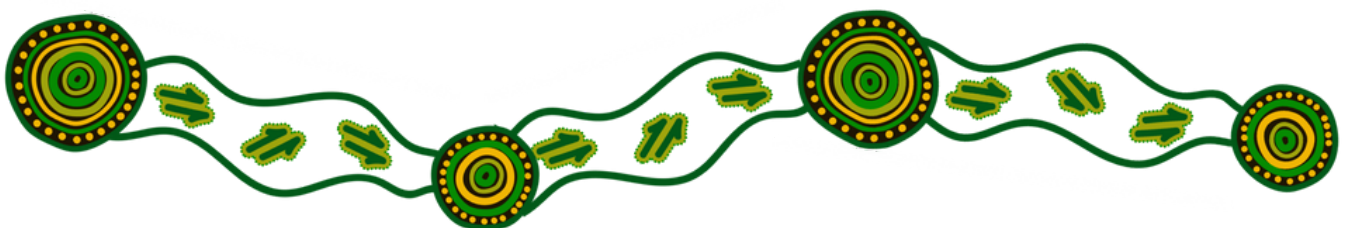


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Principal's Message

It gives me great pleasure to welcome you and your family to Cessnock West Public School. We are incredibly proud of our school, our students, our staff and our community and are pleased that your child/ren will be attending Cessnock West PS for their primary education. Cessnock West Public School is known for its strong community and outstanding learning approaches based on high quality, explicit teaching.

Cessnock West Infants School in the County of Northumberland was established in May 1920. Since that very small beginning the school has grown and evolved as the town of Cessnock flourished in the 1920s as a mining town and in June 1925 the school was converted to a public school taking in primary students. Over the years the school has grown from 36 students in 1920, to its peak in the 1960s with over 750 students, to the thriving school it is today with around 400 students, 30 teaching staff and 20 support staff.

Cessnock West Public School strives to empower all students to embrace learning and high achievement, strengthen their emotional, social and physical wellbeing, and develop connections with their culture and community. Our vision is to provide a safe and inclusive environment of continual improvement that embraces student strength, resilience, wellbeing and a love of learning through a collaborative, contemporary lens.

As the principal, I am proud to lead a team of dedicated educators who strive to provide the best possible learning environment for our students. As a school we are committed to fostering academic excellence, promoting creativity, and instilling strong values in our students. We believe that every child has unique talents and abilities, and it is our responsibility to help them reach their full potential. Our dedicated staff work together to nurture, guide, inspire and challenge students to find the joy in learning, whilst fostering life-long learning and preparing them for the future. We aim for them to become independent, self-motivated and confident individuals who are equipped with the personal resources for future success and wellbeing.

We are proud members of the Cessnock Community of Great Schools and enjoy a strong partnership with our P and C and the Korreil Wonnai Local Aboriginal Education Consultative Group (AECG). We are devoted to sustaining and cultivating strong relationships with our parent and local community groups who are actively involved in supporting a wide range of school programs and events. We celebrate students' strengths and reinforce the West Way expectations in learning and behaviour through Respectful, Responsible Learners.

This handbook is intended to provide families with general information about Cessnock West PS. Further details are available from the school office, via our website and on the Seesaw app. Please do not hesitate to contact us if you require clarification or any further information. The staff and I look forward to working in partnership with you and your child/ren.

Ruth Goodwin

Principal

School Hours

8:30am – 8:55am	Morning supervision
8:55am – 9:00am	Morning assembly
9:00am – 10:55am	Learning session 1
10:55am – 11:30am	Recess
11:30am – 1:20pm	Learning session 2
1:20am – 2:00pm	Lunch
2:00pm – 3:00pm	Learning session 3

Contact Information

Address: Cnr Wollombi Rd and Campbell St Cessnock, 2325
Phone: 02 4990 1637
Email: cessnockw-p.school@det.nsw.edu.au
Website: <https://cessnockw-p.schools.nsw.gov.au>

School Gates, Drop Off, Pick Up and Parking

Parents/carers are asked to drive with particular care (40kph in the designated zones) in the streets adjacent to the school. Parking is limited in the streets surrounding the school and we ask you respect the areas around the entrances to our neighbours' homes.

Gates 1, 4 and 7 are open each morning for drop off. Gate 7 is nearest the bus stop zone.

Gates 1, 4 and 8 are open from 2:50pm for pick up each afternoon. Gate 7 opens at 3pm for students travelling home by bus.

To assist students with morning routines at school, we ask that parents/carers say goodbye to students at the gate, where students will be greeted by staff and then move to the playground or classrooms. Parents/carers are welcome to come into the school in the afternoon to collect their child and we ask that parents/carers wait in the playground, not in the buildings.

