

CLARKE ROAD SCHOOL

Opening New Worlds

VIBRANT LEARNING SAFE, CARING, HAPPY CREATING A VOICE
A PART OF YOUR COMMUNITY AN OUTSTANDING TEACHING TEAM
THE ROAD TO INDEPENDENCE ENGAGE, CONNECT, BELONG

Parent Information Booklet



Welcome

Clarke Road School offers educational programs for students with special learning needs from Kindergarten to Year 12 within a caring and supportive environment. Clarke Road School operates under the policies and procedures of the NSW Department of Education.



At Clarke Road School we have high expectations for all our students and are proud to be able to provide a learning environment that is vibrant, fun and meaningful. A learning environment where quality learning and teaching programs are delivered every day. Clarke Road School has enthusiastic, professional and committed staff who are able to provide expert, high quality personalised learning and teaching programs for students.

We understand that when your child feels safe, cared for and accepted then they are more likely to be ready to engage and learn. We recognise that each child and young person learn in different ways and can improve relative to their own capabilities. We value the small steps in learning. We recognise the need to be flexible and responsive to each child's and young person's well-being and learning needs.

We will focus on the whole child. We are committed to knowing our students and how they learn. We will work together with you and your family to get the best possible outcomes for your child, in order to build a better future for all of us.

This handbook contains some key information to assist current and new parents. Please take time to carefully read this handbook and keep it for future reference. The partnership between parents, staff, community of schools and volunteers enhances students' outcomes. This shared responsibility ensure we work together to achieve the best possible learning experience for your child.

Clarke Road School has three strategic directions within our school plan. This drives improvement and delivery of programs to students. Our three strategic directions, with strategic milestones are listed below:

1. ***Deeply Personalised Learning***

- Embedding the "Creating a Voice" project (supporting communication development and curriculum differentiation)
- Embedding the "In the Zone" for learning project (to support student engagement and behaviour)

2. ***High Impact Classrooms***

- Building strong, collaborative learning communities amongst staff
- High standards of personalised, educational delivery

3. ***High Impact Leadership***

- Reporting to and engaging parents
- Community partnerships



Contents

Directory:	4
School Times:	4
Window of Certainty and Key Messages:	5
School Expectations:	8
Key Learnings from the In the Zone for Learning Project:	9
Creating a Voice Project:	10
Student Welfare:	11
Curriculum:	11
School Procedures:	13
School Uniform:	17
Assisted School Travel Program:	18
School Drive Subsidy:	19
National Disability Insurance Scheme:	19
Parent Involvement:	20
Checklist for New Parents:	22

Directory

Address:	48-58 Clarke Road School Hornsby NSW 2077
Phone:	9487 2652
Fax:	9489 2997
Email:	clarkerd-s.school@det.nsw.edu.au
School website:	clarkerd-s.school.nsw.edu.au
NSW Department of Education:	education.nsw.gov.au
Principal:	Diane Robertson
Assistant Principals:	Kavi Razzaghi-Pour Cathy Treay Rebecca Saunders
School Administration Staff:	Leanne Dries (School Administration Manager)

School Times

- ▶ Morning supervision: 8.35-9.05am
- ▶ School begins at: 9.05am
- ▶ Morning playground: 11.00-11.40am
- ▶ Lunch playground: 1.00-1.40pm
- ▶ Afternoon dismissal: 2.45pm
(If you are picking up your child please be in the school driveway by 3pm)

- ▶ **Students eat with their classmates before or after they go to the playground.**



Window of Certainty

This poster provides a visual context of the aligned purpose, values, beliefs and outcomes for the Clarke Road School community. It defines the quality work that staff do together as well as providing greater clarity for parents, teachers, support staff and school leaders. It was developed in consultation with families, staff and carers.



▶ VALUES

- ✓ Effective teamwork
- ✓ Striving for excellence
- ✓ Innovative practices and new ways of thinking
- ✓ High standards in staff performance
- ✓ Acceptance of diversity and individuals
- ✓ Respect: showing care and concern for others

▶ BELIEFS

- ✓ All students can learn
- ✓ All students deserve quality educational programs
- ✓ Individualised programming and learning is essential
- ✓ Every day is a learning opportunity
- ✓ By understanding students we can better target learning

▶ OUTCOMES

- ✓ Vibrant learning
- ✓ Creating a voice
- ✓ The road to independence
- ✓ Engage, connect, belong
- ✓ An outstanding teaching team
- ✓ Safe, caring, happy
- ✓ A part of your community

Based on the work by Judy Hatswell and Rob Stone, Art of Leadership Course, 2013-2014.

