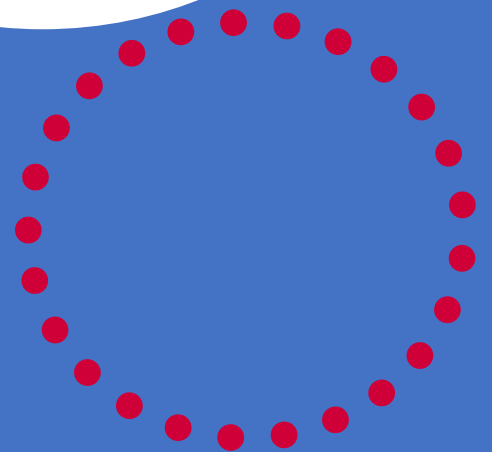


# Bellingen Public School



# **Bellinghen Public School is a Nut Aware Zone**



**No Peanuts or ANY Nuts Please!**

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# Welcome

On behalf of the staff, parents and pupils, we extend a warm welcome to you and your family to Bellingen Public School. We hope that your association with the school will be educationally rewarding and socially enjoyable. You, as parents, are invited to take every opportunity to join with your children in the wide range of activities the school conducts during the year.

Bellingen Public School aims to provide a stimulating, supportive learning environment that encourages our students to reach their full potential in academic areas, sporting and cultural pursuits. Our school strives to meet the individual needs of all students through quality teaching and learning practices.

The purpose of this booklet is to assist you to become familiar with our school, what we are attempting to achieve, our services and organisation. It also details how the home and school can work together to provide a physical, social, emotional, spiritual and academic environment that will allow our students to make the most of their school experience.

If after reading the contents of this booklet, you have any concerns or require additional information, please contact the school.

Again, a warm welcome. We trust that you and your children enjoy and benefit from your association with Bellingen Public School.



## 2022 Staff List

Principal

Kinder Aqua

Kinder Jade

1M

1P

2A

2P

3A

3M

4O

4P

5J

5P

6A

6M

1-6E

Choir/Music Teacher

Learning & Support Teachers

Itinerant Support Teacher (Hearing)

School Learning Support Officers

School Admin Manager

School Admin Officer

School Counsellor

General Assistant

Canteen Supervisor

Mrs Vanessa Cavanagh

Ms Fiona Davies

Ms Maricar Mittasch

Mrs Denise Head

Miss Claire Cheney

Miss Lucy Hunt

Mr Dylan Harry (Stage 1 AP)

Mrs Fiona Vardabasso

Mrs Karen Hopperdietzel

Mrs Donna Williams

Mrs Barbara Healy

Mrs Kathy Taylor

Miss Courtney Byrne

Miss Jemma Petty

Mrs Nicky McFarlane (Relieving Stage 3 AP)

Mrs Amber Young

Ms Elizabeth Scott

Mrs Elizabeth Mulligan (Kinder, LST AP & Stage 2 AP)

Ms Louise Mirtschin (Year 1)

Miss Elora Allman (Year 2)

Mrs Tessa Browett (Year 3)

Mr Izaac Hillery (Year 4)

Ms Roz Everson (Year 5)

Mrs Annette Hood and Mrs Amber McCormick (Year 6)

Mrs Julie Connor

Ms Kristy Livingstone, Ms Marie Mellon,

Mr Lawrence Pastro, Ms Sally Bird, Mrs Laura Hart,

Ms Maree Saavedra, Mrs Angela Gainey,

Mrs Emma Zabell, Mrs Kristy Regis

Mrs Shireen Gilmore

Sandra Ruming & Mrs Ashlie Davis

Mrs Alex Kelsall

Mr Anthony Cutler & Mr Trevor Mulligan

Mrs Jennifer Da Conceicao



# School Organisation

Bellingen Public School operates as a whole school. Policies, curriculum and resources are developed and implemented on a Kindergarten to Year 6 basis. All teachers and support staff are responsible for the welfare and development of all students in the school. All staff have relevant clearances enabling them to work with children, in line with current Department of Education policy.

The size and groupings of classes depends on the total school enrolment and the distribution of pupils across the grades. Because of variations in school population, the class structure must be flexible and may need to be rearranged during the year.

