



IMAGINATION

CREATIVENESS

BUNDANOON PUBLIC SCHOOL



INFORMATION BOOK

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WELCOME TO OUR SCHOOL

Bundanoon Public School is located centrally to Bundanoon Township. Our school is situated on the lands of the Dharawal and Gundangurra people and we would like to pay our respects and acknowledge these traditional custodians of this land. Our location on the boundary of Morton National Park ensures a natural beauty for our school.

Our school is a true learning community, where all children are encouraged to explore ideas, expand their minds and express themselves in a safe and happy environment. Our school aims to ensure a focus on successful learning for all students and a genuine partnership with parents to maximise student learning.

Parent and Community involvement is highly valued and integral to the school. Our school community consists of everyone in the child's school life – teachers, support staff, students and parents/caregivers, all contributing to provide an interesting, stimulating and successful learning environment. We invite you to be part of our school community.

Bundanoon Public School places a strong emphasis on developing and nurturing the whole child. We provide outstanding opportunities for students to excel in academic performance, creative and sporting pursuits, values and life skills.

Parents and community members are actively involved in our school in many ways, including:

- P&C Association, including fundraising
- Classroom Helpers – reading groups, science, numeracy, art, craft and PE
- Library helpers
- Maintaining school resources and our school grounds
- Supporting our Year 6 Leadership team activities e.g. Fun Days and fundraisers
- Sports Carnivals
- Annual School Concert
- Regular transportation of students to events eg sport, special community programs
- Uniform Shop, Student Banking and Book Club Coordinators
- Snack Shack helpers

We value your involvement ... maybe you can help in some way. Children love seeing their family members helping within the school environment. Whether it be one

day a week, one day a month or even one day a term, your help is always welcomed and appreciated.

Principal: Mrs Mel Morris



CORE RULES

Students in NSW Government Schools are expected to:

- Attend every school day, unless they are legally excused, and be in class on time and prepared to learn.
- Maintain a clean and tidy appearance, including adhering to the requirements of the school's uniform or dress code policy.
- Behave safely, considerately and responsibly, including travel to and from school and on school excursions.
- Show respect always to teachers, other school staff, and helpers, including following class rules, speaking courteously and co-operating with instructions and learning activities.
- Treat everyone with dignity and respect.
- Care for property belonging to themselves, the school and others.

Behaviour that infringes on the safety and well-being of others, such as harassment, bullying and illegal or anti-social behaviour of any kind, will not be tolerated.

To show respect, to be responsible and to behave safely are inherent expectations in all that we do at Bundanoon Public School.

ENROLMENT REQUIREMENTS

Each NSW public school has a defined local enrolment area. This means that your child is designated to a school, based on the permanent residential address of the primary caregiver. Every public-school reserves enough places within their school for students in their local enrolment area.

Parents may, however, apply to enrol their child at a school outside their enrolment area. Non-local applications may be considered by the school's enrolment panel, according to the department's policy and subject to selection criteria such as availability of appropriate staff and classroom accommodation. Contact the school to find out more about our out-of-area selection criteria.



Formal requirements prior to enrolling at Bundanoon Public School include:

- Completed application form
 - Proof of residential address or completed non-local application form
 - If from interstate, a private school or enrolling into a government school for the first time, a copy of a birth certificate
 - A copy of immunisation certificate
- A copy of any medical or special needs documentation ie
 - ❖ Medical conditions and/or medication required
 - ❖ Speech/behaviour issues
 - ❖ Learning/developmental delays
 - A copy of any family law orders that apply to the student.

Once all documentation has been received, the school will process your application as per school and departmental guidelines and you will be advised of an approximate start date for your child.

SCHOOL ROUTINE AND HOURS

SCHOOL OFFICE

The school office is open between the hours of 8:30am and 3:30pm.

Teachers commence duty at 8:30am. There is **no** supervision of students before this time.

BELLS AND CLASS TIMES

8:30am - 9:00am:	Students supervised in the C.O.L.A. and then up in the top playground
9:00am - 10:35am:	1st Teaching session
10:35am - 11:00am:	Recess - students seated for the first 10 minutes to eat, then play
11:00am - 12:00pm:	2nd Teaching session
12:00pm - 12:25pm:	Lunch - students seated for the first 10 minutes to eat, then play
12:25pm - 1:25pm:	3rd Teaching Session
1:25pm - 1:50pm:	Afternoon break - top playground, sandpit area for sand toys/modelling, sports shed equipment available for loan and nature area available
1:50 pm - 3:00 pm:	4th Teaching Session
3:00 pm	End of School Day

THE A-Z OF BUNDANOON PUBLIC SCHOOL

ABSENCES

When children miss out on school they miss out on vital information, their learning routine is broken, they can lose confidence and they miss out on building up friendships.

If your child has to be absent from school for any reason, including arriving late or leaving early, please either tell your child's teacher or the administrative assistant at the school, or explain the reason by phone, and email or a written note within seven days.

Once children are enrolled parents are legally required to send them to school every day that the school is open for instruction or participation in school activities, such as sports days. A small number of absences may be justified, if your child:

- Has an unavoidable medical or dental appointment (preferably these should be made after school or during holidays).
- Has to go to a special religious ceremony.
- Is required to attend a serious and/or urgent family situation (e.g., a funeral).
- Is too sick to go to school, or has an infectious illness.

Failure to explain an absence within this time will be recorded as an unjustified absence on a student's record. Schools will inform parents if a student is absent from school without explanation.

Late Arrivals

Parents/carers must bring late arrivals to the office to sign in and obtain a late arrival note, which the student takes to the classroom teacher.

Early Leavers

Parents/carers must come to the office to obtain an early departure note and obtain an Early Leavers pass **before** taking a child from class. Students must be accompanied by an adult and are not permitted to go home alone.