CLARKE ROAD SCHOOL

Clarke Road School Key Messages

Our key messages / outcomes are at the core of what drives all that we do and all that we aim for as a school. Parent engagement at all levels is critical to achieving our goals and ensuring excellence in the delivery of educational programs to your children.

Vibrant learning

At Clarke Road School, we understand that your child's learning needs are unique. You will be an important voice in the planning of your child's learning because we recognise you as an expert too. Your child's educational program will have a strong focus on their individual learning needs so that delivery of curriculum is both meaningful and relevant. Innovative teaching methods ensure that student outcomes are achieved through the use of best practice teaching and learning programs.

Creating a Voice

At Clarke Road School, we provide outstanding opportunities for every student to communicate with the world around them. We recognise that being able to express needs and wants is vital to your child's happiness, contentment and learning. Your child is heard. Your child has a voice. We have high expectations that all students will learn to communicate effectively. Creating a voice will empower your child to engage with people and activities and empower your child as an individual.

The Road to Independence

The teaching team at Clarke Road School ensures that every student is provided with opportunities to participate in a diverse range of educational activities. An exciting and diverse range of programs within all key learning areas will develop your child's individual interests and talents whilst building their confidence and self-esteem. Educational programs that are meaningful, vibrant, relevant, achievable and personalised empower all learners along the road to independence.

Engage, Connect, Belong

Your child is important! Your child belongs!

At Clarke Road School, your child becomes a part of a school culture that values and fosters positive and respectful relationships. You become a part of a school community that is welcoming and cultivates deep connections with each other. By deeply connecting and understanding each child and young person, we can enable your child to thrive socially and emotionally. Your child will have opportunities to participate in a range of educational programs that are 'just right' for their learning needs. Clarke Road School has strong connections to local primary schools, high schools, post school options and work sites. Our students connect, engage and belong to their local community. We are a part and proudly contribute to the wider community in which we live.

Clarke Road School Key Messages

An Outstanding Team

At Clarke Road School, we have an exceptional team of highly skilled, professional and successful special education teachers and School Learning Support Officers (SLSO, i.e. teacher's aides), who provide your child with purposeful and relevant teaching and learning programs. Individual interests and talents are considered and extended with a teaching team that gives your child the care and personalised focus they need and deserve. Our teaching team are committed, caring and always willing to go that extra mile, your child will not only be cared for and nurtured but will be immersed daily in an engaging learning environment.

Safe, Caring, Happy

We understand that when your child feels safe, cared for and accepted then they are more likely to be ready to engage and learn. We recognise that each child and young person learn in different ways and can improve relative to their own capabilities. We value the small steps in learning. We recognise the need to be flexible and responsive to each child's and young person's well-being and learning needs. We will focus on the whole child. We will work together with you and your family to get the best possible outcomes for your child.

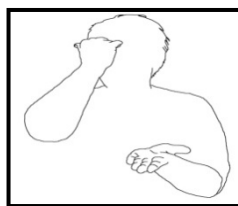
A Part of Your Community

Innovative and personalised programs at Clarke Road School allow your child to develop the skills needed to be a part of their community. We want your child to have access to and use a unique set of learning and communication tools that will help them understand their world and open new opportunities.

We recognise that by understanding your child we can better target learning. Every child and young person is unique. Every child and young person learns differently. Together, with you, we will know your child and how they learn to build a better future for all of us. We will better understand, support and empower each child to reach their full potential, so that they can contribute, in their own way, and be a part of their community.

School Expectations

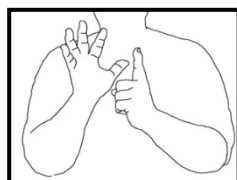
Our school expectations are easy to remember. They are regularly taught and reinforced with students. They are:



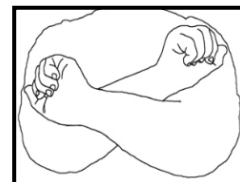
Be a Learner



Be a Friend



Be Caring



Be Safe

- These expectations are part of a school wide program called Positive Behaviour Engaging Learners (PBEL).
 - It allows families and school staff to use a consistent, positive language with students.
- Some of its guiding principles are:

- Behaviour needs to be explicitly taught.
- Correct behaviour needs to be supported and acknowledged.
- Environments can be created to change behaviour.
- Changing environments requires a change in adult behaviour.
- Not reacting to an inappropriate behaviour can help reduce the frequency and intensity of a behaviour (called planned ignoring).



