



**BALGOWLAH HEIGHTS PUBLIC SCHOOL  
PARENT INFORMATION  
2020**

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# WELCOME TO BALGOWLAH HEIGHTS PUBLIC SCHOOL

Welcome to our school. We wish you and your family a very happy association with Balgowlah Heights Public School - a caring school dedicated to providing excellent education and enriching opportunities for your child.

This information booklet is aimed at helping you become acquainted with the school and how it functions. We also extend an invitation to you to become involved in the life of our school.

Please remember there are many people available to help you and your child in their orientation to our school. Please contact us if we can be of assistance.

**David Shuster**  
PRINCIPAL

## School History

In 1916 a parcel of land was reserved at Balgowlah Heights, or North Harbour as the area was then known, for Public School purposes. In 1929 the land was cleared and surveyed and on 6 July 1932 an order to begin construction was issued. A single portable building with two "closets" was completed on 18 January 1933 at the total cost of 384 Pounds. The school was opened eventually as an infants' school on 4 March 1933, with Miss Annie Florence Williams as the teacher, with twenty Year 1 and nine Year 2 students. It retained this classification until 1946 when it became a one-teacher school. At present the school has an enrolment of over 700 students. The school is housed in Lewis Street on a split site.



**School Song**

**(Sung to the tune of Waltzing Matilda)**

***Let's all sing together***

***Raise our voices high and clear***

***We'll tell the world that Balgowlah Heights is here***

***We will do our very best***

***To have the school that leads the rest***

***Balgowlah Heights and our future is bright,***

***Balgowlah Heights, Balgowlah Heights***

***This is our school and we're proud to belong***

***For we're caring and sharing***

***Parent, students, teachers, friends***

***Balgowlah Heights and we're proud to belong***

# KEY EVENTS

## Term 1

- School Development Day 1 (SDD) (students do not attend)
- Band Auditions on SDD
- Summer PSSA
- Kindergarten Best Start interviews
- Class Information Meetings
- Parent Teacher Interviews
- School Photographs
- School Swimming Carnival
- Band Camp
- Year 5 Narrabeen Camp
- Selective High School Placement test
- Recognition Assembly (last Monday of term)
- Scripture Service
- Grandfriends' Day

## Term 2

- School Development Day 1 (SDD) (students do not attend)
- Winter PSSA
- School Cross Country
- Year 6 Canberra Camp
- NAPLAN (Years 3 and 5)
- Sydney North Dance (Years 3 to 6)
- Multicultural Public Speaking Competition
- Semester One Student Reports
- Recognition Assembly (last Monday of term)

## Term 3

- School Development Day 1 (SDD) (students do not attend)
- Winter/Summer PSSA
- Opportunity Class Placement Test (Year 4)
- Athletics Carnival
- Education Week
- Book Week
- Sydney North Drama
- Premier's Reading Challenge concludes
- Recognition Assembly (last Monday of term)

## Term 4

- Summer PSSA
- Year 2 Swim Scheme
- Kindergarten Orientation Program
- Year 5 Opportunity Class Orientation Morning
- P&C Annual General Meeting
- Year 2 Band Auditions
- Volunteers Thank You Morning Tea
- Band Performance Night
- Recognition Assembly (second last Monday of term)
- School Talent Quest
- Christmas Carols and Year 6 Play
- Semester Two Student Reports
- Year 6 Farewell
- School Development Days (SDD) (last two days of term - students do not attend)

Information about what is happening at school is published on:

- the school's website <https://balgowlaht-p.schools.nsw.gov.au/>
- the Skoolbag App and
- the Newsletter emailed weekly.

# SCHOOL ORGANISATION

## Staffing

- Principal
- Deputy Principal K to 2
- Deputy Principal Years 3 to 6
- Assistant Principals
- Classroom Teachers
- Teacher Librarians
- Enrichment Teacher
- Learning and Support Teachers
- Japanese Teacher
- Music Teacher
- Science Teachers
- School Counsellor
- School Administrative Managers
- School Administrative Officers
- School Learning Support Officers (SLSO's)
- School Administrative Officer - Library
- General Assistants

## School Development Days

The NSW Department of Education directs the inclusion of School Development days in the school year. School Development days permit schools to focus on priority areas for professional learning of staff. Students do not attend school on these days.

- Term 1 - day 1
- Term 2 - day 1
- Term 3 - day 1
- Term 4 - last two days of term



## Bell Times

Teachers are on duty at 8.35am and it is requested that students do not arrive before this time. Before School Care and After School Care is available on site.

### Monday – Thursday

8:45am	Suggested arrival time
9:00am - 11:00am	<b>Session 1*</b>
11:00am - 11:25am	Recess
11:25am - 12:45pm	<b>Session 2</b>
12:45pm - 1:45pm	Lunch
1:45pm - 3:05pm	<b>Session 3</b>

### Fridays

8:45am	Suggested arrival time
9:00am - 10:20am	<b>Session 1*</b>
10:20am - 10:45am	Recess
10:45am - 12:45pm	<b>Session 2</b>
12:45pm - 1:45pm	Lunch
1:45pm - 3:05pm	<b>Session 3</b>
	Sport for Yrs 3 to 6

\* Students have a vegetable or fruit snack and drink of water (provided by their parent or carer) during Session 1.

## Class Organisation

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

## Opportunity Class

Opportunity classes are available for academically gifted and talented students in Years 5 and 6.

Each year the school has an intake of 30 Year 5 students. To qualify for this intake students must sit an external academic examination in Year 4 and be selected to attend the class.

Parents and carers of Year 4 students receive information about applying online towards the end of Term 1. Placement outcome information is sent mid October. Successful students and their parents and carers are then invited to attend an orientation information morning prior to commencing school the following year.

The Opportunity Classes are integrated into the Stage 3 program and leadership structures.

For more information visit the website:

<https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-5>

# COMMUNICATION

## Enrolment

Student eligibility for enrolment is determined under the NSW Department of Education zoning regulations. Where eligible, a student can be enrolled in Kindergarten at the beginning of the school year if they turn five on or before 31 July of that year. They must be enrolled by their sixth birthday.