All absences, full day or partial, are entered into the Attendance Register and are a legal requirement. This procedure supports the safety of your child.

What to do if your family is going on holiday in school time?

Families should avoid arranging holidays during school time. If this is not possible, then you must seek an approval for leave from the Principal **before** removing your child from class.

ACCIDENTS AND SUDDEN ILLNESS

Occasionally children become sick at school and we place them in our First Aid Room.

Parents are strongly advised not to send sick children to school.

It is vital that all contact details for your child are up to date and accurate in case we need to get in touch with you through the school day. Basic first aid for injuries suffered at school is administered. No creams are dispensed. Water and Band-Aids are used, however for anything more serious, parents are called.

An ambulance will be called to transport a child to hospital should the need arise. Every effort will be made to contact the parents or emergency contact prior to calling an ambulance. A staff member will accompany the sick or injured child to hospital in the ambulance and stay with them until a parent/carer arrives.

ALLERGIES, ANAPHYLAXIS, ASTHMA, DIABETES AND OTHER CHRONIC ILLNESSES

Some students require specific support in a health emergency such as an asthma attack. Please supply the school office with a Medical Action Plan, including a photograph of your child and all procedures and medication to be used if your child should require this intervention.

ANTI-DISCRIMINATION / ANTI-RACISM

All schools have developed procedures for dealing with complaints about discrimination against students.

These procedures complement the Anti-Racism Policy. Racism in all its forms is rejected by the NSW Department of Education (DoE).

Our school has an appointed Anti-Racism Contact Officer (ARCO), to help parents, students or staff if they experience problems with racism. The anti-racism contact officer will listen to the problem, and with the principal, find ways to resolve it as quickly as possible.

APPOINTMENTS WITH TEACHERS

If you wish to make an appointment to speak with your child's teacher, please see the teacher to organise a mutually convenient time.

ARRIVAL AT SCHOOL

We ask that children do not arrive at the school before 8:30am as there is no supervision prior to this time.

When the students arrive at school they put their bags in their class bag area and play in the top playground area or in the covered outdoor learning area (COLA) until the 9:00am bell.

ASSEMBLIES

Assemblies are held fortnightly in the School Community Hall.

BOOK CLUB

Each month, students can purchase books through the Scholastic Book Club. Information/order forms are given out to each student, as they become available. We use Scholastic's online ordering system, called LOOP. The school benefits with free books and other educational resources through student patronage of the book club.



CLOTHING AND PERSONAL BELONGINGS

Please mark all clothing and personal belongings clearly with your child's **full name**: jumpers, jackets and hats, both shoes, socks and all removable clothing, lunch boxes, drink bottles, etc.

All items found that are not clearly labelled are stored in the school office. You may check here at any time. The Lost Property Box is emptied at the end of each term.

EXCURSIONS, NOTES AND MONEY

All money and permission notes are to be placed in a clearly labelled and sealed envelope and given to the class teacher who will place them into the class pouch.

The school arranges a variety of cultural, sporting and academically enriching visits, concerts, excursions and programs, which are part of the curriculum. Families are provided reasonable notice of costs associated with these events. The school will endeavour to provide financial assistance if financial hardship is understood to be the reason for a student's non-participation.

Many activities within our community are within walking distance of our school. A general consent form is supplied upon enrolment giving students permission to travel to these activities under the direct supervision of a teacher. A note of a walking excursion will be sent to families prior to the event or the information about the activity will be in the school newsletter.

Note: Please be aware that due to bookings, ordering and administrative procedures that may have to be completed prior to the event, all notes will have a deadline for payment. To ensure that your child is not disappointed and misses out on these wonderful opportunities, please make certain payments are received at the front office before the deadline.

A **red** note means Urgent Information. Please read immediately.

All notes are uploaded to our website, under the tab 'Newsletters and Notes'. To subscribe to this free service, please insert your email address where requested and tick the appropriate boxes for your preferences. When newsletters and/or notes are uploaded to the website, an email will also be sent to your nominated email address advising of same. Notes (and/or monies), are to be completed and returned to the school office by the required date.

FINANCIAL ASSISTANCE

Some funding is provided to schools to assist parents who find themselves in financial difficulties. Please speak with the Principal or your child's class teacher if required.

IMMUNISATION, INFECTIOUS DISEASES AND ILLNESSES

Parents of children enrolling into Kindergarten classes are asked to provide the school with an Immunisation Certificate. Although this is not compulsory, in the event of an outbreak of vaccine preventable disease, non-immunised children will be excluded from school for the duration of the outbreak.

Where no documentation of immunisation is presented, the child will be treated as not having been immunised and will be required to be removed from the school for the duration of the exclusion period. A guide to exclusion periods for illnesses is supplied at the end of the A-Z information.

LOST PROPERTY

We do ask that you **label** every article of clothing and other possessions your child brings to school. All items found that are not clearly labelled, are stored in lost property, in the school office.

You may check here at any time. The Lost Property Box is emptied at the end of each term.

LUNCHES

Due to students having severe allergic reactions, the school is a nut-free awareness zone. We ask that all

students, staff and visitors co-operate with the 'no nuts please' policy.



The school supports parents in their efforts in providing good nutrition to their children by including healthy life-style education in our classrooms and encouraging healthy eating patterns to be established at home and at school. This includes recommending that students have packed healthy lunches and snacks and make healthy choices when buying their food. Students are encouraged to bring water bottles and should not have soft drinks at school.

Crunch & Sip

Our school participates in the Crunch&Sip program. Every morning, our students have time for a quick healthy snack of fruit and/or vegetables and water. Please ensure your child has these available in their lunch box each day.

Canteen

On Fridays each week recess snacks and lunches can be ordered from the school Snack Shack. The Snack Shack menu is available on the school website. Snack Shack uses an online ordering system. To place an order, go to www.flexischools.com.au, register your child and then select what you would like from the menu. The cut off time for online orders is 12noon every Thursday. (NB there is a 29c transaction fee).