Key Learnings from the *In the Zone for Learning Project*

The latest literature and research maintain that an individual's brain needs to be in an appropriate state in order for learning to take place. When learning and teaching activities are delivered to a student who is in a non-optimal state, the result is typically increased anxiety, challenging behaviours, non-participation and/ or reduced engagement. Students have to be ***In the Zone*** in order for higher order thinking skills such as reading, writing, reasoning, decision making and impulse control to occur.

Clarke Road School has undertaken an action research project focusing on how to assist students to reach a state where they are in the zone for learning. The ***In the Zone for Learning website*** was developed as a resource for teachers of children and young people by Clarke Road School in partnership with Therapy United Pty. Ltd. The website is a result of extensive collaboration with Clarke Road School teachers, allied health professionals in conjunction with parents, web developers, graphic designers and software developers.

The following is a list of key questions and understandings from this project. Teachers and School Learning Support Officers (SLSO, i.e. teacher's aides) regularly develop, implement and evaluate students' learning programs based on the following:

Is my student in the optimum zone for this learning task?	How do I get my student in the zone for learning?
Do I know my student's response time (also known as processing time)?	What type of teaching and learning activities / experiences can I provide so my students' "happy" hormones are released?
Which activities organise my student? (From "Traffic Jam in my Brain" by Gen Jereb)	Which activities disorganise my student? (From "Traffic Jam in my Brain" by Gen Jereb)
"Cells that fire together, wire together" (Hebb, 1949) Am I assisting my student to form positive neural networks?	How do I ensure my student is NOT frequently responding in a protective mode of flight/ fight / fright-freeze?
My student has "flipped their lid" (Dr Dan Siegel, 2010). What can I do to help my student engage the thinking part of their brain?	If my student's needs are not being met, what will be the impact on their learning and life over: 1 year...7 years... 13 years of schooling?

"To teach me you need to understand my brain."

Ylana Bloom, Academic Partner to Clarke Road School

Creating a Voice Project

The overall purpose of the Creating a Voice (CaV) project at Clarke Road School is to empower all students to communicate in as **"many ways as possible."** Some of the aims of this unique project are:

- To increase communication partners' knowledge and understanding so that we can better facilitate our students' communication and consequently their learning about the world around them.
- To accurately assess students using the Communication Passport® assessment.
- To implement Communication Passport® Core strategies within all Clarke Road School classes.
- Develop a simple toolkit and framework for teachers.

The CaV team have been using ***The Communication Passport® by Ylana Bloom and The Hills School*** to review and place their students along the Communication Passport matrix/framework. This matrix/framework encompasses 4 domains: cognitive skills, receptive language skills, expressive language skills and social skills. Our catch phrase for the project is:

Do you know your students' CRESs?

 ***Cognitive skills***

 ***Receptive skills***

 ***Expressive skills &***

 ***Social skills***

The Communication Passport® identifies a number of key cognitive, receptive language, expressive language and social skills (CRESs) for a blue, purple, red, brown, orange, yellow and green student. The strip at the bottom of this section refers to the main skill/capability that should be emphasised for a blue through to a green student.

It is a capability framework that allows teachers and SLSOs to better support the development of their students' communication systems as well as providing personalised teaching and learning experiences to strengthen specific areas and skills students need.



Bendigo Bank

We would like to acknowledge Bendigo Bank Galston for supporting this project. Without their sponsorship this level of in-depth knowledge/understanding and consequently impact on student learning could not take place. THANK YOU!

Student Welfare

Student welfare embraces all aspects of schooling for every student at Clarke Road School. Student welfare is the responsibility of all students, school staff and families and is an integral part of all school activities.

We aim to create and maintain a safe, supportive and caring school environment by protecting the wellbeing of our students and promoting positive relationships.

Classes at Clarke Road are created to best support the learning needs of all students. Classes are created according to age, social skills, communication, behaviour and learning needs. Each class has a qualified teacher and a School Learning Support Officer (SLSO-teacher's aide). Each class follows a program that the teacher designs, where the aim is to improve students' outcomes through the use of best practice teaching and learning programs. In our classrooms, students are encouraged to attain maximum independence to their own capability.



