**SUNSHINE BAY**

**PUBLIC SCHOOL**

**(est. 1985)**



***“We Will Shine”***

**INFORMATION FOR FAMILIES**

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**PRINCIPAL’S**

**MESSAGE**

**WELCOME TO SUNSHINE BAY PUBLIC SCHOOL**

Sunshine Bay Public School has an enrolment of over 300 students enrolled in 13 classes and one support class. Sunshine Bay is a friendly, caring school and we try to emphasise this aspect of our philosophy at every opportunity.

Effective welfare programs ensure that all children are treated in a fair and consistent manner. Desired behaviours are recognised and structures are in place to deal effectively with undesirable behaviours.

Teaching and learning programs are aimed at providing the best possible opportunities across all Key Learning Areas.

We are all very proud of our school and we hope that you too, will share this with us. Please ask your child’s teacher how you may become involved.

With best wishes

**Mrs Maree Dielman**

**PRINCIPAL**

**SUNSHINE BAY PUBLIC SCHOOL**

**PARENTS AND CITIZENS’ ASSOCIATION INCORPORATION**

Dear Parents / Carers

On behalf of the schools P&C, I would like to welcome you to our school community and invite you to be involved in our school, gain valuable information about our school, its organisation and programs, and also to make a contribution into these matters.

P&C Association meetings are held every month. They are an excellent opportunity to find out what wonderful things are happening at our school as well as meeting other parents and discussing any issues of interest or concern.

The P & C operate a pre-loved clothing outlet two mornings a week. We stock most of your uniform needs some items are in near new condition. All clothing items are $2 each. We also stock the school hats. These are a new product and sell for $15. The uniform shop is open Tuesdays and Thursdays 8.30 – 9am.

The P&C could not function without volunteers, so come along whenever you can, be involved, support your child, their school and the P&C in providing our children with the best education and learning environment we can. Your help is greatly appreciated.

We look forward to welcoming you.

Ms Sasha Peard

P&C Association

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**SUNSHINE BAY PUBLIC SCHOOL**

**432 Beach Road BATEHAVEN NSW 2536**

**Telephone: 4472 6522**

**Fax: 4472 6587**

**Website: sunshineba-p.schools.nsw.gov.au**

**Principal:** Mrs Maree Dielman

**Assistant Principals:**  Mrs Tracey Bennett *Instructional Leader*

Mr Bruce Coulthard *Welfare & Support*

Mrs Lyndall Jackson

Miss Laura Bennetts

**2019 TEACHERS**

Mrs Leigh Allen

Miss Laura Bennetts

Mrs Ursula Brown

Ms Sharon Clark

Mrs Kate de Celis

Mrs Holly Hatcher

Mrs Lyndall Jackson

Mr Eric Lloyd

Mrs Jan Lloyd

Mrs Sue Lloyd

Mrs Candace Parnell

Miss Marnie Thompson

Mrs Carly Tunnecliffe

Mrs Jan Turner-Smith

Miss Katrina Wales

Mr Steve Wall

Ms Jo Weber

Mrs Barbie Bruce Librarian

Mrs Elisabeth Ison Support

Mrs Sharon Brennan RFF

Ms Jeanette Cullen RFF

**SCHOOL ASSISTANTS**

Ms Jenny Brennan School Administration Manager

Ms Sue Wisbey School Administration Officer

Mrs Christine McCaul School Administration Officer

Mrs Wendy Watson School Learning Support Officer

Mr Greg Parish General Assistant

**SCHOOL COUNSELLOR**

Mrs Amanda Hall

Appointments may be made through Mr Bruce Coulthard

**RLG DIRECTOR – PUBLIC SCHOOLS**

Mr Greg McDonald

Batemans Bay Office

Suite 15a Citi Arcade

Orient Street

BATEMANS BAY N.S.W 2536

Tel: 4475 3300

Fax: 4475 3340

SMOKING IS TOTALLY PROHIBITED ON SCHOOL PREMISES.

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**THE SCHOOL PURPOSE**

SUNSHINE BAY PUBLIC SCHOOL

IS COMMITTED TO:

PROMOTING THE OPTIMUM

EDUCATIONAL DEVELOPMENT OF EVERY CHILD

AS A SPECIAL INDIVIDUAL WITH DIFFERENT NEEDS,

PROVIDING THE BASIC SKILLS REQUIRED TO

REALISE FULL POTENTIAL

.....................................

PROVIDING A SECURE, HAPPY LEARNING ENVIRONMENT

IN WHICH EVERYONE FEELS A SENSE OF BELONGING

.....................................

PRESENTING A WIDE RANGE

OF INTERESTING AND MEANINGFUL EXPERIENCES

AND ACTIVITIES AIMED AT:

DEVELOPING LIVING SKILLS, AND

DEVELOPING INTERACTION, CO-OPERATION, TOLERANCE AND SELF-DISCIPLINE

...................................

INVOLVING PARENTS IN THE CHILDREN'S LEARNING,

KEEPING THEM INFORMED, AND

ENCOURAGING THEM TO BE PARTNERS

IN THE LEARNING PROCESS

**SCHOOL UNIFORM and GENERAL STANDARDS OF APPEARANCE**

**Policy**

The school community supports the wearing of the school’s uniform by students at school and in the course of school activities. Details of the school’s uniform policy are attached. The school community has decided on the standards contained in this policy and expects the **Principal to be ultimately responsible for ensuring that students comply with these requirements.**

The setting of sensible standards of acceptable dress and good grooming are especially important when students are participating in excursions, or are otherwise representing their school.

It is the responsibility of the Principal to ensure that this information is conveyed to all parents and students. Parents will be made aware that failure to meet these standards will involve action which may include:

• disciplinary action in accordance with the school’s discipline policies

• exclusion from participating in excursions, sports visits and other representative events

• to not wear inappropriate or unsafe jewellery, clothing or clothing with markings that are not suitable for display to the general school community.

**Hair**

It is expected all students are to be well groomed and to keep their hair clean and tidy.