**Application for Enrolment** forms may be obtained from either the school or downloaded from the school's website.

<https://balgowlah-p.schools.nsw.gov.au/about-our-school/enrolment.html>

These forms are accepted up to one year before the child is due to start school. When an Application for Enrolment is lodged you must also present:

- a birth certificate or identity documents such as a current passport
- an immunisation history statement and
- **100 point residential address check** for the local area.

All personal information provided on the Application for Enrolment form is obtained for the purpose of processing the student's application for enrolment. It will be used by the NSW Department of Education for general student administration and communication and other matters relating to the education and welfare of the student. This information will be stored securely and can be accessed or changed at any time by contacting the school in writing.





## Communication with the School

The school promotes open communication, respect, fairness and positive relationships.

- **Website** General information about the school including **school calendar**  
<https://balgowlaht-p.schools.nsw.gov.au/>
- **Skoolbag App** Real time notifications about school events. For instructions on how to install our Skoolbag App visit:  
<https://www.mogproducts.com.au/skoolbag/installation-instructions/>
- **Newsletter** Information about what is happening at the school along with school community activities and initiatives. It is distributed electronically via email and hard copies of the newsletter are available from the Western Campus Administration Office. The newsletter is emailed and uploaded to the website and Skoolbag app every wednesday.
- **Interviews** Interviews can be requested if required via Skoolbag App, emailing or calling the school.
- **Email** Newsletter, Statement of Account, Excursion and Incursions and general messages.
- **Class Communication Coordinator** The Class Communication Coordinator is a volunteer who manages a class contact/email list for the purpose of communicating school and Parents' and Citizens' (P&C) information. The distribution list is not used for social purposes or to promote personal business or fundraising information. They distribute the 'In the Loop' weekly P&C Newsletter, weekly via email.

### Contacting the School - A guide for Parent and Carers

This guide is to assist you in contacting our school if you have an enquiry. In most instances your child's teacher would be your contact point and be pleased to assist.

[https://balgowlaht-p.schools.nsw.gov.au/content/dam/doi/sws/schools/b/balgowlaht-p/forms/Contacting\\_the\\_School.pdf](https://balgowlaht-p.schools.nsw.gov.au/content/dam/doi/sws/schools/b/balgowlaht-p/forms/Contacting_the_School.pdf)

# COMMUNICATION

## Absences - General - Sick / Holidays

Parents and carers are required to explain the absences of their children from school within seven days from the first day of absence to the school.

For absences of 1-14 days, an email should be sent to the school advising the reason for the student's absence or a note can be provided to the teacher upon the student's return.

For absences of 15 or more school days, the [Application for Extended Leave – Travel](https://balgowlahtp.schools.nsw.gov.au/content/dam/doe/sws/schools/b/balgowlahtp/forms/Application_for_Extended_Leave.pdf) which is available on the school's website should be completed and submitted to the Principal with a copy of your travel documents and/or itinerary prior to the absence. Please remember to inform your child's class teacher of your travel arrangements.

[https://balgowlahtp.schools.nsw.gov.au/content/dam/doe/sws/schools/b/balgowlahtp/forms/Application\\_for\\_Extended\\_Leave.pdf](https://balgowlahtp.schools.nsw.gov.au/content/dam/doe/sws/schools/b/balgowlahtp/forms/Application_for_Extended_Leave.pdf)

## Absences - Late arrivals / Early pickups

All late arrivals/early pickups must be completed at the **Western Campus Office only. This must be done at the office first in order to receive the computer generated slip that is then taken to the classroom teacher.** This partial absence is automatically noted on the class roll. An adult **MUST** present to the Administration Office to either log a student as arriving late or if early pickup is required.

## Emergency Contact Details

Emergency contact details are to be provided at time of enrolment. In the event of an accident the school will use this information to inform either parents/carers or their emergency contacts. Please inform the Administration Office via email or the Skoolbag App of any changes to your contact details.





## **Lost Property**

A lost property collection box is located on each campus and lost property is kept until the end of each term. Unclaimed items remaining at the end of term that are not labelled are laundered and placed in the second hand section of the uniform shop. Non-uniform items are placed in a recycled clothing bin.

Parents/carers are requested to clearly label all items, including second hand items, so that they can be returned to their owners.

## **High School Placements**

Local high school placement is affected by a zoning system and Expression of Interest forms are distributed to all students in Year 6 in February/March.

A Selective High School Information email is distributed to Year 5 students in October. The Selective High School Placement testing is conducted in March for the following year and parents are notified early July of the outcome.

# YOUR CHILD'S HEALTH AND SAFETY

## First Aid

Students with minor injuries are treated by school staff. Parents or a nominated contact person, will be notified if medical attention is necessary. Please ensure the school always has a current telephone number for emergency calls.

## Immunisation

NSW Health recommends that all children entering school be fully immunised and have booster shots against Diphtheria, Tetanus, Pertussis (Whooping Cough), Polio, Measles, Mumps and Rubella prior to school enrolment.

At enrolment the school will request an Immunisation History Statement to be provided. In cases where this cannot be provided, the child will be enrolled but will be excluded from school during those periods where there are a number of students infected with the above diseases.

## Infection, Disease and Exclusion Periods

The NSW Department of Education requires that students with infectious diseases are excluded from school.

For more information please refer to the NSW Government website on infectious diseases at

<https://www.health.nsw.gov.au/Infectious/factsheets/Pages/childhood.aspx>

DISEASE	PERIOD OF EXCLUSION FROM SCHOOL
Chicken Pox	7 days after the first spots appear or when scabs have fallen off.
Conjunctivitis	Exclude until discharge from the eyes has ceased.
German Measles	7 days after appearance of rash.
Head lice	Parents/carers of students affected will be contacted by the school. When a case is detected the school will also notify all students in the affected class. No exclusion from school.
Ringworm	Exclude until all evidence has disappeared.
Viral Hepatitis	Exclude until medical certificate of recovery has been received.
Whooping Cough	Infectious children are restricted from going to school until the first 5 days of special antibiotic has been taken.

