

# POTTSVILLE BEACH PUBLIC SCHOOL

EXCELLENCE INNOVATION SUCCESS COMMUNITY

Tweed Coast Road POTTSVILLE NSW 2489 T 02 6676 1161 E [pottsville-p.school@det.nsw.edu.au](mailto:pottsville-p.school@det.nsw.edu.au) W [Pottsville-p.schhols.net.edu.au](http://Pottsville-p.schhols.net.edu.au)



## HANDBOOK





## WELCOME

Welcome to those who are already part of the Pottsville Beach community, potential parents and students or simply browsing out of curiosity. I hope that you enjoy the information offered. Pottsville Beach Public School is an extraordinary school, made so by a growing tradition of educational excellence.

From my office I drive a philosophy of delivering as broad a curriculum as possible. Children have many interests and my role is to open the gates to a world of possibilities so that they can explore hobbies that may become vocations, subjects that motivate and drive new learning and “stuff” we can do simply for fun.

Whilst it may be true to say that we are situated in one of Australia’s most sought after locations and enjoy being a stone’s throw from the beach, I believe our appeal as a school rests in our strong sense of community, the values we celebrate, our commitment to realising the potential of young children, and providing a balanced education that addresses the academic, social, emotional, physical and spiritual aspects of our students’ lives. Web sites and information booklets are useful but are rarely able to capture the true magic of a place. It is my hope that you might visit us and tour the School, so that you can see for yourself why it is that Pottsville Beach PS has become so well known as a place of quality education.

Come and join us

Mark Downward  
**Principal**





## SCHOOL EXECUTIVES

<b>Principal</b>	Mark Downward	Relieving Principal - Trish Fisher	
<b>Deputy Principal</b>	Jenelle Foster		
<b>Assistant Principals</b>	Kathy Frost	Shara Perry	Rodney Ryan
	Leonie Richards		

## TEACHERS

Eleanor Collier	Sonia Squires	David Mercer
Amanda Hawes	Alison Stone	Trish Tyson
Robyn Rampano	Josh Bird	Darlene Briggs
Yula Harris	Georgie Coleman	Peter Rologas
Shaun Cowin	Sue Lee	Karen Smith
Judy Donnelly	Maryanne Rudman	Angela Patterson (IT)
Alison Schultz	Rod Ryan	
Amy Paron	Steve Macdonald	
Tara Samuelson	Tamara Keyes	

## LIBRARIAN

Renai Hollis

## MUSIC/BAND TEACHER

Yvonne Thompson

## SUPPORT TEACHERS

<b>School Counsellor</b>	Dannielle Thomson
<b>Learning Support</b>	Glen Roach
<b>Literacy / Numeracy</b>	Lisa Hook

## OFFICE

Sue Matheson	Charmaine Ray
Jodie Carroll	Andrea Steenson

## GENERAL ASSISTANT

Brian Pollard

## SCHOOL LEARNING SUPPORT OFFICERS (SLSO)

Dale Butler	Jo McWilliam	Jade Finselbach
Larissa Ilse	Vanessa Dennis	

## CLEANERS

Christine Baldock	Bill Baldock
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## SCHOOL TERMS 2019

- Term 1** Tuesday 29 January to Friday 12 April
- Term 2** Tuesday 30 April to Friday 5 July
- Term 3** Tuesday 23 July to Friday 27 September
- Term 4** Monday 14 October to Wednesday 18 December

## STAFF DEVELOPMENT DAYS 2019 (STUDENT FREE DAYS)

- Term 1** Tuesday 29 January
- Term 2** Monday 29 April
- Term 3** Monday 22 July
- Term 4** Thursday 19 and Friday 20 December

## SCHOOL COMMENCEMENT 2020

- Staff commence Tuesday 29 January**
- Year 1 to Year 6 students commence Wednesday 30**
- Kindergarten students commence Monday 3 February**

## DAILY ROUTINE

Please note: For the safety of your children, learners are not permitted on school grounds before or after bell times unless they are enrolled in an event organised by the school or care provider.

**Supervision is provided until the last bus departs**

## SCHOOL CONTACT INFORMATION

- Tweed Coast Road, POTTSVILLE NSW 2489
- T** 02 6676 1161
- E** pottsville-p.schools@det.nsw.edu.au
- W** pottsville-p.schools.net.edu.au

## BELL TIMES      KINDERGARTEN – YEAR 6

- 8.30am – 9.00am**
- 9.00am**
- 11.10am – 11.30am**
- 11.30am – 11.50am**
- 1.10pm – 1.35pm**
- 3.00pm**

- Indicates teachers are on duty and play can commence
- Classes commence
- First half Lunch commences
- Second half Lunch commences
- Recess commences
- School day concludes





### ACCESS TO SCHOOL DOCUMENTATION

The school makes a range of information and documentation available to parents. This includes information about the school, programs, facilities, student leadership, parent support, policies, guidelines, procedures, as well as information about before and aftercare providers. Please actively seek information from our website.