**Hair Dyeing**

Natural hair colouring is acceptable, providing a combination of two or more colours is not used. Non natural hair colouring is not acceptable. eg green, pink , blue, etc. or streaking using colours.

Non-permanent hair colouring may be permitted on special occasions as determined by the school. eg a disco.

**Hairstyles**

Hairstyles that are deemed to be “way out” are not acceptable. eg Mohawk style, checkerboard patterning, lettering or other noticeably exaggerated “fad” styles. Hair accessories are limited to unobtrusive adornments. eg bands, scrunchies/elastics, clips and ribbons, in school colours.

**Jewellery**

No body piercing other than a maximum of two studs or sleepers per ear is acceptable. Studs and sleepers may need to be removed in order to participate in some sporting activities. Safety requirements dictate that bangles, bracelets, earrings (other than studs or sleepers), necklaces, rings etc. are not permitted to be worn at school. Students will/may be requested to remove unsafe jewellery and the articles would be kept in a safe place until the end of the school day. The retrieval of said items is the responsibility of the student.

**Makeup**

Make up is not permitted apart from those times where it is used in the context of a special performance. eg a dance or drama performance. Only clear nail polish may be worn. Tints and colours are not acceptable and will be asked to be removed before return to school. Nails are to be kept at a length that will not cause injury to others and students may be asked to cut their nails if they are deemed too long.

**Tattoos**

Temporary tattoos are required to be covered at all times.

**Hats and Clothing**

In addition to the uniform policy it is to be noted that clothing or hats bearing offensive pictures or wordings are not suitable and children will be asked not to wear such articles.

Hat Policy

All schools are expected to have a Sun Safe policy. This policy ensures our students are protected from harm, particularly during the hotter months.

It has been determined by the P & C and staff that the broad brimmed hats offer the greatest amount of protection and is to be the style that this school adopts as a mandatory part of our uniform.

The hats come in four sizes and are available from the uniform shop.

Where a student has religious or cultural or other reasons to deviate from the above policy they may make written application for exemption in part to the Principal.

**School Uniform**

Please ensure that your child wears school uniform as below and that **all** **items of clothing are clearly marked with your child's name**. Every item of *"found"* clothing so marked will be returned promptly to your child but, unmarked items will be held for a time and then transferred to the school's uniform pool or given to local charitable organisations.

**SUMMER: Terms 1 & 4**

**BOYS:** Dark green shorts and gold polo shirt. Green school hat *wide-Brimmed style.*

*Preferred minimum sun hat that offers appropriate protection as detailed in the sun safe policy.*

**GIRLS:** School dress - school print and pattern **or** school shorts to be worn with a gold polo shirt

Green school hat wide-brimmed style.

**WINTER: Terms 2 & 3**

**BOYS:** Green tracksuit with gold polo shirt

**GIRLS:** Green tracksuit with a gold polo shirt **or** Plain dark green culottes with a gold polo shirt.

**FOOTWEAR**

Black school shoes or white sports shoes (black when representing the school).

White or grey socks that show above the ankle.

**SCHOOL JUMPER**

The school jumper is part of the school tracksuit and can be worn separately with the summer uniform.

**SPORT**

**GATENBY** - Green

**LASSAU** - Red

**PARKER -** Yellow

**WRAY** - Blue

**BOYS:** Green shorts with house colour T-shirt.

**GIRLS:** Green shorts with house colour T-shirt

*For children riding their bikes to school an* ***approved*** *Safety**Helmet is an obligatory part of school uniform, therefore* ***must be worn****.*

This policy should be read in conjunction with the following documents;

Core Rules – Discipline in NSW Public Schools

School Uniforms in NSW Government Schools

NSW DoE School Uniform Policy 18/8/2004

**SCHOOL TIMES AND SUPERVISION OF STUDENTS**

**KINDERGARTEN** 9:00am - 2:45pm.

For the first two weeks parents are requested to collect their children from the classroom at 2.45pm. After this, unless otherwise required, children will be dismissed as per normal school routine.

**YEARS 1 to 6** 9:00am - 2:45pm.

**BELL TIMES** 8:20am – Start of Supervision

9:00am - Bell for morning assembly

11:00am - 11:40am – 1st Lunch

1.00pm - 1:40pm - Lunch

2:45pm - Bell for afternoon dismissal.

*Please note: in order to ensure the safety and wellbeing of our children who need to arrive early, I must ask parents not to enter the school grounds before 8:20am at which time staff commence direct supervision. Where special circumstances exist, a variation to this rule may be requested.*

*Similarly official supervision of students is not provided after 3:00pm so all children are expected to leave the school premises immediately after dismissal each day.*

**BEFORE AND AFTER SCHOOL**

The following procedures allow for the organised, orderly and **SAFE** dismissalof the children from the school grounds as well as their safety before school begins each day. *We sincerely request that these procedures are carefully read and* ***STRICTLY*** *adhered to at all times:*

**1**. No student is to be dropped off nor collected from the staff car park, unless parent has a disability transport parking sticker. In this case they need to park in the designated position.

**2.** **THE BUS BAYS ARE FOR BUSES ONLY -** *24 hours a day***,** but especially reserved for school buses before, during and after school hours. Private vehicles are **NOT** to use this area at any time. A heavy fine may be incurred.

**3.** There are **NO STOPPING SIGNS** either side of the **SCHOOL CROSSINGS** please observe these signs at all times. **"NO STOPPING"** *means just that, not even for a few seconds* to let your children get out of the car. Because of the curves in the road near the school, a clear view of the approaches to the crossings are not possible if cars are stopped there.

**4.** **CHILDREN BROUGHT TO SCHOOL BY PRIVATE VEHICLE**

Parents are requested to allow their children to get out on the WESTERN SIDE of the road (school side) and well to the NORTH of the bus bay and school entrances (near the Northern Car Park Area).

Alternatively, children may be deposited in Sunshine Bay Road, but well to the west of the Bus Stop.

*Please do not pull up anywhere near the buses*.