## Medical History

If there are any changes to your child's medical history and / or treatment, please advise the Western Campus Administration Office in writing.

## Medication

Medication to be administered during school hours should be given to the Western Campus Administration Office with a **Permission to Administer Medication** form. The prescribed medication must be contained in a pharmacy labelled container detailing the student's name and the prescribed dosage.

All medical forms can be found at the Western Campus Administration Office or on the school website:

<https://balgowlah-p.schools.nsw.gov.au/supporting-our-students/student-health-and-safety/medication.html>

Medication not prescribed by a doctor will NOT be administered at school. The school will not receive any medication without a signed form.

Students are not permitted to keep medication with them or to self-medicate.

## Food Allergies

While the school strives to be a 'nut free' environment, the school cannot guarantee it is free of allergy producing products.

The school urges students, parents and carers not to send high risk foods to school. All parents and carers are required to provide accurate, current medical information to the school, including medical plans for the management of severe food allergies.

Staff are informed as to the medical conditions of potential anaphylactic and other severe food allergic students and are trained in anaphylaxis awareness, including the use of Epi-Pens.



# YOUR CHILD'S HEALTH AND SAFETY

## Sunsmart

The school implements the Cancer Council's recommendations including developing positive attitudes towards skin protection, lifestyle practices which can help reduce the incidence of skin cancer and taking personal responsibility for decision-making about skin protection. The school expects students to wear the broadbrim hat all year round. Students who do not have their hat will be required to play under the covered outdoor learning area (COLA).

## Supervision of Students

Teachers supervise from 8.35am at school in Area A on the Western Campus and under the COLA on the Eastern Campus.

- There is no playing on the fixed equipment before 9.00 am and after 3.05pm.
- Staff remain with students until students leave, or are collected. If a student is not collected by 3:15pm they are taken to the Western Campus Administration Office.

All students are expected to leave the playground at 3.05pm unless engaged in an activity conducted under the auspices of the school.

Where there has been some urgent or unforeseen circumstance, arrangements for collection of the student will be made by the school with one of the nominated contact adults. Families are advised to register their child with **Arabanoo** (Before and After School Care) in case of urgent or unforeseen circumstance.

## Playground Equipment

Playground equipment is for the students' use only during school hours under teacher supervision. Please do not allow your children to play on the equipment without a teacher present. The school does not accept responsibility if a child (student or non-student) injures themselves on the play equipment without supervision by a teacher.



# LEARNING AT OUR SCHOOL

## Curriculum

Information regarding the K to 6 syllabuses can be found on the National Education Standards Authority's (NESA) website at:

<http://educationstandards.nsw.edu.au/wps/portal/nesa/home>

The six key learning areas (KLAs) in primary school are:

- **English**
- **Mathematics**
- **Human Society and its Environment (History and Geography)**
- **Science and Technology**
- **Personal Development, Health and Physical Education**
- **Creative Arts**

## Additional Curriculum Programs

- **Japanese**

Students from Years K to 6 attend weekly Japanese lessons with a specialist teacher as part of the school's Languages Other Than English program (LOTE).

- **Library**

The Library is the resource centre of the school. It is open Monday to Friday. It aims to develop a passion for reading through literature lessons and assist in the development of information skills throughout the school.

Each class has a weekly literature lesson during which time students borrow and return books. Students need a library bag to protect books during transit from school to home. Loans are for one week only. The cost of damaged or lost books are required to be reimbursed to the school.

The library is open for borrowing before and after school. For more information visit the library website:

<https://www.bhpslibrary.com>





- **Music**

Students from K to 2 classes have music lessons with a specialist teacher, as part of the school's Creative Arts program.

- **Technology**

Students have access to a wide range of technology in both the classroom and the library. Students have access to iPads and laptops to support them in their learning within the classroom.

Use of the internet and online communication services provided by the NSW Department of Education is intended to provide a secure and safe environment for communication and for research and learning.

- **Cyber safety**

The internet provides an opportunity to enhance students' learning experiences by providing access to information. Online communication also links students to a collaborative learning environment. When accessing the internet students are expected to adhere to the NSW Department of Education Online Communication Services: acceptable usage for school students.

<https://education.nsw.gov.au/policy-library/policies/online-communication-services-acceptable-usage-for-school-students>

The school also teaches students the information and communication skills necessary to use the internet effectively and appropriately including how to be cyber safe using the Digital Citizenship toolkit

<https://www.digitalcitizenship.nsw.edu.au>

to empower your child to understand how their online behaviour affects themselves and others.



- **Sustainability and environmental education**

There is a strong emphasis with the school on sustainability and environmental education. The school is diligent in recycling paper, hard/soft plastics and e-waste. The student sustainability monitors run the waste management program. A whole-school approach reinforces what students learn in classrooms.

The school's Discovery Trail Boardwalk provides students with a unique opportunity to learn about the environment while the school's garden clubs and various initiatives ensure environmental education and sustainability remain a focus at the school.

# LEARNING AT OUR SCHOOL

## Learning and Support

The school runs specialised programs for students requiring additional support with their classwork. Programs include individual, group and whole class support with a specialist learning and support teacher. Programs are personalised to support students literacy, numeracy and social skills development. Specific programs include; Macquarie University literacy intervention programs, Quick Smart Maths, Spelling Mastery and the Bounce Back social skills program. The learning support programs are monitored by the school's Learning and Support team.

## School Counsellor

The School Counsellor assists with programs for students with additional needs and special school placements. All appointments with the School Counsellor are made through the Learning and Support team.

## High Potential Gifted Education

The school caters for the needs of gifted and talented students in a variety of ways, including:

- Differentiated lessons
- Enrichment program
- Mathematics mentoring program
- Participation in arts festivals, dance groups and music, drama and debating camps
- English, mathematics, writing, spelling and science competitions
- Tournament of the Minds
- District and state competitions including sport, creative arts, poetry and debating
- Special interest groups
- Talent quests
- Involvement in and support of out-of-school hours classes and workshops

For more information visit:

<https://education.nsw.gov.au/teaching-and-learning/high-potential-and-gifted-education>

## Enrichment Program

The Enrichment program is provided for students of high general ability. The Program supports the school's differentiated English, mathematics, history and geography curriculum. The program is based upon a conceptual learning approach where learning is centered on a 'big idea'. Students attending the Enrichment program learn higher order thinking skills, problem solving strategies and researching and inquiry skills.