Supervision Before and After School

Teacher supervision commences at 8:30am. Parents are asked to make alternate arrangements for care if their children need to arrive before 8:30am.

School concludes at 3:00pm. Teacher supervision is provided at bus lines and at the school gates until approximately 3:15pm.

Before and after school care

Before and after school care operates at the school in the school hall. This service is known as OOSH and is operated by Cessnock Multipurpose Children's Centre. The program operates from 6:30am – 8:30am & 3pm – 6:00pm and may be contacted by phoning 02 4990 2687. This service also provides holiday care. Childcare assistance is available to eligible parents and caregivers through Centrelink.

Bus Services

Free bus travel is available for primary school aged children who live more than 1.6 kilometres from the school and to all K-2 children irrespective of the distance between home and school. Application forms for bus travel via an Opal Card can be found at this website: <https://www.opal.com.au/en/about-opal/opal-for-school-students/>

Attendance

Attendance at school is very important. When a child misses school, they miss important opportunities to learn, make friends and build skills through interactions with others. Students should attend school every day, unless they are unwell. Parents should avoid planning holidays during the school term.

Student attendance can be viewed via the Sentral Parent Portal.

Arriving late for school

Students who arrive at school after 9:05am, are required to report to the front office. Their names are recorded along with the time of arrival and the reason for being late. They are given a late arrival slip to take to their class teacher. Parents must either accompany their child to the office and provide an explanation or provide a written or telephoned reason, because children cannot legally explain their own late arrival.

Leaving Early

If you know that your child needs to leave school early:

- Notify the school office, identifying when your child needs to leave school, the reason for your child leaving and if they will be returning that day.
- For safety reasons, identify who will pick your child up. When you or your representative come to the school an early leaver slip will be issued from the front office and your child will meet you there.

When you do not know that your child needs to leave school early:

- Go straight to the front office when you arrive at school.
- If telephoning, identify who will pick your child up. Remember, if someone else is to pick your child up they should have your written authority to do this. In an emergency this approval can be given by phone.

Absences

If your child is absent from school, without prior notification, an SMS will be sent, providing an opportunity for you to explain the absence.

Parents/carers are required to provide an explanation for each absence within 7 days of the absence.

For short absences a note, email, response to a text message or phone call from a parent or carer is sufficient.

Phone: 4990 1637

Email: cesssnockw-p.school@det.nsw.edu.au

For absences longer than 5 school days, excluding sick leave, please collect an Application for Leave form from the front office. This is then approved by the principal.

The school is required to follow up unexplained or persistent absences. This can mean a phone call or note home. In more serious cases, the Home School Liaison Officer may become involved.

NSW Department of Education

Why attendance matters

When your child misses school they miss important opportunities to:



Learn



Make friends



Build skills through fun

Days missed = years lost

A day here and there doesn't seem like much, but...

When your child misses just...

they miss weeks per year

and years over their school life

1 day per fortnight

= 4 weeks



= Over 1 year missed

1 day per week

= 8 weeks



= Over 2.5 years missed

education.nsw.gov.au



Security and Safety

Unauthorised people are not permitted on the school grounds. All parents and community members are asked to protect our school by reporting suspicious unauthorised activities to the Police Assistance Line (131 444) or School Security on 1300 880 021.

All visitors are asked to report to the school office to sign in and obtain a visitor's badge to identify them. All members of the school staff are instructed to challenge any person on the school site to promote school safety.

The school has a number of procedures to deal with a variety of emergency situations including evacuation and lockdown. An evacuation of the school is conducted where it is unsafe to remain in the buildings. A lockdown is used when there is danger present from severe weather, people, animals etc and everyone is safer inside. Regular practice drills are conducted to ensure staff and children are familiar with these procedures.

Emergency Contact Information

It is of great importance that the school is able to contact parents in school hours in the event of an emergency. Any change in telephone numbers, addresses, emails or relevant information during the school year should be notified immediately to the school office.

First Aid, Sick or Injured Students

A member of the non-teaching staff is designated as the school's first aid officer with responsibility to assist students, visitors and staff requiring attention due to illness or injury. In addition, the first aid officer also has a full range of other administrative duties. Children who are injured or ill before they come to school should remain at home. The first aid officer does not treat or change dressings on pre-existing injuries. Children presenting to sick bay for very minor injuries will be treated and returned to class. For all other injuries or illnesses, we will contact you to collect your child. The information on the Department's website <https://education.nsw.gov.au/parents-andcarers/wellbeing/health-and-safety/too-sick-to-go-to-school> will help answer your questions about common childhood illnesses. This information has been supplied by NSW Health and is not intended to replace a visit to your doctor if anyone in your family is unwell.