### ATTENDANCE

Parents/Caregivers are responsible for guaranteeing the regular attendance of students. Attendance is essential to ensure progress and a student should not be absent without a good reason. The school maintains daily records of attendance including partial attendance and students who are late. Parents must send a note to the class teacher explaining any absence or partial absence within seven days of the absence.

Teachers, the Deputy Principal and Stage Assistant Principal are responsible for monitoring student attendance and will inform parents as soon as possible of any case of truancy or of any unexplained absences. The Department of Education and Communities also monitors attendance and punctuality. Continual absences may result in the school referring students to the Home School Liaison officer.

[https://education.nsw.gov.au/student-wellbeing/media/documents/attendance-behaviour-engagement/attendance/attendance\\_parents.pdf](https://education.nsw.gov.au/student-wellbeing/media/documents/attendance-behaviour-engagement/attendance/attendance_parents.pdf)

**“If a student misses as little as 8 days in a school term, by the end of primary school they’ll have missed over a year of school.”**

### Arrival at School

Students must not arrive at school before 8.30am unless they have a rehearsal, tutorial or training session. The playground is supervised from 8.30am and the school cannot accept any responsibility for students before this time. Before school care is available. Please contact Camp Australia for information and bookings. Refer OSHAP in this handbook. Students must be booked into these centres.

### Late for School

Punctuality is crucial as important information is provided at morning lines and students arriving late interrupt classes. Parents are responsible for ensuring their child arrives at school between 8.30am and 9am. Students who are late must obtain a late note from the school office. The Deputy Principal and Assistant Principal will inform parents if their child is continually late for school. Continual lateness may result in the school referring students to the Home School Liaison officer.

### Absences During School Hours

We highly encourage your child to attend everyday including absences for early pickup. Please organise all other activities outside of school hours unless medical or absolutely necessary.

When students are required to leave during school hours, parents are required to complete a leave of absence form obtainable from the school office before they collect their child. Students will not be released on their own - they must be collected by a parent/caregiver or nominated adult. For excursions, students are expected to travel with the school group and return to be dismissed from school. If parents want this procedure to be varied, a request in writing prior to the excursion is required.

### Medical and Dental Appointments

Parents should always endeavour to make medical, dental and other appointments out of school hours.

### Extended Absences/Family holidays

These should coincide with school vacations and only in extraordinary circumstances should holidays be arranged during school terms. The school should be notified if your child will be away for more than three days. Please send a note or email explaining the absence when the student returns to school. In accordance with

Department of Education policy regarding extended student absences, any leave (in addition to sick leave) must be formally applied for. The application forms are available at the front office, and a form must be completed for each student seeking leave. Please request an application form for your child (or children) as soon as you know you might be going away for an extended period of time.

### **ADDITIONAL SUPPORT MEETINGS**

When children have additional support needs, or if they are making less than the expected progress, we may find it helpful to meet with parents more regularly. These meetings may include our Learning Support Teacher or other agencies as appropriate. NB: Parental permission will be sought before involving other agencies.

### **ADMINISTRATION**

The office is open between 8.30am and 3.15pm.

**Phone:** (02) 6676 1161

**Email:** [pottsville-p.school@det.nsw.edu.au](mailto:pottsville-p.school@det.nsw.edu.au)

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

### **AFTER SCHOOL ACTIVITIES**

Community Users hire the school facilities to run after school programs. Please contact the school office to make enquiries if required.

### **AMBULANCE**

An ambulance will be called to assist any student with serious illness or injury. Parents will be contacted in the event of an ambulance being called.

### **ANNUAL SCHOOL REPORT**

All government schools produce Annual School Reports which contain in-depth analysis of student performance data and provide a record of the school's self-evaluation and achievements on targets.

### **APPOINTMENTS**

If necessary parents can visit the school to ask questions, gain support or to have the opportunity to talk about their child/home issues with either the child's class teacher or the Executive Team. Parents are asked to phone the school to make an appointment or send an email to [pottsville-p.school@det.nsw.edu.au](mailto:pottsville-p.school@det.nsw.edu.au)

This allows the school time to organise cover to make staff available to speak to the parents. Our aim is to see the parents as quickly as possible; within two days of the request if possible.

### **ASSEMBLY**

School assemblies are a fantastic opportunity to acknowledge student success, celebrate students' talents and honour special events. K-2 and 3-6 assemblies are held each fortnight and are hosted by a class. In addition, special assemblies are held throughout the year for events such as Student Leadership, ANZAC Day, Grandparents Day, Education Week, Sports Presentations etc. At the end of the year, Presentation Day assemblies for each stage celebrate student's progress and achievements throughout the year. Parents, family and friends are welcome to attend class and special assemblies.

### **ASSESSMENT AND REPORTING**

General assessment of basic literacy and numeracy skills will be undertaken in the first couple of weeks to provide information for students in setting goals for learning, for teachers and for our first parent teacher interviews at the end of Term 1, 2020.