## Excursions / Incursions

Excursions/Incursions provide stimulus and enrichment for class learning programs. They are organised by teachers and always have the approval of the Principal. The assistance of helpers during class excursions is greatly appreciated. As required, teachers will request volunteers to assist with excursion organisation.

Prior to each excursion/incursion, a permission note explaining the nature of each excursion/incursion and cost is emailed to parents and carers.

Unless otherwise stated, students must wear full school uniform when attending an excursion/incursion.

## Sport

Sport is an integral part of the school's Personal Development, Health and Physical Education (PDHPE) curriculum and students of all ability levels are catered for through the school's sport programs.

The school is a member of the Manly Primary School Sports Association (PSSA). This association consists of 12 local Public Schools and organises zone carnivals and competitions including the Friday afternoon competitive sports program for students in Years 4 to 6. Students not involved in PSSA competitions participate in the school sport program. The program emphasises games skills training and encourages a positive attitude towards sport.

School carnivals are held during the year for Swimming, Cross Country and Athletics. Winners from school carnivals proceed to Manly Zone carnivals then to Sydney North Regional carnivals and finally to State and National carnivals.

Students are grouped into four sport 'houses'. Siblings are put in the same house. The four houses are:



# LEARNING AT OUR SCHOOL

## Year 2 Swimming

Students in Year 2 attend a two week intensive swimming program during Term 4.

## Homework

The school supports the concept of homework for all ages. In the beginning stages of schooling most activities will be based on home reading and simple activities related to gathering information for class discussions. Activities are age dependent and become more structured as the student moves through the different stages of their education.

Most homework activities will be related to the areas of English and mathematics, however students will receive homework from other key learning areas (KLAs) on occasions.

## Home Reading Program

Home readers are provided to students in Years K to 2. The home reading program allows students to practise reading skills learnt in class. It is designed to improve students' fluency and expression through exposure to texts which the students can read independently. Parents and carers are encouraged to support the home reading program by listening to their child read on a regular basis.

## Special Religious Education and Special Education in Ethics Classes

Trained volunteers visit the school for half an hour each week on Tuesday and parents/carers are asked to indicate which class they would like their child to attend when they enrol. Currently, classes are offered in:

- Catholic
- Protestant
- Greek Orthodox
- Ethics

A non-scripture group is also available for students whose parents and carers prefer they be exempt.



# LEARNING AT OUR SCHOOL

## Extra Curricular Activities

- **Band**

The school's band program comprises of four bands open to students in Years 3 to 6:

- Junior Band
- Senior Band
- Concert Band
- Stage Band

Each of the bands has a Band Conductor, a paid professional who oversees the musical development of the Band.

At the beginning of each year all players undergo an assessment to determine instrument/s for which they are most suited.

Students who wish to participate in band must be prepared to devote out of class time to tutorial lessons for their instrument as well as band rehearsals. The bands rehearse twice a week, either before or after school or during lunchtime.

The bands perform at school events, during assemblies, Education Week performances and the school's performance evening along with a number of community based concerts.

More information about the band is available on the Balgowlah Heights Band website:  
<https://www.bhpsband.com>



- **Chess**

Chess club is open to all students in Years 3 to 6. Tuition is provided by Sydney Academy of Chess and there is a fee to cover the cost of coaching. For more information see:

<https://sydneyacademyofchess.com.au>

- **Choir**

The school has three stage-based choirs:

- Stage 1 Choir (Years 1 and 2 students)
- Stage 2 Choir (Years 3 and 4 students)
- Stage 3 Choir (Years 5 and 6 students)

The choirs are not audition based and students who enjoy the experience of choral singing are encouraged to join.

Students who are a member of a choir are required to attend weekly rehearsals and perform throughout the year at a number of school functions including assemblies, Education Week performances and the school's ensemble evening. Students who are members of the Stage 2 and 3 choirs may also be given the opportunity to participate in choral festivals.

- **Dance Ensembles**

The school has two dance ensembles:

- Junior Dance Ensemble for students in Years 3 and 4
- Senior Dance Ensemble for students in Years 5 and 6

Annual auditions are conducted for places in both ensemble programs. Throughout the year the ensembles perform at school programs, community events and audition for the Sydney North Dance Festival.

- **Debating**

Students in Years 5 to 6 are able to participate in the school's debating program. Students who demonstrate an aptitude and express an interest in debating may also be selected for interschool competitions such as the NSW Premier's Debating Challenge Competition.

For more information see:

<https://www.artsunit.nsw.edu.au/speaking-competitions/debating>

# LEARNING AT OUR SCHOOL

## Extra Curricular Activities

- **Drama**

The school provides opportunities for interested students to laugh, create, improvise and perform. Performance opportunities vary each year and students are required to audition for parts. Some groups may audition for the Arts Alive Drama festival.

- **Public Speaking**

Students in Years 3 to 6 are given the opportunity to participate in school and interschool public speaking programs and represent the school annually in the Bear Pit Speaking Competition and the regional Multicultural Public Speaking Competition.

- **String Ensemble**

The school has two string ensembles. The Beginner Strings comprises of students from Year 1 and the Junior Strings comprises of students from Years 2 to 6. Both ensembles rehearse weekly.

- **Recorder Ensemble**

The school has a recorder ensemble comprising of students from Years 3 to 6. The recorder ensemble rehearses weekly.

- **Tech Club**

Students in Year 2 are provided the opportunity to become technology mentors by participating in a lunchtime Tech club. Students learn how to navigate iPad/computer applications and learn simple coding using Bee-bot robots. Students apply the skills learnt in Tech club to support the use of technology in the classroom.





