Welcome to Our School

Quality Education In A Caring Environment

School Profile

At Boolaroo Public School staff, parents and students work to provide a happy, supportive learning environment for your child. Our small size makes for a great school spirit and pride amongst students, families and teachers.

Our school banner statement, Quality education in a caring environment, is the cornerstone upon which everything we do is built. We work as a team to enhance the learning experiences of all students. We do this through effective teaching, a positive environment, good discipline and community participation.

We have experienced staff committed to developing our students with skills to thrive in the 21st century. Strong emphasis is placed on literacy, numeracy and technology.

Our school is lucky to have an active parent body that works tirelessly to enhance our students’ learning experience and environment.

We enjoy well-equipped classrooms and well-maintained grounds with modern playground equipment.

Boolaroo Public School looks forward to continuing our 100-year tradition of providing quality education to our local community.
General Information

School Staff

Principal Ms Heather Lewis
Teaching Staff Mrs Megan Meek
Mrs Doreen Bridges
Librarian Mrs Sandra Burke
School Counsellor Ms Karen Cathcart
School Admin Manager Mrs Christine Bailey
Student Learning Support Officers Miss Christina Allen-Lopez
Mr Dean Burrows
Mr Damian Robb
General Assistant Mr Ray Lewis
Cleaner Ms Sue Pittman

Enrolment

- An application form must be completed giving full and accurate information. This form can be collected from the school or downloaded from the NSW Department of Education Website [http://www.schools.nsw.edu.au/gotoschool/enrolment/index.php](http://www.schools.nsw.edu.au/gotoschool/enrolment/index.php)
- Evidence of date of birth is required and also an Immunisation Certificate (available from your doctor). No child will be prevented from enrolling if they cannot supply an Immunisation Certificate.
- Any legal documentation relating to name changes, custody, access, parenting plans etc should be sighted by the Principal and discussed in private if desired.
- Details of previous medical history can also be valuable information.
- Please inform the school of any changes to the information held at school. For example, telephone numbers, address, family situation, nominated contact persons. This information is important for the students well being.

School Times

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<tr>
<td>Morning Bell</td>
<td>9.00am</td>
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<tr>
<td>Recess</td>
<td>11.00am to 11.20am</td>
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<tr>
<td>Lunch</td>
<td>1.00pm to 1.40pm</td>
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<tr>
<td>Afternoon Bell</td>
<td>3.00pm</td>
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School Attendance

“For the benefit of all children, parents or carers should ensure their child attends school regularly. Any absence from school should be explained within seven days of the absence. Similarly, schools are required to inform parents promptly of any unexplained absences or suspected truancy.

Justified reasons for absences may include the student:
- having an unavoidable medical or dental appointment (preferably, these should be made after school or during holidays)
- being required to attend a recognised religious holiday
- being required to attend an exceptional or urgent family circumstance (such as attending a funeral)
- being sick or having an infectious disease.”

From NSW Department of Education Attendance requirements

Late Arrivals and Early Departures

Arriving at school and class on time:
- ensures that students don’t miss out on the important learning activities scheduled early in the day when the students are most alert
- helps students learn the importance of punctuality and routine
- gives students time to greet their friends before class and therefore
- reduces the opportunity for classroom disruption.

Students who arrive after 9.00am or who leave early are required to fill out a yellow Student Leave Form located in the school administration office. The slip is to be signed by the parent or caregiver and then handed to the class teacher. These slips are kept with the class roll for attendance record purposes.
**Uniform**

The wearing of school uniform is well regarded and valued by the community. The staff encourages students to wear the school uniform. Uniform items can be purchased from the school office. A Lay-by system is available see Mrs Bailey in the office.