Curriculum



All students at Clarke Road School work towards educational outcomes and content consistent with the NSW Education Standards Authority (NESA) syllabus documents. For most students with special education needs, additional accommodations and adjustments are made to meet each student's unique learning needs. Most students with special education needs will meet curriculum requirements by participating fully in a broad array of learning experiences. The range of learning activities offered to students aims to challenge their thinking, communication, development and help them reach their full potential.

Curriculum

At Clarke Road School, educational programs are personalised through collaborative planning with parents to meet the needs of students with a range of capabilities. Each student works towards achieving their own personal outcomes within a cohort of learners. The Personalised Learning and Support Plans (PLSP) are designed to give students the opportunity to become as independent as possible with a focus on student achievement and high expectations for all students within the class. Helping to develop a PLSP with school staff and supporting your child at home with their goals gives your child the best opportunity to reach their full potential.



Other individual plans developed in consultation with families, and if applicable therapists, school counsellor and/or regional staff are:

- **Health Care Plans (HCP)-** Designed to meet the medical needs of your child to ensure the safety of each student. At Clarke Road all families are asked to fill out a medical form in case of an emergency and an ambulance is required. This form is sent with your child in the ambulance.
- **Manual Handling Plans-** Some students may also require manual handling plans to support specialised equipment, i.e. wheelchairs or walkers.
- **Intervention Support Plans-** Some students may require individualised positive behaviour strategies to assist them to engage in their learning.

Learning and Support Teams (LaST) provide specialised support and consultation on individual learning programs within the K-6 and Year 7-12 areas of the school. Our LaST teams support all levels of planning and programming for students within each area of the school. Our LaST teams are supervised by Assistant Principals within the Junior and Senior areas of the school and operate fortnightly.

We provide many additional support programs that foster educational improvements. These include:

- Functional communication programs- each student's unique communication system is valued and extended.
- Community access programs develop skills in travelling on public transport, social behaviour, shopping and participating in age appropriate leisure activities.
- Vocational education programs are offered so that students gain work skills in a variety of structured settings.

We are committed to quality education for all and value the partnership and cooperation between home and school.

School Procedures

Attendance

Regular and prompt attendance is mandatory.

- The school playground is supervised from 8.35am and classes start at 9.05am.
- Students who arrive late for school or leave school early are to report to the School Office. Parents, carers or transport personnel will need to sign students in and out.
- Arriving late to school is disruptive to class programs and ideally all students need to be at school within the designated time.

Absences

Students need to have all absences explained. Parents can provide a note or alternatively call the school on the day of the absence. If your child is going to be away for any length of time (5 days or longer) for any reason such as a holiday or medical appointments, please ask for an application form "Application for Extended Leave".

Lunch box program

- The senior students and staff operate a canteen every Thursday. It is often a highlight for our students to place a canteen order.
- To place an order, please write the food item(s) or drink your child wants on a **brown paper bag** and place the **exact money** in the brown paper bag.
- Send it to school on Thursday in your child's communication folder.
- School canteen is an important part of our Senior Work Experience Program and we look forward to your support. Please see the brochure included for a list of canteen items and prices.



Change of Address or other changes

Parents are responsible for:

- Keeping the information about your child as **up-to-date** as possible.
- Notifying the school of any change of address or changes to telephone numbers.
- Keeping Health Care Plans as **up-to-date** as possible, so please inform the school office of any changes **as soon as possible**.

School Procedures

Communication with your class teacher

Communication Folders

- Your child will be provided with either a notebook or diary which is kept inside a plastic A4 pouch.
- Any messages for classroom staff can be written in the communication book. The class teacher will also use this to write short messages to you.
- Notes will be sent home in this plastic pouch.
- Please take the time to check the communication book and pouch each day.
- Should there be any incidents or first aid events that occur with your child throughout the day, a separate note will be forwarded to you in the communication pouch.
- This communication book remains the property of the school and will be collected at the end of the school year.
- Currently, some classes are trialling different methods of communication with parents, e.g. the Class Dojo APP.



Interviews

Teachers welcome discussion with you on any issues/ concerns that may arise with your child. Please make an appointment using the communication book or telephone the office before coming to see any member of staff. Teachers are not able to give interviews at pick up times as they often have team meetings or professional learning sessions to attend before and after school.

