



BATEAU BAY

PUBLIC SCHOOL

HANDBOOK



CONTENTS

PRINCIPAL'S WELCOME	Page 3
STRATEGIC IMPROVEMENT PLAN	Page 4
STAFF	Page 5
BELL TIMES	Page 6
SUPERVISION	Page 6
SCHOOL FACILITIES	Page 7-8
CURRICULUM	Page 9
SPECIALIST PROGRAMS	Page 10
COMMUNICATION	Page 11
PARENTS AND CITIZENS	Page 12
TRANSITION PROGRAMS	Page 13
UNIFORM	Page 14
GENERAL INFORMATION A-Z	Page 15-19
DIGITAL COMMUNICATION DEVICES PROCEDURES	Page 20-22
VOLUNTEER AND VISITOR SCHOOL PROCEDURES	Page 23



CONTACT DETAILS

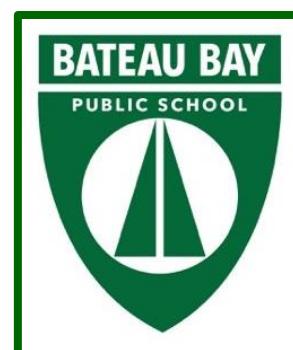
Address: 2A Waratah Street

Bateau Bay, NSW 2261

Phone: 4332 8000

Email: bateaubay-p.school@det.nsw.edu.au

Website: <https://bateaubay-p.schools.nsw.gov.au/>



PRINCIPAL'S WELCOME

Welcome to Bateau Bay Public School – a public school of distinction.

Bateau Bay Public School is located on the beautiful Central Coast in the area known as Darkinjung to Aboriginal Australians. Our school has a current population of 731 students and 50 staff. Approximately 5% of students are from an EALD background and 8% are proud to acknowledge their Aboriginal cultural heritage.

Our caring and highly trained staff use innovative ideas to provide education of the highest standard. Students are provided an extensive variety of educational, sporting and cultural opportunities to extend and enrich. The school has strong links working closely with our partner primary and secondary schools across the Tuggerah Lakes Learning Community.

Our vision demonstrated through the 2021-2024 Strategic Improvement Plan outlines our shared focus in providing inclusive and engaging learning so students can reach their potential in partnership with a connected community delivering on a shared commitment of high expectations. This shared vision is our collective goal. We invite new parents to join us in participating in your child's education and to help us maintain the high expectations.

I invite you to take an active interest in your child and school by attending the P&C meetings held on the second Monday evening of each month starting at 7.00 pm and joining in the discussions on all aspects of school life.

Our primary sources of communication are the Skoolbag App along with the Facebook page. A newsletter is sent out fortnightly to inform parents of day-to-day happenings at the school. Our school website also includes notes, calendars and other useful information.

We trust your child's years at Bateau Bay Public School will be both enjoyable and rewarding.

Thank you for making the smart choice with public education where Bateau Bay Public School continues to En Avant – Go Forward.



Peter Graham - Principal



Strategic Directions

student growth and attainment (impact)

To improve student learning outcomes in reading and numeracy we will ensure the implementation of appropriate curriculum provision for every student is under-pinned by evidence informed strategies and personalised learning.

capacity

To develop staff capacity to implement quality practice while sustaining school wide processes for evaluating student data with formative and summative assessment practices responsive to individual, group and whole school level.

engagement

To ensure the implementation of evidence informed practices leading to measurable improvements in student wellbeing, engagement and connections.

STAFF



Bateau Bay Public School Staff 2024 Term 1

EXECUTIVE TEAM

PRINCIPAL	Peter Graham
DEPUTY PRINCIPAL	Heather Towns
EARLY STAGE 1 ASSISTANT PRINCIPAL	Abbie Webb
STAGE 1 ASSISTANT PRINCIPAL	Angela Moulton
STAGE 2 ASSISTANT PRINCIPAL	Nathan Lyons (M-Th) Rachael Trigg (F)
STAGE 3 ASSISTANT PRINCIPAL	Melinda Coggins
ASSISTANT PRINCIPAL, CURRICULUM & INSTRUCTION (0.6FTE)	Janine Jasper (M-W)
ASSISTANT PRINCIPAL, CURRICULUM & INSTRUCTION (0.8FTE)	Brielle Williams (M-Th)

CLASS TEACHERS

KT	Fiona Todd
KCL	Sherri Cartwright (M, Tu, Th, F), Kylie Lowbridge (W)
KWL	Abbie Webb (M, W, Th, F), Kylie Lowbridge (T)
KE	Anna Easton

1KV	Kelly Bacon (M, T, Th, F), Vanessa Schumacher (W)
1DS	Marie Scott
1MV	Angela Moulton (M, W, TH, F), Vanessa Schumacher (Tu)
1P	Katie Polmear
2D	Matt Dodd
2F	Delaney Fahey
2B	Mel Boczek
2M	Kim Mattison (M, Tu, W, Th), Jack Meyn (F)

3S	Nicole Swain
3L	Jacqui Long
3LC	Nathan Lyons (T, W, Th), Caitlin Clarke (M, F)
3/4J	Serena Jones
4T	Rachael Trigg
4H	Rachel Healas
4/5F	Kris Fraser

