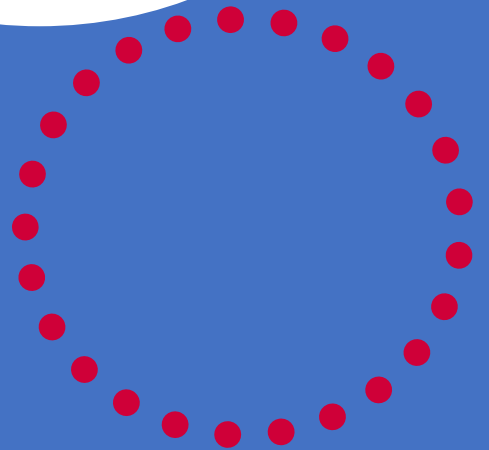

Bellingen Public School

Handbook



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 students, 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.



2025 Staff List

Principal

Mrs Vanessa Cavanagh

Assistant Principals

Miss Lucy Hunt (Relieving Stage 1)
Miss Kayla Edwards (Stage 2)
Mrs Nicole McFarlane (Stage 3)
Mrs Donna Koufis (APC&I)

Stage 1

Kinder Sugar Glider - Gambany
1/2 Quoll – Baalijin
1/2 Turtle - Ngurlaa
1/2 Platypus - Muluny

Miss Maricar Mittasch & Mr Craig Ellem
Ms Fiona Davies
Miss Jemma Petty
Miss Lucy Hunt & Miss Isabelle Whitmill

Stage 2

3/4 Dolphin - Yugiirr
3/4 Shark - Yangaay
3/4 Whale

Miss Mala Austin & Ms Trish Burns
Miss Kayla Edwards & Ms Trish Burns
Ms Kathy Taylor

Stage 3

5/6 Crow - Waagan
5/6 King Parrot - Gaangan
5/6 Sea Eagle - Ngangaarr
2-6 Blue Tongue – Wandarrga

Miss Courtney Byrne
Mrs Kate Sommerville
Ms Roz Everson & Mrs Renae McBay
Ms Amber Young

RFF

Mr Craig Ellem
Miss Isabelle Whitmill
Ms Trish Burns

Learning & Support Teachers

Mrs Elizabeth Mulligan & Mrs Nicole McFarlane

School Learning Support Officers

Kristy Livingstone, Marie Mellon, Billi McGowan,
Lawrence Pastro, Sally Bird, Laura Hart, Pippa
Stanton, Maree Saavedra, Kristy Regis, Felicity Hayes

Choir Teacher
Music coordinator

Isabelle Whitmill
Isabelle Whitmill

School Admin Manager
School Admin Officer
Library Assistant
School Psychologist
General Assistant
Canteen Supervisor

Sandra Ruming
Ashlie Davis, Angela Gainey, Melissa Gale
Mrs Helen Chapman
Ms Valeria Villegas
Mr Anthony Cutler
Mr David Johnson

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.

Bell Times

8:40am	Staff on Duty
9:00am	First Bell (ready to line up) - Bell
9:05am	Class (120 minutes) - Music
11:05am	First Lunch (20 minutes) - Bell
1:25am	Second Lunch (20 minutes) - Bell
11:45am	Eating Time (15 minutes) - Bell
12:00	Class (110 minutes) - Music
1.45pm	Recess (20 minutes) - Bell
2:10pm	Class (60 minutes) - Music
3:10pm	Home time - Music
**Fruit break 10:00am	

Please ensure children do not arrive before 8.40am as teachers are not on duty before this time and play areas are unsupervised.

Our school office is staffed between 8.40am and 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 School Early

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 during the day for an appointment or other reason. 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. Please allow some extra time between arriving at school and your appointment for this process to occur.