MEDICATION

When a medical practitioner has prescribed medication that must be administered during the school day, it is the role of parents to:

- ask the medical practitioner whether the medication is available in a form which minimises or eliminates the need to provide the medication during the school day.
- convey all relevant advice and information from the medical practitioner to the school.

- complete a written request form (supplied by the school) for the school to administer prescribed medication or for other support.
- provide prescribed medication and consumables for administration. The medication must be in a pharmacy labelled container detailing the student's name and the prescribed dosage.

Only asthma medication can be kept in a student's school bag (eg Ventolin puffer).

MOBILE PHONES, MP3 PLAYERS, ELECTRONIC GAMES

These items should **not** be brought to school by students. If a student brings one to school, it will be stored in the office for the day. If brought to school and lost or broken, the school will not be responsible for any loss or damage to these items.

NATURE AREA

Our Nature Area is always a very popular and much-loved playing space for students of all ages in the school. It reflects the importance that our school community places on creative and collaborative play and importantly the need for children to learn to self-regulate their behaviour to remain safe and keep others safe around them.

There is zero tolerance if our students do not comply with the safety rules. Everyone knows and understands them well.

- We walk in the Nature Area.
- We use sticks, logs, rocks, boulders, to build bases and cubby houses; never as weapons and never thrown.
- We share. We include others and are respectful in the way we play the games.
- During the week, we create and play and have special spaces using sticks, rocks collected (not from another base). We don't bring things into the Nature Area. On Friday afternoons materials can be exchanged.
- Logs, rocks and sticks - big ones - are dragged, not lifted completely.



- When the bell rings - hard as it may seem - we leave the Nature Area and especially, clean our hands, ready for class.
- We care for the plants in the Nature Area.

WE OBEY THE SAFETY RULES. WE PLAY FAIR

If a student plays in an unsafe manner they are excluded from the Nature Area for a week.

Staff monitor this closely. If they do not adhere to their ban, students speak with the Principal and parents are informed.

Very few schools allow, let alone encourage, this type of play. It offers wonderful opportunities to learn important life-long skills, including being responsible.

NEWSLETTER

Each fortnight on Friday the school publishes a newsletter. The newsletter is an excellent source of information and gives insight into our school and broader community.

Bundanoon Public School has embraced a sustainable future program and parents are able to subscribe to receive, free of charge, the newsletter directly to their email address or download the file from the internet or onto their mobile.

This helps our students learn more about technology and how to protect the local environment by reducing landfills from empty toner cartridges and other waste.

NON-SMOKING ZONE

As of 18 July 1998, smoking is totally prohibited in all NSW Department of Education premises, including buildings and grounds.

OFFICE HOURS

Our office is open from 8:30am to 3:30pm.

ONLINE PAYMENTS

We have an online payment portal linked to the school website to make it easier for you to pay for school related payments. This is a secure payment page hosted by Westpac. Simply log onto the school site at <https://bundanoon-p.schools.nsw.gov.au/> click on 'Make a Payment' and follow the prompts to make a payment.

If using this option you **MUST** put your child's initial, name and class as the reference information so payment is made to the correct student eg J Smith, Year 1.

OUT OF BOUNDS AREAS

During playtime, the following areas are out of bounds:

- All classrooms without teacher supervision
- Teachers' car park area
- Students' bike area
- Under all buildings
- The school entrance driveways

Students are not permitted to leave the playground during the school day unless they are accompanied by their parent/carer and with the permission of the Principal.

PARENTS AND CITIZENS ASSOCIATION (P&C)

The P&C Association is a forum to discuss a diverse range of educational issues and is the representative body for all families and community members.



The association meets monthly on the second Tuesday evening in the school staffroom commencing at 7.00pm. The P&C works in partnership with the school. It greatly supports the school with fund raising activities and participates in making key decisions within the school.

Parents, as partners in education, are encouraged through the P&C to play an active role in the education of their children.

PARKING



Please do not double park your car or park across a driveway as this is very dangerous for our students.

Phillip Street offers a Drop Off and Pick Up Zone designed to allow a quick and safe pick-up/set down of children during very busy times at the beginning and end of the school day.

PHOTOGRAPHS

Each year a professional photographer is invited to our school to photograph each class group.

Envelopes from the photographer are sent home, detailing packages available and the deadline for return of payment.

QUESTIONS/CONCERNS

Please do not hesitate to ask about or discuss any concerns you may have. We are happy to support your child and your family in whatever way we can.

SCHOOL DEVELOPMENT DAYS

On the first day of Terms 1, 2 and 3 the school holds pupil free school development days for staff to undertake professional learning, plan and co-ordinate for the upcoming terms. There are two additional school development days on the final two days of Term 4.

SCHOOL DRIVE SUBSIDY

This is available to parents of all K-6 students who transport their students to and from school by car, provided the distance is 1.6 km or more straight-line distance OR at least 2.3km walking distance.

All information and applications are online at:

transport.nsw.gov.au/schooldrive

SPECIAL RELIGIOUS EDUCATION (SCRIPTURE) AND SPECIAL EDUCATION IN ETHICS

Our school offers Special Religious Education (SRE), scripture classes, with separate classes for Anglican and Catholic students. Arrangements vary according to availability of scripture teachers.

Special Education in Ethics is an option for students not attending SRE, depending upon availability of volunteers. It is a program in ethical decision making, action and reflection within a secular framework, based on a branch of philosophy.

Students who do not attend SRE or an Ethics class are supervised while completing meaningful activities.

STUDENT BANKING

The school acts as a collecting agency for the Commonwealth Bank. Bank books should be given to the classroom teacher before classes on Tuesdays.

School banking can only be offered with the assistance of parent helpers to process the bank books. If there are insufficient helpers we will be unable to continue this program.