5K	Larissa Kurj
5V	Vanessa Yeo
5CM	Mel Coggins (T, W, Th, F), Jack Meyn (M)
6G	Ben Gallen
6MJ	Lisa Metcalfe (M, T, W), Janine Jasper (Th, F)
6H	Jane Hancock

OFFICE STAFF

SAM	Leigh Watling
	Gloria Barnett
	Adele Hankey (M, Tu, W, Th)
SAO	Katie Eriksson (Tu, Th, F)
	Fiona Barnaby (M, W, F)
	Tina Johnson Lib Admin (M)

SPECIALIST AND SUPPORT STAFF

LaSTs	Karen Goodsell Sherrell Miller
Aboriginal Education Officer	Jamie Wheeler (M, T, W)
IT/RFF	Adele Strange (M, T, W)
Library	Kathleen Howard Adele Strange (M, T, W) Jack Meyn (Tu, W, Th)
RFF	Caitlin Clarke (Tu) Vanessa Schumacher (Th) Kylie Lowbridge (Lib - M)
Counsellor	Sandra Bowden (M, W, F)
Chaplain	Sue Cornish (Tu, Th)
GA	Mark Tully (M, Tu, F), Matt Tinker (W, Th)
SLSOs	Julie Griffin (M, T, W, Th) Jackie Reed Sue O'Brien (W, Th, F) Liz Richardson (M, Tu, Th, F) Deb Anderson (M, Tu) Bianca Tinao Angie Higgins (M, Tu, Th, F) Bradley Heggie (M, Tu, F)

BELL TIMES

8:30am	Buildings/Playground open
8:50am	Morning Assembly – SCHOOL STARTS
10:20am	Primary lunch play commences
10:50am	Primary lunch play concludes. Lunch eating time commences
11:00 am	Infants lunch play commences
11:30am	Infants Lunch play concludes
12:50pm	Primary recess commences
1:30pm	Primary recess concludes Infants Recess commences
2:10pm	Infants Recess concludes
2:50pm	Dismissal bell – SCHOOL FINISHES

*A bell will ring at 12:10pm on Thursdays to signal the conclusion of Scripture lessons.

SUPERVISION BEFORE SCHOOL

Students are not to arrive at school or enter school buildings before 8:30am, as no formal supervision is available. The 8:30am bell marks the beginning of teacher supervision in the playground.

WET WEATHER PROCEDURES

The school has a detailed duty roster to cater for wet weather play.

During periods of rain, teachers partner with each other and share recess and lunchtime duties to ensure adequate supervision of students. Two bells will ring to signal wet weather.

After heavy rain, when the playground is muddy, students are restricted to 'hard surfaces' and utilise the basketball and netball courts, and the COLA during playtimes. Three bells will ring to signal hard surfaces.



SCHOOL FACILITIES

Bateau Bay Public School students have access to a range of wonderful school facilities which enhance their educational programs. These facilities include:

School Library

The school library is well equipped with books and other resources including computers. All students visit the library at least once per week for a library lesson that includes returning and borrowing time. All students are encouraged to borrow and read regularly. We ask that students provide a library bag to protect books whilst in transit. Library bags are available from the library at a small cost.

Multi-Purpose Room

Our Multi-Purpose Room is a very versatile learning space. In addition to housing our Before and After School Care, the Learning Assistance Support Teacher uses the room daily to run support groups for students requiring extra assistance. Classes use the room for stage meetings, singing sessions and hosting debates. School functions and morning teas are also held in the Multi-Purpose Room.

Computer Room

The school has a well-equipped computer room enabling whole class lessons utilising computer technology. K-2 students attend computer lessons with a specialised computer teacher on a weekly basis. Individual classrooms, common areas and the library contain additional computers for individual and small group activities.

School Hall

Our School Hall is the setting for many school and extra-curricular activities. Assemblies, stage meetings, visiting shows, school discos and various physical education activities are conducted in the hall. Outside organisations use the hall for lessons after school.

Audio-Visual (AV) Room

The A.V. Room is a hive of activity in our school as it plays host to a range of creative activities. Our junior and senior choirs use the room weekly to rehearse, and classes stretch their vocal chords during singing sessions in the room.



SCHOOL FACILITIES

Canteen

The school canteen is run by the P&C and staffed by managers and volunteers. Students can choose from an extensive menu that follows the Healthy Canteens policy as recommended by the Department of Education. Orders can be completed online using Flexischools.

Sports Oval, Playground, Basketball and Netball Courts

Students can use a netball court, a basketball court, a large oval, smaller oval, fixed playground equipment and sandpit during lunch and recess. Classes use the facilities for physical education lessons.

Covered Outdoor Learning Area (COLA)

Our COLA provides an area where students are protected from the sun, wind and rain. It is used during wet weather play periods and as a place for students without a hat to play safely. Daily morning assemblies are held in the COLA.

Before and After School Care

This service is located in the Multi-Purpose Room. This award-winning centre has a 'High Quality' rating and provides students with outstanding recreational activities. Kindergarten students are delivered to and collected from classrooms at the beginning and end of each school day. Casual bookings are available on request.

Contact Kylea on 0478 762 464 for further details.



CURRICULUM

NSW Education Standards Authority sets the learning requirements for each stage of primary school. Most students will be working towards the outcomes for their stage. Outcomes are clear statements of knowledge, skills and understandings within the six Key Learning Areas. Some students will be working towards outcomes that are above or below their stage.