Early information about your child's adaptation to the new grade, social development and achievement enables parents, teachers and students to set and share common goals for a productive year of learning.

For Stage 3 (Year 5 and 6) students may be included in the interviews. Our students by this stage are quite independent learners so it is important that they fully engage in this feedback process.

Written reports will be received by all parents at the end of Term 2 and Term 4 with follow up interviews scheduled by parent or teacher request. You are also free to make an appointment to talk to the class teacher at any other time of the year.

### **AWARDS**

Pottsville Beach Public School values student achievement and acknowledges positive student engagement as part of the Student Wellbeing guidelines. The Merit Award Scheme is cumulative and moves with the student through their time at PBPS. Students collect five Star Awards which can be traded for a Bronze Award. Three Bronze Awards are traded for a Silver Award and three Silver Awards are traded for a Gold Award. On receiving three Gold Awards, students are presented with a Medallion. Student of the Week Awards are also presented during fortnightly assemblies and are equivalent to one Bronze Award.

### **BAND**

The School band operates for interested students from Years 3-6 within the school. Yvonne Thomson is the band director overseeing and running all aspects of the program.

### **BEST START ASSESSMENT - KINDERGARTEN**

This assessment helps teachers identify the literacy and numeracy knowledge and skills that each child brings to school as they enter Kindergarten. The data taken at the time of this assessment will assist the development of quality, individual teaching and learning programs.

### **BOOK CLUB**

Pottsville Beach Public School is one of hundreds of schools across Australia that is involved with Scholastic Book Club. Scholastic has partnered with Australian schools to instil a love of reading in children. Twice a term, Book Club brochures provide access to age-appropriate resources that children and families can purchase to expand their own personal libraries. The brochures are levelled at Kindergarten, Years 1 and 2, Years 3 and 4, and Years 5 and 6. A percentage of the value of books purchased by students at Pottsville Beach Public School is returned to the school to use for the purchase of teaching and learning resources that are used across the school.

### **BUSES**

Many students travel to and from school by bus. It is important that the student knows what bus they will be travelling on before starting school. Contacting the bus company before enrolment day for specific bus routes will be most helpful (Surfside Buses). All K-6 students who live more than 1.6km radial distance from the school (or 2.3km by the most practical walking route) are eligible for free bus travel.

All Kindergarten, Year 1 and 2 students are eligible for free travel irrespective of distance. The appropriate forms can be found online at [www.transportnsw.info/school-students](http://www.transportnsw.info/school-students). It is also a good idea to be at the bus stop to collect your child for the first week or so. It is recommended that you wait on the same side of the road as the bus stops. In the excitement of greeting mum or dad after school children can forget their road sense.

### **BICYCLES**

Students riding bicycles to school must wear a helmet and park their bike in one of the two designated bike rack locations. Students under 10 years of age are not encouraged to ride bicycles to school.



## CANTEEN

The canteen at the Pottsville Beach Public School is run by our P&C Association to provide a service to our students and as a fundraiser for the school.

The canteen is open Tuesday to Friday to provide food for lunch and recess. Tamara is our canteen coordinator and along with a fantastic bunch of volunteers she provides healthy food (and occasional treats) for our students.

**How do I order my child's lunch?**

Lunch orders can be made in one of two ways:

1. By writing your child's name, class and what they would like on a paper bag (these are collected in the classrooms). The money for these orders is to be put in the paper bag with the order.
2. Online through flexischools ([www.flexischools.com.au](http://www.flexischools.com.au)). You can register on this website and order and pay for your child's lunch. This is very easy to use and saves having to find loose change in the mornings.

We need your help

Without the help of parents, carers and grandparents the school canteen cannot continue to operate. Helpers at the canteen can stay for an hour, a morning, or a full day. Jobs can be as simple as washing up, making sandwiches, baking or serving at the counter. Any and all helpers are very warmly welcomed and the canteen is a fantastic way to meet other parents. Many children (especially our younger students) just love seeing mum, dad or grandma and grandpa at the canteen.

## CHANGE OF ADDRESS

If you change contact numbers or addresses, please notify the school office in writing. It is essential that this information is always accurate and current. This also applies to phone numbers for emergency contacts.

## CHANGES IN ROUTINE

If you wish to take your child out of the school, or contact him/her during the school day, please call at the office before going to the classroom. This is necessary to ensure your child's safety and to avoid unnecessary disruptions to classroom routine. Remember NO student is allowed to leave the school grounds during the day, without written parental/guardian request and the approval from the Principal or an executive staff member. If your child is to go home with someone else please send a note to explain this change of routine.

## CLOTHING AND POSSESSIONS

Please label all clothing, hats, lunch boxes, drink bottles and bags. Any lost property found will be sent to lost property located near the canteen. If your child's name is on any item it will be returned to them. If items are not collected after a certain time, all clothing items will be given to our school uniform shop to be sold as second hand items.

## COURT ORDERS

In a divorce or separated family situation and where custody is other than "joint custody" (in which case both parents have access to staff and report cards etc) court orders must be sighted and copied for school records.

