



Gwabegar Public School

Est. 1924



Information booklet
Febrarury 2020

Welcome

Welcome to our school. Please take the time to read the following information. It will help you to understand better how our school works.

Gwabegar Public School is located in the heart of the Pilliga forest, 38 kilometres north of Baradine and 100 kilometres to the North of Coonabarabran. Currently there is 1 multi-stage class which ranges from Kindergarten to Year 6.

The school offers many programs that cater for the wide range of abilities within the school.

At Gwabegar Public School, we are fortunate enough to be involved in the Early Action for Success school (EAfS) which focuses on literacy and numeracy from Kindergarten to Year 2.

GPS staff place strong emphasis on the positive recognition of student achievements and our focus on student well-being ensures fairness and safety for all students.

Well maintained, spacious and beautiful playgrounds and shade areas further enrich the quality educational environment enjoyed by students of GPS.

We believe in a close relationship with all parents. When parents and teachers work together and communicate productively, our students will develop positive attitudes towards school and learning. Parents are most welcome to visit the school and participate in all of the school's activities.



School Details 2019

Principal:	Miss Katie Sullivan (Relieving)
Teachers	Miss Katie Sullivan (Monday, Tuesday, Wednesday) Mrs Tracy McGlashan (Thursday, Friday)
Office:	Mrs Trish Wilkins (SAM) (Tuesday, alternate Wednesday and every Friday)
Address:	Chauvel Street Gwabegar 2356
Telephone:	02 6843 6252
Fax:	02 6843 6287
Email:	gwabegar-p.school@det.nsw.edu.au
School hours	9:00am-3:00pm-Teachers are on duty from 8:30am
1 st Session	9:00am-11:00am
Fruit Break	10:00am-10:10am
Recess	11:00am-11:30am
2 nd Session	11:30am-1:00pm
Lunch	1:00pm-1:40pm
3 rd Session	1:40pm-3:00pm

Term dates 2020

Term One	Tuesday 4th February: Staff commence Wednesday 5th February Years 1-6 begin Thursday 6th February: Kindergarten begin Friday 9th April Term 1 concludes
Term Two	Monday 27th April Staff commence Friday 3rd July Term 2 concludes
Term Three	Monday 20th July Staff commence Friday 25th September Term 3 concludes
Term Four	Monday 12th October Staff and students return Wednesday 16th December Term concludes for students

Information updates

Each student has contact information listed on the school office database. In the event of an emergency it is vital that this information is both accurate and current. Please ensure that you advise the school immediately of any changes to this information, in particular mobile telephone numbers and names of two approved family emergency contacts.

Communication

Every second Wednesday a school newsletter is published and issued to the oldest child in the family. This contains information about the school, up coming events, excursions, educational matters etc, as well as P&C news, and community items.

Phone calls home are also a way of communication between school and home. Please inform the office if you change phone number, so that we can maintain contact with you.

When permission is required for students to attend excursions or something of a similar nature, separate notes will be sent out. They need to be filled out and returned with correct money to school as soon as possible.

The school also regularly post updates via the Facebook page. Search Gwabegar Public School and like us!



Supervision

Teaching staff provide supervision each school day from 8:30am to 3:00pm.

Students should not be on the grounds before 8:30am as there is no supervision prior to this time, nor can any responsibility be taken.

At all times until they are dismissed at the end of the school day, students must remain in the school grounds, unless a parent/guardian above the age of 18 years gives written authority for the student to leave, and the note is handed to the principal and/or class teacher.

Once students arrive at school, they are to remain out the front of the first building of the school for morning play.

At recess students eat and play in front of the first building, Lunch is eaten under the COLA and students may play on the equipment, in the sand pit or on the tennis court.

Custody Arrangements

It is a requirement that school is provided with copies of any special residency and/or custody arrangements concerning children. Relevant information regarding access and custody arrangements should be provided with your child's enrolment application and each time a subsequent variation occurs. This information is used as per the Privacy Act.