Contributions

Subject Contributions

An annual contribution is requested by the school to cover the cost of teaching resources for educational programs. In Term 1, you will receive a Statement of Account with details of these costs. This does not include class excursions or special events.

Voluntary Contributions

An annual voluntary contribution is also requested by the school. These fees are voluntary and include a fee for membership of the P&C Association as per the Association By-Laws. A notice of the annual charge will go out to parents in Term 1.

School Procedures

Excursions

- These are arranged for each class throughout the year and are of significant educational value. School uniform is to be worn on excursions.
- The costs are kept to a minimum and are noted in the excursion note sent home.
- Payment for excursions are required prior to the excursion.
- Every excursion outside the school ground will require a signed permission note.
- Signed permission notes have to be returned prior to students attending an excursion.

Food at school

- Each classroom has a microwave for food that requires heating. If food needs to be heated, please ensure that food is sent in an appropriate container for heating.
- Please ensure that your child's morning tea and lunch have a healthy food focus.
- Clarke Road School and its community aim to minimise the risk of exposure to allergens.
- Please ensure any food sent to school does not contain nuts.
For example, please do not send peanut butter sandwiches, Nutella etc.
- Please ensure food is sent in with already cut up to the size your child requires, e.g. cutting sandwiches into a suitable size for your child, cutting grapes in half.



Medication at school

- If your child has regular medication to be administered at school, please ensure that the relevant forms are filled out. These forms can be obtained from the school office or on the school website under "Media and Links" tab.
- Information in relation to how medication should be administered is to be provided.
- If medications change, new forms need to be completed and returned to the office before any new adjustments can be administered.
- Tablet medication needs to be provided in a clearly labelled Webster pack. Webster packs should be clearly labelled with your child's name and the tablet name identified.
- **PARENTS ARE RESPONSIBLE FOR MONITORING THE AVAILABILITY OF MEDICATION FOR SCHOOL.**
- **MEDICATION HAS TO BE HANDED IN AT THE OFFICE. MEDICATION SHOULD NOT BE PLACED IN STUDENTS' BAGS.**
- Medication will be administered by staff trained in the administration of medication. Medications are stored and administered in the office area of our school.

School Procedures

Medication at school: Changes to medication

Parents are responsible for:

- Completing and returning relevant paperwork to confirm medication adjustments as soon as possible.
- Tablet medication needs to be provided in a clearly labelled Webster pack. Webster packs should be clearly labelled with your child's name and the tablet name identified.
- **PARENTS ARE RESPONSIBLE FOR MONITORING THE AVAILABILITY OF MEDICATION FOR SCHOOL.**
- **MEDICATION MUST BE HANDED IN AT THE OFFICE. MEDICATION SHOULD NOT BE PLACED IN STUDENTS' BAGS.**

Morning Drop-Offs & Afternoon Pick ups

- ▶ Clarke Road is a very busy road; please ensure you **do not** block the traffic, while waiting to enter Clarke Road School.
- ▶ Authorised Parking Passes for the restricted parking area in front of the school are available from the School Office.
- ▶ Gates will be open at **8.35am and at 2.30pm.**
- ▶ The school has an entrance and exit driveway for cars and a separate pedestrian access gate.
- ▶ For your child's safety, please drive slowly while in the school
 - ▶ **Speed limit- 5km/h**
- ▶ Once you are in the school grounds, **please turn off your engine** and wait in your car. School staff will accompany your child to and from your vehicle.
- ▶ Please wait for the traffic controller to give you permission before you drive away.
 - ▶ **Your child's safety matters to us.**
- ▶ If you pick up your child please be in the school driveway by 3pm.
- ▶ Afternoon dismissal: Starts at 2.45pm
(PLEASE BE PROMPT- If you are picking up your child please be in the school driveway by **3pm**. School staff have meetings or professional learning sessions to attend after students leave)



Parking

- Authorised Parking Passes for the restricted parking area in front of the school are available from the School Office.

School Procedures

Personalised Learning and Support Planning (PLSP) meetings/ Individual Transition Plan (ITP) Meetings

- Each year, PLSP/ITP meetings are held during Term 1 and a review meeting is held during Term 3.
- Your involvement in this meeting is highly valued as the goals you identify for your child form the basis of their personalised program.
- It is mandatory for all students to follow the NSW NESA curriculum. Appropriate accommodations and adjustments will be made for your child.
- We aim to have 100 % attendance at these meetings.

Newsletter

The school newsletter is produced every fortnight and will be sent home with your child. The newsletter contains important and current information and should be read by parents.