SCHOOL LEADERS

At Bundanoon Public School, we encourage all our Year 6 students to take on leadership roles. They have responsibility for leading many school activities.

Our school is represented at official functions by our school captains.



UNIFORM

We are proud of our uniform and the manner in which our students wear it. It is a uniform suitable for every day, including physical education/sports activities.

Hair accessories should be simple and in keeping with the school colours. Jewellery should be minimal and earrings restricted to small studs or sleepers. NO makeup is to be worn to school. Long hair should be kept tied back.

In winter, a school beanie is available and gloves or scarves worn should be navy in colour.

A small amount of second hand clothing may be available depending on donations from families.

The uniform shop is open on Thursday mornings, from 8.45am until 9.30am. The method of payment is cash or cheque (cheques should be made out to Bundanoon Public School P&C). A uniform order form can be downloaded from the school's website.

An optional item of the Bundanoon Public School uniform is sunglasses which are provided by School Shades, a company specialising in protective eyewear for primary school students.

They are labelled Bundanoon Public School and colour matched to our uniform. They meet the highest Australian Standards AS/NZS 1067:2003.

Only these sunglasses purchased from the uniform shop may be worn to school by our students.

Girls Summer Uniform

- Gold, short-sleeved polo top with embroidered school emblem
- Navy culottes
- Summer dress (all girls are requested to have a dress for official occasions eg school photographs)
- Navy socks
- Black enclosed shoes
- School hat

Girls Winter Uniform

- Gold, long-sleeved polo top with embroidered school emblem
- Navy cargo pants
- Dress/navy culottes
- Navy V-neck sweatshirt
- Navy Dry and Cosy Jacket (weatherproof, polar fleeced lined)
- Long navy socks/navy tights
- Black enclosed shoes
- School hat or beanie (for cold weather)

Boys Summer Uniform

- Gold, short-sleeved polo top with embroidered school emblem
- Navy cargo shorts
- Navy socks
- Black enclosed shoes
- School hat

Boys Winter Uniform

- Gold, long-sleeved polo top with embroidered school emblem
- Navy cargo pants
- Navy V-neck sweatshirt
- Navy Dry and Cosy Jacket (weatherproof, polar fleeced lined)
- Navy socks
- Black enclosed shoes
- School hat or beanie (for very cold weather)

VISITING PERFORMANCES

From time to time performers are invited to present shows at our school. Only the shows which are of educational merit and present value for money are invited.



VOLUNTARY CONTRIBUTION

Over the years, parents have generously supported the school by making a small annual contribution which is used to purchase school resources that we would otherwise be unable to provide for your children.

VOLUNTEERS AND PARENTS VISITING THE SCHOOL

Volunteers who enter the school grounds need to sign a visitor's book at the school office and complete paperwork before commencing activities at the school.

Please call into the school office if you would like to enquire about volunteering at our school.



GUIDE TO EXCLUSION PERIODS FOR INFECTIOUS DISEASES

Conditions	Time from exposure to illness	Exclusion of cases
Chickenpox	2-3 Weeks	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children
Conjunctivitis	1-3 days	Exclude until discharge from eyes has ceased
Diarrhoea	Depends on cause	Exclude until there has not been a loose bowel motion for 24 hours
Glandular Fever	4-6 weeks	Exclude until well
Hand, Foot and Mouth Disease	3-7 days	Exclude until all blisters have dried
Head Lice	Time from infestation to eggs hatching usually 5-7 days	Exclude until all live lice And eggs have been removed
Hepatitis A	2-6 weeks	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness
Herpes (cold sores)	varies	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible
Impetigo (school sores)	1-3 days	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing
Influenza and Influenza like illnesses	1-3 days	Exclude until well (sneezing, coughing ceases)
Measles (including Rubella)	2-3 weeks	Exclude for at least 4 days after onset of rash
Mumps*	14-25 days	Exclude for 9 days or until swelling goes down (whichever is sooner)
Pertussis* (Whooping cough)	7-20 days	Exclude the child for 21 days after the onset of Cough, or until they have completed 5 days of a course of antibiotic treatment
Ringworm	varies	Exclude until the day after appropriate treatment has commenced
Scabies	1 day – 6 weeks	Exclude until the day after appropriate treatment has commenced
Worms	Several Weeks	Exclude until there has not been a loose bowel motion for 24 hours

Further information on infectious diseases can be found on the NSW Government Health site.

Positive Behaviour for Learning (PBL)

Positive Behaviour for Learning is an evidence-based whole school process to improve learning outcomes for all students. It involves explicitly teaching behaviours that we are wanting to see at Bundanoon. Bundanoon Public School began its implementation of PBL in 2016 and identified three key expectations of behaviour:

- **Safe - Respectful - Learners**

Students can earn Oakies for being Safe, Respectful Learners.

- 10 Oakies = Oak Tree Award
- 20 Oakies = Bronze Oak Tree Award
- 30 Oakies = Silver Oak Tree Award
- 40 Oakies = Gold Oak Tree Award
- 50 Oakies = Principal Oak Tree Award

Awards are presented at school assemblies. There is no time limit to achieve each award.

PBL is an ongoing part of the school's Wellbeing Policy. PBL provides a framework for the school and its community to collectively support the well-being of every student.

For further information on PBL please see the school website, under the Our School tab.

SCHOOL DISCIPLINE

The School Discipline Policy is in four parts:

- Strategies to promote good discipline and effective learning within the school
- Practices designed to recognise and reinforce student achievement
- Strategies for dealing with unacceptable behaviour
- School rules or discipline code.

Strategies to promote good discipline and effective learning within the school

The school will...

- Inform students and parents of their rights and responsibilities and encourage their use as a framework for understanding and developing a sense of responsibility to self and to the school community.
- Develop and teach a small number of easily understood rules which are fair, clear and consistently applied with recognition of appropriate

behaviour and consequences for inappropriate behaviour.