**5. CHILDREN COLLECTED FROM SCHOOL BY PRIVATE VEHICLE** will be taken by a teacher on duty to the Northern or Southern gates**.** Please get out of your car and wait at the end of the pathway. During wet weather, children will wait in the covered area outside the assembly hall.

Children ***not*** collected by 3:00pm will be brought back to wait at the front office*,* and parents are asked to walk down and collect them from there. It is important for parents to be punctual when collecting their children, especially the younger ones, as they become terribly upset when all the children have gone and they are left behind.

**6. WALKERS**

Walkers from the Northern Gate/Car Park and the Southern Gate will assemble on the back undercover assembly area. These children will then be walked to the gate for dismissal by a staff member.

**7. BIKE/SCOOTER RIDERS**

Bike riders must leave their bikes in the racks alongside the assembly hall. At dismissal time they must wait beside their bikes/scooters for the duty teacher to dismiss them.

Teachers on duty will allow bike riders to:

• Walk their bikes away from all children to a safe area then exit the school grounds via the Northern or Southern gate.

• Bike riders must wear an approved helmet, and must obey the safety rules at all times.

**8. BUS TRAVELLERS**

Assemble either on the grassed area at the front of the school or in a designated place within the courtyard area. If it is raining assembly is in the courtyard area in bus lines. As buses arrive a teacher will supervise the bus loading. Students will be supervised pending the arrival of the buses.

**9. VARIATIONS**

Younger children changing routine should be given a note to assist teachers.

**BUSES**

Free bus transport is provided for all students who live outside a *2 kilometre radius of the school and for ALL infants children enrolled in Grades K-2 regardless of distance*. Conveyance subsidy is available on application for parents who live more than 1.6 kilometres from the nearest bus stop. You need to apply on line for a bus pass at transportnsw.info/school-students. Flyers with this information are available from the office.

We have timetables available in the office, requests for further information should be directed to PRIORS BUS SERVICE, on Tel. 4472 4040.

Please instruct your children to conduct themselves in an orderly fashion and obey immediately any request of the driver or bus prefects.

All children must stay in their seats and all safety rules must be obeyed at all times.

Although the school will assist in solving discipline problems on buses, student behaviour is the responsibility of parents, and serious problems will be referred to parents by the bus proprietor, who has the right to exclude children from bus travel at any time.

**ROAD SAFETY EDUCATION**

Sunshine Bay Public provides road safety education programs. The issues of pedestrian safety, bicycle safety, passenger safety and driver education are addressed as part of Personal Development, Health and Physical Education programs from Kindergarten to Year 6. Parents, as carers and role models for their children can reinforce positive road safety behaviour.

**NEW ENROLMENTS**

Regulations relating to enrolments for Kindergarten mean that all children living within the School Feeder Area and who will *turn five years of age before 1 August in any year*, may enrol in Kindergarten at the beginning of that school year.

Kindergarten enrolments are taken during the year preceding the student’s commencement in Kindergarten. During Term 4, orientations meeting are held for the parents of new Kindergarten students and also for the students themselves.

Enrolment forms can be obtained from the school office.

Parents should ensure that their children are *fully immunised* *against childhood and other diseases*, according to the Health Commission immunisation programme, *BEFORE* enrolment time. *Proof of immunisation (Medicare Immunisation History Statement) will be required before enrolment is finalised***.**

**PROOF OF AGE**

New Kindergarten enrolment applications, or those for children enrolling from a school outside the New South Wales School system *(interstate or from catholic or other private schools)* must be accompanied by **a copy of a birth certificate.**

**TRANSFERRING FROM SUNSHINE BAY TO ANOTHER SCHOOL**

It is*IMPERATIVE*that you notify the officeat schoolBEFOREyou intend to transfer your child to another school. We have to check rolls, class list, library list, etc, and, for legal reasons, must notify the receiving school *BEFORE* your child transfers. Records and reports have to be sent as soon as possible to the receiving school.

**CHANGE OF ADDRESS**

Please notify the school office by phone or by a short note immediately upon changing your address, telephone number, or any other important information about your family. This is *VERY IMPORTANT*, as we must have correct information at all times for obvious safety and legal reasons.

**MEDICAL**

The school is regularly visited by officers of the Health Commission. Children are seen only by special request of parents or teachers, and only with parental permission.

**MEDICATION AT SCHOOL**

Parents of students with conditions which require regular medication should ensure that the school is aware of the child’s condition. *The school must be informed of students bringing medication to school so that it can be locked away in the medicine cabinet.* Special parental permission forms must be provided,these can be collected from the front office.

**SCHOOL CANTEEN**

The school canteen is currently closed.

**BREAKFAST CLUB**

Breakfast club operates Tuesdays and Thursdays from 8.25am to 9.00am.

**BREAKFAST CLUB HELPERS**

Anyone who is able to assist by volunteering at Breakfast Club *(only one day a term if you wish)* can contact Mr Bruce Coulthard Tel. 4472 6522**.**

**SCHOOL BANKING**

Children's school banking operates through the Commonwealth Bank. New accounts may be opened by completing the appropriate form available from the Batemans Bay branch, or by writing a letter to the bank indicating your wishes and handing it in at the school office.

Banking is conducted on Tuesdays. Deposit books are to be handed into the office by Tuesday morning and processed at the school by our P & C before recess each Tuesday.

**RELIGIOUS INSTRUCTION**

Non-denominational class lessons are conducted by lay persons. Parents who do *NOT* want their child to attend should indicate their wishes in writing.

**LIBRARY**

All children have borrowing access to the School Library. *Infants children* must have a cloth library bag to help protect books. The Library is open at 1.20 pm on Tuesday and Wednesday and Thursday for borrowing and reading. Classes are allocated a Library lesson time each week. In addition, the Library is available to the classes for research and study purposes each week as the teachers require.

**SWIMMING**

It is the school's aim to ensure that *ALL* children in the school learn to swim confidently. Parents of young children are urged to utilise the *Vacation Swimming Scheme* which is conducted by the Department of Sport and Recreation in the Summer Vacation.