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<thead>
<tr>
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<th>Cost</th>
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<tbody>
<tr>
<td><strong>Summer</strong></td>
<td></td>
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<tr>
<td><strong>Girls</strong></td>
<td>Light Blue Microfibre Shirt</td>
<td>$24.50</td>
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<tr>
<td></td>
<td>Royal Blue Skorts</td>
<td>$15.00</td>
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<tr>
<td><strong>Boys</strong></td>
<td>Light Blue Microfibre Shirt</td>
<td>$24.50</td>
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<td></td>
<td>Royal Microfibre Shorts</td>
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<tr>
<td><strong>Winter</strong></td>
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<tr>
<td><strong>Girls/Boys</strong></td>
<td>As Above</td>
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<tr>
<td></td>
<td>Royal Microfibre Sports Jacket</td>
<td>$28.00</td>
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<tr>
<td></td>
<td>Royal Microfibre Track Pants</td>
<td>$18.00</td>
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<tr>
<td><strong>Footwear</strong></td>
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<tr>
<td></td>
<td>White Socks</td>
<td>Not available</td>
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<td></td>
<td>Black Shoes</td>
<td>Not available</td>
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<tr>
<td><strong>Sports Uniform</strong></td>
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<tr>
<td><strong>Girls</strong></td>
<td>Gold Microfibre Sports Shirt</td>
<td>$24.50</td>
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<td>Royal Blue Skorts or</td>
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<tr>
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<tr>
<td></td>
<td>White Socks</td>
<td>Not available</td>
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<tr>
<td></td>
<td>Joggers</td>
<td>Not available</td>
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<tr>
<td><strong>Hats</strong></td>
<td>Surf Hat</td>
<td>$10.00</td>
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Sickness or Accidents at School
- The contact numbers you provide to the school are essential in times of illness. A child who is obviously ill should not be sent to school.
- In the case of a serious accident, urgent medical attention will be sought by the school – you give this permission when you sign the enrolment form.
- Other minor accidents such as falls, grazes, etc, are treated by a staff member who holds a First Aid Certificate.
- When students are treated for first aid they will receive a yellow slip to take home which details why treatment was sought and what treatment was given at the time. This slip is your record.
- All staff have been trained in CPR and emergency care.

Medication
When a medical practitioner has prescribed medication that must be administered during the school day, parents are responsible for:
- bringing this need to the attention of the school
- ensuring that the information is updated if it changes
- supplying the medication and any ‘consumables’ necessary for its administration in a timely way fully labelled with dosage and times clearly marked
- collaborating with the school in working out arrangements for the supply and administration of the prescribed medication
- completing and signing a written request for the medications to be administered.

The administration of such medication forms part of the Department’s common law duty of care to take reasonable steps to keep students safe while they attend school.
- students must not carry medications unless there is a written agreement between the school and the student’s parents that this is a planned part of the student’s health care support
- except in an emergency, only individual staff members who have volunteered and been trained, will administer prescribed medication to students
- schools do not administer non-prescribed medication eg. Panadol, which has not been specifically requested by a medical practitioner for an individual student for a specific condition.
Lunch and Recess
We encourage all parents and carers to provide lunches and snacks that are nutritious and healthy. Sandwiches, fruit and low sugar drinks and healthy fillers are ideal lunches and snacks for packed lunches. Minimise the number of “treats” you provide, as frequently children fail to eat the substance of the lunch and eat only the chocolate or chips. **Canned drinks and drinks in glass containers are not permitted.**

Canteen
The canteen is open for sales at recess and lunch on Monday and Friday only. A price list will be forwarded home early in the next year. To place an order it needs to be written on a paper bag (these are provided near the canteen box opposite the office), include the money and place the bag in the canteen box. Lunches will be delivered to the classroom prior to 1.00pm.

Financial Assistance
Student Assistance funds are available to assist families with the costs of their child’s educational needs. Application forms are available upon confidential consultation with the Principal.

School Equipment
Each year your child’s class teacher will request a list of items required for your child to use at school. The list will be sent home early in Term one. Student Assistance funds are available to families experiencing financial difficulties and can be accessed to help with the purchase of equipment and text books.

Personal Property
Purchases for school are an expensive outlay for parents. Make sure you label all clothing, hats, bags, drink bottles etc.

School Banking
Banking is through the Commonwealth Bank ‘Dollarmite’ accounts and is carried out on Thursdays.

