Welcome to our school

We are sure you and your child will find your association with Boolaroo Public School as enjoyable and rewarding. Our school provides a family atmosphere where learning is encouraged and supported in a caring environment.

Boolaroo Public School is a dynamic, well-resourced small school community. It boasts experienced staff, hardworking students and a supportive parent body and community group.

We have happy, healthy, well supported students who enjoy individualised and rich learning. As the result of a dedicated, talented and passionate team of teachers and staff who work to provide the best outcomes for our students.

Our mission is to provide ‘Quality Education in a Caring Environment’ and this principle guides our everyday school endeavours. We aim to provide an interesting, balanced, challenging and rewarding education that values all cultures.

At Boolaroo Public School we believe all students can achieve academic and personal excellence -

- All students will exhibit the qualities of successful learners, becoming literate, numerate, creative, resilient and socially confident members of the community.
- Staff set high expectations and provide stimulating and diverse educational programs in a supportive environment that promotes collaboration and reflection.
- Our community work together to establish a learning environment that is inclusive, welcoming and reflective, which allows each child to reach their full potential.

We look forward to working closely with you to provide a quality school experience for your child, in which he or she can grow towards their unique potential.

This booklet has been prepared by the school as a source of information for parents. You are urged to familiarise yourself with the information contained within.

Should you have any questions or concerns please don’t hesitate to contact me at school.

Louise Wrightson

Principal
Welcome

to

BOOLAROO PUBLIC SCHOOL

Quality education in a caring environment

Address: Corner Main Rd and Second Street, Boolaroo NSW 2284
Telephone: (02) 4958 1479
Fax: (02) 4958 2208
E-mail: boolaroo-p.school@det.nse.edu.au
Website: www.boolaroo-p.schools.nsw.edu.au

School Hours:
8:40am  Morning Play
9:00am  Class
10:55am Lunch
11:45am Return to Class
1:40pm  Recess
2:00pm  Return to Class
3:00pm  Home

Principal: Mrs Louise Wrightson

Administrative Staff: Mrs Janelle Kennedy – School Administration Manager
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<td>Monday 30th January 2017</td>
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School Routines

Supervision of Students

Supervision of students commences at 8:40am each day and concludes as practical as possible after 3:00pm. It is requested that children do not arrive at school prior to 8:30am as supervision is not provided.

Bell Times

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>8:40 am</td>
<td>Children may play in playground</td>
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<tr>
<td>9:00 am</td>
<td>Play ceases and children move to class</td>
</tr>
<tr>
<td>9:30 am</td>
<td>Fruit Break</td>
</tr>
<tr>
<td>10:55 am</td>
<td>Lunch</td>
</tr>
<tr>
<td>11:45 am</td>
<td>Lessons commence</td>
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<tr>
<td>1:40 pm</td>
<td>Recess</td>
</tr>
<tr>
<td>2:00 pm</td>
<td>Lessons commence</td>
</tr>
<tr>
<td>3:00 pm</td>
<td>Classes Dismissed</td>
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Lunch

Lunch is eaten outside in the under covered area, near the Library under teacher supervision. Students are then dismissed by the teacher to the playground for the remainder of lunch. Any child who forgets their lunch needs to speak to a staff member and parents will be contacted to bring lunch. If parents can’t be reached the child will be supplied with a sandwich.

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.

Road Safety

A school safety crossing is located on 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. Students who catch buses are supervised to cross Second Street and walk to the bus stop.

Late Arrivals and Early Departures

Arriving at school and class on time ensures that students don’t miss out on the important learning activities as well as giving students time to greet their friends before class and therefore reduces the opportunity for classroom disruption.

All students should be accompanied by a parent or career to the office when arriving late, or if parents wish to collect children early they are asked to call at the office first and complete appropriate documentation.
Enrolment
Children may apply to enrol in kindergarten at the beginning of the school year if they turn 5 years of age on or before July in that year.

Kindergarten Orientation
An orientation program is conducted in Term 4 for children enrolling for kinder the following year. This time allows the children to become used to the formal routine of the school and for teachers to assess the child’s readiness for Kindergarten.