If these are changed through the courts, an update must also be sighted. It is extremely important that the school remains neutral in custody disputes and cannot act on a parent's word regarding custody.

## COMMUNICATION

Schools have many lines of communication to maintain: with parents and carers, with other schools, with the community, with outside agencies, and within the school. Good communication between the school and the home is essential, and children achieve more when schools and parents work together. Parents can naturally help more if they know what the school is trying to achieve. In our school we aim to have clear and effective communication with all parents and with the wider community. Effective communication enables us to share our aims and values, through keeping parents well informed about school life. Please refer to our PBPS School Communication guidelines.



## COMMUNICATIONS FROM THE SCHOOL

The School's newsletter is produced weekly and is distributed every Wednesday. The newsletter is uploaded to the school's website [www.pottsville-p.schools.nsw.edu.au](http://www.pottsville-p.schools.nsw.edu.au) and the school's app (Skoolbag).

The newsletter will attempt to keep you informed of forthcoming events, dates and school news. At times it may be necessary to send supplementary notes home (these will be kept to a minimum). Permission notes for excursions, events and performances are either incorporated in the new coming soon **Parent Portal**. The school encourages students to give all written communications to parents promptly. It would be appreciated if you would check with your child to see if they have a note/information for you and regularly check Skoolbag for any information.

**Skoolbag** provides our school with an easy way to communicate to parents/carers everything they need to know, and it provides parents with the most convenient way to receive school notifications. Parents can view the schools documents and notifications instantly. Both Smartphone and Android applications are available to parents.



**You will receive information through this app for P&C communication, Stage news, School alerts and information, Events, Newsletters etc.**

\*We would encourage you to ask the people who pick up or drop off your children to also access Skoolbag as we send all important information such as bus delays via this app.

## CRUNCH AND SIP

As part of our Healthy Eating program, all children are encouraged to bring Crunch n Sip to school every day. Children bring a small serving of fresh fruit or vegetables cut up in a container that they can open themselves. Children are also asked to bring a bottle of water every day and can have a drink of water during Crunch and Sip time at 10:00am.

## DANCE ENSEMBLES

Pottsville Beach offers students in Stage 3 the opportunity to trial to be a part of Dance Ensembles. Auditions are held at the beginning of Term 1 each year. Students perform at school functions as well as the Far North Coast Dance Festival each year.

## EMAIL

We would encourage parents to email [Pottsville-p.school@det.nsw.edu.au](mailto:Pottsville-p.school@det.nsw.edu.au)

This would be appropriate where enquiries are not deemed urgent by the parent (for example, seeking clarification of a school event or requesting a meeting with their child's teacher).

For the purposes of administration we require all emails to go to a central email address. However, all emails will be treated with full confidentiality and the responses will be made by the member of staff addressed. Please note all emails should specify the member of staff to whom the query is addressed.

Our aim is to respond to parents as quickly as possible; we try to ensure a response to an email the next day: if later, we will communicate the response time.

## ENROLMENT

Our school can help with enrolment enquires anytime throughout the year.

- **STARTING KINDERGARTEN**

Your child can start Kindergarten at the beginning of the school year if they turn five on or before 31 July in that year. By law, all children must be enrolled in school by their sixth birthday. Because students start new work in their new class at the beginning of the school year, it would be an advantage for your child both socially and educationally, to start school as soon as possible in the new year.



Further information regarding starting and preparing for Kindergarten can be found at: [www.school.nsw.edu.au/](http://www.school.nsw.edu.au/)



### HOW TO ENROL IN PRIMARY SCHOOL

Contacting the school for a discussion or an appointment is usually the first step.

See below which step applies to your child's circumstances:

- **applying to enrol in Kindergarten?** please contact the school to discuss the enrolment procedures and obtain the necessary paperwork to complete.
- **currently enrolled in a NSW public school, and wishing to change schools?** contact the school of your choice to discuss the enrolment procedures and obtain the necessary paperwork, or any out of enrolment area criteria.
- **changing school from a non-government school?** contact us to make an appointment to discuss your child's potential enrolment.
- **the holder of a temporary visa or visitor visa?** you will first need to apply to enrol by contacting the temporary residents program who will give you forms to bring to the school.
- **your child has a learning difficulty or special need and is applying to enrol in Kindergarten, or wishing to change from a non-government school?** please contact your local regional office by telephoning 131 536. Their student support team will discuss assessment of your child's needs. Depending on your location and your child's needs, you may have access to regular classes in regular schools, support classes in regular schools, or to a school with specific support services.

### ENROLMENT APPOINTMENTS

As parents and caregivers you will need to bring these documents to the appointment with the school: For children **already enrolled in a NSW public school** we only require:

- proof of your child's address - originals of different documents such as your council rates notice or residential lease or electricity bill;
- family law or other relevant court orders (if applicable).
- Completed enrolment application
- Proof of age: a birth certificate or passport
- Immunisation History Statement

An interview will be scheduled with the Deputy or Principal once all of the correct documentation is received.