Visitors to school

All visitors to the school must sign in at the office. This includes when working in the canteen, volunteering in the classroom, meetings or scripture. Visitors are required to sign out as they depart the school.



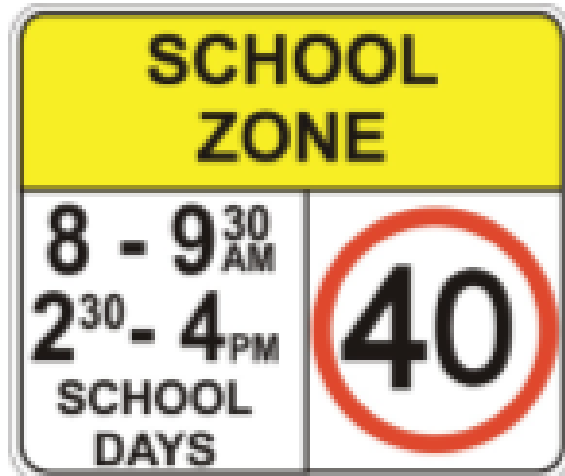
Pick up and drop off at school

Parents and Carers are requested that if they are picking up students from school that they need to wait out the front of the Office on the grassed area, and are reminded to keep younger siblings with them at all times and wait for the students to be dismissed from class.

Siblings are not to come down to the classroom during school time.

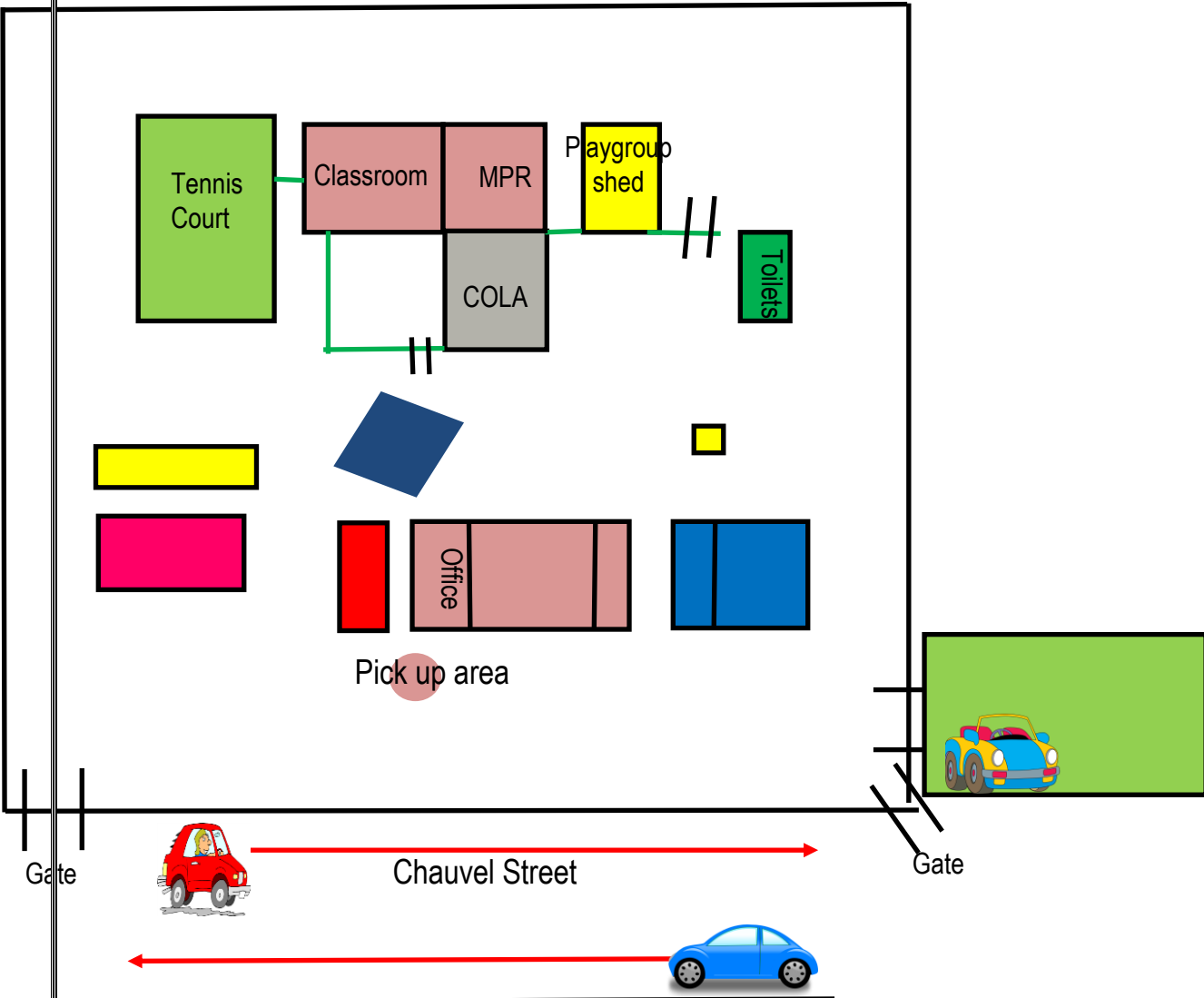
Please be aware of that school zones are enforced from 8am-9:30 of a morning and 2:30 until 4pm of an afternoon and drivers are asked to ensure they are driving at 40kmh or below.