The four stages are:

- Early Stage 1 (Kindergarten)
- Stage 1 (Years 1 and 2)
- Stage 2 (Years 3 and 4)
- Stage 3 (Years 5 and 6)



KEY LEARNING AREAS

ENGLISH

In English, students learn to read, write, talk and listen. They learn about English language and literature, how language varies according to context and how to communicate to a range of audiences for different purposes. They learn to read for information and for pleasure. They learn about poetry, novels and plays. They gain a sound grasp of language structures, punctuation, spelling and grammar.

MATHEMATICS

Mathematics develops students' thinking, understanding, competence and confidence with numbers, shapes and measurement. Students learn to add, subtract, divide and multiply whole numbers, fractions and decimals. They learn to measure time and calculate with money. They learn geometry, algebra and how to work with data and graphs. Students are encouraged to work mathematically by reflecting upon the processes they use during mathematics activities.

SCIENCE & TECHNOLOGY

Science and Technology develops students' skills in thinking, investigating and problem-solving. It gives them knowledge and skills in scientific investigation, design and applied technology. This subject builds on the curiosity children have about their natural and built environments.

HSIE

In Human Society and Its Environment (HSIE) students learn about history, geography, civics and citizenship. They investigate their personal and community identity, and gain an understanding of their nation and its place in the world. They learn to participate effectively in maintaining and improving the quality of their society and environment.

CREATIVE ARTS

Creative Arts gives students experiences in the visual arts, music, drama and dance. They perform and express themselves through the visual arts, music, drama and dance.

PDHPE

Personal Development, Health and Physical Education (PDHPE) develops the knowledge, skills and attitudes students need to lead healthy, active and fulfilling lives. Students learn about the importance of good food and regular exercise. They learn how bodies grow and change over time. They learn skills to play individual and team sports, and the values of sportsmanship and teamwork.



SPECIALIST SCHOOL PROGRAMS

COMPUTER TECHNOLOGY

The school has a computer room, computer pods in each wing and at least one computer in each classroom. Each student has Internet and word processing access and access to a wide variety of interactive software. Every classroom has an Interactive Whiteboard, as well as the Library, Multi-purpose Room and AV Room.

WEEKLY SPORT

Sport is an integral part of the school's educational program. Age appropriate and developmental sport programs operate for all students from Kindergarten to Year 6. As students' skill levels increase they participate in more team-oriented sports.

The school competes in a variety of state-wide competitions with the bulk of coaching undertaken by school staff before, during and after school hours. Trained instructors conduct regular coaching clinics in a variety of sports.

EXTRA-CURRICULA ACTIVITIES

Staff members and parents at Bateau Bay generously dedicate time to training and mentoring students in a variety of extra-curricular activities. These activities cater for students who demonstrate strong potential in these areas and allow all students to gain a well-rounded education. Some activities include:

PSSA Sporting Teams	Students have opportunities to represent BBPS in a variety of sporting teams including hockey, soccer, rugby league, cricket, touch football, netball and basketball.
Dance Group	Dance groups from BBPS perform at the Central Coast Dance Festival in addition to being invited to perform at an array of school and community events.
School Choir	Our school choirs perform at a range of school and community events including the Central Coast Choral Festival. Both choirs attend rehearsals on a weekly basis.
Koori Choir	Aboriginal students are invited to join the Koori choir, which performs at school functions and events held by the local Aboriginal community.
Debating Team	Senior students are invited to participate in various debating competitions against other schools.
Public Speaking	Students are given opportunities to enter a variety of public speaking competitions.



COMMUNICATION

Communication between students, parents and staff is crucial to the success of the students at Bateau Bay Public School. Open and honest communication is encouraged and parents are most welcome to be partners in their child's learning.

OFFICE STAFF

Our office staff provide the first contact for most parents and visitors, either in person or over the phone. They can often answer questions concerning enrolment and other general school enquiries. Office Hours are 8.30am to 3.00pm.

TEACHING STAFF

Parents are encouraged to keep in close contact with their child's class teacher. To arrange an interview, please email or leave a message with the office staff or send a note to your child's teacher. School Executive staff are also available to discuss your child's progress and you may make an appointment with them through the front office.

Please keep in mind that the member of staff with whom you wish to speak may currently be teaching. Classes cannot be interrupted unless there is an emergency. Any messages for students will be sent to their teacher at an appropriate time.

SCHOOL WEBSITE AND SCHOOL NEWSLETTER

The school newsletter is published every fortnight on a Friday. It is available on our website and school app and can be emailed directly to parents if we have your email address on file. Hard copies are available from the office on request. <http://www.bateaubayps.nsw.edu.au>

The newsletter contains information about upcoming events, past events, wellbeing news and student achievement. It is important that the newsletter is read each week so families are aware of all planned school activities.

SCHOOL APP

Bateau Bay Public School has its own app.

Our School has our own Skoolbag iPhone and Android App to help us communicate more effectively with our Parent/Student community. We are asking parents/students to install our Skoolbag School App. To install it, just search for our school name "Bateau Bay Public School" in either the Apple App Store, or Google Play Store.