If your child has **not been previously enrolled in a NSW public school**, you will need to bring these documents with you:

- your child's birth certificate or identity documents
- proof of your child's address - originals of different documents such as your council rates notice or residential lease or electricity bill;
- immunisation history statement based on the Australian Childhood Immunisation Register (ACIR);
- family law or other relevant court orders (if applicable).

If your child is **not a permanent resident** you will also need to provide:

- passport or travel documents;
- current visa and previous visas (if applicable).

It's important that you tell the principal if your child has any special circumstances, allergies, health or medical conditions, before your child starts school.

### ETHICS

Ethics classes are now available in NSW public primary schools as an option for children who do not attend Special Religious Education (SRE)/Scripture. Please contact the school for more details.



## EXCURSIONS

Excursions are valuable in that they supplement the learning taking place in the classroom, by providing students with the opportunity to see and experience at first hand, places, events and objects which are being studied. Parental permission is required for all excursions. A permission note will be attached to information concerning the proposed excursion and this is usually forwarded with the weekly newsletter. All children are expected to attend excursions and pay the cost involved. If there are problems associated with payment for an excursion, you are encouraged to contact the office directly to organise a payment plan.

## HEALTH

### Immunisation

We support the immunisation of children, before they enter Kindergarten in NSW Public Schools, to protect them against outbreaks of infectious diseases.

When enrolling a child, parents/caregivers will be asked to provide an Immunisation History Statement. The Immunisation History Statement can be obtained by contacting the Australian Childhood immunisation Register on 1800 653 809.

Primary schools record the immunisation status of students on enrolment. They keep the record for three years after the student leaves to enter high school. If a student changes primary schools the immunisation history statement (or a copy) is forwarded to the new primary school. Primary schools are not required to transfer history statements to high schools. High schools are not required to keep immunisation records. A child without an Immunisation History Statement will not be prevented from enrolling. Under the NSW Public Health Act 2010, however, children without proof of immunisation may be asked by Public Health Officials to stay at home during an outbreak of vaccine preventable disease.

### Illness at School

Students feeling unwell at school will be directed to the sick bay and parents or nominated contacts will be contacted. If your child is unwell please keep him or her at home, the school is not the place for a sick child.

### Infectious Diseases

If your child gets any of the common infectious diseases, let the school know and make sure they are fully recovered before returning to school. Parents often enquire as to how long their child needs to be excluded from school due to certain illnesses. Periods of exclusion from school are available at <https://education.nsw.gov.au/student-wellbeing/health-and-physical-care/health-care-procedures/conditions/infectious-diseases>.

A note from parents explaining any absences should be sent to school on the day your child returns to school. Health regulations require that if your child is not immunised against a disease, and an outbreak occurs, that your child remains at home until students have recovered.

### Allergies

Pottsville Beach Public School is an 'Allergy Aware School'.

The school is committed to minimise the risk to children with documented allergies to nut products; **the school encourages parents, children and staff to AVOID bringing foods that contain nuts to school**. This allergy aware practice applies to those ingredients specifically listed as nuts. The school acknowledges that it is impractical to ask parents not to send food which states 'may contain traces of nuts' on the label. The school takes an active approach to minimising risks; a note is given to the class where there is a child that has severe allergies, teachers encourage children to wash hands after eating and reinforce the no sharing of food policy.

### Administering prescribed medication at school

When a medical practitioner has prescribed medication that must be administered during the school day, parents are responsible for:

- bringing this need to the attention of the school office



- ensuring that the information is updated if it changes
- supplying the medication and any 'consumables' necessary for its administration in a timely way
- collaborating with the school in working out arrangements for the supply and administration of the prescribed medication.
- Completing the school medication form

The administration of such medication forms part the Department's common law duty of care to take reasonable steps to keep students safe while they attend school. This duty of care is fulfilled through its staff members.

### **HOMework POLICY**

Homework is a valuable part of schooling. It allows for the practising, extending and consolidating of work done in class. Homework provides training for students in planning and organising time and continues to develop a range of skills in identifying and using information sources. Additionally it establishes habits of study, concentration and self-discipline.

#### **Kindergarten – Year 2**

Kindergarten teachers may introduce homework in Term 1. This will generally consist of home reading, literacy and numeracy tasks and news preparation. However, all activities at home or in play can assist students to develop a wide range of knowledge and skills including literacy, numeracy and problem solving. It should also be remembered that self-directed play in unstructured time is important.

#### **Years 3 – 6**

As students' progress, they increasingly work independently on their homework, but it is important that teachers continue to provide guidance and assistance particularly in the development of study and research skills. Homework may include Home reading (to parent/caretaker, or silently) and reading activities. Learning of spelling lists, spelling activity sheets and text book activities, practising of tables, mental computation, online programs ie. Mathematics, research, writing, speeches etc. as suggested by a teacher.