**SUN SAFETY**

Sunshine Bay Public School has a Sun Safety program and has introduced strategies to ensure students are aware of, and protected from, the damaging effects of the sun. *The new broad brimmed school hat is mandatory for all outdoor activities. We encourage our students to wear hats in the playground and use shady areas during the day*.

**EXCURSION PROGRAM**

Educational excursions occur at various times during the school year and parents are advised at the appropriate times of the details of each excursion. It is policy each year for all students to be involved in an excursion of some kind, ranging from walking and half-day bus excursions in Kindergarten, to five-day four nightexcursions in Year 6.

The primary excursions are designed to study at first hand, some aspect of the HSIE Curriculum for that grade for that year, and to emphasise the social, personal, self-awareness and self-esteem aspects of the child's development.

An attempt is made to keep the cost of the excursions as low as possible and to space out the excursions over the year. Unfortunately however, some months of the year are not really suitable for overnight excursions weather wise and for reasons related to the school calendar of events.

**VISITING PERFORMANCES**

As a means of adding to the cultural experiences of the children, visiting performers are invited to give performances in the assembly hall. Generally these are limited to one performance per semester unless something exceptional is offered. Cost is kept as low as possible so that all children can attend - *about $4.00 per child per show.*

**SPORT / EXERCISES**

Varied sporting activities are conducted at the school. Because of the school's lack of playing fields, it is sometimes necessary for primary students to travel by bus to such places as Hanging Rock, Corrigans Beach and Mackay Park. Also local facilities such as the Golf Course, Tennis Courts, Batemans Bay Pool are used for sporting activities, and these involve an admission charge as well as a bus fare. These costs, too, are kept as low as possible.

**SCHOOL HOUSES**

On enrolment for the first time at school, students are allocated to one of the four sporting houses named after four of the prominent pioneering families of the area:

**A-D... Gatenby** - Green

**E-J... Lassau** - Red

**K-Q... Parker** - Yellow

**R-Z... Wray** - Blue

All members of the one family are placed in the same house, and are expected to wear a coloured sports T-shirt on regular sport days - this is optional for infants students, and Athletics and Swimming Carnival Days

All children at the school are expected to participate in the morning fitness and exercise routine*every day*. Any child, who for some reason, is unable to participate must have a note for that day.

**ASSEMBLIES**

*Infants' Assemblies* are held every Thursday at 2:10pm.

*Primary Assemblies* are held fortnightly on Friday at 11:30am.

Parents are welcome to attend both assemblies.

Special assemblies are organised as required eg Anzac Day, Presentation Days*.*

**LOST PROPERTY**

All clothing especially hats, tops and jumpers and equipment which the children wear or bring to school should be *CLEARLY LABELLED* with at least the child's surname

Found clothing is brought to the lost clothing box located in front of the Library. Children and parents are encouraged to come along and look in the boxes whenever an item of clothing is missing.

At intervals, lost clothing is displayed at assembly, and then unclaimed items are taken to local charitable organizations St Vincent de Paul or The Salvation Army.

**SCHOOL DEVELOPMENT DAYS**

School Development Days which *are held the first day of terms 1, 2 and 3* *and the last two days of Term 4,* enable the whole school staff to participate in targeted activities aimed at the overall development of the school. Topics relate to implementing the Department’s priorities which could include teaching and learning issues, the school’s management plan, setting goals and objectives, student welfare programs or leadership training.

**SYLLABUSES**

The Board of Studies develops syllabuses for all NSW schools. For each subject in the curriculum, the syllabus provides the rationale, objectives, outcomes, subject matter and assessment advice to assist teachers to plan teaching and learning experiences for their students. Further information is available on the Board of Studies Website.

**SCHOOL PHOTOGRAPHS**

Each year, all children have class, individual and by written request, family photographs taken by school photographers. A note is sent home to parents advising of the date. *Payment in full is made before photos are taken*. Photographs are generally returned to school approximately six weeks laterand once received are sent home via the students.

**SCHOOL CONTRIBUTION**

With the agreement of this school’s community it is intended to seek from parents and guardians a General School Contribution. Funds raised through this contribution will be used to supplement educational resources and programs in our school.

*I stress that payment of the General School Contribution is a matter for decision by individual parents and guardians and is entirely voluntary.* Our school would welcome your contribution as this will significantly enhance the resources made available to students.

*The funds generated by the General School Contribution will be retained by the school and may be supplemented by other school activities and funds raised by parent organisations for the benefit of students.*

Finally, I would take the opportunity to stress the importance of your contribution in the context of our school’s overall finances. Contributions may of course be paid by instalments if this is a more suitable alternative.

The General School Contribution for 2019 has been set at:

$35 for one child

$45 for two children

$60 for more than two children

Contributions may be made at the front office at any time.

**SCHOOL RULES**

Our rules are aimed at establishing and maintaining a safe and happy environment for all students. Children are required to be caring, thoughtful, courteous and respectful to everyone... fellow students, parents, teachers and all others involved with the school and its activities.

Our core values around rules are SAFETY, RESPECT & LEARNING.

Children are expected to play in the right place, in a friendly way, and not to retaliate to intimidation should it occur. The options are to find someone else to play with, or to seek the help of the teacher on duty, or the child's class teacher.