Parents and carers are requested that when picking up students that they reverse park and then depart in a safe manner into Chauvel or Monash Street. U-turns are not permitted out the front of the school.





Gwabegar Public School Drop off and pick ups



Parents are requested to reverse park in the green area beside the school OR
If parking out the front of the school, cars are to be parallel parked to the school in the direction of intended travel.
The red car is parked on the school side of Chauvel street the intended direction of travel is west towards ANZAC Parade.
The blue car is parallel parked on the residence side of Chauvel street, the intended direction of travel is east towards the 'round-about'.
U-turns are not permitted during this time.

School Uniform

All students are expected to wear the school uniform every day. This enhances the appearance of pupils, and encourages pride in the school.

GIRLS

Blue Check Dress

White Socks

Black leather school shoes

BOYS

Grey Shorts

Short sleeved blue shirt

Grey Socks

SUMMER

SPORT

Navy Skorts /Shorts

School Polo Shirt - Sky Blue

White Socks

Joggers - preferably white

Navy Fleece Track Pants

Navy School Jumper

Navy Shorts

School Polo Shirt

White Socks

Joggers - preferably white

Navy Fleece Track Pants

Navy School Jumper

Navy Jacket

WINTER

Navy Blue Check Tunic

Blue long sleeved shirt

School Tie and hat

Navy Tights

Black school shoes

Long Grey Trousers

Blue long sleeved shirt

School Tie and hat

Grey Socks

Black school shoes

Navy blue school jumper and/or jacket

- Sports shorts, skorts, polo shirts, jackets, ties and hats are sold by the school.
- Hats and sunglasses are to be worn all year round.
- We have quite a few second hand uniform items available from the clothing pool for little cost.
- All clothing should be clearly marked with the student's name. Any lost property with a name on it can be returned promptly to the student, otherwise it will be placed in the lost property collection.
- Policy and guidelines 2013.



Uniform price list

The following items can be purchased through the office

Sport polo shirts \$30

Navy Shorts \$10

Navy Skorts \$15

Navy school jumpers \$20

Fleece jackets \$35

Grey shorts \$5

Hats \$12

Ties \$22

Girls tights \$10

Girls Summer or winter tunic \$50

There are some second hand uniforms for a small donation to the school.

The school does not have EFT facilities.