## School Times

8:40 – 9:05am	Arrival Time
9:05 – 9:10am	Morning Assembly
9:10 – 11:05am	Morning Classes (fruit break is at 10:00am)
11:05 – 12:00	Lunch
12:00 – 1:45	Midday Classes
1:45 – 2:10pm	Afternoon Tea (Recess)
2:10 – 3:10pm	Afternoon Classes
3:10pm	Home Time

Parents are asked to ensure that children do not arrive before 8.40am as teachers are not on duty before this time and play areas are unsupervised. At 8.40am teachers are rostered for duty.

Office Hours: Open 8.40am, Closes 3.30pm

### Home Time Arrangements

All classes finish at 3.10pm. Students are dismissed from their classrooms by their class teacher. All students depart the school premises or line up in their bus lines situated in the shelter area of the hall. Students who travel by bus are supervised in their bus lines by teachers.

### Arriving Late or Leaving the School during the Day

If a student arrives at school after 9:15am, a '*Late Arrival*' note must be completed at the office before going to class. Parents/carers should send a note or call the school to advise why their child is late.

If a student needs to leave school early or during the day for an appointment or other reason, they should bring a note from their parent/carer to their class teacher. The note should show the student's name, the date and the time the student needs to leave, the reason for leaving and the parent/carer signature.

Parents/carers will need to come to the office where an '*Early Departure*' note is generated. The student/s will then be called to the office for collection.

# Bellingen School Song

Here in this world we're sharing

Love is all around

Children all over caring

You will love the sound

We see the world as a challenge

Look to the world for peace

This school is a school to be proud of

Our pride will never cease

We are the children of Belling

Our school has come alive

With courtesy and knowledge

Onward we will strive

Every day's a new day

We will love to meet

We are the children of Belling

Growing at your feet





# School Uniform

Bellingen Public School has a full uniform which students wear at all times. The uniform is practical and comfortable and means there is a greater equity at school with everyone dressed the same. The P & C manages the Uniform Shop with the support of volunteers; they aim to source long wearing quality items that are affordable for all. **All articles of clothing should be clearly labelled.**

Nail polish and personal jewellery are **not** permitted at school or whilst representing the school on excursions or sports visits. Exceptions are studs or sleepers in ears, medical pendants, and watches.

## Unisex Uniform items:

- Royal blue & gold polo shirt (with school emblem).
- Royal blue & gold bomber zip jumper (with school emblem).
- Royal blue broad brimmed surf hat (with school emblem).
- Royal blue cargo shorts
- Royal blue box pleat skirt
- Royal blue sports shorts
- White socks
- Black leather shoes preferred or an enclosed shoe/jogger. No crocs, sandals or exposed toes.

All the above items (except shoes and socks) are available from the Uniform Shop, which is open *one morning a week*, Friday from 8:40-9:30am. At all other times orders and payment may be left at the office. Hats are available any time.

Second-hand items are sometimes available from the uniform shop for as little as \$1. Any 'hand me downs' of uniform are always appreciated. Please hand in to the office.

## Lost Property

Please label all your child's possessions. A fundraising labels' leaflet is available from the uniform shop. Lost labelled items will be returned to your child. Unlabelled uniform items will periodically be added to the second-hand clothing pool and all non-uniform clothing items, lunch boxes etc will be donated to charity. The lost property area is located between the canteen and library. We encourage regular checking for missing items.



## Accident/Emergency clothing

In your child's younger years, you may consider sending your child to school with a change of clothing. Otherwise, if a change of clothes is needed these will be sourced from the second-hand pool and accident clothing stock located in the school office. These items are provided by the P & C, if your child needs access to accident/emergency clothing a note will be sent home asking you to please wash and return the items, and/or send in a gold coin donation for new socks or underwear (which for hygiene reasons **cannot** be returned).

New volunteers are always welcome on the uniform team. If you are interested, please leave your details at the office.



# Appendix

## Annual Report

The Annual Report provides parents and members of the wider community with information about Bellingen Public School's activities and performance over the past year. It highlights the school's strengths and sets targets for improvements for the coming year. The current Annual Report can be found on the school's website.