SUNSHINE BAY PUBLIC SCHOOL



OUR VALUES AND RULES

Core Values of NSW Public Schools Core Rules of Sunshine Bay and

NSW Public Schools

**Stained Glass Ball Integrity** show respect

treat others with dignity

**Stained Glass Ball Respect** care for others

behave safely and responsibly

**Stained Glass Ball Co-operation** use self control

attend school every day

**Stained Glass Ball Care**  wear school uniform

contribute to activities that benefit everyone

**Stained Glass Ball Democracy**  care for the environment show understanding

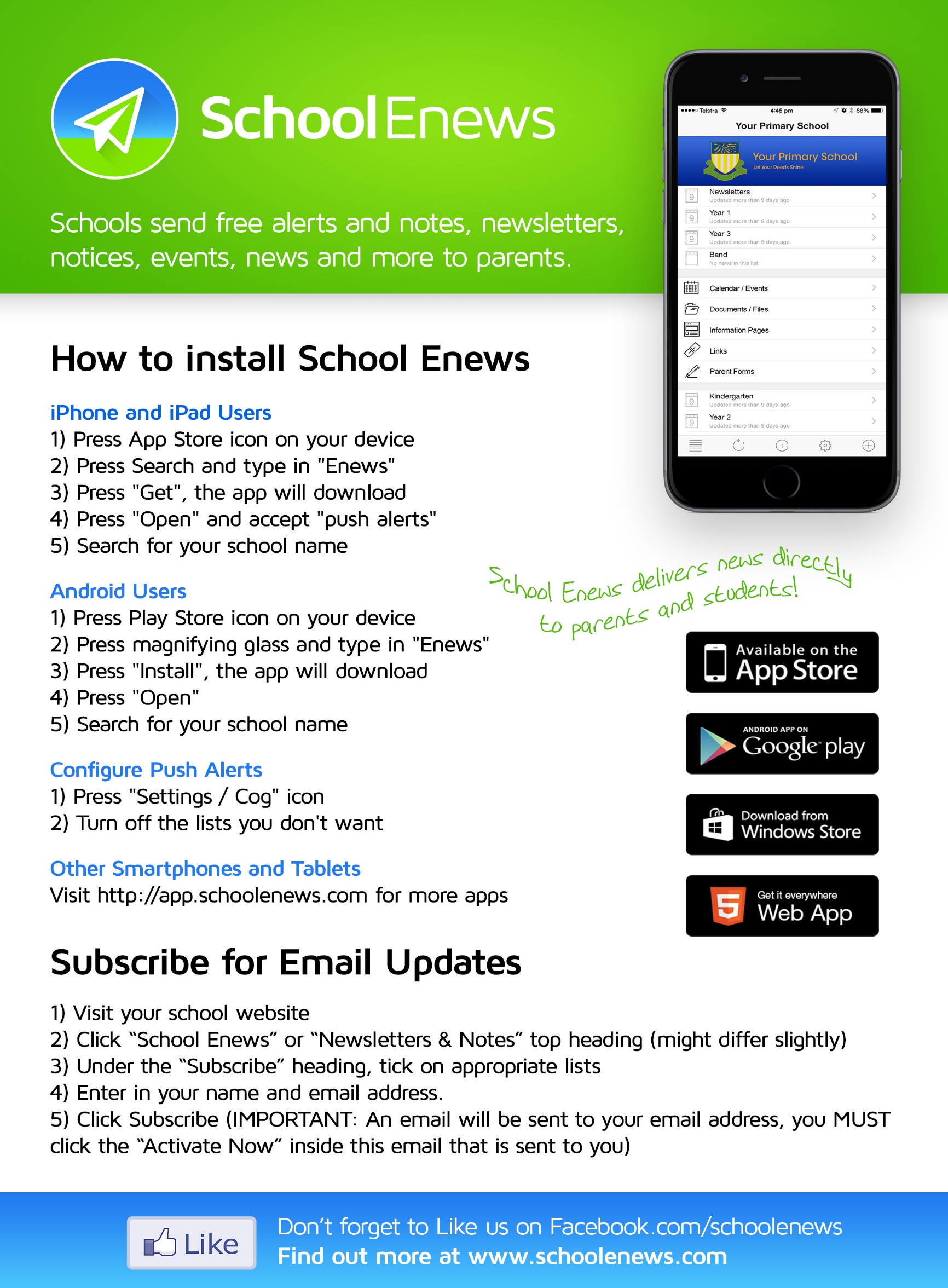
**Stained Glass Ball Excellence** be polite

co-operate with others

**Stained Glass Ball Participation** do not damage or steal

promote our school

**Stained Glass Ball Fairness**



**NEWSLETTER TO PARENTS**

Every parent is kept advised of school happenings by the medium of a fortnightly "Newsletter", which is numbered so that parents can be assured that they have received every issue. To receive the newsletter electronically you need to subscribe through our App. A copy is also placed on our website.

At times it will be necessary to send home additional advice of special happenings, and there will be occasions when letters are sent home from individual teachers or for parents of children in one grade for example excursion arrangements.

**PARENT INVOLVEMENT**

It is the policy of the school to encourage and develop parents' involvement in school activities as much as possible. It is a well-recognised fact that generally, children whose parents are actively involved in school affairs, and show a genuine interest in what is happening in the classroom, are the ones who make the best educational progress, and are happy both at school and at home.

Parents are always welcome to participate in school activities. You will be given the opportunity to become involved at school. *Please help if you can.* Your involvement will be a worthwhile investment in your child's happiness and success.

**COLLECTION OF MONEY &**

**PERMISSION NOTES**

To ensure that students’ needs are met on excursions, extra curricula activities and for visiting performances, it is necessary to have a formal policy on payments and permission notes. This policy will allow teachers to:

* Ensure that the correct number of teachers are allocated to an activity or excursion
* Order buses for the right number of students
* Book correct numbers for all activities on excursions
* Organise students not involved in these activities
* Cancel activities if numbers are too low, within a reasonable timeframe

It will also allow the office staff to have correct numbers, permission notes and money organized before the day of activity or excursions. This policy includes any area where money is paid to the school eg. excursions, visiting performances, sporting events, book club etc.

For this to be implemented correctly *all money must be paid to front office by the due date***,** there will be no exception to this policy**.** *Permission notes must be given to the front office at the same time as money is presented.* In cases of financial hardship the school may be able to assist by contributing a part payment, please contact office **before due date**.

Please note **no exceptions includes,** if your child is absent on the due date, payment needs to be made by this date either online or over the counter. If a deposit has been made and your child is not allowed to attend due to behavioural issues a refund of the deposit will not be given. This policy was implemented on Monday 3 June 2014. Please contact the office for more information.