- Work in partnership with parents to encourage, teach and promote acceptable student behaviour.
- Provide an appropriate curriculum to meet the needs of students according to their interests, talents, developmental stages and capabilities.
- Support students with appropriate strategies to achieve success in learning and develop resilience to manage the competing demands of school life.
- Provide appropriate support as needed through additional assistance from the Learning and Support Teacher and School Counsellor.
- Promote a culture of lifelong learning by continuing to update and develop the knowledge and skills of staff through professional learning programs.
- Modelling of consistent and caring behaviour by staff.



Practices Designed to Recognise and Reinforce Student Achievement

Use of Merit Certificates and other school based awards:

- Merit certificates and Oakie awards are awarded at our school assemblies.
- Teachers encourage the children's classwork or behaviour deserving recognition in the classroom. Teachers acknowledge positive behaviour for learning through individual class management programs and Oakie Awards.
- Articles in the school newsletter acknowledging student achievement.

- Annual Presentation of Awards. These recognise and reward appropriate behaviour through extrinsic and intrinsic awards.
- Selection of students and student work to represent the school in competitions, exhibitions, community events.
- Students organise, present activities, share work and assume responsibilities vital to the culture and function of the school.



Strategies for dealing with unacceptable behaviour

Any actions that fall within the bounds of being a suspendible offence, as clearly stated in the Suspension and Expulsion Policy will be dealt with according to the guidelines.

An Anti-Teasing and Bullying Policy is in place which includes teaching anti-teasing strategies and a procedure to be followed if an incident or multiple incidents are reported.

Principal

Referral to the School Counsellor, outside agency intervention, and/or restricted access to school activities

may occur following Parent-Principal interviews.

Students are expected to behave safely and courteously on the way to and from school. The parents of students who do not meet these expectations will be notified.

SCHOOL COUNSELLOR

Our School Counsellor visits the school on Wednesdays, for a half or whole day a week. The counsellor is an integral part of the Learning Support Team through which referrals for student support are made. The School Counsellor assesses and counsels students whose behaviour, social or cognitive development is impacting on their learning.

If you wish your child to see the School Counsellor please make an appointment with your child's teacher or the Principal to discuss the matter first.

All information is treated in the strictest confidence. Family permission is always sought prior to a student's involvement in any psychometric assessments.



THE LEARNING ENVIRONMENT

ASSESSMENT AND REPORTING STUDENT PROGRESS

National Assessment Program (NAPLAN)

Years 3 and 5 participate in the nation-wide testing program in literacy and numeracy. The tests cover many aspects of literacy and numeracy. Each family is advised of their child's literacy and numeracy standards in relation to standards identified at State/Australia levels. At the same time, the test results, individually and collectively, provide valuable information for the school. This testing occurs in May of each year.

Best Start

When children enter Kindergarten, they are assessed on their prior knowledge, skill and understanding that they bring to school, in the areas of literacy and numeracy. Teachers use this valuable information to develop quality teaching and learning programs for each student which will enhance learning through the early years of schooling. Parents are given a report with practical advice and information about how they can best support their child's early literacy and numeracy development and reinforce at home what is being taught at school.

L3 (Language, Learning and Literacy)

L3 is a research-based, cost-effective Kindergarten classroom intervention, targeting reading, writing and language development through systematic and explicit teaching. Its goal is to provide our Kindergarten students with the best foundations possible in Literacy.

Bundanoon Public School's literacy results have been outstanding in the six years L3 has been implemented in our school.

AUSTRALIAN NATIONAL CURRICULUM

Primary schools in NSW follow the new NSW Australian Curriculum. It is based on stages of learning. Each stage is approximately equivalent to two school years. For each learning stage there are skills, knowledge and a level of understanding that each student should develop.

Stages

Early Stage 1 refers to Kindergarten
Stage 1 includes Years 1 and 2
Stage 2 includes Years 3 and 4
Stage 3 includes Years 5 and 6

CURRICULUM

Primary learning includes whole-class, group and individual activities designed to develop an inquiring mind

and teach learning skills needed for schooling and later life.

Literacy and numeracy are the building blocks of learning and that is why English and Mathematics take up half of students' learning time in primary school.

Kindergarten to Year 6 focuses on six key learning areas (KLAs):

- English
- Mathematics
- Science and Technology
- HSIE
- Creative Arts
- Personal Development, Health and Physical Education

GIFTED AND TALENTED

To encourage students to explore and develop their talents, we provide a range of enrichment opportunities.

These programs may be delivered as whole class, whole grade, individually or in small group settings. Students with exceptional ability in a single subject may also be offered an accelerated program to enhance that interest.

Opportunities are also provided to participate in a wide range of activities in school and in the community, including musical, sporting, debating, writing, poetry and chess/draughts events.



LEARNING AND SUPPORT

Students experiencing difficulties within learning in regular classes, regardless of the cause, are supported through Learning and Support. It includes support for students with significant learning difficulties, mild intellectual disabilities, language disorders and behaviour needs.

Students do not need a formal disability diagnosis to access support through these resources, including students with autism spectrum disorders or mental health disorders who have lower level needs.

Learning and Support Teacher

Learning and Support Teachers have a role within whole school initiatives to improve outcomes for students with additional learning and support needs. They work closely with classroom teachers, students and parents to provide targeted learning support.

The school currently receives the services of a **Learning and Support Teacher (LAST)** for 2 days each week (this may vary depending on staffing provided by the NSW Department of Education). Students may be referred to the support teacher by their class teacher through the school's Learning Support Team. Parents can raise concerns with class teachers to complete a referral for their child.

Staff assist, identify and address learning difficulties at the earliest possible stage. Parent and community volunteers may be used to provide extra reading practice and learning opportunities for students identified by teachers as needing further assistance.