### **LEARNING SUPPORT TEAM**

In order to cater for the needs of a diverse range of student learning needs, adjustments and variations to the classroom teaching program may need to be incorporated. These interventions vary from student to student and ensure that the whole school supports its teachers in supporting all students' learning.

A key feature of our Learning Support Team is the facilitation of collaborative planning between all stakeholders including teachers, support staff, outside organisations, parents, and students. Our learning support team also provides support in whole school planning, building capacity in teachers, developing collaborative partnerships and determining educational expectations in our students.

### **LIBRARY**

For students at Pottsville Beach Public School, the library is a place where they can discover new realms. The aim of the library is to equip students with skills that will allow them to navigate their way through new technologies and the vast expanse of knowledge in our ever changing world. Students are welcome to come in and borrow books, read and research topics using both print and non-print materials. Our Library programs aim to tie in with classroom themes and areas of learning wherever possible, making the library an extension of the classroom.

All students require a library bag that can be purchased at the uniform shop. The School Library is open lunch time for borrowing, quiet reading and activities Monday to Friday.

### **LOST PROPERTY**

All belongings including clothing should be **CLEARLY LABELLED**. All unnamed clothing left in the lost property basket will be taken to the op-shop at the end of each term.



## MINILIT

MiniLit is an evidence-based early literacy program. The program is aimed at struggling Year 1 readers, and is delivered to small groups of up to four students. Each lesson comprises three main components: Sounds and Words Activities; Text Reading; and Story Book Reading. You will be notified if your child is to take part in this program.

## MOBILE PHONES

Mobile phones should not be brought to school. We cannot accept responsibility for their loss or damage. If parents need to contact their children throughout the day, they are able to call the office and messages will be passed onto the students.

## MONEY COLLECTIONS

All money sent to the school should be in the payment sealed envelope provided by the school, clearly marked with student's name, class and what the money is for.

### Online Payments

Our online payment portal (POP) is linked to your school's website to make it easier for you to pay for school related payments. This is a secure payment page hosted by Westpac. Log onto our school website at: [www.pottsville-p.schools.nsw.edu.au](http://www.pottsville-p.schools.nsw.edu.au). Click on "Make a Payment" and follow the prompts to make a payment via Visa or MasterCard. **PLEASE DO NOT** allow students to bring unnecessary amounts of money to school.

## OSHAP

Before and after school programs are provide by Camp Australia. The program commences at 6.30am before school and 3.00pm after school. Information about bookings, costs and programs can be found by ringing 1300 105 343.



## PARENTS AND CITIZENS' ASSOCIATION

The P&C ASSOCIATION plays a very important role in our school. It provides parents with the opportunity to become involved in school decision making through the Association itself and the numerous School Management Committees. The P&C provides valuable resources for the school that greatly enhance the learning environment.

**P&C MEETINGS** are held on the first Tuesday of each school month in the Parent Resource Room. Remember this Association is vital to the proper functioning of the school so you are encouraged to attend meetings. Your participation is most appreciated by the staff and students.

## P&C EXECUTIVE 2019

<b>President</b>	Danielle Hevers	
<b>Vice President</b>	Sara Edwards	
<b>Secretary</b>	Fiona Snell	<a href="https://education.nsw.gov.au/public-schools/going-to-a-public-school/school-community-charter">https://education.nsw.gov.au/public-schools/going-to-a-public-school/school-community-charter</a>
<b>Treasurer</b>	Katie Johns	
<b>Uniform Coordinator</b>	Sarah Lowes	
<b>Canteen Supervisor</b>	Tamara Sheen	

## PARENT/TEACHER INTERVIEWS

The Principal, School Executive and Classroom Teachers are eager to work with you to make your child's school life a happy one and are always willing to discuss your child's progress with you. However please arrange an appointment at the office by speaking to the school administrative office.

Please remember that the teachers are very involved with the students and do not have time for discussions at classroom doors or whilst on playground duty.



### **PARENT PORTAL**

A parent portal will be made available to all parents in the coming weeks. You will receive a letter providing you with a password and how to access this portal. The portal will allow for greater means of communication. You will be able to access newsletters, excursion notes and write absence letters just to name a few.

### **PARKING**

The safety of all children at Pottsville Beach Public School is paramount. As teachers we have a duty of care to look after all the students while they are at school. When children leave the school at the end of the day, we continue to be concerned about their safety, and we ask you as parents and carers to be mindful and conscious about the safety of all children leaving the school grounds.

The parent pick up initiative will ensure there is a teacher on supervision from 3.00pm. Parents are to remain in the car whilst waiting for children. You may consider coming to the school at 3.10pm to alleviate the congestion of cars. Please take notice of the parking signs around the school.

### **POTTSVILLE BEACH NEWSLETTER**

The Pottsville Beach newsletter is a fortnightly communication which is published on the school website. The link for the newsletter is sent out online and via Skoolbag app. The newsletter outlines important school information, student/school achievements and any upcoming term events.