# PARENT/TEACHER COMMUNICATION

## Student Reports

Student reports are provided at the end of Term 2 (Semester 1) and Term 4 (Semester 2). These reports assess a student's performance over the semester in specified outcomes in each key learning area (KLA).

Reports are based on a student's development within a stage:

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

## Parent / Teacher Meetings

Parent / Teacher meetings are held on a regular basis at the school.

- Term 1 - Class information night / Parent Teacher Interviews
- Term 2 - Student Reports
- Term 3 - Teacher interviews on request
- Term 4 - Student Reports

Parents and carers may request an interview at any time. ['Request an interview with class teacher' form](#) via the Skoolbag App or the [school website](#).

## Class Information Night

Early in Term 1 parents and carers are invited to attend a class information meeting which provides an opportunity to meet the teacher and other class parents. The teachers will provide an overview of the curriculum, an activity calendar specific to your class and answer your questions. These meetings form an important communication link between the home and the school.

## Term Overviews

Term overviews are emailed at the beginning of each term. The overview details the topics and concepts the students will be studying that term. The overview is a guide and the topics and concepts may vary.

ay

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あ	い	う	え	お
か	き	く	け	こ
さ	し	す	せ	そ
た	ち	つ	て	と
な	に	ぬ	ね	の
は	ひ	ふ	へ	ほ
ま	み	む	め	も
や		ゆ		よ
ら	り	る	れ	ろ
わ		ん		を

SR Class Jobs

Class Leader	Zara	Anelle
Lead Scribe	James M.	Harriet
Feedback Feedback	Tam EB	Ava
Plus		Sienna
Travels Writer		Chloe
Environment Officer		Tam P.
Lost Property		
Teachboard Operator		



# SCHOOL EXPECTATIONS

## Positive Behaviour for Learning (PBL)

Underpinning the school's student wellbeing framework is the Positive Behaviour for Learning (PBL) program. The program is a school-wide system for defining, teaching and supporting students. The program supports a positive environment in which learning and student engagement is enhanced through consistent expectations. It incorporates a continuum of practices that include:

- school-wide expectations
- formal instruction in social skills
- helping students to regulate their own behaviour
- pro-active supervision in all areas of the school
- regularly rewarding positive student behaviours

<b>RESPECTFUL</b>	<ul style="list-style-type: none"><li>• Be polite and kind to others</li><li>• Be an active listener</li><li>• Encourage and allow others to learn</li><li>• Follow instructions</li></ul>
<b>RESPONSIBLE</b>	<ul style="list-style-type: none"><li>• Be accountable for our own behaviour</li><li>• Show leadership by being a good role model</li><li>• Care for our property and property belonging to others and our school</li><li>• Consider others and behave safely</li></ul>
<b>PERSONAL BEST</b>	<ul style="list-style-type: none"><li>• Be the best we can</li><li>• Be an active learner</li><li>• Have a positive attitude towards challenges</li><li>• Learn from our experiences</li></ul>

As part of the PBL program the school implements the health and personal development program. The program is designed to develop positive behaviours through concepts of resilience, self-discipline, responsibility, good judgement and interaction.

Students who display the PBL values in an exceptional way earn Merit Certificates. When they collect the required number of Merit Certificates they will receive a Bronze, Silver and Gold Award respectively. The system will reset at the beginning of each school year.

# Positive Behaviour for Learning Merit Award System



## Anti-Bullying Plan

Students attend school to participate in quality education that will help them to become self-directed, lifelong learners who can create a positive future for themselves and the wider community. We do not tolerate bullying in any form.

Any inappropriate behaviour that hinders teaching and learning at the school and interferes with the wellbeing of students cannot be accepted. Students, teachers, parents, carers and members of the wider school community have a shared responsibility to create a safe and happy environment, free from all forms of bullying. All students have the right to feel safe and be respected as equally as unique human beings.

The school is proactive in its approach to building a happy, safe, friendly climate where all students work towards the common goal of learning and tolerance in a safe environment. This is reflected in the school's 'Student Welfare' policy and the teachers' active and on-going commitment towards thorough supervision, professional development, classroom management and teaching.

For more information on anti-bullying strategies for NSW public schools refer to the department's Bullying: Preventing and Responding to Student Bullying in Schools Policy.

<https://education.nsw.gov.au/policy-library/policies/bullying-of-students-prevention-and-response-policy>

# SCHOOL EXPECTATIONS

## Buddies

A class 'buddy' system operates between classes to support younger students and develop leadership skills in older students. Buddy classes meet once a term to do a variety of activities:

- play games together
- write and read stories together
- art and craft activities
- combined technology lessons
- gardening together

## Assemblies

K to 6 school assemblies acknowledge students who demonstrate the school expectations. Years K to 2 and Years 3 to 6 assemblies are held on Mondays at 2:00pm. Recognition Assemblies are held on the last Monday morning of Terms 1, 2 and 3 and the second last Monday of Term 4.

Information about school assemblies is published in the school newsletter. Parents and carers are welcome to attend each of our assemblies.

## Mobile Phones

Mobile phones are the only items of electronic equipment to be brought to school.

- The phone must be turned off at the school gate and put away immediately.
- The phone must be off all day and only be turned on when leaving the school grounds or when the parent/carer has assumed responsibility of their own child.
- The school will not take responsibility for any loss or damage of the phone while at school.





# STUDENT LEADERSHIP

## School Leaders

The school's Student Leadership Program is aimed at providing extensive opportunities for all Year 6 students to develop skills of cooperation and teamwork to enhance personal confidence, promote high self-esteem and develop a sense of pride in oneself and the school. In Year 6, 12 School Leaders are elected by their peers and perform duties such as:

- conducting assemblies
- organising Student Representative Council (SRC) meetings
- welcoming and thanking visitors
- assisting staff performing school duties e.g. supervision of canteen lines and lost property
- assisting staff and executive with special days and ceremonies.

## Class Patrons

Another opportunity for student leadership for Year 6 students, who are not School Leaders, is the role of Class Patron. Class Patrons are chosen through an application process and are allocated classes from Years K to 2 as helpers for the year. Class Patrons also play an active role in SRC meetings by assisting their class representatives during the meeting.