Head lice

All parents are asked to regularly check their child's hair, especially behind the ears and back of the neck. Head lice is very common. If you find your child has head lice, please treat them before they return to school. Please advise the school if your child has head lice so that other parents can be notified. Each time a student is observed to have head lice, a class head lice note will be sent home informing parents so they can treat their child if necessary. It is only by observing these precautions that the problem can be controlled.

Medical Conditions

The health of students is relevant to their learning and is important to our school. On health issues, the Department of Education works in partnership with NSW Health. If your child/ren has/have a diagnosed medical condition (reported on enrolment or when a diagnosis is given) we ask families to supply relevant information, documentation and consumables.

1. Allergic Reactions

a) Have your medical practitioner complete the ASCIA Action Plan for Allergic Reactions and return it to school – red form for anaphylactic reaction or green for allergic reaction. These are available for download from the ASCIA website or printed copies are available from the school office.

- b) If the action plan requires an epi pen, one must be supplied to school for your child's use.
- c) If the action plan requires the administering of medication at school, please supply the medication and complete the request for administering medication form available from the school office.

2. Asthma

If your child has been diagnosed with asthma:

- a) Have your medical practitioner complete an asthma plan and return it to school as soon as possible. GPs have a variety of plans that can be completed or obtain a printed copy from the school office.
- b) If your child requires Ventolin (or other reliever medication) at school, you must provide the medication and a spacer for individual use. In the event of your child is experiencing difficulties breathing and no plan is supplied, the school is required to call an ambulance.

3. Complex Health Needs

An individual health care plan is developed for each student with complex health needs. The plan supports students with severe asthma, type 1 diabetes, epilepsy, anaphylaxis and those at risk of an emergency or requiring the administration of specific health care procedures. This plan is issued for school and is prepared in consultation between parents/carers and school staff with advice and information from medical practitioners.

4. Prescribed Medication

If your child is prescribed medication that needs to be taken during the day, please inform us so that arrangements can be made for the medication to be administered. A 'permission to administer prescribed medication at school' form is available from the school office. Over the counter medications (such as Panadol) can only be administered at school if accompanied by a prescription from a medical practitioner.

Enrolment Procedures

All students that live within the school zone as outlined by the Department of Education are guaranteed a placement at Cessnock West Public School. The school has a procedure for out of zone applications which considers the students population cap. Please contact the school office if you need further information regarding a residential address or use the [school finder tool](#) on the Department of Education website. A 100-point residential check is required before enrolment can proceed.

Students may enrol in Kindergarten at the beginning of the school year if they turn five on or before July 31 in that year. Students must have commenced school by the time they turn six. Documentation providing proof of age is required for enrolment including birth certificate or passport. Enrolments may be done online, however your child's birth certificate and immunisation records and your 100 points of proof of residence must be sighted to complete the enrolment.

Transition to School (Leap into Learning)

Cessnock West PS runs an intensive school readiness program called Leap Into Learning. The program is for children who will be beginning Kindergarten at Cessnock West PS the following year. This program ensures all incoming students transition smoothly and happily into kindergarten. The program develops social confidence and school readiness routines, pre-literacy and numeracy skills, and familiarity with the school environment. The children visit Kindergarten classrooms and participate in a range of lessons such as listening to stories, singing, and completing art and craft activities. The children are introduced to the concept of group work and most importantly they are involved in outside play lessons in order to build appropriate social skills. In the last week of the program, the children attend a graduation ceremony and are presented with a certificate of completion and a portfolio of their work. This is an excellent

introduction to school life for all children involved as it allows the teacher and parents to work closely together to ensure a smooth transition into Kindergarten.

Transition to School teacher

Children with additional needs coming into Kindergarten may work with our Transition to School teacher to ensure support of any additional needs is addressed and ensure a smooth transition to school.

Payments

All payments for fees, excursions, visiting shows, purchases, donations etc can be taken to the office, in a well-sealed envelope or ziplock bag. EFTPOS facilities are available at the office for all payments.

Payments can also be made online via the school website or the School Bytes app.

P & C

Parents and Citizens (P&C) meetings are held on the third Tuesday of each month at 5:00pm in the school staff room. We welcome all new members and all ideas. It is a great chance for everyone to share, meet new people and help our school. As well as organising a variety of fundraising events throughout the year, the P&C also assist in running the uniform clothing pool. Orders for the uniform clothing can be placed at the office.

Uniform

To promote students' pride in our school and to create a feeling of community, we ask parents to encourage their children to always be in school uniform when attending school, not only on a day-to-day basis but particularly where school outings or excursions are planned.

We provide new students with a school hat on the first day of school. New or additional hats can be purchased from Flanagan's and Lowes for \$20 each.