School Development Days
Teachers attend professional development days on five days per year. These days are usually the first days of Terms 1,2 and 3 and the last 2 days of Term 4.
Car Parking
A staff only car park is located at the Third Street entrance. All students and parents are asked not to use the school car park for safety reasons with the exception of disabled students.

Disabled Access
A reserved disabled access car park is located in the Third Street car park. A disabled access ramp allows access from the main central quadrangle to the school building. A specially equipped disabled toilet and shower is located in the main school building.

Road Safety
A school safety crossing is located in Main Rd. This crossing is supervised from 8.00am to 9.30am and from 2.30pm to 4.00pm each school day by an RTA crossing guard.

Newsletters
Newsletters are sent home every second Tuesday.

Website
Information on the school, up to date information from the Department of Education as well as the current and past school newsletters can be found on the school website at:
Parents

Parent’s Role
The critical role of parents and care-givers is recognised as the primary influence on each child’s character and behaviour and as essential partners in supporting the core rules and the successful education of their children.

Parents have a number of opportunities to become involved, and we welcome the support and assistance you are able to provide. As your child settles into the routines of school, you will become aware of general class activities, communication processes, playground activities and events taking place.

P & C Association and School Council
By joining the P&C Association, you will have the opportunity to gain further insight into how the school is managed and organised, the procedures and processes of policy development, and the planning of fund-raising projects. The P & C meets on the third Tuesday of each month and the School Council meets twice a term.

Voluntary Workers
Parents and Community members are welcomed at Boolaroo PS. If you would like to volunteer please contact the school and make arrangements so your volunteer work can be organised. Volunteers who support the school are required to sign the voluntary workers’ book outside the K-1-2-3 classroom each time they are at school. All volunteer workers are also legally required to fill in a Prohibited Employment Declaration form which can be obtained from the office.
How you can help at school:
• by joining parent organisations such as the P & C
• helping in the canteen and with fundraising activities
• volunteering to help in the classroom eg. Reading groups, craft
• assisting in transporting students
• assisting at sporting events and excursions.
Code of Conduct for Parents and Volunteers
All parents who enter onto any primary school premises do so in the knowledge that the school community and the Department of Education expect them to conduct themselves in an appropriate manner.

Parent volunteers are expected to:
• be outstanding role models for all students
• work under the professional direction of staff, following school policies
• speak in a kind and friendly way to all students
• keep confidentiality
• report any issues of concern to teachers (and not directly intervene)
• keep a safe distance from all students.

Approaching Your School
From time to time parents or other members of the school community may need to approach the school in order to:
• discuss the progress or welfare of their child
• express concern about actions of other students
• enquire about school policy or practice
• express concern about actions of staff.

It is therefore necessary to have procedures that will help solve problems as soon as possible so that a safe and harmonious school environment is maintained. The best results usually flow from working together. These guidelines aim to:
• provide a guide in order that concerns are dealt with in an open and fair manner
• ensure that the rights of students, teachers and parents are respected and upheld
• support sensitivity and confidentiality
• help reach an agreed solution.

On occasion, concerns may cause frustration and anxiety. At such times it is always important to organise a time to talk with school staff in an unhurried and confidential atmosphere.
<table>
<thead>
<tr>
<th>Concern</th>
<th>Appropriate Action</th>
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<tbody>
<tr>
<td>The academic progress of own child</td>
<td>Directly contact the child’s teacher either by note, by phone or in person to arrange a suitable time to discuss any issue.</td>
</tr>
<tr>
<td>The welfare of own child</td>
<td>For minor issues directly contact your child’s teacher to clarify information. For more serious concerns, contact the office. State the nature of the concern and arrange a suitable time to talk with class teacher or appropriate staff member. To convey information about change of address, telephone number, emergency contact, custody details, health issues etc. please contact the office.</td>
</tr>
<tr>
<td>Action of other students</td>
<td>Contact the class teacher for a classroom problem. Contact the Principal for playground matters. Under no circumstance approach the child to discuss the problem. All discussion should be through the Principal or class teacher.</td>
</tr>
<tr>
<td>School policy or practice</td>
<td>Contact office and state nature of concern and make an appointment to see the Principal and/or appropriate member of staff.</td>
</tr>
<tr>
<td>Actions of a staff member</td>
<td>Contact office and state nature of concern and make an appointment to see the Principal. Arrange to meet directly with the Principal and staff member concerned.</td>
</tr>
</tbody>
</table>