## ANZAC Day

Bellingen Public School is represented in the annual ANZAC Day March by a voluntary group of students, staff and parents. Students representing our school should be in full school uniform.

## Assemblies

Parents/carers are always welcome to attend Whole School Assemblies which are run by the Student Leaders in Week 4 and Week 8 of each term. Parents/carers are personally invited for 'Student of the Month' awards. Our school holds an annual Presentation Day late in Term 4 when awards and achievements are highlighted and presented to students.

## Assessment

We have a Whole School assessment schedule to monitor each student's individual progress.

## Attendance

Students should attend school on all occasions that the school is open. Notes of explanation should be sent to your child's class teacher within seven days for full and partial absences. Notes can be handwritten, emailed, submitted via the Skoolbag app or as a phone call. All absences and details are recorded on the school database. The Education Act 1990 requires a full explanation for each reason of absence. If student absences are unexplained and/or frequent, the student will be referred to the Home School Liaison Officer (HSLO) who will contact the student's family to establish why the student has been missing school.



## Buddy Program

At the start of their Kindergarten experience, new students are allocated a student who teams up with them to assist with some classroom activities, familiarise them with their new school and generally offer support. The 'buddy' becomes a positive role model and a reliable friend in the playground, especially in the first few weeks. The program provides students with unique opportunities to learn the skills of leadership, nurturing, mediation and develops self confidence and self-esteem in the kindergarten students. Students look forward to their 'buddy' time and the program creates a more harmonious environment and a smoother transition into 'big' school.



## Bus

Students from K to Year 2 are eligible for free bus travel. Primary students who live more than 1.6 km 'as the crow flies' or 2.3 km walking distance by the quickest possible route from school are eligible for free bus transport. Students must abide by the Codes of Conduct for School Students when travelling (Codes of Conduct) and the Passenger Transport Regulation 2007 whilst travelling. Unacceptable behaviour may result in a child being unable to use the bus service. Bus applications can be made at <https://www.service.nsw.gov.au/transaction/apply-school-travel-pass>

The School Drive Subsidy is administered by Transport for NSW and is available to NSW residents in areas where there is no public transport, to drive an eligible student all or part of the way to school. The subsidy is only intended to partly offset the cost of using a private vehicle to drive the eligible student and is not intended to cover all costs.

The subsidy is for driving school students to school or to the nearest transport pick up point, by car, motorcycle or boat. To find out if you're eligible and to apply, visit <https://apps.transport.nsw.gov.au/ssts/#/schoolDriveSubsidy>

## Bushfire Conditions

Bushfires around Bellingen are unpredictable and there is no particular pattern related to onset, duration nor time of the year.

The elements of the plan address safety in the following contexts:

- Advice to parents and students prior to the start of the school day.
- Advice to parents and students about the ongoing status of school.
- Evacuation procedures during a school day.

Please see the School Bushfire Plan on the school website for complete details.



## Canteen

The school canteen is staffed by a Canteen Supervisor and voluntary helpers. You are encouraged to offer your help on a roster system to ensure the smooth running of the canteen. The canteen operates Monday, Wednesday and Friday. Orders for Lunch and Recess must be made between 8.40 and 9.05am. Price lists are available on the school website, the school office and at the canteen.

## Choir

Students from K-6 sing in mass choirs. Students in Stage 3 have the opportunity to join the Bellingen School Choir and through commitment to practice will perform at school functions, at community functions by invitation and at Eisteddfods.

## Communication

Bellingen Public School publishes a weekly newsletter which is distributed on Mondays via email and the Skoolbag App. It can also be found on the school website.

If you have any concern regarding your child's education needs or behaviour/discipline concerns, your first contact with the school should be made with your child's teacher. If you would prefer to discuss issues by telephone, please contact the office to establish a mutually convenient time for both you and the teacher on 6655 1147. Parents/carers are welcome to send an email to their child's teacher via the school email address which will be forwarded to the teacher.

## Community Use of School Facilities

Schools are an important focus for communities and the community can access the facilities of our school, out-of-hours, for appropriate purposes following consultation with the Principal and the Parent Bodies. Groups will be asked to sign a Community Use Agreement and may be charged utility and other operational costs.