- Bucket style hat with school crest for K-6
- Cap style with school crest for Years 5-6

Summer Uniform

- Green and gold short sleeved shirt
- Bottle green with yellow stripe shorts.
- Bottle green skirt or skirt.
- White socks
- Dress
- Black shoes or joggers
- CWPS School Hat
- Year 6 T-Shirts

Winter Uniform

- Green and gold short sleeved shirt
- Dress with stockings
- Bottle green track pants and green and gold jacket
- White socks
- CWPS School Hat
- Black shoes or joggers

Shoes

- Black, enclosed shoes with laces or velcro.
- NO SLIP-ONS
- White socks

Sport

- Green and gold short sleeved shirt
- Bottle green and yellow shorts
- Bottle green skirt or skirt
- White socks
- CWPS school hat
- Sport joggers

Sunsmart Policy – School Hats

All students are expected to wear a school hat, for all outdoor school activities regardless of the season. Students without their hats will need to play under the COLA areas in both the K-2 and 3-6 playgrounds.

Visitors, Volunteers and Classroom Helpers

Working with Children Check for Voluntary Classroom Helpers

The Department of Education requires family and relatives who are volunteering at school to complete a 'Declaration for volunteers and non-child related contractors form' and provide 100 points of identification (passport/birth certificate plus driver's licence). The office staff will photocopy and keep all documents securely in the school office. This procedure should only be completed once and will cover you at our school until your last child leaves.

Visitors

All visitors to the school are required to visit the office before entering the school site. It is a mandatory requirement for all visitors to sign in and sign out at the office. This is important as it enables the school to have a register of who is in the school at any given time. Wearing the badge also indicates to staff that you are meant to be in the school.

Communication

Seesaw

Cessnock West Public School uses the Seesaw platform as an online learning journal to document learning in class. Teachers upload photos and videos throughout the week to share the amazing learning that happens in our classrooms and school. The platform is also used for parent and family communication with our teachers and school.

Newsletter

We produce a short one-page newsletter – Chatter – each week. Communications are issued via Seesaw.

Social Media – Facebook

Our social media accounts are used to relay information to parents, provide reminders and share the learning experiences of our students.

You can find our page here:

www.facebook.com/CessnockWestPS

School Website

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

The school website is another source of information about our school.

School Bytes

The School Bytes portal provides flexibility for you to conveniently:

- Make school payments online (including paying for multiple siblings at once)
- Use a family credit to pay for an activity or school contributions
- Download a receipt for payments made
- View all historical payments in one place
- Complete and submit digital permission notes
- View the status of all permission notes
- Request a refund if required

This can be done where you want at any time: day or night.

Through the portal, you will easily be able to download a receipt once a payment has been made and have access to view all historical payments when needed. Online payments are processed in real-time and can be viewed by school staff immediately.

While our preference is for payments to be made via the portal, we will still accept payment via cash, cheque and EFTPOS.

Community Charter

The Department of Education School Community Charter informs parents and carers on how to engage with NSW Public Schools. Read the School Community Charter to ensure you understand how important it is to create a positive learning environment for our students.

Parents and carers can expect:

- to be welcomed into our schools to work in partnership to promote student learning
- communication from teaching staff will be timely, polite, informative and solutions focussed
- professional relationships with school staff will be based on transparency, honesty and mutual respect
- to be treated fairly. Tolerance and understanding are promoted as we respect diversity.

We also need you to uphold elements of the charter. In all workplaces people have the right to feel respected. Unacceptable and offensive behaviour has no place in our school communities.

To ensure the safety and wellbeing of students, staff and the community in our schools, steps will be taken to address unacceptable behaviour. This may include restricting contact with the school community or, in more serious cases, referral to NSW Police.

Unacceptable behaviour may include but is not limited to:

- Aggressive or intimidating actions, such as violence, threatening gestures or physical proximity.
- Aggressive or intimidating language, including the use of obscenities, making sexist, racist or derogatory comments or using a rude tone.
- Treating members of the school community differently due to aspects such as their religion or disability.
- Inappropriate and time-wasting communication.

Let's work together to always ensure a respectful, responsible learning school community. Further information on the charter is available at: <https://education.nsw.gov.au/public-schools/going-to-a-public-school/school-community-charter>.

Canteen

Cessnock West Public School Canteen is open five days a week, at recess and lunch breaks. The canteen is operated by our P&C and run by manager Kaylene Snape.

The canteen operates via Spriggy Schools, an online recess and lunch ordering system. For details on how to register and how the system works, go to www.spriggyschools.com.au

Payment can also be made with cash. Parents can pay at the canteen via Eftpos, however students are not permitted to pay by card.

The menu is shared with families at the start of each school year and any updates shared as they occur. The menu is also available on our school website.