Immunisation Certificates
The public Health (Amendment) Act 1992, requires parents to provide documented evidence of a child’s immunisation status on enrolment in school.

Children enrolling in kindergarten are required to provide the school with a Completed Immunisation Certificate. Those children whom the school does not hold a completed immunisation certificate will be required to stay home from school should an outbreak of a vaccine preventable disease occur in the school.

How to obtain a certificate
Your child’s record of immunisation (Blue Book) should be taken to:
- Your local doctor
- Chief Health Surveyor of Local Council
- Medical office of Health of the nearest Public Health unit or
- Community Health Staff

Verification of Date of Birth
Upon enrolment into kindergarten the school is required to sight proof of your child’s date of birth. A birth certificate, baby clinic card, hospital card or acknowledgements of birth registration are all acceptable items.
Communication

Our school wishes to promote communication so that the school, home and community can work together in the educational process.

Interviews
Parents and teachers are encouraged to make regular contact regarding student progress and welfare. If you wish to discuss any issues with your child’s teacher, an interview time can be arranged through the Office. Matters of urgency can be directed to the Principal via the Office. Formal parent / teacher conferences will be held Semester 1 reports are sent home.

SMS Contact
SMS has now been introduced as a method of communication, ensuring all families receive the most current information relating to excursions and other school activities.

Newsletters
A school newsletter is sent home every second Thursday odd weeks of term. This newsletter keeps you up to date on your child’s class activities. The newsletter is distributed to all parents through the students, but can also be accessed through the website. This is an important source of information – look out for your copy!

Website
Information on the school including up to date information from the Department of Education, photos, as well as, newsletters, permission notes, activities and excursions can be found on the school website at:

School App
Our school website App can be downloaded for easy access to current school information on your mobile phone.
Sick Students
When in the opinion of school staff, a student’s best interest would be served by being at home, the parent or emergency contact will be contacted and requested to take home the sick student. It is therefore essential we have **current phone numbers for contacting you**.

Absences
The Department of Education requires that you notify the school if your child is going to be absent for two days or more. A note of explanation should then be sent to the class teacher when the child returns to school so that the reason can be recorded. Alternatively a verbal absence can be recorded by the office.

Medication in Schools
If your child requires medication on a regular or short term basis, you must call at the office to leave medication and complete a request to administer prescribed medication. The school is unable to administer non-prescribed medication eg. Panadol. Under no circumstances are children to keep any medication with them or in their school bag, unless it is specific asthma medication.

Student Special Needs
Please inform the school in writing of any special needs which your child(ren) may have e.g. allergies, reactions to foods etc. Please advise the school of a management plan.

Sun safe
It is school policy for a hat or cap to be worn in the playground. Children without a hat must play in the shade. We would appreciate you reinforcing this habit at home. School hats are available from the uniform shop.

Collection of Money
Money should be sent to school in an enclosed envelope with a note stating family name, purpose of payment and the amount of money enclosed. Envelopes are to be handed to class teacher at the commencement of class, money is then sent to the office and individual receipts will be issued.

Personal Property
Purchases for school are an expensive outlay for parents. Make sure you label all clothing, hats, bags, drink bottles etc.
Library
Children from Kindergarten to Year 6 have library lessons for introduction to literature, research skills and teaching of information skills each week on Friday. Children are able to borrow each week. To help protect books, children must have a cloth library bag. Lost or damaged books must be paid for.

Excursions
Educational excursions are an integral part of the school’s curriculum as they provide the opportunity for children to participate in experiences in the wider community. Excursions will vary in length and content. To make it easier for parents, the school has released a proposed plan for excursions and activities to enable parents’ time to plan and budget for these.

School Sport
Whole school sport is held on Friday. Information related to PE days will be sent out early in the year. Sports uniform should be worn on Friday as well as on appropriate PE day. An annual swimming carnival (students 8 years and above) cross country and athletics carnival are held.

Consent Forms
Before students undertake excursions, they are required to return a consent note signed by the parent or career. This consent note will confirm the parent’s knowledge and approval of their child undertaking the visit.

As the school publishes photographs on the school website and in the newsletter, parents/caregivers are asked to complete a ‘Permission to Publish’ permission note at the commencement of each year.