### **RELIEF FROM FACE-TO-FACE (RFF) TEACHING PROGRAMS**

For the benefit of our students and to allow teachers to prepare/program, our school offers a variety of specialist programs as part of RFF. RFF teachers deliver Japanese, Technology, Science and library lessons as well as allocated areas of the curriculum.

### **REPORTS**

Our school produces a summary of your child's progress with written reports twice a year. Formal reports aim to provide a summation of the student's academic, creative, physical, personal and social growth in the school environment over a semester period. The report is a document which is highly valued for the information which it contains and the opportunity it provides for valuable, focused communication between the teacher, student, and parent. The reports are based on the assessment of learning outcomes covered during the semester. We encourage parents, carers, teachers and students to use the reports to acknowledge and celebrate each child's learning progress and effort, and work together to support future learning.

### **SCHOOL GUIDELINES**

The school operates using a series of guidelines. They are drafted using Department of Education policies in consultation with students, staff and parents with the incorporation of best practice. Once implemented these guidelines are reviewed and modified when necessary on a regular basis. Should you require a copy of any policy please go to the school website. [www.pottsville-p.schools.net.edu.au](http://www.pottsville-p.schools.net.edu.au)

### **SCRIPTURE**

Scripture takes place each Thursday. Years K – 2, 1.35pm – 2.05pm and Years 3 – 6, 12.30pm – 1.10pm.

We offer Catholic, combined (non- denominational Christian) Ethics and Non Scripture.

Volunteers run the individual SRE scripture programs.

Should you wish your child to change Scripture program, please advise the class teacher in writing.

### **SCHOOL DEVELOPMENT DAYS**

The Department of School Education allocates three days for schools to participate in Development Days per year. These days are usually organised by the school for staff and parents to meet to discuss and plan matters related to state priorities, school curriculum and professional development.

The first day of Terms 1, 2 and 3 and the last two days of Term 4 are normally the allocated days. Students do not attend school on these days. Parents are informed of these days at P&C Meetings and through the School's Newsletter.

## SCHOOL UNIFORM



For students a uniform dress code reinforces in students a pride in their own appearance, instils recognition of themselves as an integral part of the school community, and assists in developing pride in representing their school. Issues of equality, health and safety, and expense are also factors that contribute to the establishment of the School Dress Code. Additional information has been added to the guidelines to embrace the entire school community with notes on Staff and Parent/Community expectations.

### PLEASE CLEARLY LABEL YOUR CHILD'S NAME ON ALL HIS / HER BELONGINGS.

The uniform shop is open every Tuesday morning from 8.45am to 9.45am.

SHIRT	Purple with embroidered school emblem in white.
SPORTS SHIRT	House colours – (Oxley-blue, Cook-green, Flinders-red, Phillip-yellow) with school emblem embroidered in black (worn on sports days only).
SHORTS	Plain black shorts or with school logo only. No football or board shorts. Shorts must be longer than school shirt. No bike shorts / hot pants.
CULOTTES / SKORT / SKIRT	Plain black or with school logo only. Must be longer than school shirt. Wrap around black skirt with built in shorts are acceptable.
SOCKS	Black or white
JACKETS	Purple/Black or Black/White school jacket with emblem embroidered.
SLOPPY JOE	Purple or black jumper with school emblem. No hoodies, logos or plain jumpers. Phasing out by end 2020)
HATS	Black school broad brimmed hat – embroidered with school emblem
SHOES	Students must wear covered shoes and socks while at school. Black leather or black sports shoes are preferred.
WINTER UNIFORM	Plain black tracksuit pants or cotton drill trousers or Full length Stockings / leggings under culottes / skort or skirt are acceptable. No embellishments / cut outs on clothing.

## SPECIAL SWIMMING SCHEME

The Swim Scheme operates each year for two weeks by specialist swim instructors to teach students from Stage 1 the fundamentals of swimming. This is a compulsory activity for all Stage 1 students.

## SPORT

Sport and Fitness occurs from K–6 weekly on selected days. Students are to wear sport shirts on this day.

## SUN SAFETY

Pottsville Beach Public School takes sun safety seriously and implements a range of strategies to protect students. We follow the "No Hat – No Play guidelines"

1. Students will be encouraged to wear a hat, sunscreen, protective clothing and to stay in the shade whenever appropriate.
2. Students who do not wear approved hats will remain in a 'Sun Protection Area'.
3. Sunglasses can be worn in the playground.

## SUPERVISION

For the safety of your children, learners are not permitted on school grounds before or after bell times unless they are enrolled in an event organised by the school or care provider.

Supervision is provided until the last bus departs.



## TEACHER CONTACT AND COMPLAINT HANDLING PROCEDURES

Teachers are the first point of contact, by emailing or making an appointment. Please note that teachers are often involved in school meetings and professional development before and after school.

Please do not approach teachers about issues during drop off and pick up times, they can be contacted through the school email. Remember that during the school day they will be teaching your children so you may not receive an instant reply. Urgent messages should go to the office 02 66761161 or Pottsville-p.school@det.nsw.edu.au.