**ATTENDANCE - ILLNESSES, ABSENCES**

The law requires that *ALL* children of school age *MUST* attend every day the school is open, except for illness or special reasons. *Any child who is absent from school at ANY time requires a note from parent or guardian to explain the reason for the absence.* Please ensure that a written explanation is forwarded *immediately* upon your child's return to school *or prior to return for longer absences*. Phone calls are appreciated, but should always be followed by a written note. It is a parent or care giver’s duty to ensure regular school attendance. Attendance is recorded daily.

The following are the most common illnesses requiring exclusion:

**DISEASE EXCLUSION PERIOD CONTACTS**

Chicken Pox 7 days after spots appear not excluded

*sores should be healed over*

German Measles 7 days after rash appears not excluded

Measles 5 days after rash appears not excluded

Mumps 10 days from onset of swelling not excluded

There are other infections which require exclusion *- Scarlet Fever, Hepatitis* and some which require special treatment before the child may return to school - *Impetigo, Ringworm, Head Lice*. *In the event of any contagious infection, please contact the school before sending your child back to us.* This will help to stop the infection from spreading to other children.

**ACCIDENTS AND ILLNESS AT SCHOOL**

Accidents do happen from time to time, and children sometimes become ill while they are at school.

It is our policy to contact parents when this happens, so that they can care for them and seek the appropriate medical treatment if necessary. For us to do this, it is *vital that we have home, business and emergency contact phone numbers - neighbour, other relative - on your child's file in the office.*  Please ensure that this information is provided as a matter of extreme importance, and that any changes in your contact details be advised as soon as they occur.

On rare occasions, it has been necessary for the school to use the services of the NSW Ambulance Service. The school pays a special premium each year which provides this service free of charge to parents**.**

Neither the school nor the P&C insures children against accidents which occur at school. Parents are advised to ensure that they have appropriate cover for this.

**RACISM**

Racism in all its forms is rejected by the NSW Department of Education. Anti-racism contact officers are available to help parents or students experiencing problems with racism. The anti-racism officer will listen to the problem and, with the principal, find ways to resolve it as quickly as possible. Contact your principal or the school’s anti-racism contact officer for help.

**WITHIN-SCHOOL**

**STUDENT ORGANISATION ACTIVITIES**

**STEWART HOUSE**

The school supports Stewart House with an envelope appeal.

**STUDENT COUNCIL (SRC)**

Sunshine Bay Public School Student Council is a student representative body, made up of the school captains and vice-captains, and Years 5-6 class representatives, who meet periodically with the Principal and staff representatives, to discuss and make recommendations to staff about matters which are of importance to them. They make suggestions for the good of the students and the school as a whole, and make arrangements for some school functions etc to be held. They also assist with drawing up rosters of student responsibilities.

**ASSESSMENT**

Assessment of student performance and achievement is carried out in the classroom continuously throughout the year. Assessment reports to parents on two occasions during the school year may be based on a series of tests done by the children at those times, but ALL class work is also taken into consideration to obtain a realistic grading for each learning area on the report form.

**REPORTING TO PARENTS**

**INTERVIEWS**

Parent-Teacher interviews provide a very worthwhile means of communication and parents are encouraged to make use of this facility whenever they wish. *Except in the case of an emergency,* in order to minimise classroom disruption, a telephone call beforehand will ensure that a mutually convenient time can be arranged. It is also helpful if the teacher can be given some idea of the purpose of the visit so that information can be gathered beforehand for a more fruitful discussion.

**TELEPHONE CALLS TO CLASS TEACHERS**

To minimise disruption to class routine, please make these before 8:50am, at Recess – *11:10am -11:40am*, or at Lunchtime *1:10pm-1:40pm.*

**PARENT-TEACHER DAYS**

Grade days through the year provide a great opportunity for both teacher and parent to get to know one another. They also help to create a greater bond between school and home in the best interests of the children.

**FORMAL REPORTS**

Progress reports are sent home at the end of Term 2 & 4.

**NATIONAL ASSESSMENT PROGRAM**

These Tests are conducted in Primary school to test aspects of Literacy, Numeracy and Writing. The tests are held for students in Years 3 and 5.

Parents receive a personal report in Term 4 on their child’s results. Further information is available from your school.

**GIFTED AND TALENTED CHILDREN**

Provisions are made to encourage students to explore their particular talents. Enrichment provisions in the key learning areas of the curriculum are available. Accelerated progression in single subjects or whole grades is available for students with exceptional abilities.

**HOMEWORK**

Homework provides students with an opportunity to consolidate their classroom learning experiences. It is also a means for parents to follow the experiences and progress of their child at school.

**BEHAVIOUR OF STUDENTS AT SCHOOL**

Our school's safety, respect, learning document, has been developed to permit those students who want to learn, to be enabled to do so, without fear of, or interruption by those who don't.

*"Your school exists to provide the basic skills your children need now and in their future life. Discipline and student welfare policies are founded on that basis. The rights of students who want to learn and teachers who want to teach are paramount."* *R. M. Cavalier - a previous Minister for Education.*

In response to this statement, and as we have already done in the past, we will suspend disruptive students from school, particularly any student who is insolent to staff members or displays dangerous violence towards others. We will provide as much support and assistance we can to help students to develop positive attitudes towards learning and self-discipline, but this cannot take the place of the responsibility of parents for the behaviour of their children at school.

*Sunshine Bay has always been a school where everyone has no reason not to feel happy and safe.*

Sunshine Bay Public School

*“Safety Respect Learning”*

Welfare & Discipline Policy 2019

**Rationale:**

At SBPS we recognise that the two main influences on a child’s social and emotional development are the home and the school. In this regard it is critical that we form positive home and school partnerships; to mutually foster in each student the knowledge and experiences that are pivotal towards the development of positive behaviour.