Transportation of Student
Some school excursions depend on parent transport as bus hire is not viable. If you are able to help with transport of students, other than your own children, then your current papers (NSW licence, NSW registration) are required to be sighted first. Drivers must sign a Prohibited Employment Declaration and each student must use approved seat belts while travelling.
Helpers
Parents are encouraged to help in the classroom or on excursions. Please coordinate your visits with the Class Teacher and Principal. The school requires a 100 point check or a working with children's check each year for anyone helping in the school.

School Assembly
School Assembly is held every second Friday at 2.30pm in the hall. Parents and community are welcome to attend at any time.

Book Packs
Our school does not ask for Voluntary School Contributions, but that a book package is purchased for each child. Contents of the book pack will vary each year.

Canteen
Canteen facilities are available recess and lunch Monday and Friday only, with nutritious foods including sandwiches/wraps, hot foods and snack foods sold at reasonable prices. Children are asked to place their order, with money enclosed, on a paper bag into the blue box outside the office. Lunches will be delivered to the playground to be handed out by the teacher on duty.

Healthy School Canteen Strategy
In response to the concerns about the increasing prevalence of health issues associated with obesity in children and young people, the NSW Government has launched the Healthy School Canteen Strategy.

This strategy requires all NSW government schools to move towards a healthy, nutritious canteen menu in line with Australian Dietary Guidelines for children and adolescents. This strategy will have a positive impact on the health and wellbeing of all our students. Changes have been made to the school's menu in line with this strategy.

Out of School Hours Care (OOSH)
There is an onsite OOSH run by the Fairplay Café, providing before and after school care for children of our community. The manager of this facility can be contacted on 0478 106 602 for further information.

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.
Student Wellbeing

Reward System
Many forms of rewards are used by teachers to recognize student achievement. These include praise, stickers, stamps, ribbons and certificates. A formal merit scheme also exists within the school. Merit Certificates are presented at the K-6 assembly for class work, citizenship and other endeavours. A Bronze Award is given for the attainment of five merit Awards. Three Bronze awards results in a Silver Award and two Silver Awards lead to a Gold and special presentation.

At Presentation Day tribute is also paid to those students who have achieved the highest outcome in academic, citizenship, social, sporting and cultural areas.

Behaviour
Students of Boolaroo School are expected to behave appropriately at all times. Our Fair Discipline Policy is based on the belief that school is a safe and enjoyable place and that all children have a right to attend and learn without interference or disruption from others. Our policy defines the rights and responsibilities of students, staff and parents so that the whole school community can co-operate and support policy guidelines. Teachers will ensure that rights and responsibilities are discussed with their class at the beginning of each year, and thereafter as necessary to ensure maximum student understanding.

School counsellor
A school counsellor is available to assist the school fortnightly. Children with learning difficulties or social problems are referred to the counsellor by the principal or teacher. Parents may seek an interview with the counsellor to discuss any matters of concern.
School Uniforms

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 P&C Uniform shop.

Boys Uniform
Summer and Winter
Royal blue shorts or track pants
Light blue polo style shirt with school logo
Royal blue jumper or jacket
White socks, black shoes
Royal blue hat or cap

Girls Uniform
Summer and Winter
Royal blue skorts or track pants
Light blue polo style shirt with school logo
Royal blue jumper or jacket
White socks, black shoes
Royal blue hat or cap

Sports Uniform
Royal blue shorts (boys) / Skorts (girls)
Royal Blue track pants
Gold polo style shirt with school logo
White socks and joggers
Royal Blue hat or cap

Clothing Pool
A second hand clothing pool is available at the school as part of the Uniform shop for your convenience. Items may be either donated or purchased (for a small amount). The uniform shop is open Tuesday and Thursday mornings from 9:00am to 9:30am.

LOST CLOTHING WHICH IS NOT CLEARLY MARKED WITH CHILD’S NAME IS EVENTUALLY ABSORBED BACK INTO THE CLOTHING POOL.
Parents and Citizens Association

Parent participation in education is most effective when it is seen as a responsibility shared between the home and the school. Research shows that student achievement in all areas is greatly enhanced by parent participation. Parents are encouraged to participate where possible.