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 with your child's full name.**

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 afternoon a week*, Wednesday from 2:30pm – 3:30pm. Orders can be made on the Spriggy Schools app and collected from the uniform shop, or it will be delivered to your child's class. Second-hand items are sometimes available from the uniform shop for as little as \$1. Donations of preloved uniforms are always appreciated. Please hand them in to the office.

Spriggy Schools

Introducing Spriggy Schools for online ordering

How to get started

1. Download the Spriggy Schools app
2. Create a profile for your child
3. Conveniently place orders online

Download the app now!

GET IT ON Google Play | Download on the App Store

Check the T&C's and TMD for further information.

The image shows a smartphone displaying the Spriggy Schools app interface. The screen shows a user profile for 'Samantha', the date 'Friday 09/03', and a menu of food items including sandwiches, drinks, and fruit. Specific items listed are 'Chicken Schnitzel Friday Special' for \$6.50, 'Salad sandwich' for \$5.50, and 'Chicken Wrap Friday Special' for \$6.50. A cart icon at the bottom right shows 'Open Cart - \$6.50'.

Lost Property

Please label all your child's possessions. Lost labelled items, if found will be returned to your child. Unlabelled uniform and non-uniform items (lunch boxes etc.) will be added to the second-hand clothing pool and resold via the uniform shop. 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 in their school bag. 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. If your child requires spare socks or underwear, these cannot be returned for hygiene reasons.

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 including their school hat.

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. An explanation of your child's absence should be given within seven days for full and partial absences. Explanations can be emailed, submitted via the SENCENTRAL parents portal app, a phone call or respond to the absence text you will receive if your child is absent. 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.

Days missed = years lost

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



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 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 volunteer helpers. Parents and carers are welcome to volunteer. The canteen operates Monday, Wednesday and Friday. Orders for Lunch and Recess can be made via the **Spriggy Schools app** and close off at 9am and can be made up to a week in advance. Lunch order bags with your child's name, order and class can also be placed in the box with a cash payment. Price lists are available Spriggy Schools app, the school website, school office and at the canteen.

Spriggy Schools

Pay for lunch online!

The canteen has partnered with Spriggy Schools to make online ordering easy.

Easy
View the full menu with all options and dietary labeling

Simple
Quickly place orders from any device in minutes

Convenient
Set and forget by ordering in advance

Download the app now!

Get it on Google Play | Download on the App Store

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Choir

Students in Stage 2 and 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 newsletter which is distributed every second Monday (even weeks) via email, Sentral Parents Portal, School Bytes and the school Facebook page. It can also be found on the school website.

If you have any concerns regarding your child's educational needs or have behaviour/discipline concerns, please contact your child's teacher. You can do this by phoning the office on 6655 1147 or sending an email to bellinqn-p.school@det.nsw.edu.au.

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 is enrolled 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 history and geography.

Enrolment

Enrolment must be completed online prior to your child starting school. You will need to provide the following documents during the enrolment process:

- 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.

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 an electronic permission note for each excursion. The permission notes will be sent out via School Bytes and state the closing date, 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. 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?
Chicken Pox	Yes. Children should be excluded until all blisters have dried—this is usually at least 5 days after the rash first appears.
COVID-19	Yes. Children should be excluded until they are well again. Testing Positive for COVID-19 and managing COVID-19 safely at home.
Conjunctivitis	Yes. Children should be excluded until the discharge from their eyes has stopped.
Gastroenteritis	Yes. Children should be excluded until there has not been a loose bowel motion for 48 hours
Glandular Fever	No. Children do not need to be excluded unless they are sick.
Hand, Foot and Mouth Disease	Yes. Children need to be excluded until all blisters have dried up.
Head Lice	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