The Sunshine Bay Public School Welfare and Discipline policy will embrace our core values of **Safety, Respect, & Learning**. This policy is aimed at providing opportunities for **all** students to learn appropriate behaviours which reflect these core values in their daily interactions with peers, staff, and the broader school community. This policy is of vital importance as it is aimed at teaching and recognising acceptable behaviours which reflect societal expectations; behaviours that may form patterns as students’ progress to secondary school and post school life. A strong Discipline policy, related to Student Welfare practices is essential in building resilience and social values in children.



**Definition of Discipline:**

Discipline is the training to act in accordance with the agreed rules of conduct. Discipline involves differential reinforcement for behaviours and actions as governed by school rules and expectations. Discipline is aimed at supporting student wellbeing, and developing social and emotional learning.

Behaviours which are not acceptable or in accordance with our Safety, Respect, & Learning expectations may carry negative consequences, whereas behaviours which demonstrate self-discipline, co-operation,

and responsibility will result in positive recognition.

**Aims and Objectives:**

To foster an environment in the school and in the classroom where the children are caring, cared for, confident, secure and happy.

To develop a code of behaviours and expectations appropriate to the entire school community.

To develop in each child an awareness of and responsibility for their own actions; and of the consequences associated with those actions.

To develop and apply collaborative expectations of our students, and predictable behaviour management systems; implemented with consistency and common language.

To establish a pastoral care network so that the educational, social and emotional needs of the children are met.

To establish a communications network to inform parents of children’s behaviour and to encourage parents to be supportive and share responsibility for children’s behaviours.

To ensure children are aware of their rights and responsibilities, and the rights and responsibilities of others.

To provide effective and pro-active supervision in class and playground environments.

To recognise good behaviour through school based award systems, PBL practices, and other positive reinforcement techniques.

To decrease the number of negative incidents and improve behaviour and overall mental well being

through programmes such as ‘Kids Matter’ & ‘Bounce Back’(SEL) that form part of this policy.

**NSW Department of Education Policy**

*Students in NSW government schools are provided with a high quality education so that they may learn to the best of their ability and become self-disciplined, tolerant, enterprising and contributing members of the school and community.*

Core rules for student behaviour have been developed to establish consistent expectations in all government schools in support of these aims. These rules are based on our core values of integrity, excellence, respect, responsibility, cooperation, participation, care, fairness and democracy.

The critical role of parents and care-givers is recognised as the primary influence on each child’s character and behaviour, and, as essential partners in supporting the core rules and the successful education of their children.

The Department is committed to supporting principals and school staff in the implementation of these rules through state wide policies and programs, together with regional support staff, professional learning and alternative provisions, in order to promote the highest standards of behaviour and learning in our schools.

**THE CORE RULES**

All 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 neat appearance, including adhering to the requirements of the school’s uniform or dress code policy.
* Behave safely, considerately and responsibly, including following class rules, speaking courteously and cooperating with instructions and learning activities.
* Treat one another with dignity and respect.
* Care for property belonging to themselves, the school and others.

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

**RIGHTS AND RESPONSIBILITIES**

**FOR ALL MEMBERS OF THE SCHOOL COMMUNITY**

**(Teachers, Children, Parents and Visitors)**

|  |  |
| --- | --- |
| ***RIGHTS*** | ***RESPONSIBILITIES*** |
| I have the right to be happy and to be treated with understanding. | I have the responsibility to treat others with understanding, not to laugh at them, tease them or hurt their feelings. |
| I have the right to expect others to be polite, respectful and co-operative towards me. | I have the responsibility to treat others politely and with respect, and to respect the authority of others. I have the responsibility not to interfere with others’ right to learn and contribute effectively to all school activities. |
| I have the right to feel safe at school. | I have the responsibility to make everyone feel safe by not threatening, hitting or hurting others. |
| I have the right for my property to be safe at school. | I have the responsibility not to damage or steal the property of others. |
| I can expect the local community to support our school. | I have the responsibility to behave appropriately, both in and out of school so that the community will respect the school. |

**SUNSHINE BAY PUBLIC SCHOOL DISCIPLINE SYSTEM**

**Introduction:**

All students, staff and community members of Sunshine Bay Public School have the right to be HAPPY

and SAFE. Every student has personal, social, emotional and learning needs which the staff and school community have the responsibility of meeting within an environment that guarantees the happiness and safety of all students.

Our aim is that all children will develop self-worth, display self-reliance and understand the need to accept and uphold a responsible code of behaviour.

To assist students to develop self-discipline and to foster student welfare we intend to:

Make students aware of their rights and responsibilities.

Recognise and promote positive behaviours.

Use a discipline system that is understood by students, staff and parents alike.

**Overview:**

All student behaviour that is inappropriate will be recorded on SENTRAL and children will be given a maximum of 10 incident records each term before formal behaviour and management plans are discussed and devised. This number is high to cater for the children who are targeted for behaviour support.

At 5 points, out of playground consequences apply for all children.

Behaviour and Management Plans will be completed by the Principal or AP (Student Welfare) and the class teacher, in consultation with parents and child (at a formal meeting).

Where it is in the child’s best interests, all incidents recorded on Sentral will be reported to parents on a weekly basis.

After 10 points per term, a management plan will act as a contract for improved behaviours and if broken, further consequences, such as out of playground, in school suspension and formal suspension may apply.

**Procedure:**

* All behaviours that are not in line with the school Discipline Code, both in class and playground, will be recorded on Sentral. The incident will be in most cases “*completed*

*by a teacher*” or alternatively referred to the Assistant Principals for discussion in “Out of Playground” sessions.