At Boolaroo we aim to:

- maintain effective communication between home and school
- involve all parents in the planning and operation of the school
- build a positive image of the school in the community
- enrich the resources available to the school by drawing upon those of the community

P & C Association

Our P&C meet on the last Tuesday of the month at 3.15pm in the art room.

Our P&C:

- Provides a medium for communication
- Raises funds for the school
- Supports the school by providing better facilities and services for all students
- Provides avenues for parents to become involved in shared decision making.

To be a financial member of the P&C, be eligible to vote at meetings and to elect the members of the executive an annual fee of 50c per parent is payable. This fee is due before the first P&C AGM.

Voluntary Workers

Parents and Community members are welcome 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 on and off the visitor’s book outside the Principal’s office 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 and wear a visitor’s badge.

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.
Parent Information about Reading

Research shows that the more children read, the better they get at reading. Good readers not only tend to read more text (ie. more words) at school but also read more outside school.

Children should read every day if possible.

When children are reading texts at an independent reading level there are some strategies which can be used to help the child work out unknown words. When students come to a word they don’t know, it is best not to supply the word but to give the child time to try and work out the word. Allow about five seconds, then, if the child has not been able to attempt the word, the parent or caregiver should provide some clues or strategies that the child could use to work out the word. They may suggest the following:

- What word might make sense?
- Try to read that sentence again.
- Look at the picture.
- What is the first sound?
- Sound it out (if the word is phonetically regular).
- Read on to the end of the sentence.

It is important to praise a child for attempting new words, working out new words and for self-correcting. If possible, provide praise which is paired with a comment about what the child actually did, eg. “That was really good. You worked out the word by working out the first sound, then rereading the sentence to find a word which made sense”.

When reading to children, parents or caregivers should introduce a new book by talking about the title and the illustrations before reading the book. During or after reading to children, parents may discuss the vocabulary, characters and plot of the story.

Boolaroo Public School actively supports Home Reading. Student’s Reading journal entries are rewarded at 50 nights, 100 nights, 150 nights and 200 nights.
How Can I Help My Child With Reading

Teaching reading is an important and difficult job in which both the school and parent can cooperate.

Here are nineteen ways to help your child to reading improvement.

1. Talk to your child. Almost from the day you child is born, they are ready to express themselves. At first your child will respond by cooing and gurgling. Later your child will pick up a few words and sense the rhythm of language. Help them add to ordinary conversation then words will have meaning for them when they see the words on the printed page.

2. Listen to your child. Children must have many opportunities to express themselves. Encourage your child to talk about things that they have seen or done. The more the child talks, the better they are likely to read. Do pay attention when they are talking to you. Listen to your child read. Suggest that before they read aloud to you, they should read the stories themselves to be sure that they know all the words. This makes listening to them read much more interesting to you.

3. Read to your child. Every time you read to them you are building an appreciation of books and reading. Children who have been read to are usually more anxious to read to themselves. Reading becomes important. Remember, their listening and interest levels are above their reading level.

4. Help your child with reading. Tell them the words if they're in the beginning stages of reading. Help them to work out the words if they're in the later stages by skipping over the unknown word and reading the rest of the sentence to see whether this suggests a new word, or checking to see whether the word makes “sense” in the sentence eg. “I was a pig” or “I saw a pig”. If this fails, simply tell them.

5. Teach your child how to take care of books. Children will then learn to regard books as friends.

6. Take your child on trips. Even a short trip on the bus or train will excite their curiosity and interest in the world around them. Point out the interesting things and give them new words and meanings for words. The following places might be visited: King Edward Park, Civic Fountain, City Hall, around the beaches, the public library, the Art Gallery, Nobby’s Signal Station etc.

7. Build up a reading atmosphere at home. Have books, magazines, newspapers etc. around the house. Let your child see you reading frequently. Tune into thoughtful programmes on the radio and television, which will give them worthwhile information as well as entertainment. Check the newspaper listing for these programmes. Your child will tend to imitate you.

8. Encourage your child to join the local library. Take them to the library at first. Don’t tell them what books to select. If they are a poor reader, they may at first choose easy books. As they gain confidence, satisfaction and improve in reading, they will choose more difficult books.