Once you have installed the app you will then have the option to select various groups, i.e. Newsletters, permission notes, absence notes, etc. Please understand that this app is to coincide with other forms of communication being notes, newsletters and the school website.



Download Skoolbag our mobile app to receive communication and alerts from the school straight to your phone and devices



PARENTS AND CITIZENS ASSOCIATION

Bateau Bay Public School's P&C Association enables parents and citizens to meet together to determine the needs and aspirations of our school community.

We aim to:

- promote the interests of the school by bringing parents, citizens, students and teaching staff into close co-operation;
- assist in providing equipment required by the school;
- report to the Minister the material requirements of the school; and
- assist the teaching staff in a range of programs and activities.

The P&C Association meets in the staffroom on the second Monday of each month during the school term. It is open to all members of the school community: parents, teachers and citizens.

The office bearers of the P&C Association include the President, Vice Presidents, Secretary and Treasurer. The following sub-committee members are also represented on the P&C:

- Canteen
- Uniform Shop
- Fundraising
- Before and After School Care Service.

Bateau Bay P&C Association has been instrumental in assisting the school to enhance its' facilities. The Association has also provided additional educational resources for our students.

Major contributions include:

- Covered Outdoor Learning Area (COLA)
- Multi-Purpose Room
- Computer Laboratories
- Air conditioning in the Library
- Interactive Whiteboards in every classroom
- Library Resources
- Grounds Improvements
- Playground Equipment
- Literacy, Numeracy and Technology Resources
- Sports Uniforms
- School electronic sign



TRANSITION PROGRAMS

STARTING KINDERGARTEN

Starting Kindergarten is one of the most memorable times in a child's life. The transition from home and pre-school is seen as one of the most important events a child will experience at school.

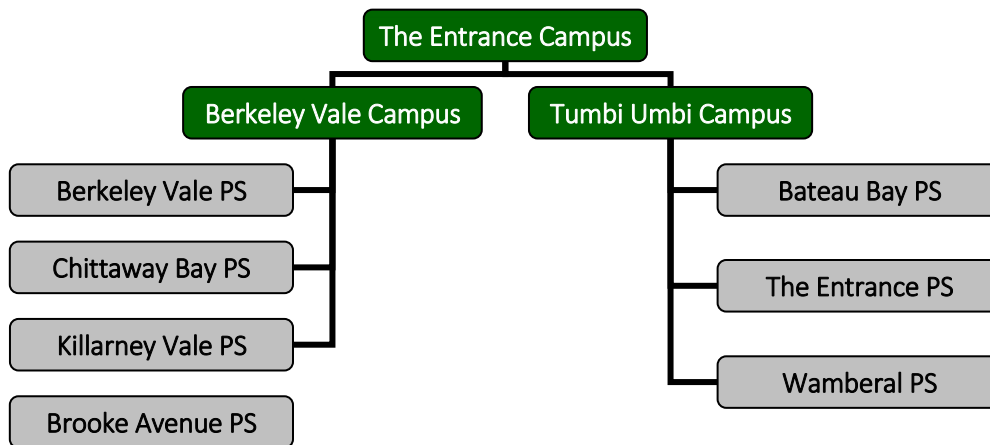
The Kindergarten orientation program is called NEWBEES. The program, for students and parents, assists in the transition from home and pre-school to school. The program begins in Term 3 with a parent information evening, followed by transition sessions for parents and students. The transition program concludes with a Teddy Bear Picnic for our school community.

During Term 4 new students visit the school once a week over a four week period where they participate in structured activities. They get a chance to meet some of the teachers and become familiar with 'Big School'. Parents will be provided with informative talks given by school personnel and parent representatives of the P&C Association as an introduction to the Bateau Bay Public School community.



TRANSITION TO HIGH SCHOOL

TUGGERAH LAKES LEARNING COMMUNITY



Bateau Bay Public School is a proud member of the Tuggerah Lakes Learning Community. All primary schools involved in the learning community feed into Tuggerah Lakes Secondary College.

Bateau Bay Public School enjoys close links with its partner primary schools and high schools. Staff members from these schools meet regularly to discuss the implementation of common programs including transition from primary school to high school.

As part of the transition program students in Year 6 participate in a range of activities with students and teachers from the Tumbi Umbi Campus. During these activities Year 6 students also have the chance to meet Year 6 students from other local schools who will be attending Tumbi Umbi Campus. These transition activities are designed to provide students with opportunities to meet the teachers and classmates they will have in Year 7, and to familiarise themselves with the high school.

Orientation visits to relevant high schools by Year 6 students are just one part of the transition to high school program. Students are also visited by staff from the high school in their primary schools. Information sessions are held at the Tumbi Umbi Campus for parents. Students who will need additional support are identified and catered for, both during the transition program and upon their arrival at high school.



UNIFORM

The Bateau Bay Public School community is strongly committed to the wearing of a school uniform. It is expected that all students will wear the correct uniform at all times. Parents are asked to encourage their children to take pride in their appearance and ensure the uniform is worn every day.