In very rare cases where people wishing to express concerns do so in an aggressive, threatening or violent manner, the Principal or nominee has the legal authority under the Enclosed Lands Act to:

- direct the person to immediately leave the grounds
- call the police to remove the person should he/she refuse
- withdraw future permission by letter for the person to enter the grounds without permission of the Principal
- seek further legal avenues.
Discipline
Student discipline is an important part of providing a conducive learning environment for all.

Good Behaviour Benefits All
Boolaroo PS has a school discipline policy that is reviewed regularly. It is developed collaboratively with students, staff, parent/caregiver organisations and the school council.

A Balanced Approach
Our discipline policy sets out a balanced approach recognising student achievement and dealing with unacceptable behaviour. It is based on developing student responsibilities, encouraging respect and creating good conditions for effective teaching and learning.

A copy of the discipline policy is available at the school.

Rights for Students and Teachers
Every student has the right to a learning environment free from bullying and intimidation and to feel safe and happy at school. They have a right to be treated fairly and with dignity. The same rights apply to teachers as the school is their workplace.

What the School Discipline Policy Covers
The school discipline policy covers:
- school rules or discipline code
- strategies to promote good discipline and effective learning within the school
- practices designed to recognise and reinforce student achievement
- strategies for dealing with unacceptable behaviour.

What’s Not Allowed in School
School discipline policies specifically prohibit:
- violence or threats of violence
- possession of illegal drugs
- possession of offensive weapons
- persistent disobedience
- criminal behaviour.

The Principal of Boolaroo will suspend, consistent with procedures, any student engaging in these offences. In the most extreme cases, students will be expelled.
An Important Role for Parents/Caregivers
Parents/caregivers set the best examples of positive behaviour for their children. We strongly encourage parents and caregivers to regularly reinforce respect for others at home, at school and in the community.

Code of Conduct
Rights and responsibilities for students and teachers include:

- expected standards of behaviour in the classroom, playground and while travelling to and from school
- safety in and around the school and at all school activities
- acceptable standards of behaviour while on excursions and participating in or attending sporting or other activities
- obedience to requests from staff and others in positions of authority
- adherence to the school’s homework policy
- adherence to the standards of dress determined by the school community
- prohibition of illegal drugs, alcohol, tobacco and weapons
- positive and respectful relationships between all members of the school community.
School Rewards
“Going For Gold”
At Boolaroo we reward respectful and responsible behaviour and positive attitudes with our extensive Awards program. Weekly selected students receive class merit awards. Each merit award is recorded by your child’s teacher. When the student receives 4 merit awards they receive a Bronze Certificate and a lucky dip prize. These students are also acknowledged in the newsletter. The student will continue to receive merit awards until they acquire 3 Bronze Certificates. They will then receive a Silver award. The student also receives a free lunch order from the school canteen. The student continues to receive merit awards until they have received 3 Silver awards. After they have received 3 Silver Awards they then receive a Gold Award. The student’s name is displayed on the school notice board. The record of awards received is continued throughout the year and into the next year. It is possible for all students to achieve Gold and continue acquiring Gold Awards throughout their years at Boolaroo PS.

Aussie of the Month
Students with excellent behaviour and attitude are also selected each month as ‘Aussie of the Month’. They receive a special certificate and are given the responsibility of ringing the assembly bell in the morning for the month.

Annual Awards
Selected students receive annual awards at the school’s Presentation Ceremony held at the end of Term 4. Three students from each grade receive awards each year for:
- Most Improved Student
- High Achievement
- Encouragement Award
Other awards include School Merit Certificates, Creative and Practical Arts Award, 100% Attendance, Sports Awards and Citizenship Awards.