Special Religious Education (SRE/Scripture)

A feature of the public education system in NSW is the opportunity to provide time in class for education in ethics, faith and morality from either a religious or non-religious perspective at the choice of parents/carers.

Based on provider availability, Cessnock West PS offers the following:

Combined Christian SRE for students in Stage 1 (Years 1 and 2) and Stage 3 (Years 5 and 6).

If your preferred Special Religious Education or Special Education in Ethics option is not available, please contact the approved provider. For more information about Special Religious Education and Special Education in Ethics, including the list of approved providers, please visit:

<https://education.nsw.gov.au/religion-and-ethics>

Students not attending Special Religious Education are given supervised, alternative meaningful activities.

Library

The library contains many junior fiction, fiction and non-fiction resources available for students and staff to borrow. Our library also has a bank of laptops. Student borrowing occurs during scheduled library lessons each week.

To borrow books from the library, it is a requirement that students bring a library bag or protective folder. Books can be kept for 2 weeks before return. Students are also welcome to use the library at lunch time.

Opportunity Class

Cessnock West PS has an Opportunity class for students in Years 5 and 6. Opportunity classes are for high potential and gifted students.

Research shows that high potential and gifted students have specific learning and wellbeing needs. In opportunity classes and selective high schools learning is designed to provide an appropriate level of challenge with children of similar ability. Many high potential and gifted students report feeling a sense of belonging and understanding when they are grouped with similar-ability peers.

Parents apply when students are at the end Year 3 or the beginning of Year 4 for placement in Year 5. It is a 2-year program (Year 5 to 6). Parents cannot apply for Year 6 placement only. Students from government and non-government primary schools in NSW may apply for entry.

Further information is available here <https://education.nsw.gov.au/schooling/parents-and-carers/choosing-a-school-setting/selective-high-schools/choosing-a-school/opportunity-classes>

The West Way

Our **West Way Wellbeing** approach enables every student to access and participate in learning, supported by reasonable adjustments and teaching interventions tailored to meet individual needs. This plan reflects our school's evidence-based, tiered behaviour management approach that is aligned with the Department of Education's (DoE) Student Behaviour Policy.

The West Way Wellbeing program combines **Positive behaviour for Learning (PBL)** and **The Berry Street Education Model (BSEM)**. PBL practices focus on the core values of *Respect, Responsibility and Learning*. The school uses PBL to reinforce positive expectations using a school-wide matrix, consistent rewards, all-inclusive celebration days, assemblies of recognition and management flowcharts for all staff. PBL practices are underpinned by implementation of the BSEM which incorporates evidence-based trauma-aware teaching strategies, positive education, and wellbeing practices to support every student to be ready to learn and able to thrive.

Students participate in weekly West Way lessons which teach our West Way expectations. These include anti-bullying and anti-racism lessons which are taught each term. More information is available in our Behaviour Support and Management Plan and Anti-Bullying Plan on the school website.

West Way Wellbeing

SCOPE & SEQUENCE

	Term 1	Term 2	Term 3	Term 4
Week	Lesson Focus			
1		Classroom Expectations	Lining Up	Personal Space – Hands & Feet
2	Lining up	Eating time- recess and lunch	Playground expectations	Playground expectations
3	Playground expectations	Toilets	Assemblies	Toilets
4	Assemblies	Casual Teachers	Transitions	Casual Teachers
5	Anti-racism	Anti-racism	Anti-racism	Anti-racism
6	Caring for the school environment	Personal Space – Hands & Feet	Caring for the school environment	Personal Space – Hands & Feet
7	Giving others' space	Responsible in the Playground	Giving others' space	Speaking respectfully
8	Speaking respectfully	Out of Bounds	Speaking respectfully	Out of Bounds
9	Anti-bullying	Anti-bullying	Anti-bullying	Anti-bullying
10	Belongings	Sports Equipment & Fixed Equipment	Belongings	Game Rules/Taking it out
11	Game Rules/Taking it out			



THE WEST WAY EXPECTATIONS

Cessnock West Public School



Responsible Learners

- I do my best
- I follow instructions
- I am organised and prepared
- I am always safe



Respectful Relationships

- I use my manners and speak nicely
- I keep my hands and feet to myself
- I listen to others
- I am honest