## House Captains

House Captains are elected by the Sporting Houses in the school. There are two House Captains and two House Vice Captains per house and they perform duties on special sporting days and carnivals. House Captains also organise sporting equipment, lunchtime activities and games.

## Monitors

Students in Year 6 are given the opportunity to fill a variety of alternate and inclusive leadership roles with the school. These roles includes Library Monitors, Flag Monitors, Sound Monitors and Sustainability Monitors. As a Monitor students are given the opportunity to develop the skills, values and attitudes needed for effective student leadership, to learn new skills, to work with others and to contribute to their school in a meaningful way.





## **Student Representative Council (SRC)**

The SRC is run by the 12 school leaders and provides a forum where students K to 6 can have a voice in the organisation and running of the school. Three leaders are in charge of each of the SRC committees:

- Community Care and Charity
- Grounds and Environment
- Sport, Health and Safety
- Culture, Leisure and Technology

Every class in the school is represented by two SRC members who are elected from their class. The members attend meetings in the hall where they discuss and vote on suggestions made from the school student body.

Each year the school supports a selected number of charities and holds various fundraising activities. In addition to the charities chosen by the students the school also supports Stewart House, a residential school at South Curl Curl Beach.

# GETTING TO AND FROM SCHOOL

## Kiss and Drop

The school is located in a 40km school zone where a 40km speed limit applies for the hours of 8.00 – 9.30am and 2.30 – 4.00pm on school days. There are 'No Stopping' signs either side of the children's pedestrian crossing and bus zones in Lewis Street and either side of the children's crossing in Radio Avenue and the pedestrian crossing in Ernest Street. A School Crossing Supervisor monitors the Lewis Street crossing before and after school.

There are limited car parking spaces available in Lewis Street and Radio Avenue and further along in Ernest Street. Kiss and Drop Zones are located outside the school in Lewis Street and Radio Avenue where parents/carers are allowed to stop for no more than 2 minutes to drop their children off and drive away. Please note drivers must stay with their vehicle at all times.

## Stay Safe Rangers

The Stay safe rangers are volunteer students from Year 5. Their role is to monitor and report behaviour, as well as time cars parking in the 'Kiss and Drop' zones. They report their findings to a school forum run by a Year 5 teacher. Hazards are discussed and referred on to the School Executive and the NSW Roads and Maritime Service.

## Travelling by Bus

- **Bus routes**

State transit buses accommodate school students. For further information, please contact State Transit INFOLINE 131500 or visit their website:

[www.transportnsw.info/school-students](http://www.transportnsw.info/school-students)

TIME	ARRIVAL/DEPARTURE	BUS NO.
• 8.46am and 3.13 pm	Lewis street West side	132

- **Bus passes**

For information on eligibility and guidelines, please visit:

<https://transportnsw.info/tickets-opal/ticket-eligibility-concessions/child-student-concessions/primary-secondary-school>

- **Bus conduct**

Students are expected to abide by the [rules of Transport for NSW Code of Conduct](#) relating to travel on buses and follow the directions of the bus driver when getting on the bus, travelling on the bus or getting off the bus.

## Walking Bus

The P&C operate the Walking School Bus. If you are interested please register at [bhpswalkingbus@gmail.com](mailto:bhpswalkingbus@gmail.com). Further information is available on our website:

<https://balgowlah-p.schools.nsw.gov.au/supporting-our-students/walking-bus.html>

- Route 1 - Ernest St to BHPS (Wednesday morning)
- Route 2 - Willawa St to BHPS (Wednesday and Thursday morning)
- Route 3 - Corner White/Wanganella Streets (Monday morning).



## Bicycles/Scooters

Parents and carers are responsible for students who ride their bicycles to school. Students who travel to school by bicycle must wear the approved safety equipment and bicycles must be in roadworthy condition. It is also expected that students travelling by bicycle will wear full school uniform except for the school hat.

For the safety of all students, bicycles are not to be ridden in the school playground at any time. During school hours bicycles are to be stored in the bike racks provided.



The NSW Department of Education recommends that students under 10 years of age do not ride bicycles to or from school unless accompanied by an adult. For further information please refer to <https://education.nsw.gov.au/road-safety-education>

## Change of Normal Pickup Procedure

### • Emergencies

Please call the Administration Office on 9948 2225 if an **emergency** changes the normal pickup procedures for your child. If the emergency occurs in the afternoon before pickup time, students will be encouraged to wait for collection in the Western Campus Administration Office.

### • Early Pickup by Another Adult

If your child is being collected early by someone other than yourself, please email or call the school office on the morning of the early departure, giving your permission, the name of the person collecting your child and the approximate time of collection.

If a situation arises during the day which necessitates a change of arrangements, please contact the Administration Office to inform them of the changes.

# FEES AND FUNDING

The NSW Department of Education provides an annual allocation of funds to assist the school to manage the costs associated with its operation.

Participation in additional or extra-curricular activities provided to enrich the teaching and learning programs are not necessarily covered in this allocation and incur additional costs. Therefore, the school asks parents and carers to assist with funding these activities to ensure students benefit from a well-rounded education.

## **School fees and Other Contributions**

School Fees are collected for the purpose of funding general classroom equipment and specific resources for each of the key learning areas (KLAs).

In Term 1 the school will ask each family to pay a school contribution which provides funding for additional materials for use in the classroom, technology contribution, sport contribution and additional programs.

At the beginning of each term the cost of your child's participation in specific activities is invoiced on a cost-recovery basis. Specific activities may include competitions, excursions, incursions, dance, choir and drama participation costs, sporting opportunities and visiting artists.

## **Preferred Method of Payment**

The school's preferred method of payment is online through the school's website. Where it is necessary to forward money to school it should be in an envelope marked with your child's name and class, as well as the purpose for the payment.

Please note school receipts issued should be kept as proof of payment and for eligible taxation claims (refer Australian Taxation Office).