## Court Orders

If families have current Court Orders or a Parenting agreement/order/plan, these must be supplied to the school when the child enrolls or when they come into effect.

## Covid-19

For all COVID-19 advice, please refer to the Department of Education – [Covid-19 Advice for Families](#).

## Curriculum

The school follows the mandatory curriculum of the NSW Department of Education, taught across the six Key Learning Areas. These are: English, mathematics, science and technology, personal development, health and physical education, creative arts and human society and its environment (History and Geography).

## Enrolment

Enrolment must be completed prior to your child starting school. You will need to provide the following:

- child's birth certificate or identity documents
- proof of child's address (PDF 80KB) such as current council rates notice, residential lease, electricity bill. Schools that are above or near their local enrolment buffer will use the Department's 100-point residential address check.
- immunisation history statement from the Australian Immunisation Register (AIR)
- any family law or other relevant court orders, if applicable
- if your child has health, disability or other support needs you will need to provide copies of medical/healthcare or emergency action plan and evidence of any disability and learning and support plans

Legally all children must attend school from the age of six. To enrol they must be five years of age prior to August 1, in the year they are attending. Parents/carers of children who have not had their children immunised will be notified of any communicable diseases afflicting students at school and will be asked to keep their children home for their child's protection until further notice.

An Orientation/Transition Program will be held during Semester 2 of the year preceding your child commencing Kindergarten.

Online enrolments can be completed under the heading **Enrolments** on the school's website. A paper version is also available from the school.

## Excursions

These are planned to support the units of work and themes being studied in classes and are seen as worthwhile activities for all students. The duration and type of excursions vary depending upon the age of students. Advance notice is given to parents so that costs can be budgeted where necessary. You will receive advice and written permission notes for each excursion. The permission notes will state the closing date and no monies will be accepted after this date to ensure staff have adequate time to determine whether the excursion is viable, to collate data and organise changes to school routine. See the Money section in this booklet regarding payments. If you experience difficulty meeting the cost of any excursion, please contact the school.

## Flood Conditions

Floods in Bellingen are unpredictable and there is no particular pattern related to onset, duration nor time of the year. The elements of our school plan address safety in the following contexts:

- Advice to parents and students prior to the start of the school day.
- Advice to parents and students about the ongoing status of school.
- Evacuation procedures during a school day.

Please see the School Flood Plan on the school website for complete details.



## Fruit Break

Parents/carers are asked to provide a small piece of **fresh** fruit or vegetable (cut into small pieces is helpful) which is eaten at 10am for Fruit Break.

## Homework

Homework is not compulsory but remains a purposeful learning experience. Apart from a weekly spelling list for Years 1 to 6, students are encouraged to read every night, play to encourage fitness and health, and learn or revise number facts. Assignments may be set to consolidate theme work in class with an extended time provided for completion. Students may also be requested to complete set tasks or prepare for the next day.

## Infectious Diseases

Primary school students who do not have proof of immunisation may have to stay at home during an outbreak of a vaccine preventable disease at school. Arrangements will be worked out by the local public health unit in consultation with the school.

Schools and parents should contact their local public health unit for advice regarding infectious diseases.

Principals must contact their public health unit to notify any of the following vaccine preventable diseases:

- diphtheria
- haemophilus influenzae type b infections
- measles
- meningococcal type C
- mumps
- pertussis (whooping cough)
- poliomyelitis (Polio)
- rubella (German measles)
- tetanus

Notifying cases of these vaccine preventable diseases to the public health unit by the school principal is a requirement of the NSW Public Health Act 2010.

### Related Information

[NSW Health](#) where you will find summary information and detailed factsheets on infectious diseases.