Classroom Awards
Each teacher develops their own system of rewards within the classroom that is based on encouraging respectful and responsible behaviour. Systems are reviewed often to ensure enthusiasm and engagement of students.
Key Learning Areas (KLA)

The NSW school curriculum is organised into key areas of learning as required by the Education Reform Act 1990. There are six primary school Key Learning Areas:

- English – students learn about, and learn to use written language.
- Mathematics – students develop the ability to investigate and solve non-routine problems.
- Human Society and Its Environment (HSIE) – this area deals with peoples’ interactions with one another and with their social, cultural and physical environments.
- Science and Technology – students learn about natural and man-made environments.
- Person Development, Health and Physical Education (PDHPE) – aims to develop knowledge and understanding, skills, values and attitudes that will help students to adopt active, healthy and fulfilling lifestyles.
- Creative and Practical Arts – students explore and experience different art forms including Dance, Drama, Music and Visual Arts.
- Languages – students may have the option of learning and using languages other than English.

The Board of Studies develops a syllabus for each of the learning areas. Along with a defined aim, each syllabus has a set of objectives and outcomes, expressed in terms of knowledge and understanding, skills, values and attitudes.
Assessment and Reporting

School-based assessment and Reporting in Kindergarten to Year 6

Each child’s achievement and progress in class is assessed by their teacher(s). Teachers use a variety of ways to assess their students including observing their work in class and looking closely at the work they produce. They make assessments of their students’ progress throughout the year.

Teachers will also make judgements twice a year of each student’s achievement compared with the expectations described in each key learning area syllabus. In Years 1 – 6, their judgements are made on a 5 point achievement scale, using A-E or the word descriptors; Outstanding, High, Sound, Limited and Basic. A written report to each child’s parents is provided twice a year by the school and will also include a written comment with strengths and areas for improvement for all KLA’s. Kindergarten students’ progress will be reported through the descriptions provided by teachers in their comments.

Parents receive two written reports each year of their child’s progress. Opportunities for parent teacher interviews are provided upon request at the end of term or throughout the year.

Best Start

Kindergarten students are assessed by their class teacher in the first few weeks of school on Literacy and Numeracy skills. This information is discussed at a meeting held in Term One with the child’s parents and class teacher. Information is provided to parents about what the child knows and strategies that will help develop literacy and numeracy skills.

NAPLAN

NAPLAN (National Assessment Program for Literacy and Numeracy) tests are conducted in all NSW Primary schools to test aspects of literacy and numeracy. The tests are held for students in years 3 and 5. Parents receive a confidential report in Term 4 on their child’s results.
School Programs
Home Reading Program

At Boolaroo PS reading at school and at home is highly valued.

Reading with children is fun and one of the best ways to help prepare them for school.
Children learn about the value and importance of reading as they watch their family reading and writing in everyday life.

Whether reading a novel, sharing a story, using a recipe, making a shopping list, writing a birthday card or reading a street sign, children observe the value of reading and writing.

What you can do at home;
1. Be yourself and involve your child in everyday conversations from an early age.
2. Read aloud to your child. It will help your child to learn the language of books and encourages the enjoyment of books and reading.
3. Talk about books together – make reading a shared, enjoyable activity.
4. See that there is a range of reading material for your child at home, both fiction and non-fiction.
5. Try not to let television intrude on reading time – set aside some uninterrupted time to read with your child.
6. Listen to your child read every day, even if only for a short time.
7. Give books as treats and presents.
8. Discuss the meaning of stories and words.
9. Join your local library. Borrow books for yourself as well as your child.

A Home Reading program is available to all students and the school rewards the number of nights the child has read on a regular basis. Books can be borrowed from the school Library or classroom.
Children with Special Needs or Learning Difficulties
Boolaroo PS supports students with special needs and learning difficulties. Specialist advice and support is available to parents/caregivers of children with disabilities to help them access appropriate education services. Talk to the school as early as possible about these services. Individual learning programs are developed by the learning support team to address the needs of all students with special needs or learning difficulties.