GIRLS UNIFORM

- Green and white check tunic
- Light green polo shirt
- Dark green culottes
- Dark green pants
- Dark green tracksuit with zip jacket or jumper
- White socks
- Green stockings
- Black shoes
- School hat

BOYS UNIFORM

- Dark green shorts
- Light green polo shirt
- Dark green trousers
- Dark green tracksuit with zip jacket or jumper
- White socks
- Black shoes
- School hat

SPORTS UNIFORM

Dark green and black sports polo
Black sports shorts
Green tracksuit
Green zip jacket or spray jacket
School hat

SUN SAFE HAT POLICY

Sun-safe hats are part of our school uniform and as such should be worn at all times when playing outside at school. Hats are available from the uniform shop. The school supports the Sun-safe Policy “no hat, play in the shade”.

UNIFORM SHOP

The school uniform is available from the uniform shop, which is operated by parent volunteers. The shop is open on Wednesday afternoons 2:30 – 3:00pm and Friday mornings 8:00 – 8:45am before school. It is located on the eastern side of the school hall. If you are unable to get to the uniform shop during these times you may purchase uniforms by filling in an order form and sending it to school with full cash payment. Or you can now purchase uniforms through Flexischools or our Skoolbag app. The uniform shop will then package up your order and deliver it to your child’s class.

LOST PROPERTY

The lost property container is located inside the glass doors leading to the COLA. Labelled items are returned to their owners. All children’s belongings and clothing should be labelled clearly with their name and class.



GENERAL INFORMATION A-Z

ASSEMBLIES

Assemblies are held on a regular basis. The whole school assembles every morning at 8:50am in the COLA. K-2 has an assembly every second (even week) Friday at 12:45pm.

Years 3–6 assemblies follow a rotating roster and are held at 12:50pm on every odd week on Friday in the hall. Assemblies aim to promote school events, encourage student excellence and celebrate achievement.

ATTENDANCE

Attendance at school is compulsory. All absences must be explained in a note addressed to the class teacher on the day that the student resumes school, clearly stating the reason for the absence. It is advisable to let the class teacher know, in advance, when children are going on holidays during school term. Any students arriving late or leaving early should report to the office. A form must be completed, signed, and handed to the class teacher. The school regularly sends home letters for unexplained absences. Parents are encouraged to make sure their children attend school regularly.

BEFORE AND AFTER SCHOOL CARE

Contact Kylie on 0478 762 464 or visit www.bateaubayschoolcare.com.au

BICYCLES

As recommended by the RMS, children 10 years of age and over can ride bicycles to school. They must observe all road rules, particularly the wearing of helmets. Bicycles must be walked while on school property. All bicycles are the responsibility of the rider and must be chained up. Due to safety concerns, scooters and skateboards are not to be ridden to school under any circumstances. Students 10 and over can apply for a bike licence. Students agree to be safe, be sensible and follow the road rules when travelling to and from school by bikes.

BUS TRAVEL

The Red Bus Company services our school with four buses. Route details are available from the school. All students from K-2 are eligible for a free School Opal card. Students in Years 3-6 living within a 1.6 kilometre radius of the school are not eligible. Non-eligible students may use the bus, but must pay a fare. For more information on how to get a School Opal card log onto www.opal.com.au or call 131500.

Supervision is provided each afternoon for bus departures. All children travelling by bus must be well-behaved, students who misbehave may have their bus pass temporarily or permanently suspended and may be required to make alternative travel arrangements. It is a strict requirement that student tap on and tap off on school buses. Applications and fees to replace a lost or damaged School Opal card, contact Opal on 131500 or www.opal.com.au



CANTEEN

The canteen is run by the P&C and relies on the generosity of our volunteers. It operates on a daily basis and all profits are returned to the school. Volunteers are always welcome.

Lunch orders must be handed in before school commences and lunches are delivered to classrooms.

Orders can also be placed online through the Flexischools app.

CHOIR

The school choirs perform at assemblies, other school activities and local community events. Students audition early in the school year covering years 2 -6.

COUNSELLOR

The school counsellor (Sandra Bowden) is available for advice on a variety of issues. Class teachers and parents may refer students to the counsellor. The counsellor is at the school on a part time basis so appointments are essential. Parental permission will be sought for students to be seen by the school counsellor. Please contact the office for times when Mrs Bowden is available.

EMERGENCY CONTACT DETAILS

It is crucial that the school office has current contact details for each family in case of sickness or accident. Any change of name, address, telephone number or emergency contact details **must** be notified to the school office as soon as possible.

EMERGENCY EVACUATION PROCEDURES

The school holds evacuation and lockdown practices each semester. Students are trained in what is expected for these safety procedures. Emergency procedures are regularly revised and updated.

EXCURSIONS

Students participate in excursions as an important part of their educational programs. In years 4-6, students have the opportunity to attend overnight camps. Excursions provide students with wonderful experiences to consolidate their learning, and valuable opportunities to develop social skills.

GIFTED AND TALENTED PROGRAMS

The school offers many programs to cater for our gifted and talented students. These programs are advertised in the newsletter. For further details please speak with your child's class teacher or senior school executive.

HATS

Sunsafe hats are part of our school uniform and as such should be worn at all times when playing outside at school. Hats are available from the uniform shop. The school supports the Sunsafe Policy "no hat, play in the shade".



HOME READING

Home reading operates throughout all years. A reward program for consistent readers is in place to recognise student achievement in reading. These awards are presented at assemblies.

LOST PROPERTY

The lost property container is located inside the glass doors leading to the COLA. Labelled items are returned to their owners. All children's belongings and clothing should be labelled clearly with their name and class. The lost property container is cleared on a regular basis throughout every school term.