Condition	Keep at Home?
<b>Chicken Pox</b>	Yes. Children should be excluded until all blisters have dried—this is usually at least 5 days after the rash first appears.
<b>Conjunctivitis</b>	Yes. Children should be excluded until the discharge from their eyes has stopped.
<b>Gastroenteritis</b>	Yes. Children should be excluded until there has not been a loose bowel motion for 48 hours
<b>Glandular Fever</b>	No. Children do not need to be excluded unless they are sick.
<b>Hand, Foot and Mouth Disease</b>	Yes. Children need to be excluded until all blisters have dried up.
<b>Head Lice</b>	No. Not excluded if effective treatment begins before the next day of attendance. The child does not need to be sent home immediately if head lice are detected.
<b>Hepatitis A</b>	Yes. Children should be excluded until your doctor provides a medical certificate of recovery and until at least 7 days after the onset of jaundice.
<b>Impetigo (School Sores)</b>	Yes. Children should be excluded until appropriate antibiotic treatment has started. Any sores on exposed skin should be covered with a watertight dressing.
<b>Influenza</b>	Yes. Children should be excluded until they are well again.
<b>Measles</b>	Yes. Children should be excluded for at least four days after the rash appears. Non-immunised children who are contacts of a measles case are excluded for at least two weeks after they have been exposed to the case. The local public health unit will provide specific advice.
<b>Meningococcal Disease</b>	Children suspected to have meningococcal disease should get urgent medical attention. The local public health unit will provide specific advice about cases and their close contacts.
<b>Mumps</b>	Yes. Children should be excluded for nine days from the onset of swelling.
<b>Ringworm</b>	Yes. Children should be excluded until the day after anti-fungal treatment has started.
<b>Rubella (German measles)</b>	Yes. Children should be excluded until fully recovered or for at least 4 days after the rash appears.
<b>Scabies</b>	Yes. Children should be excluded until the day after appropriate treatment has started.
<b>Scarlet Fever</b>	Yes. Children should be excluded until the day after appropriate antibiotics have been started and the child feels better.
<b>Slapped Cheek</b>	No. Children do not need to be excluded.
<b>Whooping Cough (Pertussis)</b>	Yes. Children should be excluded for 21 days from the start of their symptoms, or until they have taken an appropriate antibiotic for at least 5 days.

## Library

Our library is available Monday – Friday, for class lessons with the class teacher, lunch time visits for individual or group work and for borrowing. Students in Stages 1 & 2 can borrow three books with a library bag. Stage 3 can borrow up to five books – a library bag is preferable but not compulsory.

## Medication

If your child is required to take **prescribed or other** medication at school, the labelled medication and a **Medication Authority** must be sent to the office. If ½ tablets are to be administered parents/carers must provide them as halves to the office. If dosages are by *mls* an appropriate measure is to be provided and all medication will be secured. Office staff will not administer medication in classrooms – it is up to the students to remember to come to the office to take their medication.

## Money

Teachers collect and record amounts to the value of \$20 in their classrooms for excursions etc.; larger amounts can be paid at the office. We request that the **correct amount** of money is placed inside a sealed envelope, with your child's name and class clearly printed on the outside. **Money will not be accepted after the due date** unless under exceptional circumstances whereby prior arrangements will need to be made with the organising teacher or school principal. This is essential in finalising transport, payments and internal organisation etc. Payments can be made by cash, cheque or EFTPOS. The school also supports payments online. All school student related payments can be made on the school's website under the top menu - **MAKE A PAYMENT**. We encourage all parents and carers to use this facility as it is secure and easier for all concerned, including our students, teaching and office staff.

## Music

Music plays an important role in both the education and wellbeing of students at Bellingen Public School. Kindergarten students have classes weekly, with a specialist music teacher. They go on to sing in choirs and can choose to learn any instrument from our band of peripatetic teachers.

These teachers offer tuition on guitar, keyboard/piano, violin, viola, cello, double bass, ukulele, drums/percussion, recorder, flute, clarinet, saxophone, trumpet, trombone and French horn. We have a band and two string ensembles that rehearse weekly.

## NAPLAN Testing

The Literacy and Numeracy Test and a separate Writing Test are administered to all public school students in Years 3 and 5 in NSW. The results enable Bellingen Public School to monitor each student's learning needs in their education. Parents receive a formal report.

## OOSH

Out of School Hours care is available Monday to Friday after school and in holiday periods. Bookings are made by ringing Open Arms Care on 6655 2323.