School Counsellor
A School Counsellor visits the school on a regular basis. School Counsellors are specially trained to diagnose, assess and provide assistance to teachers, parents and children in order to overcome problems encountered at school. Referrals need parental consent.
Health and Safety
Boolaroo PS promotes the healthy development of students through programs and practices that protect and promote health and safety.

Our Health and Safety programs include:

Daily Physical Education Program
Each day the students practise fundamental movement skills in PE lessons.

Sport
Boolaroo PS encourages our students to engage in healthy activity. An extensive Sport program is available at the school. Weekly the students play sport games on Friday afternoon. The students are encouraged to wear their Sports Uniform on Fridays. Other sporting opportunities are available to students through Gala days, School Athletics Carnival, Small Schools Athletics Carnival, regular sport clinics held at school and an annual Swimming Carnival.

Active After School
Boolaroo PS participates in the Active After School Communities program. This is a free government funded program provided through the Australian Sports Commission. It is held on Monday and Wednesday afternoons from 2.00pm to 3.00pm. A healthy afternoon snack is provided free to all students.

Sip and Crunch
Boolaroo PS encourages healthy eating habits with our Crunch and Sip program held mid morning Monday to Thursday. Students are encouraged to bring a piece of fruit each day or pay $2.50 per week for their daily fruit break. During this time the students have a short break from lessons and have some fruit.

Sun Safety
Boolaroo PS takes sun safety seriously and runs a program designed to make students aware of the damaging effects of the sun. Boolaroo PS is well equipped to provide a safe environment that provides adequate protection from the sun throughout the year. Our students are required to wear their school hats at all times in the playground. If the student does not have a hat they are required to play in the shade. Sunscreen is available to all students each day.
Drug Education
In Kindergarten and Years 1 and 2, students have opportunities to learn:
- about medicines and the need to use them properly under the supervision of an adult
- that medicines and poisons must be stored out of reach of children
- how to contact emergency services if there is an accident at home.

In Years 3 to 6, students:
- learn about legal drugs – how they affect the body and how they can be helpful and harmful
- examine the effects of tobacco on the body and ways to avoid passive smoking
- learn about the effects of alcohol on the body
- discuss both legal and illegal drugs.

Anti-Bullying
Boolaroo has an Anti-Bullying policy that is available on request. All students are taught in explicit lessons to recognise bullying behaviour and develop strategies to deal with bullying at school.

Peer Support
Boolaroo PS supports all students through developing leadership and buddies through the Peer Support program. Each year the Year 6 students are trained as leaders and work through a series of lessons with a group of peers on issues such as safety, anti-bullying, friendship, social skills and values.

Child Protection
The Department has implemented the most extensive child protection program ever devised by an Australian education system. Our staff is responsible for the care and welfare of all students at Boolaroo PS. Our students are taught through Educational programs to recognise abuse and strategies to help keep them safe.
Other Programs

Technology
Students at Boolaroo PS have access to a fully equipped computer laboratory as well as computer stations in each classroom and the library. Technology is incorporated into the teaching of KLA's.

Gifted and Talented
Special programs are provided in the school to encourage students to explore their particular talents. These programs are incorporated into class programs and other opportunities are offered through district level. Enrichment activities are available at school, camps and out of school hours’ programs. Accelerated progression in single subjects or whole grades is available for students with exceptional abilities.

Homework
Homework provides students with an opportunity to consolidate their classroom learning experiences. It is also a means for parents to follow the experiences and progress of their child at school.

Excursions
Boolaroo PS has a well developed Excursion plan. Each year the school conducts several excursions that enrich the learning experiences of our students and consolidate the learning within the classroom. All school excursions are attended by a teacher who has training in resuscitation techniques and emergency care.

Library
Students visit the Library weekly for a Library research skills lesson and an opportunity to borrow. Students need to bring a library bag or old pillow case each Monday. Students are advised to take care of all school books taken home, as there may be a charge to parents if books are lost or damaged. Books are expected to be returned each Monday.

Scripture
An Ecumenical Scripture lesson is given by a visiting representative on Mondays. Children who have written exemption from their parents are supervised by staff members.
Welcome to Boolaroo Public School

- Quality education in a caring environment
- Serving our community for over 100 years.