Condition	Keep at Home?
	are detected.
Hepatitis A	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.
Impetigo (School Sores)	Yes. Children should be excluded until appropriate antibiotic treatment has started. Any sores on exposed skin should be covered with a watertight dressing.
Influenza	Yes. Children should be excluded until they are well again.
Measles	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.
Meningococcal Disease	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.
Molluscum contagiosum	No. Children do not need to be excluded.
Mumps	Yes. Children should be excluded for nine days from the onset of swelling.
Respiratory syncytial virus (RSV)	Yes. Children should be excluded until they are well again
Ringworm	Yes. Children should be excluded until the day after anti-fungal treatment has started.
Rubella (German measles)	Yes. Children should be excluded until fully recovered or for at least 4 days after the rash appears.
Scabies	Yes. Children should be excluded until the day after appropriate treatment has started.
Scarlet Fever	Yes. Children should be excluded until the day after appropriate antibiotics have been started and the child feels better.
Slapped Cheek	No. Children do not need to be excluded.
Whooping Cough (Pertussis)	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** medication at school, the labelled medication in original packaging or a blister pack 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 *m/s* an appropriate measure is to be provided, and all medication will be secured. Office staff will not administer medication in classrooms.

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, EFTPOS or online via the School Bytes app

To make payments online via the **School Bytes app**, download the app and create an account using the same email you have provided to the school or follow the link on the school website under **MAKE A PAYMENT**. You will find instructions on how to create a School Bytes account.

Music

Music plays an important role in both the education and wellbeing of students at Bellingen Public School. Students can choose to learn any instrument, taught by our peripatetic music 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 also have a band that rehearses weekly. A number of instruments are available to hire through the school.

AVAILABLE NOW!

We are excited to announce our school will be transitioning to a more flexible and simplified way parent/carers can make payments

The Parent Portal

- Easily make a payment online
- Download your receipt
- Sign and return permission notes digitally
- Use any credits on your account to make payment
- View your complete payment history
- Request a refund

Register for the Parent Portal via the QR Code or visit <https://portal.schoolbytes.education>

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, before and after school and in holiday periods. Bookings are made by ringing Open Arms Care on 6655 2323.

Parent & Citizen's Association (P & C)

The Bellingen 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 at regular times during the year. The meeting dates will be advertised in the school newsletter. Meetings are friendly and relaxed. 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 Bellingen 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 2024 are:

President: Nicola Mackie

Vice President: Dave Johnson

Secretary: Amy Ginis

Treasurer: Kaila Jobson

Uniform Coordinator: Caroline Thomas

Permission Notes

It is a legal requirement that parents/carers provide 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.

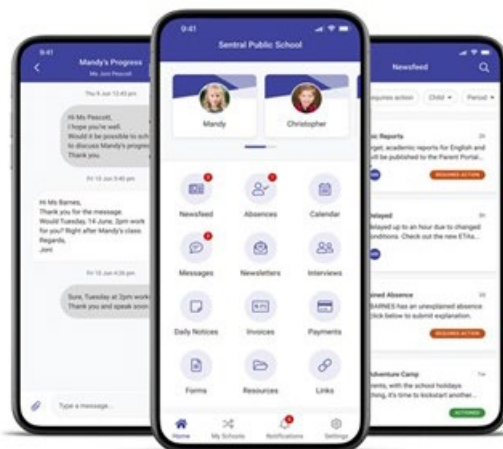


School Psychologist

Teachers and parents/carers may request a referral to the school psychologist to help in the diagnosis of any academic, social, or behavioural concerns that may be affecting the academic progress of any student. Referral forms should be discussed with your child's teacher.

Sentral for Parents App

The Sentral for Parents app allows you to monitor your child's school journey simply and efficiently. You will find numerous smart features that help streamline your day. Receive messages and notifications from teachers, report absences. The Sentral for Parents app helps you stay connected and informed about your child's education.



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

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

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 Bellingen Public School are as follows:

Noble – **Red**

Marx – **Yellow**

Jarrett – **Green**

Doepel – **Blue**

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 Declaration for Child Related Workers form or complete an online volunteer's declaration. Forms or a link 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 2025 is \$50 per student for the entire year.

Student Welfare & Discipline

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