* Behaviours that result in psychological or physical harm to others will be referred to the Principal.
* Incidents will be reported to parents in a weekly behaviour report, mailed to parents at the end of each week. Parents will be encouraged to speak to their child about the incident and to contact the school to discuss, should they wish to do so.
* Any incident that results in harm (physical & mental) will be reported daily by phone, to the parents of both the victim and the child responsible.
* When 10 incidents are reported, a formal interview will take place between the Class teacher, AP (Student Welfare), parents and child to discuss the behaviours and formulate a behaviour management plan and/or contract for improvement. (*10 incidents within a term can result in a short suspension and a formal resolution meeting being held.)*
* Referrals to the Learning Support Team and School Counsellor for behaviour support will be made as required.
* The Principal has the authority to remove privileges or suspend a student at any time if necessary.
* “Out of Playground” (OOPS) will be a consequence for those behaviours that need to be followed up by an AP. Follow ups will include a discussion of the incident at hand, with all children involved, possible investigation and resolution. This resolution may involve a consequence. All children will be expected to take ownership of their behaviour and apologise to those they have affected as part of this consequence. All follow up information will be recorded by the AP or teacher concerned on the Incident report.
* When a child is identified as requiring additional behaviour support, the class teacher should provide opportunities for regular communication with parents, which can emphasise the positives as well as the negatives.
* The School discipline policy may apply outside of school hours, and off school premises, where there is a clear and close connection between the school and the conduct of students.

**Ensuring a Common Understanding:**

***Teachers are primarily responsible for classroom behaviour*** and need to ensure that our expectations

are explicitly and consistently taught.

Kids Matter and ***Social and Emotional Learning*** programmes are to be part of a timetabled Personal Development Session, and have been developed into a scope & sequence based on the “Bounce Back” programme.

A ***reflection time*** is recommended for all classrooms. This reflection time is a set time when positive aspects of the day or week are focussed upon and positive rewards/awards are given. Positive Incidents should also be a focus of the Sentral Welfare System, and recognised appropriately.

***School Reports*** need to honestly and openly reflect behaviour and its effect on learning time and student progress. Examples – *“Child’s attitude and behaviour in class seriously/strongly affects his own learning and the learning of others.”*

*“Child has had x negative incident reports this year which severely affect his social standing and progress at school.”*

**Apologies** - Children will also need to take ownership of their behaviours and apologise to those they have affected as part of any resolution process. In response to an apology, recipients should be directed toward saying something else apart from “That’s OK” – it’s never OK. Apologies also need to be specifically addressed to the behaviour and the person affected – “I’m sorry (name) for (behaviour).

**EXCLUSION FROM SCHOOL ACTIVITIES**

Students whose behaviour may result in an unsafe situation whilst on an out of school activity may be refused permission to participate. A letter will be sent home forewarning that this may be a possibility or that permission to attend **will not** be given. Students who may also cause the activity to be unduly stressful for staff or other students may also be refused permission to participate.

*Consideration of children’s behaviour can also be used to determine their eligibility from school activities. These exclusions can apply to excursions, out of school activities, visiting performances, school sporting and social activities.*

All of these activities are deemed to be privileges, and all require a consistent and appropriate level of behaviour to make them successful & enjoyable, especially excursions.

Any child who has exceeded the 5 incident reports per term may be considered for ineligibility dependent upon the behaviour and the activity. This will be determined by the Principal, and parents advised of these exclusions accordingly.

**Sunshine Bay Public School – Our Common Language**

Out of Playground Supervision (OOPS) instead of detention

“Please do as you are asked to do.”

“That is not acceptable.”

“Did that make things better or worse?” (De-escalation)

Safe hands, safe feet (Instead of Hands OFF)

Is that safe? Is that respectful? Did that interrupt your / others learning?

“It’s OK to get angry, it’s what you do when you’re angry that……….”

“I don’t deserve that.” – *when being spoken to inappropriately*

“You are wasting our learning time”

“you” statements - that don’t ask but create an expectation

eg. “you know that that was unsafe.”

“I / the class will need an apology please.”

Come back when you are ready to……”

“What can we do to fix this?” – apology, resolution

**PROMOTING POSITIVE BEHAVIOURS**

Promoting Positive Behaviours rather than focussing on negative ones will be common practice and exercised at every opportunity:

* Daily / weekly reflection time in every classroom
* “Caught you being good” recognition as a positive incident
* Positive Incidents on Sentral are recognised in assemblies with awards
* Principal to deliver major awards at assemblies
* The school’s merit badge scheme
* Individual class reinforcement strategies

**Targeted Interventions for Children with additional needs:**

Some children are recognised as having Support needs in terms of behaviour. These children require special guidance in class and welfare programmes to improve and modify their behaviour. These children can be involved in:

Mentor Programme – whereby staff nominate a child to mentor – this will involve extra attention to this child in terms of greetings, regular contact and support from an adult who is not necessarily their teacher.

Pastoral Care Resource – part of the SLSO (full time) role is to provide emotional support to children who appear to be struggling throughout the day. This SLSO timetable has flexibility to be called on as required.

Behaviour Support Plans prepared by class teacher, which outline adjustments made for that child.

Behaviour Management Plans prepared by AP (Welfare) in consultation with class teacher / staff to be used across the school to make adjustments for that child.

**GENERAL**

Sunshine Bay School is continually developing a school policy aimed at the total development of each and every child as a very special individual in the school. In all our teaching, and in all our communications with parents, we try to stress this aspect. No two children are alike. No two children have the same abilities, interests, or attitudes.

To cater for these differences in the school situation, we must think carefully about some of the methods of instruction which have been used in years past. If we want to extend the development of the individual child, and to prepare him or her for the world of tomorrow *whatever that may be like*, the old methods, because of their narrow focus, are not sufficient. *It is still important that children learn the basic skills of reading, spelling and calculation,* but we should be looking to do much more. With recent advances in technology and research into how children learn, with help from resource personnel both inside and outside the system, and with help from parents, we will be able to achieve this.

We can provide additional experiences

We can teach new skills

We can offer alternatives

We can better analyse the special needs of the individual learner

We can provide individual instruction and help

We can make learning an interesting and meaningful experience.

Visit classrooms when you can, and do not hesitate to contact the school when you have a problem.

Don't wait until little problems become bigger ones.

*You are always welcome because we want you to be an important partner in the educational development of your son and daughter.*

*This is YOUR school. Please become involved, and let us get to know you*



15 / 16

13

14

11

12

MPR

Cola

Fixed Play Equip

Fixed Play Equip