9. Buy games and puzzles for your child. These help your child learn shape and form and help them relate to things. Letter games eg, Scrabble and Lotto will
help with spelling and reading. Jigsaw puzzles help a child to recognise shape, because the puzzle pieces must be matched to fit the space.

10. Make games. You can make simple word games by cutting words from a magazine and asking your child to match these words to a picture. Make a word card for troublesome words (was, these, what, want etc) and play a game with your child. How quickly can they learn a word and how many word cards can be removed from the pack because they really have learned them? What words should be added?

11. Buy books for your child. For birthdays and holidays, buy books when you can afford them. A child who owns a few good books is usually interested in reading. Try to get books at their reading grade level so they can read these books with fun and pleasure. Buy children’s magazines too. There are many available from bookshops. Book Club issued through the school is an excellent source of current books at appropriate levels.

12. Praise your child. Remember, reading is a difficult task. Don’t forget to praise them when they succeed. Don’t expect them to know the word when you tell it once or twice or even ten or twenty time. Quite often children need to see a word many more times than this.

13. Keep your child well and rested. A child who has stayed up late to watch television shows the effect next day in their school work. Cooperate with the school nurse or your own doctor in correcting sight, hearing or nutritional defects.

14. Give your child responsibilities which they are capable of taking. This allows them to earn recognition and to get real satisfaction from accomplishments.

15. See that your child has good habits of attendance. When they are absent from school, they miss work and may not be able to keep up with the class.

16. Check your child’s progress at school. If they are having trouble with reading or any subject consult their teacher to find out why and how you can help.

17. Set aside a regular time for homework. Give your child a definite place in which to work. Help them develop the habit of daily attention to homework routines.

18. Accept your child as they are. Don’t compare them with a sister, brother or friend. Encourage them to improve as much as they can.

19. Show a real interest in school. The parent’s attitude is usually the child’s. You and the teacher are partners in the important job of teaching your child to read. An interested, relaxed, helpful parent is a most valuable co-worker.

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**REMEMBER**

Children learn to read by reading. Initially they learn to read then they read to learn. The more they read the better readers they become.
Early Stage One – Foundation Statements

ENGLISH
Talking and Listening – Reading – Writing
Students mix and talk informally with peers, teachers and known adults. They give short talks and interact effectively in the classroom and in groups. Students listen with attentiveness to follow simple instructions and ask relevant questions. They express ideas clearly, demonstrating an emerging awareness of how people use spoken language for different purposes. They explore the way familiar spoken texts are constructed and the features of these texts.
Students develop reading, viewing and comprehension skills and strategies using context, grammar, word usage and phonics in short predictable printed texts on familiar topics. They recognise, discuss and respond to the different kinds and purposes of various written and visual texts. Students explore and identify some language features of written and visual texts.
Students write with an increasing awareness of the nature, purpose and conventions of written language. They produce simple texts that demonstrate an awareness of the basic grammar and punctuation needed. Students know and use letters and sounds of the alphabet to attempt to spell known words and use most lower and upper case letters appropriately to construct sentences. Students explore the use of computer technology to construct texts.

MATHEMATICS
Working Mathematically – Number – Patterns and Algebra
Measurement and Data – Space and Geometry
Students ask questions and explore mathematical problems. They use everyday language, materials and informal recordings to demonstrate understanding and link mathematical ideas.
Students count to 30 and represent numbers to 20 with objects, pictures, numerals and words and read and use ordinal numbers to at least ‘tenth’ place. They manipulate objects to model addition and subtraction, multiplication and division. Students divide objects into two equal parts and describe them as halves. They recognise coins and notes.
Students recognise, describe and continue patterns that increase or decrease. Students identify length, area, volume, capacity and mass and compare and arrange objects according to these attributes. They name the days of the week and the seasons and they order events in a school day, telling the time on the hour. Students use objects and pictures to create a data display and interpret data.
Students manipulate, sort and describe 3D objects using everyday language. They manipulate, sort and describe 2D shapes, identifying circles, squares, triangles and rectangles. Students give and follow simple directions and describe position using everyday language.