School Uniform

- The Clarke Road School uniform can be ordered through the school office.
- Uniform sales are managed by the P&C (Parents & Citizens Association).
- Order forms can be downloaded from our website.
- Payment is due at the time of ordering.
- Please contact the School Office for more details.

Shoes

- Black shoes can be either standard black shoes or black sports shoes.
 - Velcro shoes might be an option for your child.
 - Please consider buying lace up hi-top shoes if your child has a tendency to take off their shoes.
 - Our school socks are navy blue.



**PLEASE ENSURE ALL ITEMS OF CLOTHING AND PERSONAL ITEMS
SUCH AS LUNCH BOXES, BOTTLES AND HATS ARE CLEARLY
MARKED WITH YOUR CHILD'S NAME.**

School Procedures

Visiting the school

All visitors to the school must report to the school office. First time visitors will need to sign and read the Health & Safety (H&S) booklet.



Did you know?

This is Minty. He is our school dog. Minty is a "Pets as Therapy" dog and spends time in different classrooms each day.

Assisted School Travel Program (ASTP)

Students with a disability who are unable to travel to and from school, under the Transport for NSW's School Student Transport Scheme, may be eligible for access to transport assistance under the Department of Education Assisted School Travel Program.

The Assisted School Travel Program (ASTP) provides door-to-door transport assistance for eligible students between their permanent residence and school at no cost to families where parents and carers are unable to provide or arrange transport for their child either fully or in part.

All applications for access to assisted school travel services are assessed in accordance with the program's eligibility criteria based on the individual travel support needs of students.

An application form is included in this information package. All parents should read ASTP policies and guidelines to ensure compliance.

For enquiries regarding eligibility and applications for access to transport services, please make an appointment to see the school principal.



School Drive Subsidy

For more information about the School Drive Subsidy please go to transport.nsw.gov.au or search for "School drive subsidy". Some families may be eligible for free or subsidised travel from home to school.

The Role of National Disability Insurance Scheme (NDIS)

- For more information about this scheme please go to www.ndis.gov.au.
- Requests for external providers of services to work within the grounds of Clarke Road School should be sent to the school office in a written format (e.g. email)
- The school's NDIS team meet regularly to consider requests. When considering requests the team take into consideration a number of factors such as the disruption to educational programs for the whole class.

Clarke Road School aims to provide quality learning and teaching programs so that educational outcomes for students can be realised. We can have requests from many external providers seeking to support students within a school setting. In addition, external providers often request consultations with teaching staff (both formal and informal) and many ask for collection of data. This can lead to major disruption to the class program and to our school environment. **To ensure that we are striving to achieve educational outcomes for our students we would request that wherever possible all therapy appointments be made outside of school hours.**

Where externally funded providers seek to deliver services during school hours a written request must be submitted by the family. A kit will be given to externally funded service providers, outlining requirements for the provider. The provider must complete all mandatory training and inductions as well as the completion of an 'Engagement Agreement'. The panel at Clarke Road School, in consultation with the class teacher, will consider all applications and advise families of outcomes. Equipment maintenance requests will be managed separately.

Parent Involvement

Parents' involvement is critical in effective educational planning for students. Parents are expected to attend planning meetings for their child. Parents are always welcome to attend special events and assemblies. For parents seeking to volunteer at the school, the P&C has engaged a volunteer co-ordinator to support planning and events. The co-ordinator will ensure suitable voluntary activities are offered to interested parents. There are many ways parents can become involved in our great school. Please make initial inquiries at the School Office.

Parents and Citizens' Association (P&C)

There is a certain level of understanding that you find with parents of other children with special needs. Our achievements are bigger, fears are broader, the joys more intense. We are a community with a lot to give and have much to gain from each other.

The vision of our P&C is to support both the school and families. We have a policy of no fundraising, so the Gift Fund was established to encourage donations. During P&C meetings, the first half hour is for sharing the triumphs and at times challenges with other parents who share a similar journey. Here questions can be asked, ideas can be discussed and nothing extra is expected of anyone who attends. All of our parents are welcome, whether to come regularly or drop in when you can.

Meetings are held usually once a term and are attended by our Principal or representative, who gives a report on school activities and issues. At different times, parents have roles on key committees within the school so that they can have an authentic input into the decisions made for their children. Meeting dates and times are advertised in the fortnightly School Newsletter. Copies of meeting minutes are available from the School Office.