LIBRARY

The library is an important learning resource centre at Bundanoon Public School. Our teacher librarian works with classroom teachers to plan and teach lessons that complement the students' classroom programs.



Our teacher librarian takes classes on Tuesday and Wednesday. Students are requested to bring a library bag for borrowing.

Students have the responsibility for borrowing and returning their own library books. Students are

encouraged to participate in and complete the Premiers' Reading Challenge every year. Students use computer technology as an integral part of learning information skills in the library program. eBooks can be borrowed online - see the School Website for more information.

REPORTS AND INTERVIEWS

Teachers are continually evaluating student progress and development. Parents are informed of their child's progress through the following:

Twice each year (at the end of Terms 2 and 4), academic student reports are sent to families. The report contains information that describes student achievement in terms of syllabus outcomes/indicators of learning and information about the child's personal and social development.

Parent-Teachers interviews are held in Term 3 each year. Interviews are organised by appointment with the teacher. In addition, families may contact the class teacher at any time during the year to discuss their child's progress and either the teacher or family member may request an interview if needed.

If you have a concern please discuss it with your child's teacher, and with the School Executive or the Principal, if you have an ongoing concern.

SPORT

Houses

Students are divided into three houses for sporting fixtures. They are:

- Boronia - **Pink**
- Wattle - **Yellow**
- Waratah - **Red**

At the beginning of each year house captains and vice captains are elected by the members of each house. Students are encouraged to support their house and participate in house activities.



TECHNOLOGY

At Bundanoon Public School we acknowledge that technology is part of the prescribed Australian Curriculum and also plays a large part in students everyday lives. It should therefore be an integral part of their learning. Students, teachers and parents all play an integral role in the responsible use of technology.

PERFORMING AND VISUAL ARTS

Bundanoon Public School is fortunate to have many talented teachers to help the students develop their creativity and self-expression.

Annual Concert

Each year we hold a school concert to celebrate the creative talents of our students.



Art

Our students have the opportunity to show their artistic abilities in class displays, on the school website and through publication in the school newsletter.

Classes each have a turn at displaying examples of their art in the office foyer.

Many student art works are displayed throughout the school to be enjoyed by everyone.



SPECIAL PROGRAMS

EXTERNAL COMPETITION OPPORTUNITIES

ICAS competitions

The International Competitions and Assessments for Schools (ICAS) are independent skills-based assessments with a competition element. Our students have the opportunity to sit examinations in the subject areas of Computer Skills, English, Mathematics, Science, Spelling and Writing.

All participants receive a certificate for participating as well as certificates for students receiving a credit, distinction or a high distinction. ICAS ordering and payment is completed online.

Enrichment Program

Our talented students are provided with additional opportunities to participate in Enrichment Days which are offered once a term.

Gifted and Talented students in Years 5 and 6 have the opportunity to participate in an Academically Gifted class, one day per week at Moss Vale Public School.

MUSIC PROGRAMS

Band

In 2015 a Training Band was established with 40 students in Years 3 - 6 nominating to be a band member. The program is run by Bandemonium, an experienced, well qualified local group who work with other primary and secondary schools as well as Bundanoon School.

Students receive a half hour weekly tutorial for their instrument and a weekly tuition fee for the Friday lesson and whole band session.

Choir

Bundanoon Public School has a choir for students in Years 2 - 6, run by an experienced choral leader. This is provided free of charge for students who wish to take up this opportunity. The students learn singing skills and performance pieces and perform at local events throughout the year.

String Ensemble

Interested students are able to hire instruments and receive tuition in violin or viola, from an experienced tutor at reasonable prices. Students also have the opportunity to perform in the string ensemble.



SPORT OPPORTUNITIES IN SCHOOL

Each year athletics, swimming, and cross-country carnivals are conducted and all students are encouraged to participate. Those students who are successful in the school competition can represent the school at the district, regional and state level carnivals.

Students must be eight years or older to participate in these carnivals.

Students are also involved in different sports clinics, gymnastics classes, and aerobics or dance sessions. Our emphasis always is on skill development, sportsmanship and enjoyment.

Special Swimming Scheme

A 10-day special swimming program is offered to Year 2 students and those in older grades who have poor or minimal safe swimming skills.

Sport Gala Days

Our school participates in soccer and league tag gala days against other local schools. These days are centred around fun and participation only and are enjoyed by our students.



School Working Bees



OTHER ACTIVITIES

ANZAC Day



Brigadoon





SchoolEnews

1. WHAT IS SCHOOL ENEWS?

Bundanoon Public School uses the School Enews app to send out alerts, documents, emails and website links when required.

This form of communication is an important part of our school community and informs you of upcoming events, excursions and general day to day activities within our school.

This app is connected to the school's calendar and our parent portal for student payments on our website.

2. HOW TO INSTALL SCHOOL ENEWS

- a. iPhone & iPad: Open the App Store on your device, search for School Enews.
- b. Android: Open the Play Store on your device, search for School Enews.
- c. Windows Phone and Windows devices search for School Enews.

Open it once it has downloaded. Then:

- Open the app on your device.
- Select Bundanoon Public School.



- Inside the app, press the settings icon (cog).
- Turn on the lists / groups that are important to you (and turn off the others).
- Check push alerts are turned on.
- Press 'Done' or 'Save'.

Note: The next time we send a message, you should get an alert. If not, please contact the school office.

3. EMAIL SUBSCRIPTION

Go to our school's website address in Google:

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

Find the link on the above website to subscribe to receive email updates.

4. SCHOOL WEBSITE

All newsletters, notes and alerts sent via School Enews are also displayed on our website. Go to our school's website address in Google/Safari.

<https://bundanoon-p.schools.nsw.gov.au/newsletters-and-notes.html>

Note: This page automatically updates the school websites when a message is sent via School Enews.



Did You Know That You Can Make Payments To Your Child's School Online?