	I am a Responsible Learner	I have Respectful Relationships
Classrooms	<ul style="list-style-type: none"> • Stay focused and on task • Use equipment properly • Ask for help when needed 	<ul style="list-style-type: none"> • Look, listen and learn • Wait for your turn • Be kind to others
Eating Time	<ul style="list-style-type: none"> • Eat my own food • Sit under COLA or at lunch seats • Look after my own things • Put rubbish in the bin 	<ul style="list-style-type: none"> • Quiet conversations • Wait and listen to adult instructions • Be kind to others
Library	<ul style="list-style-type: none"> • Quiet voices • Treat books, furniture and equipment with care • Listen to the teacher 	<ul style="list-style-type: none"> • Look, listen and learn • Wait for your turn • Be kind to others.
Technology	<ul style="list-style-type: none"> • Follow teacher instructions • Use appropriate apps and websites • Treat the equipment with care and respect 	<ul style="list-style-type: none"> • Listen to instructions • Only use your own username and password • Be kind to others
Office	<ul style="list-style-type: none"> • Walk in office areas • Have permission from a teacher • Remember your message for the office 	<ul style="list-style-type: none"> • Use your manners and speak nicely • Wait for your turn • Quiet voices
Toilets	<ul style="list-style-type: none"> • Use toilets using break times • Flush when done • Wash hands with soap and water 	<ul style="list-style-type: none"> • One person in a cubicle at a time • Knock, wait, enter, close • Be mindful of personal space
Assembly	<ul style="list-style-type: none"> • Sit quietly in class lines • Ignore inappropriate behaviour of others • Clap sensibly 	<ul style="list-style-type: none"> • Be an active audience member • Listen to the speaker • Eyes to the front
Transitions (throughout the school and afternoons)	<ul style="list-style-type: none"> • Wait patiently for the teacher • Stay together in class lines • Quiet voices 	<ul style="list-style-type: none"> • Walk safely • Keep my hands and feet to self • Stay on concrete areas and paths
Play Areas	<ul style="list-style-type: none"> • Wear a hat when outside • Follow game rules • Move safely and stay in bounds • When the bell goes, finish playing, go to the toilet and line up 	<ul style="list-style-type: none"> • Use kind words to others • Keep hands and feet to self • Look out for each other • Follow instructions
Canteen	<ul style="list-style-type: none"> • Wait in lines patiently • Join the end of the line • Have my money ready 	<ul style="list-style-type: none"> • Say 'please' and 'thank you' • Wait my turn • Keep my hands and feet to self
Fixed Equipment	<ul style="list-style-type: none"> • Walk around equipment • Be mindful of others • When the bell goes, finish playing, go to the toilet and line up 	<ul style="list-style-type: none"> • Take turns • Use kind words • Keep my hands and feet to myself • Be nice to others
Bus and Bus Lines	<ul style="list-style-type: none"> • Opal card ready • Sit with your bus group • No eating or drinking on the bus • Stay seated on the bus 	<ul style="list-style-type: none"> • Be kind to others • Speak quietly • Listen to the bus driver and teachers

Assemblies

K-6 assemblies are held fortnightly Fridays, from 12:50 – 1:20pm. Parents and community members are most welcome to attend these assemblies, during which awards are given to students who have shown excellence, positive behaviour or improvement.