## **Parents' and Citizens' (P&C) Voluntary Contribution / Donation**

The majority of funds raised by the parent community is via a voluntary contribution which is included in the school statement of account. The voluntary contribution funds the Learning and Support and Enrichment programs, technology and library resources.

There is a 'tax deductible' donation to the school's Building Fund which is communicated to parents and carers by the P&C.

**(Note this is different to the voluntary contribution.)**



# SERVICES PROVIDED TO FAMILIES

## **Before/After School Care Centre - Arabanoo**

Arabanoo is located on the school's Western Campus. It provides both permanent and casual care for students and offers Vacation Care Programs during the school holidays and on School Development Days.

The hours of operation are Monday – Friday, except Public Holidays:

Before School Care 7:30am - 9:00am

After School Care 3:05pm - 6:30pm

The Centre is a non-profit service run by a Director and Parent Management Committee. For more information, please contact Arabanoo staff by phone on **02 9948 6722** email **admin@arabanoo.com** or visit their website **[www.arabanoo.com](http://www.arabanoo.com)**



## **Banking Program for Students**

Students have the opportunity to participate in a Banking Program.

## **Book Club**

The volunteer Book Order Coordinators send home a catalogue once a term advertising a range of educational books and resources. You have the option to purchase and in so doing, make a donation to the school. This is an optional activity.

## Canteen

The school canteen is situated on the school's Western Campus. The canteen is open every day and orders can be placed through FlexiSchools online at [www.flexischools.com.au](http://www.flexischools.com.au)

K to 2 lunches are collected from under the Eastern Campus COLA by Lunch Order Monitors and distributed to the class. Lunch orders for students in Years 3 to 6 are collected from the canteen by Lunch Order Monitors and distributed within class.

A roster system is in place between 9:00am until 2:00pm to support the operation of the canteen. If you would like to volunteer in the canteen please see the canteen section of the school website.

<https://balgowlah-p.schools.nsw.gov.au/about-our-school/what-we-offer/canteen.html>



## Photographs

Class, individual and special group photographs are taken by a photographer once a year. Payment directly to the photographer online or through an envelope system prior or on the day is required for all photographs.

Parents and carers give media consent at the time of enrolment as part of the enrolment application form.

Photographs and videos are also taken by the staff at a range of school activities.. Parents and carers may amend their consent at any time.





## Uniform Shop

The school encourages students to wear the appropriate school uniform. Summer uniform is worn in Terms 1 and 4 and winter uniform is worn in Terms 2 and 3.

SEASON	GIRLS UNIFORM	BOYS UNIFORM
<b>SUMMER UNIFORM TERMS 1&amp;4</b>	<ul style="list-style-type: none"> <li>• BHPS blue check dress or</li> <li>• BHPS short with White polo shirt with school emblem</li> <li>• Short white socks with cuff (above ankle)</li> <li>• Broadbrim school hat</li> <li>• Navy jumper</li> <li>• Black shoes*</li> <li>• Blue shorties for under summer dress</li> <li>• BHPS check hairband, scrunchie, bobbles or royal blue ribbon.</li> </ul>	<ul style="list-style-type: none"> <li>• Grey school shorts</li> <li>• School blue shirt or blue polo shirt with school emblem</li> <li>• Short grey socks with royal stripe</li> <li>• Broadbrim school hat</li> <li>• Navy jumper</li> <li>• Black shoes*</li> </ul>
<b>WINTER UNIFORM TERMS 2&amp;3</b>	<ul style="list-style-type: none"> <li>• Peter Pan collar long sleeve sky blue blouse</li> <li>• Grey plaid skirt (years 3-6 only) or Grey plaid, princess-line tunic or BHPS navy trousers</li> <li>• Navy jumper or Polar fleece jacket</li> <li>• Short white socks with cuff (above ankle) or Grey school tights</li> <li>• Black shoes*</li> <li>• Broadbrim school hat</li> <li>• BHPS check hairband, scrunchie, bobbles or royal blue ribbon</li> </ul>	<ul style="list-style-type: none"> <li>• Grey school shorts</li> <li>• School blue shirt or blue polo shirt with school emblem</li> <li>• Short grey socks with royal stripe</li> <li>• Broadbrim school hat</li> <li>• Navy jumper</li> <li>• Black shoes *</li> </ul>
<b>SPORT UNIFORM</b>	<ul style="list-style-type: none"> <li>• School sports royal blue shorts</li> <li>• Navy tracksuit pants (K-2 only)</li> <li>• Sports t-shirt with school emblem</li> <li>• White socks</li> <li>• Joggers*</li> <li>• Broadbrim school hat</li> </ul>	

Note: Items marked (\*) are not available from the Uniform Shop.

The Uniform Shop provides all the student's uniform clothing, including school bags and library/excursion bags, at cost competitive prices.

The shop is open on Tuesdays 8:30 to 9:30am and on Thursdays 2:30 to 3:30pm. Orders can be placed online through [www.flexischools.com.au](http://www.flexischools.com.au) for current students only.

More information about the Uniform Shop is available on the school's website:

<https://balgowlah-p.schools.nsw.gov.au/about-our-school/what-we-offer/uniform-shop.html>

# PARENT INVOLVEMENT

## Parents' and Citizens' (P&C) Association

The school has an active Parents' and Citizens' Association (P&C). The association meets twice a term and provides a forum where parents and carers can participate in discussing matters of interest and work with staff to make key decisions about the school.

The Annual General Meeting is held in Term 4 and notices of meetings are provided through the school's newsletter and through the class network.

The P&C raises funds which are used to implement additional school programs and purchase resources in the following ways:

- **Fundraising**

The majority of funds raised by the community is via a financial contribution. There is a 'tax deductible' option (this is different to the school contribution). The funds raised through this voluntary contribution system go into the P & C General Fund and are used to support learning programs, purchase of new technology or other resources and upgrades to school grounds. Families can also support the school by making a tax-deductible donation to the P & C Building Fund which can only be used to support school building projects.

- **Grants**

The P&C actively look for appropriate grants to apply for which will assist with funding of projects dependent upon the grant criteria and the school's priorities.