If you wish to discuss any issues further, please do not hesitate to arrange a meeting time with the Stage supervisor for child's grade. Assistant Principals lead classroom teachers in stage teams and are available to support your issue, concern, enquiry or celebration.

- Kindergarten – Shara Perry
  - Year 1 & Year 2 – Kathleen Frost
  - Year 3 & Year 4 – Rod Ryan
  - Year 5 & Year 6 – Leonie Richards
- The Deputy Principal role is to also support stage teams. In the case you would like to further address an issue, please make an appointment with Jen Foster.
  - The Principal, is happy to be seen at any time, however to ensure a meeting, please make an appointment.

## TECHNOLOGY

Pottsville Beach Public school has a focus on new technologies, in particular mobile devices to provide students with learning opportunities that develop the key skills of the 21st century learner. We believe effective learning in any environment requires good design, management and pedagogy. Technology is one tool for learning and to support this we have iPads for use across the school. Teachers are currently designing, developing and integrating learning technologies on iPads to support high levels of engagement rather than replacing the core skills they teach.



## VISIBLE LEARNING

Is based on John Hattie's years of research – a synthesis of more than 95,000+ studies, 300 million students, and 250+ influences. – into what actually works best in schools to improve learning.

Hattie's mantra; 'Know thy Impact', highlights the belief that educators must know what effect their teaching is having on their students' results. He hopes for teachers to "explore different methods, collaborate with their peers and get 'obsessed' with results".

At Pottsville, we pride ourselves in making learning visible with a positive growth mindset. Learning intentions, Success criteria and Learning Purpose are displayed in 'learner friendly' language to help our learners know 'Where am I going?', 'How am I going?', and 'Where to next?'. Our goal, as teachers, is to develop learners who can set goals, articulate what they are learning and know what their next learning steps are. Successful learners strive to use self-regulation strategies when assessing their own work, they ask questions and actively seek feedback.

As educators, we are continuously gathering, analysing, interpreting and using information about students' progress and achievement to improve teaching and learning.

Some additional resources: Growth Mindset – Carol Dweck. <https://binged.it/2OA2ckz>  
<https://www.cese.nsw.gov.au/publications-filter/what-works-best-reflection-guide>





### VISITORS ATTENDING SCHOOL

Visitors who are attending the school to deliver incursions, presentations, seminars or other activities and programs to students' need to seek the prior approval of the school Principal (or their nominee) prior to attending the school. All visitors are required to report to the administration office:

- prior to undertaking any activity within the school. They are required to sign via a Visitors computer and will be assigned a "Visitor" badge which they must wear at all times within the school.
- at the end of their visit, to return their badge and sign out in the Visitors computer.

Parents delivering and collecting students are exempt from this process. Whole school events such as athletics carnivals, or grandparents' day are exempt from this procedure.

### VOLUNTEERING TO SUPPORT OUR SCHOOL PROGRAMS

There are several options for supporting school programs for children from Year K to Year 6 at Pottsville Beach Public School. Please watch the newsletter or stage information for where you can assist. Volunteers must complete a working with children check and an appendix 5 prior to helping in the school.

### WASTEWISE PROGRAM

Sustainability is an important issue and we are focusing on our 'environmental footprint'. We have a Waste Wise program Pottsville Beach Public School. The main aim of this program is to teach the students about living sustainably by reducing waste and recycling. Part of the implement is removing waste bins from the playground and requires the students to take home all lunchbox waste. Although classrooms still have a small general waste bin and a recycled paper/cardboard bin. We are currently focusing on a Paperless environment – watch this space for more information.



### YOU CAN DO IT! & BOUNCEBACK

The Student Wellbeing programs and policies at Pottsville Beach Public School are adapting the You Can Do It program with Bounce Back. Both programs focus on positive education approach to wellbeing, resilience and social-emotional learning for our learners. The school's wellbeing policies and procedures for managing student behaviour are based on the school's value of Respect, Participation and Safety, positive reinforcement and restorative practices.

Students participate in social-emotional educational programs through teacher led 'Circle Time' lessons and student led 'Bounce Back' groups. Programs content is related to the school values, anti-bullying, wellbeing and resilience.

Students who demonstrate positive skills are placed in a weekly reward draw and are presented at Stage assemblies. They will also have their names placed in the newsletter.



## Our School Song

We are students at Pottsville and we greet the morning sun  
We have the old School's spirit to show from where we've come  
Our traditions growing stronger with every passing year  
We work with pride and play with heart our community is dear

We are Pottsville and we are many our motto courage, loyalty and truth  
Work to achieve  
We can accomplish  
Pottsville Pottsville  
A school with strong beliefs

We are a school of culture we are a school of change  
Our memories last forever like the knowledge that we've gained  
We walk hand in hand together our futures are strong  
The world will keep on turning but we know where we belong

We are Pottsville and we are many our motto courage, loyalty and truth  
Work to achieve  
We can accomplish  
Pottsville Pottsville  
A school with strong beliefs  
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