Promoting Positive Behaviour



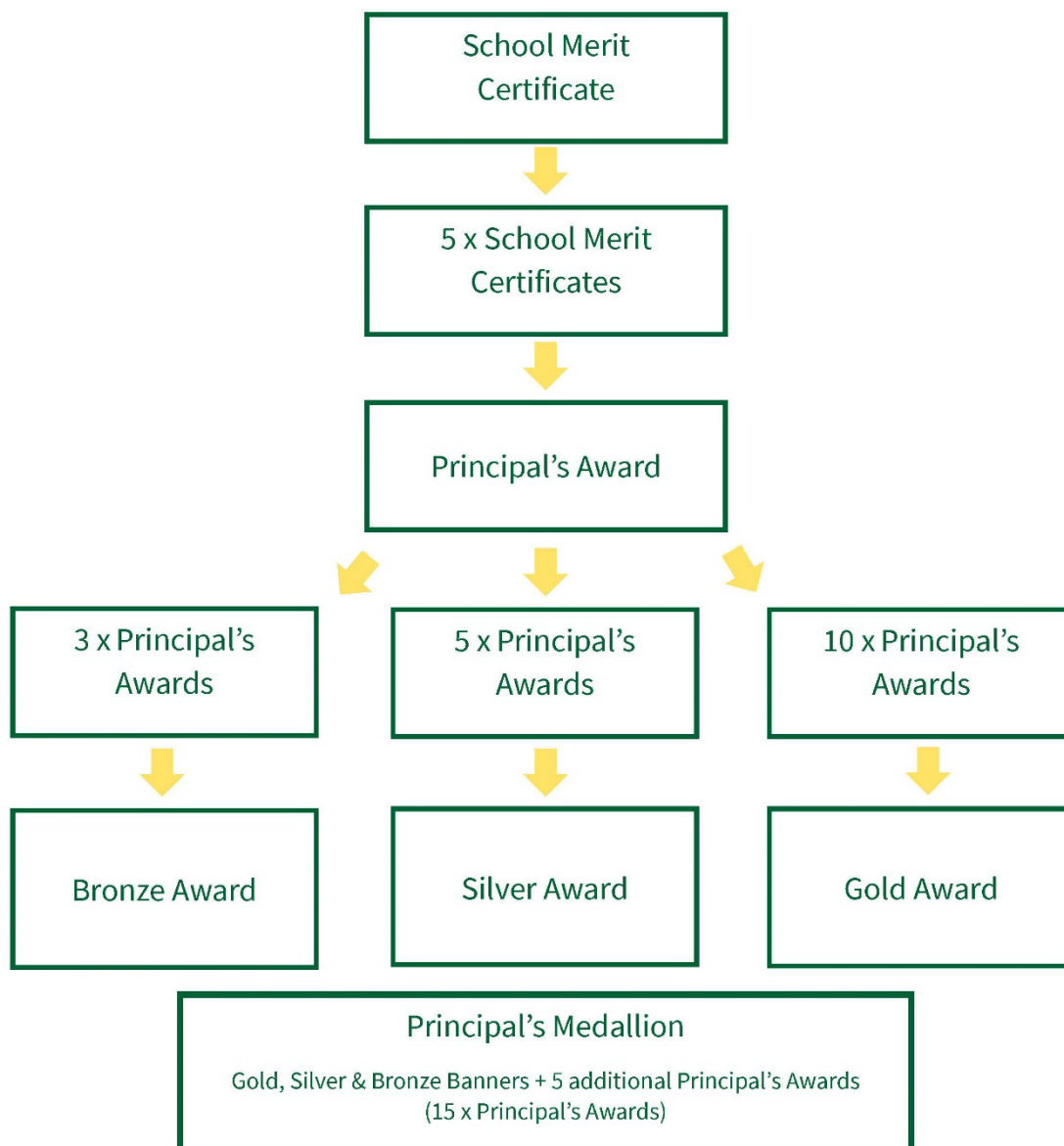
Promoting Positive Student Behaviour

Cessnock West Public School



Initiative	Where?	Description
Roo Tokens	All-settings	Tokens given to students who are following school-wide expectations.
Restorative Conversations	School, Community & Planning Room	Restorative conversations allow the teacher to demonstrate empathy, teach students how to resolve conflict, and most importantly, allow students to have a voice.
Pop-up Shop (Week 5)	Hall	All students are able spend their roo tokens at the pop-up shop to recognise their learning and approach to wellbeing. Mid-term pop-up shop sells snack items.
Pop-up Shop (Week 10)	Hall	All students are able spend their roo tokens at the pop-up shop to recognise their learning and approach to wellbeing. End-of-term pop-up shop sells snack and novelty items.
Shining Stars	Assemblies	Students are nominated by their class teacher (two per class) to be a shining star. Students are awarded a principal's award sticker. Names or photo goes into the Weekly Chatter. Draw at the end of term. All shining stars for the term entered and two students per grade selected.
Merit Award	Assemblies	Students are recognised for their outstanding efforts in fortnightly assemblies. Names or photo goes into the Weekly Chatter.
Attendance	Various	Students are recognised for 100% attendance each week - two students drawn to receive canteen voucher. At the end of term, students are recognised for 90%, 95% and 100% attendance.
Assembly Award	Assembly	Classes awarded for meeting West Way assembly expectations. A trophy is awarded to the best class in each stage.

Merit Flow Chart



Principal's Awards are cumulative, the first 3 Principal's Awards handed in to receive the Bronze Award are used to make up the 5 for Silver and those 5 are then used to make up the 10 for the Gold Award.

Parents will be sent a message/SMS when their child is receiving a school merit certificate.

When students hand in merit certificates for a Principal's Award or Banner, they will be presented at the next school assembly. Parents will not be sent a message/SMS on this occasion.

Aboriginal Education

Cessnock West Public School recognises the Awabakal, Darkinjung and Wonnarua Peoples as the Traditional Custodians of our lands. Our school has a deep connection to our Aboriginal history and culture, with our Aboriginal student body representing 30% of our school population.

We have a strong commitment to Aboriginal Education and have a permanent Aboriginal Education Officer, Mrs Floyd, to work with students, families, staff and the wider community to support and guide Aboriginal Education. We embed Aboriginal education in our teaching and learning programs and celebrate Aboriginal Education through providing many opportunities and activities including: Moani AET – Aboriginal student leadership group, strong and long-term links with the Korreil Wonnai Aboriginal Education Consultative Group (AECG) with a CWPS staff member holding an executive position, cultural lessons for all students K-6, Aboriginal dance group – with Aboriginal choreographer, Aboriginal parent & family online group, Star Struck dance group, high school connections and transition, preschool connections and transition, camps, Sista Speak and Bro Speak, and selective education programs. As a school we acknowledge and celebrate significant days including Sorry Day, NAIDOC, Reconciliation Day, Indigenous Literacy Day and Closing the Gap- these days are organised and run by Moani AET.