Parents are charged a fee per child with the annual Voluntary Contribution in Term 1, as per the P&C by-laws, to become members. We ask that all parents pay this nominal charge to support the valuable and on-going work of the P&C.

Details of current Office Bearers are available from the School Office. Please do not hesitate to contact an office bearer if you would like more information or further support. P&C elections are held annually at the P&C AGM. Advanced warning will be given to families of the date the AGM will be held.

Guest speakers

Guest speakers are arranged from time to time to speak on relevant issues. If there are any speakers you would particularly like to hear, or topics discussed, please contact the P&C President with your suggestions (contact details are available from the School Office).



Social Events

The P&C also organises social events and will notify parents of upcoming events through the school newsletter. We aim to provide opportunities for parents and families to get to know each other, often using the school grounds so that our children are in a safe and familiar environment.

The Clarke Road School Gift Fund

The school has deductible gift recipient status for charitable donations. This means that any donations made to the school gift fund are tax deductible and are reclaimable on income tax returns. A donation receipt is issued.

If you have any business or family contacts that you think appropriate to ask for a donation for the school, do let them know that donations to the school are tax deductible. This often makes donations much more forthcoming and saves our school community from time-consuming fundraising! If you want any more information on this, or help with making a donation approach, please contact the P&C President (contact details are available from the School Office).



Checklist for new parents

Please ensure the following documents are filled out and/ or sent to school, prior to your child starting at Clarke Road School.

- ☐ Application to enrol in a NSW Government school.

Please bring the following original documents:

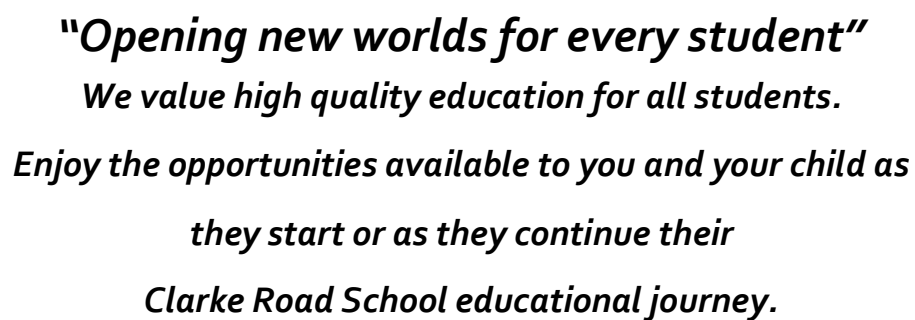
(Office staff will take a copy of the originals)

- ☐ Child's immunisation record
- ☐ Utilities bill confirming your current address
- ☐ Child's birth certificate or passport
- ☐ Aquatic Activities Permission Form
- ☐ Authority to Publish
- ☐ Permission for student to be assessed by the school counsellor
- ☐ Uniform Order Form

IF APPLICABLE TO YOUR CHILD:

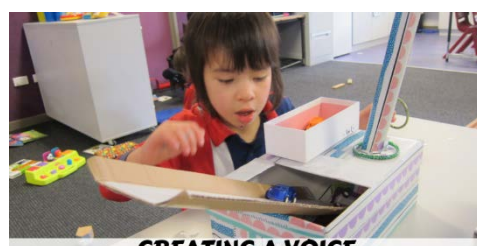
- ☐ Assisted School Travel Program
- ☐ Individual Health Care Plan
- ☐ Health Condition Forms: Request for support at school and request for Administering Prescribed Medication at School.
- ☐ Authorisation to contact the medical provider (doctor)
- ☐ An asthma plan, epilepsy plan, diabetes plan and/or anaphylaxis plan prepared by a doctor

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

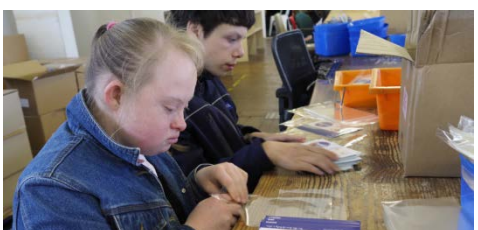




VIBRANT LEARNING



CREATING A VOICE



THE ROAD TO INDEPENDENCE



AN OUTSTANDING TEAM



ENGAGE CONNECT BELONG



SAFE HAPPY CARING



A PART OF YOUR COMMUNITY