MEDICAL

Children who are sick or injured at school must inform a member of staff, who will arrange for further assistance. The school will contact parents when a student needs to be taken home. According to our duty of care, an ambulance will be called if necessary. It is very important that emergency contact numbers are kept up to date at all times in the school office.

If students need to take prescribed medication during school hours it must be handed in at the front office. The parent is also required to provide written consent, clearly labelled with instructions. Staff will only administer prescribed medications.

Any student with a medical condition must inform the school so a medic alert can be completed. This ensures that all staff members are aware of the condition and required treatment. A register is also kept of all students affected by asthma. Asthma puffers may be kept in the school bag or on the student.

ANAPHYLAXIS

The most severe allergic reaction known is Anaphylaxis. To help create a safe environment for all children we ask that parents avoid sending food items that contain nuts, in particular peanuts. **All children are asked to avoid the use of Nutella and peanut butter as a luncheon spread at all times.**

Parents are asked to keep in mind all food items when supplying snacks as nut traces are found in many of the popular muesli bars and snack bars. Our teachers have received anaphylaxis training.

Schools use the Anaphylaxis Procedures for Schools and information on the department's student health web pages when planning to meet the health care needs of students diagnosed at risk of anaphylaxis.

MONEY COLLECTION

Payments can be made on any day of the week. Money must be sent to school in a sealed, labelled envelope and handed to the class teacher in the morning. Receipts are issued for amounts over \$5.00. A closing date for the payment of money for excursions, shows or other similar activities will be communicated to parents in information sent home. Excursions and visiting shows costing \$20 or more will be invoiced to the students. Money can be payable by eftpos at the front office between the hours of 9.00am and 2.00pm.

Please note our preferred method of payment is by Parent Online Payment (POP). This link is on our website.



PARKING

Parents are advised to carefully observe all parking restrictions that apply in the streets surrounding the school, particularly bus and drop off zones, as well as pedestrian crossings. Police and rangers patrol this area regularly to ensure student safety. Parking is not available on school grounds during school hours. Disabled drivers need to contact the office for assistance.

REPORTING PROCEDURES

Student achievement is measured against the NSW standards and is reported in writing to parents twice a year. Parent teacher interviews take place during Term One. Teachers will contact parents if concerns arise, and parents are most welcome to contact teachers to discuss their child's progress. Please make an appointment through the office.

SCRIPTURE

Scripture is held each Thursday during term. Lessons are taught by approved members of different religious denominations who volunteer their time.

SMOKING

All public schools are smoke free zones. All staff and visitors to the school must refrain from smoking whilst within the boundaries of the school.

SPORTING HOUSES

All students are placed into a sporting house for sporting activities. Houses are arranged on a family basis. Swimming, cross-country and athletics carnivals are keenly contested each year. Our four houses are Boorooma (yellow), Cooyong (red), Koolewong (green) and Warrimoo (blue).

STAFF

The school is staffed by classroom teachers, specialist teachers, school learning support officers (SLSO's) teaching and non-teaching executive, a school counsellor, office staff, and a general assistant. The school executive works in consultation with teaching staff to provide teaching and learning activities appropriate for each stage. We also have a school chaplain, Sue Cornish who attends school twice a week.

STEWART HOUSE

Stewart House is a respite centre for NSW public school students. The program focuses on developing self-esteem, social skills, team building, personal hygiene, development of healthy and active lifestyles, peer relationships and most importantly FUN! During the children's twelve-day stay at Stewart House, children are provided with medical, dental and optometric assessment, treatment and counselling. These services are provided free of charge to nearly two thousand children a year who attend this unique facility. Stewart House is funded by donations from NSW public schools, students and teachers. www.stewarthouse.org.au



STUDENT ASSISTANCE SCHEME

This scheme provides financial assistance to families in need, allowing students to attend activities that form part of their educational program. The amount available is limited and is distributed at the discretion of the Principal. Contact the office for more information.

STUDENT REPRESENTATIVE COUNCIL

School Leaders and House Captains are elected each year. They have many responsibilities around the school and often represent Bateau Bay Public School in the Tuggerah Lakes Learning Community and the wider community at various functions. The SRC meets several times every term to discuss school matters that affect the students such as term rewards, school discos, competitions, student fundraising and student leadership.

SWIMMING SCHEME

Each year the school participates in an Intensive Swimming Scheme in Semester Two. The scheme is primarily aimed at Years 2 and 3 students, and students in years 4-6 identified as being in need of extra swimming tuition.

USE OF SCHOOL FACILITIES

Community groups may hire the school hall and grounds for supervised activities by contacting the Front Office. A fee applies to cover costs of basic services and maintenance of these facilities. Students must not be on school property outside of school hours unless they are participating in an approved, organised activity.

VOLUNTEERS

Volunteers help our school in many ways including fundraising, working in the canteen, coaching sporting teams and assisting students in classrooms. **We are always grateful for new volunteers, as there are many jobs to be done!** All volunteers must complete a prohibited declaration form before they begin, and sign the register located in the school office at the start of each visit.

WELLBEING

Bateau Bay Public School uses a range of strategies to respond to positive and inappropriate behaviour. Further details are listed in our School Discipline Policy booklet, available from the front office.