- **Services**

Parent and community volunteers operate and manage services provided to school families such as Canteen, Uniform Shop, Student Banking, Arabanoo and Band.





## Volunteering

The school welcomes volunteers. Opportunities for volunteering are regularly communicated through the newsletter. Opportunities to volunteer also exist in the school's canteen, uniform shop, class activities, school carnivals, gardening and working bees, P&C organised activities and class coordinators.

### Class Communication Coordinator

Each term, one or two parents of students in each class will volunteer to be a Class Communication Coordinator. Their role is to keep you informed about class activities which may include messages from the teacher, class social events and information about parent and community activities. These parents are also a great source of information about the school generally and are there to assist you with settling into the school.

The Class Communication Coordinators form a class contact/email list so they can communicate class/school fundraising information to you. These email lists are only for school or P&C information and are not to be used for socialising or promoting personal business or fundraising information.

They distribute the P&C newsletter 'In the Loop' weekly via email.

The department requires volunteers to complete the **Appendix 5 (2017):** [https://education.nsw.gov.au/policy-library/associated-documents/WWCC-Appendix-5-Declaration-for-volunteers-and-non-child-related-contractors\\_FINAL.pdf](https://education.nsw.gov.au/policy-library/associated-documents/WWCC-Appendix-5-Declaration-for-volunteers-and-non-child-related-contractors_FINAL.pdf)

Volunteers will also need provide **100 points of proof of identity:**

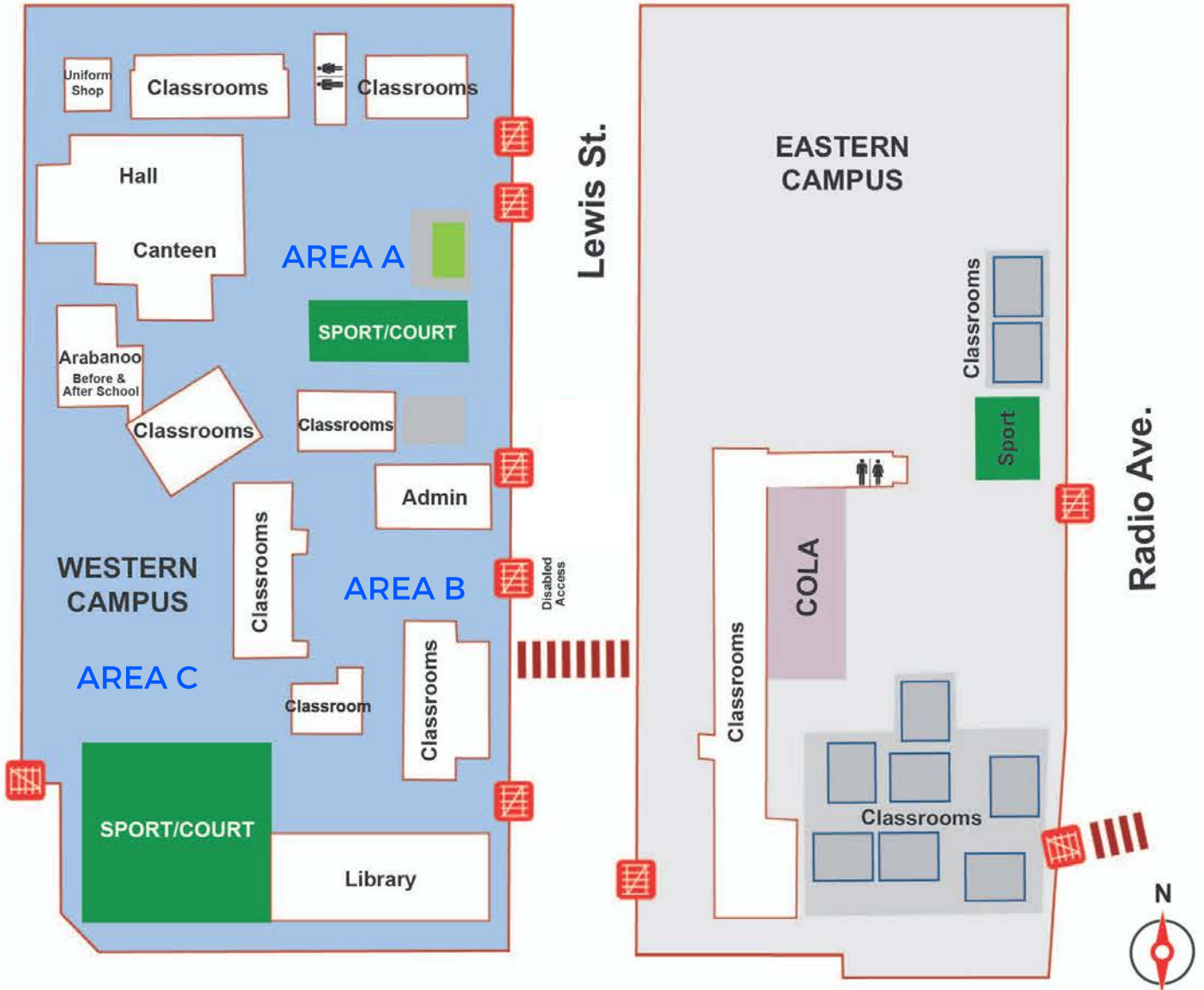
<https://education.nsw.gov.au/policy-library/associated-documents/Appendix6-Proof-of-Identity.pdf>

### Contacting the P&C

For more details on these volunteer positions, please go to the P&C section of our school website:

<https://balgowlah-p.schools.nsw.gov.au/supporting-our-students/parents--carers-and-the-community.html>

# BALGOWLAH HEIGHTS PUBLIC SCHOOL



## CONTACT INFORMATION

Balgowlah Heights Public School  
9B Lewis Street Balgowlah Heights NSW 2093  
Phone: 9948 2225

Email: [balgowaht-p.school@det.nsw.edu.au](mailto:balgowaht-p.school@det.nsw.edu.au)  
Web: [balgowaht-p.schools.nsw.gov.au](http://balgowaht-p.schools.nsw.gov.au)