## Parent & Citizen's Association (P & C)

The Bellinghen Public School P & C Committee consists of parents, community members and teaching staff who aim to assist in providing facilities and equipment for the school while promoting the interest and welfare of students. The P & C Committee meets at 6.00pm on the first Monday of each month in the school Staff room. The meeting dates appear in advance in the weekly school newsletter. Meetings are friendly and relaxed and parents are welcome to attend meetings on an occasional or regular basis. Normal P & C business is discussed at meetings as well as an opportunity to raise an issue that may be of concern to you, to share a fundraising idea, to offer your expertise in an area or just get to know more about our school community.

We believe that Bellinghen Public School provides an educational setting that reflects and supports the diverse community it serves, and we trust that joining our community will be a happy and rewarding experience for both you and your child.

The Committee for 2022 are:

**President:** Sally Hawkins

**Vice President:** Kim Childs and Fleur Blainey-Deen

**Treasurer:** Charlene Edwards

**Secretary:** Nicole Wing

**Uniform Coordinator:** Milo Hansson

## Permission Notes

It is a legal requirement that parents/carers provide written consent if they wish their child/ren to participate in excursions, sporting activities etc. outside of the school grounds. Parents are asked to sign forms to permit their child/ren to be identified in photos for publicity purposes in the media.



## School Counsellor

Teachers and parents/carers may request a referral to the school counsellor to help in the diagnosis of any academic, social, or behavioural concerns that may be affecting the academic progress of any student. Referral forms are available from the school office.

## Special Religious Education (SRE)

Ethics and Special Religious Education (SRE) are provided in public schools, during school time, by authorised representatives of approved religious groups and trained Ethics volunteers. SRE is voluntary and schools organise SRE according to parent preference, as indicated on the enrolment application. Interdenominational SRE classes & Ethics classes are currently provided at Bellingen Public School. These classes run for 30 minutes each Friday, are provided by volunteers, and are scheduled in scholastic year groups. When not attending SRE students will be supervised by school teachers.

At any time, you have the right to change your SRE nomination or to withdraw your child from SRE lessons. A note to the school will effect this change.

## Sick Bay

Students attend sick bay when they have been involved in an accident in the playground or are feeling unwell in class. They must have teacher permission to attend sick bay where their needs will be assessed, and appropriate action taken. They must also seek a teacher's permission to attend sick bay if feeling unwell in the playground during breaks.

## Student Representative Council (SRC)

Our successful Student Representative Council has elected representatives from each primary class as well as the School Student Leaders who are elected in term 4 of each year. The SRC meets regularly with the guidance of a teacher. It is through the voice of the council that all students are given the opportunity to express ideas and opinions which may be incorporated into decision making across the school.





## Sport

Bellinghen Public School promotes participation in physical activity. It is active in PSSA knockouts and PSSA trials. We field teams in: AFL, basketball, cricket, rugby league, rugby union, soccer, netball and touch football.

Senior students will also be invited to trial in an array of team sports at District and Zone trials. Swimming, Cross Country and Athletics carnivals are held annually for all students aged eight years and up.

All classes K-6 provide physical education opportunities through a comprehensive PD/H/PE curriculum and Year K-6 engage in an hour of sport each week.

Each class has a designated time for sport. Please check with your child's teacher for your child's sports day.

Sports Houses for Bellinghen Public School are as follows:

Noble – **Red**

Marx – **Yellow**

Jarrett – **Green**

Doepel – **Blue**

Students are encouraged to dress in their house colour for School Sporting Carnivals.

## Volunteer Helpers

The involvement of parents as educators in the classroom forms a valuable partnership between the home, school and community, and develops positive student attitudes towards effort and achievement. If at any time you would like to visit your child's classroom or assist with classroom activities, please speak with your child's teacher. To keep our students safe, parents and helpers are asked to sign in at the office and wear a visitor badge in the school to identify them as helpers. All voluntary helpers are required to complete a Voluntary Helpers Declaration form. These forms are available from the office. All volunteers are required to sign in and out at the office.

Voluntary Contributions

Voluntary Contributions assist the school to address the educational needs of all students through the purchase of necessary classroom supplies. The Voluntary Contribution for 2022 is \$50 per student for the whole year.



## Student Welfare & Discipline

Student Welfare and Discipline is explained in detail in the Bellinghen Public School, Welfare Policy booklet.