NATIONAL ASSESSMENT PROGRAM – LITERACY AND NUMERACY

In 2008, the National Assessment Program - Literacy and Numeracy (NAPLAN) was introduced for all Australian students in Years 3, 5, 7 and 9. Students undertake assessments in Language Conventions, Reading, Writing and Mathematics. The test results provide useful information for teachers and parents about each student's level of achievement in these areas, and inform future teaching programs. Parents receive a report about their child's achievement compared to agreed national benchmarks of student achievement. See www.naplan.edu.au for more information.



DIGITAL COMMUNICATION DEVICES PROCEDURES

Policy Reference

- *Student use of digital devices and online services (2020)*

Purpose

This procedure guides student use of digital communication devices and online services at our school.

Our school acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. We also recognise they may cause harm if used inappropriately and that we need to support our students to use them in safe, responsible and respectful ways.

Scope

This procedure provides a consistent framework for the safe, responsible and respectful use of digital devices and online services by students in our school. It sets out the shared responsibilities of school staff, students and parents and carers. It also provides a framework to manage potential risks to student safety and wellbeing.

This procedure covers student use of digital devices and online services in school-related settings, including on school grounds, at school-related activities **and outside of school where there is a clear and close connection between the school and the conduct of students.**

Our School's Approach

In line with department guidelines our school will **restrict the use of digital devices by primary school students during class, at recess and at lunch unless:** use is approved by a teacher or principal for an educational purpose; an exemption applies; or use of digital devices and online services is required medical reasons or for reasonable adjustments made as part of a student's individual education plan.

A digital device includes **phones, smart phones, iPods, smart watches or any device used to send/receive messages or record still or video images. ALL digital devices are to be handed to the class teacher upon arrival in the morning.** This policy still applies to devices that can be switched to silent/off-line mode. At the end of the school day, students are able to collect their device from their teacher prior to leaving school grounds. Whilst in school care, we assume responsibility. However before/ after school or if a device is not handed in—the school will accept no responsibility. There are several reasons for this rule including restricting interruptions to learning environments, privacy restrictions, student safety and security of devices. This school rule is consistent with NSW Department of Education policy. As always, parents/students are able to make contact via the school office should urgent communication be required.

Exemptions

An exemption from parts of this policy or the school procedure can be requested from the principal by parents, carers, school counsellors and other student support staff, and, if required, students themselves. This may cover times when or places where use would otherwise be restricted. Except where required by law, the school principal has discretion to consider and approve exemptions and to choose which parts of the school procedure the exemptions applies. The exemption may be ongoing or for a certain time period. An example of an exceptional circumstance with grounds for exemption would be a diabetic student who requires the device to monitor blood glucose levels. Cases of exceptional circumstances need to be discussed and agreed upon with the School Learning & Support Team prior to a student bringing the device.

Responsibilities

For students

- Be safe, responsible and respectful users of digital devices and online services, and support their peers to be the same.
- Respect and follow school rules and procedures and the decisions made by our staff.
- Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the Behaviour Code for Students.

For parents and carers

- Recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services.
- Support implementation of the school procedure, including its approach to resolving issues.
- Take responsibility for their child's use of digital devices and online services at home such as use of online services with age and content restrictions.
- Communicate with school staff respectfully as outlined in the [2018 School Community Charter](#).


For the principal and teachers

- Model appropriate use of digital devices and online services in line with departmental policy.
- Respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, departmental policy and any statutory and regulatory requirements. This includes:
 - Reporting the creation, possession or distribution of indecent or offensive material to the Incident Support and Report hotline as required by the Incident Notification and Response Policy and Procedures and consider any mandatory reporting requirements.
 - Working with the department and the Office of the eSafety Commissioner (if necessary) to resolve cases of serious online bullying and image-based abuse.
 - Following the school's behaviour management plan when responding to any incident of inappropriate student behaviour relating to the use of digital devices or online services.

For non-teaching staff, volunteers and contractors

- Be aware of the department's policy, this procedure and act in line with the conduct described.
- Report any inappropriate use of digital devices and online services to the principal, school executive or school staff they are working with.

Consequences for inappropriate use

- 
- A warning is issued by the teacher to the student.
 - The student is referred to the relevant assistant principal.
 - The teacher or assistant principal contacts the student's parent or carer.
 - Confiscated devices are handed in to the assistant principal and can be collected at the end the day.

Contact between students and parents/carers during the school day

Should a student need to make a call during the school day, they must speak with their class teacher before gaining permission to attend the office; or
During school hours, parents and carers are expected to only contact their children via the school office.

Communicating this procedure to the school community

Students will be regularly informed about this procedure by their class teacher. This procedure can be accessed via the school's website.

Complaints

If a student, parent or carer has a complaint under this procedure, they should first follow our school's complaint process. If the issue cannot be resolved, please refer to the department's [guide for students/ parents/ carers about making a complaint about our schools](#).

Review

The principal or delegated staff will review this procedure annually.

Appendix 1: Key Terms

Digital citizenship refers to the skills and knowledge a person needs to effectively use digital technologies in a positive way so they can participate in society, communicate with others, and create and consume digital content.

Digital devices are electronic devices that can receive, store, process and share digital information and connect to applications (apps), websites and other online services. They include desktops, laptops, tablets, smartwatches, smartphones and other devices.