Learning Support

Children who need additional learning support are referred to the school's Learning Support Team. Our school has Learning and Support Teachers (LaST) to assist students who require additional support with learning and wellbeing. The LaST teachers work directly with individual students and small groups in the classroom setting and with classroom teachers to give support to groups of students. Programs are implemented in consultation with the Learning Support Team and classroom teachers.

The School Counsellor is appointed to support parents, teachers and students in areas including:

- individual educational and psychological assessment support learning programs
- recommending support programs for students with special needs or disabilities
- referral to other professionals in the community

The School Counsellor is at Cessnock West PS two days per week.

Curriculum

As a parent of a primary school student (K–6), it's important to know what your child will be learning so you can support them at home.

Primary school is split into four stages:

- Early stage 1 – Kindergarten
- Stage 1 – Years 1 and 2
- Stage 2 – Years 3 and 4
- Stage 3 – Years 5 and 6

Each stage has six key learning areas:

- English
- Mathematics
- Science and technology
- Human Society and It's Environment (History and Geography)
- Creative Arts
- Personal Development and Physical Education (PDHPE)

Each key learning area is taught within the NSW curriculum, which has been developed by Education Standards Authority. Download our [Parents Guide to the NSW Primary Syllabuses](#) to see examples of what your child may learn.

In Years 3 and 5 your child will sit for the National Assessment Program Literacy and Numeracy (NAPLAN). There are four tests covering numeracy, reading, writing and language convention (spelling, punctuation and grammar).

Student Reports

Our school reports on student achievement twice per year, at the end of Term 2 and Term 4. Student reports can be accessed via our Sentral Portal. Parent teacher interviews are held at the end of Term 2/beginning of Term 3.

Sport and PE

We have physical activity programs for children from Kindergarten to Year 6, with a focus on fundamental movement skills. Sport and physical activity are a valued and accepted part of our school's curriculum, contributing to the development of the whole child.

There are also opportunities to represent our school at inter-school sports competitions. Primary students participate in knock out teams such as cricket, soccer, netball, basketball and touch.

Annual carnivals are held for swimming, cross-country and athletics.

Each student belongs to one of the four sports houses: **Campbell**, **Edgeworth**, **Howe** and **Parkes**.

Homework

Homework is a regular feature of the school's program. It is determined by individual needs and is given to consolidate, extend and/or enrich the school's program. We ask that you support this and encourage your children to complete homework tasks.

Please see your child's teacher for more information on homework.

Child Protection

The aim of child protection education in primary schools is to assist students in developing skills to recognise and respond to unsafe situations, seek assistance effectively, establish and maintain relationships and strengthen attitudes and values related to equality, respect and responsibility.

The program is positive and preventative - designed to assist children to appreciate normal relationships and identify possible unsafe situations. Child protection lessons are taught during Term 3.

If you wish to know more about the Child Protection Program, please contact your child's classroom teacher.

Digital Devices/Mobile Phones

Students are not allowed to use mobile phones at NSW public schools, including during recess and lunch. Our school is well equipped with digital technology and students do not need to bring their own devices to school.

If a student has a mobile phone, smart watch or other electronic device at school for after school use, they are to do the following:

- Hand the device in at the office upon arrival at school. The device should be clearly labelled with the student's name.

- Collect the device from the office at the end of the school day.

Parents needing to contact their child during school hours may leave a message at the office. The school will relay the message to the child.

Parents can access information about digital safety at:

- the Australian Government's Office of the [eSafety Commissioner website](#).

This Office of the eSafety Commissioner website has information about online safety issues including cyberbullying, as well as professional learning for teachers and resources for schools, students and parents.

- the Department's [Digital Citizenship website](#).

This website provides practical advice to students, teachers and parents on the responsible use of technology, addressing safe and ethical online behaviour. Articles and resources are linked to the NSW and Australian Curriculum.

Parent and Community Activities



Parent & Community Activities



Term 1
Parent Meet & Greet
Easter Hat Parade
ANZAC March

Term 2
Mother's Day Breakfast

Term 3
Father's Day Breakfast
Public Education Week Open Classrooms
Book Week Parade

Term 4
Grandparent's Day
Christmas Carols

- ✓ Fortnightly K-6 Assemblies
- ✓ Monthly P&C Meetings