We have an online payment portal linked to our school's website to make it easier for you to pay for school related payments. This is a secure payment page hosted by Westpac.

What Expenses can be paid online?

- Voluntary School Contributions
- Subject Contributions
- Excursions
- Sport
- Creative and Performing Arts
- Sales to Students
- Other

How?

Log onto the school website: <https://bundanoon-p.schools.nsw.gov.au/>
Click on **Make a Payment** and follow the prompts to pay via Visa or MasterCard.

Too sick for school?



Generally if your child feels unwell, keep them home from school and consult your doctor. This chart and the information it contains is not intended to take the place of a consultation with your doctor.

Bronchitis	Symptoms are coughing, a runny nose, sore throat and mild fever. The cough is often dry at first, becoming moist after a couple of days. There may be a slight wheeze and shortness of breath. A higher fever (typically above 39°C) may indicate pneumonia.	 ... until they are feeling better. Antibiotics may be needed.
Chickenpox (Varicella)	Slight fever, runny nose, and a rash that begins as raised pink spots that blister and scab.	 ... for 5 days from the onset of the rash and the blisters have dried.
Conjunctivitis	The eye feels 'scratchy', is red and may water. Lids may stick together on waking.	 ... while there is discharge from the eye unless a doctor has diagnosed a non-infectious cause.
Diarrhoea (no organism identified)	Two or more consecutive bowel motions that are looser and more frequent than normal and possibly stomach cramps.	 ... for at least 24 hours after diarrhoea stops.
Fever	A temperature of 38.5°C or more in older infants and children.	 ... until temperature is normal.
Gastroenteritis	A combination of frequent loose or watery stools (diarrhoea), vomiting, fever, stomach cramps, headaches.	 ... for at least 24 hours after diarrhoea and/or vomiting stops.
German measles (Rubella)	Often mild or no symptoms: mild fever, runny nose, swollen nodes, pink blotchy rash that lasts a short time.	 ... for at least 4 days after the rash appears.
Glandular Fever (Mononucleosis, EBV infection)	Symptoms include fever, headache, sore throat, tiredness, swollen nodes.	 ... unless they're feeling unwell.
Hand, Foot and Mouth Disease (HFMD)	Generally a mild illness caused by a virus, perhaps with a fever, blisters around the mouth, on the hands and feet, and perhaps the nappy area in babies.	 ... until all blisters have dried.
Hayfever (Allergic rhinitis) caused by allergy to pollen (from grasses, flowers and trees), dust mites, animal fur or hair, mould spores, cigarette smoke	Sneezing, a blocked or runny nose (rhinitis), itchy eyes, nose and throat, headaches.	 ... unless they feel unwell or are taking a medication which makes them sleepy.
Head lice or nits* (Pediculosis)	Itchy scalp, white specks stuck near the base of the hairs; lice may be found on the scalp.	 ... while continuing to treat head lice each night. Tell the school.

Hepatitis A	Often none in young children; sudden onset of fever, loss of appetite, nausea, vomiting, jaundice (yellowing of skin and eyes), dark urine, pale stools.	 ... for 2 weeks after first symptoms (or 1 week after onset of jaundice). Contact your doctor before returning to school.
Hepatitis B	Often no symptoms in young children. When they do occur, they can include fever, loss of appetite, nausea, vomiting, jaundice (yellowing of skin and eyes), dark urine.	 ... if they have symptoms. Contact your doctor before returning to school.  ... if they have a chronic infection (not the first outbreak) and no symptoms.
Impetigo (School sores)	Small red spots change into blisters that fill up with pus and become crusted; usually on the face, hands or scalp.	 ... until antibiotic treatment starts. Sores should be covered with watertight dressings.
Influenza	Sudden onset fever, runny nose, sore throat, cough, muscle aches and headaches.	 ... until well.
Measles	Fever, tiredness, runny nose, cough and sore red eyes for a few days followed by a red blotchy rash that starts on the face and spreads down the body and lasts 4 to 7 days.	 ... for at least 4 days after the rash appears.
Meningococcal Disease	Sudden onset of fever and a combination of headache, neck, stiffness, nausea, vomiting, drowsiness or rash.	Seek medical attention immediately. Patient will need hospital treatment. Close contacts receive antibiotics.
Molluscum Contagiosum	Multiple small lumps (2–5mm) on the skin that are smooth, firm and round, with dimples in the middle. In children, occur mostly on the face, trunk, upper arms and legs. Symptoms can last 6 months to 2 years.	
Mumps	Fever, swollen and tender glands around the jaw.	 ... for 9 days after onset of swelling.
Ringworm* (tinea corporis)	Small scaly patch on the skin surrounded by a pink ring.	 ... for 24 hours after fungal treatment has begun.
Runny nose or common cold		 ... unless there are other symptoms such as fever, sore throat, cough, rash or headache. Check with school.
Scabies*	Itchy skin, worse at night. Worse around wrists, armpits, buttocks, groin and between fingers and toes.	 ... until 24 hours after treatment has begun.
Shigella	Diarrhoea (which may contain blood, mucus and pus), fever, stomach cramps, nausea and vomiting.	 ... until there has not been a loose bowel motion for 24 hours. Antibiotics may be needed.
Slapped Cheek Syndrome (Parvovirus B19 infection, fifth disease, erythema infectiosum)	Mild fever, red cheeks, itchy lace-like rash, and possibly cough, sore throat or runny nose.	 ... as it is most infectious before the rash appears.
Whooping Cough (Pertussis)	Starts with a running nose, followed by persistent cough that comes in bouts. Bouts maybe followed by vomiting and a whooping sound as the child gasps for air.	 ... until the first 5 days of an antibiotic course has been completed. Unimmunised siblings may need to stay home too until treated with an antibiotic.
Worms (Threadworms, pinworms)	The main sign of threadworms is an itchy bottom. Sometimes children feel 'out of sorts' and do not want to eat much. They may also have trouble sleeping, due to itching at night.	 ... and tell the school as other parents will need to know to check their kids.