Online bullying involves using technology such as the internet or mobile devices to bully someone. Bullying behaviour has three key features. It involves the intentional misuse of power in a relationship. It is ongoing and repeated, and it involves behaviours that can cause harm. Bullying behaviour can also involve intimidation, victimisation and harassment, including that based on sex, race, religion, disability, or sexual orientation.

Reasonable adjustment is a measure or action taken to assist a student with disability to participate in education and training on the same basis as other students.

School-related settings include school grounds, school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This connection may exist in situations where: there is discussion about school taking place outside of school hours; a student is wearing their school uniform but is not on school premises; a relationship between parties commenced at school; students are online in digital classrooms; and where online contact has flow on consequences at school and duty of care requires the school to respond once an incident is reported.

School staff refers to school personnel who have some level of responsibility for implementing policy and the school digital devices and online service procedure. This includes principals, senior staff, teachers, non-teaching staff, school administrative staff, volunteers and contracted staff engaged by schools.



Appendix 2: What is safe, respectful and responsible student behaviour?

SAFE	<ul style="list-style-type: none"> <input type="checkbox"/> Protect your personal information, including your name, address, school, email address, telephone number, pictures of you and other personal details. <input type="checkbox"/> Only use your own usernames and passwords, and never share them with others. <input type="checkbox"/> Let a teacher or other responsible adult know immediately if you find anything online that is suspicious, harmful, inappropriate or makes you uncomfortable. <input type="checkbox"/> Never hack, disable or bypass any hardware or software security, including any virus protection, spam and filter settings.
RESPECTFUL	<ul style="list-style-type: none"> <input type="checkbox"/> Respect and protect the privacy, safety and wellbeing of others. <input type="checkbox"/> Do not share anyone else’s personal information. <input type="checkbox"/> Do not harass or bully other students, school staff or anyone, this includes cyberbullying using a digital device or online service. <input type="checkbox"/> Do not send or share messages or content that could cause harm, including things that might be: <ul style="list-style-type: none"> ○ inappropriate, offensive or abusive; ○ upsetting or embarrassing to another person or group; ○ considered bullying; ○ private or confidential; and/or ○ a virus or other harmful software.
RESPONSIBLE	<ul style="list-style-type: none"> <input type="checkbox"/> Follow all school rules and instructions from school staff, including when using digital devices and online services. <input type="checkbox"/> Understand that everything done on the school’s network is monitored and can be used in investigations, court proceedings or for other legal reasons



VOLUNTEER AND VISITOR SCHOOL PROCEDURES

Privacy and Confidentiality

As helpers in the school, there may be times when private and confidential information is open to observation. It may be that visitors are required to record information relating to students' progress for example, or asked to help with an individual learning program. Visitors will observe a variety of behaviour and the range of learning abilities within the class. All information visitors are privy to as a result of being in a classroom and / or the wider school, must be kept in the strictest confidence. Visitors cannot share information about children with other parents, neighbours or friends. If confidentiality issues are compromised, there may well be legal implications arising from such a breach. Privacy legislation and confidentiality in the school setting are very serious matters that cannot be stressed too often.

Organisational Procedures

- All visitors must sign in and out at the office as they enter and leave the school.
- A Visitor Pass must be worn at all times.
- Activities must take place under the direct supervision of the teacher.
- All matters or concerns regarding the behaviour of a student must be reported to and dealt with by the student's teacher.
- Refer questions regarding a student's progress to the teacher.
- If visitors are unable to attend at the negotiated time please let the class teacher know either by phone or a note via your child.

Code of Conduct

Parents who enter onto any public 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 in line with the department's Code of Conduct Policy. Parents, visitors and volunteers are expected to:

- be role models for all students
- follow appropriate safety procedures to protect themselves and others
- speak in a kind and friendly way to all
- report all emergencies, injuries and safety concerns to the office
- work under the professional direction of staff, following school policies
- keep confidentiality
- refrain from smoking in the school grounds
- proceed to the back grassed playground should there be an evacuation emergency in the school (indicated by 30 seconds of intermittent ringing of the school bell) and report directly to Mrs Collis – School Administrative Manager
- proceed to the nearest classroom or office should there be a lock down emergency in the school (indicated by 30 seconds continuous ringing of the bell)
- If a parent on school grounds believes there is an issue with another student, they must not approach that child, but refer their concerns to their child's teacher or Deputy Principal

Working With Children Check – Declaration for Volunteers

All workers, voluntary or paid who deal directly with children in NSW have to complete a **Working With Children Check – Declaration for Volunteers**. These are available from the office. This only needs to be done once, as they are kept on file. This declaration is a mandatory requirement of the Department of Education and Communities in order for them to meet their obligations under NSW law. It in no way reflects upon a person as an individual or the value the school places on their contribution to the learning outcomes of our students. **Any person (in paid employment or working as a volunteer) must have completed a Working with Children Check (WWCC). These forms are submitted to any office of Services NSW for processing. Volunteer workers, whilst they must complete the paperwork WILL NOT have to pay the processing fee. Once the process is completed, the person will receive a WWCC number. From 2018 no person has been allowed to work/volunteer to help children without their WWCC number.**

Thank you for volunteering to support the school in this way. Your support and enthusiasm will make a difference to the students with whom you work.