*It is important that the rest of the family is checked for head lice, scabies and ringworm





Our New Canteen Ordering System is here!

Bundanoon Public School is constantly on the lookout for new ways to make your interactions with school more convenient. That's why we've engaged with Flexischools, Australia's leading school payment system, to provide a new cashless way for you to pay for school services.

Order and pay for a range of school services online with Flexischools online ordering...

Flexischools is the fast, convenient and secure way to order and pay for canteen – 'Snack Shack' orders from home or on your mobile. Flexischools makes our school service [s] available to you 24/7.

- Parents set up a Flexischools account online and pre-load the account with funds.
- Parents can view their orders online and can set a daily spending limit.
- Parents can use the funds in their account to order and pay for a range of services online

Get Started with Flexischools

Set up an account for online ordering...

You can set up an account online — it only takes a minute.

1. Register for Flexischools by visiting www.flexischools.com.au. Add your student, their school and form class to get started.
2. Top-Up your account via Visa, Mastercard, PayPal or direct deposit.
3. Make an order by selecting from the range of options made available by your school and proceed to make payment for the order listed in your order pad.
4. Review Orders by logging back in to your Flexischools account. You can set recurring orders, view transaction history or cancel orders via your Flexischools login.

What does it cost?

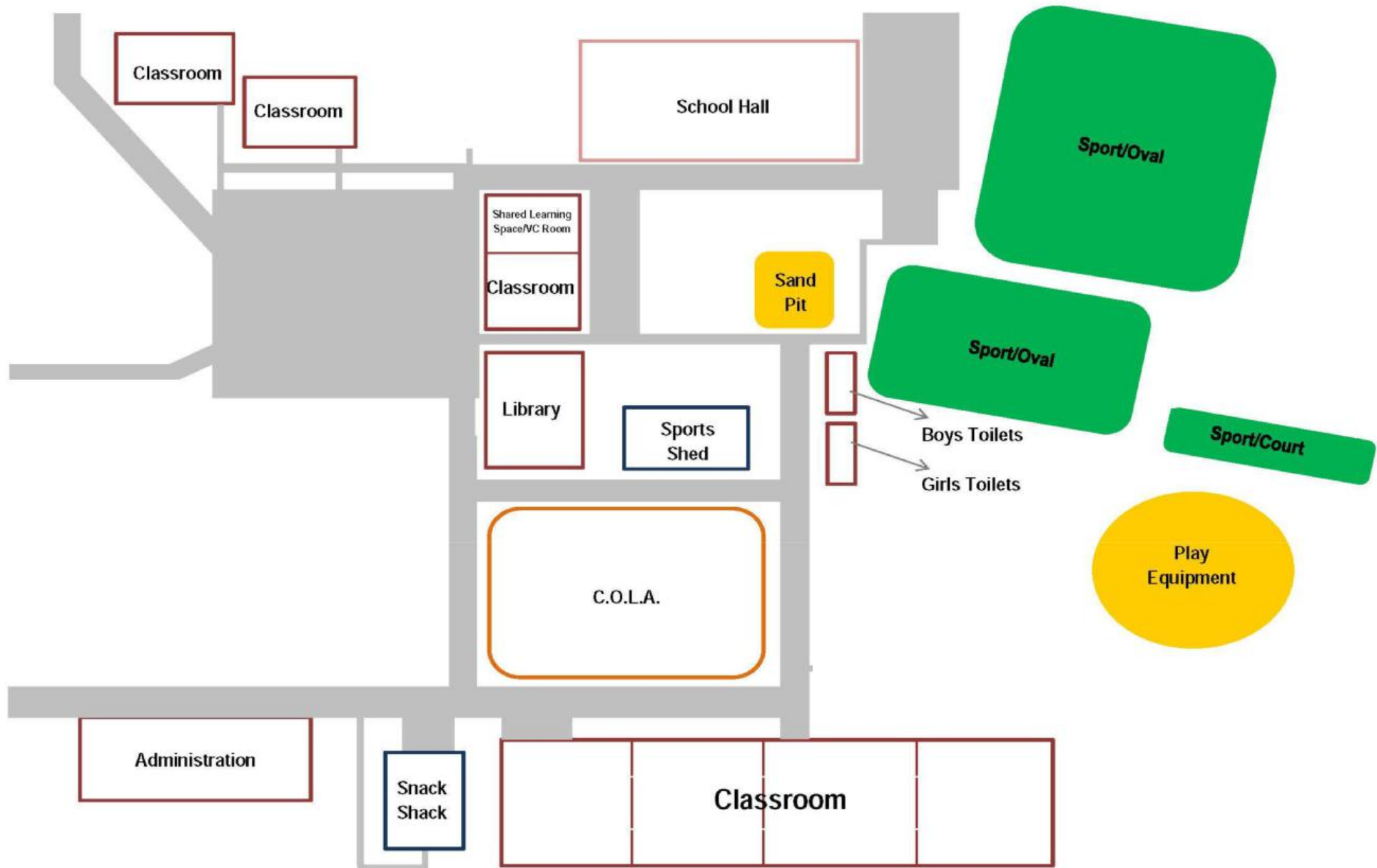
Online Canteen Ordering Fee - \$0.29 per canteen order

Account Top-Up Fees -

Direct Deposit (2-3 days) - Free

Credit Card/PayPal Surcharge (immediate) \$0.15 + 1%

SCHOOL MAP



SCHOOL CONTACT DETAILS

Address: 14 Church Street
PO Box 66
BUNDANOON NSW 2578

Phone: (02) 4883 6192

Fax: (02) 4883 6799

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

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



Find us on Facebook – search for **@BundanoonPS**