All sales are cash only.

Attendance

School begins at 9am every day and students must be at school at or before this time, arriving after this time is considered late. Students are requested to be at school by 8:55am. Students who come after 9am must be signed in by a parent or carer above the age of 18 through the office.

Located in the office is a yellow sign in book which must be filled in and signed by the parent/carer before the student can come to class. The student then brings the yellow absence slip with them to class. This must also be filled in for early departures before 3pm.

A text message may be sent to parents/caregivers if students are not present at school enquiring if they will be at school later on.

Continual lateness to school may result in a referral to the Home School Liaison Officer (HSLO) who will then develop strategies to ensure that attendance is increased and maintained.

If your child is away from school or late for any reason, an explanation must be provided to the school within 7 days from the first day of absence through means such as telephone call, written note, text message or email. The 7 day timeframe is a requirement of The Education Act (1990). Not all leave applications will be approved by the principal, contact will be made if this is the case.

School counsellor

The school counsellor visits the school on designated days each term. Should you wish for the counsellor to speak to your child during these visits, please inform the school know so the appropriate arrangements can be made.

Student responsibilities

Part of the growing process is for the child to become organised, prepared on time, and able to plan ahead. It is helpful to remind children of their needs for the upcoming day. Discuss with them the packing of their bag, making or ordering lunch, or items that they will need for that day at school e.g. library books.

Jewellery

A wristwatch, religious cross or medallion, plain stud earrings or sleepers are permitted.

Student Welfare

Student Welfare encompasses all aspects of both school programs and the community that impacts upon the social, academic, physical, emotional and personal needs of students. The Student Welfare Policy aims to ensure a caring and well managed school environment which is safe and motivating for all members of the school community. At GPS, we place a great deal of importance on the development of children's confidence and self-esteem, as well as the development of leadership capabilities and social skills.

School Discipline Policy

Good discipline is fundamental to the achievement of high educational standards. Gwabegar Public School has introduced a discipline policy, which is based on a level system. This policy has been designed to reward good behaviour. We also recognise the importance of the partnership between staff, parents and students in encouraging positive behaviour.

All students and staff have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment and discrimination. Inappropriate behaviour that interferes with teaching and learning and the wellbeing of students will not be accepted.

A copy of this policy can be found at the back of this booklet.

Scripture

Scripture occurs every Monday in the classroom and is organised by Mrs Natalie Rawson. If you would prefer that your child does not participate in these lessons, you should make a request to the principal at the beginning of the school year in writing.

Assemblies

Occur every morning and daily messages are relayed through these. On Monday mornings, a flag raising ceremony occurs and also provides an opportunity for students to suggest ideas for school improvement or fundraising ideas.

Toys

Students are welcome to bring small toys to school to play with at recess and lunch, provided that they are hand held (e.g. matchbox cars size or thereabouts).

Students must understand that by bringing these toys to school they do so at their own risk. If a toy is broken or misplaced, the school will not be held responsible for the misadventures. Toys can only be played with at recess and lunch and when students have finished eating and must remain in the bag during class.

Sun protection

It is school policy that students are to wear hats whenever they are outside at morning play, recess and lunch or during sport. Students are also required to sunglasses while outside. Wearing these reduces the damage that can happen to eyes from reflections of the sun. They are provided with sunglasses that stay at school, however they are welcome to bring a pair from home daily or they can pay \$20 for the school to order some for them.



Radio Show

The whole school participate in fortnightly radio show which is run by 2MAX 91.3FM in Narrabri. We can be heard every second Thursday from 9:30am (ish!). This gives students the opportunity to develop their public speaking skills and confidence and is also an ideal way to inform the community of events that have occurred or upcoming.

Keep an eye on the newsletter for dates!

Bicycles

Students are permitted to ride bicycles to school provided that:

- ☺ Helmets from home are brought in
- ☺ They are able to control their bike on the road
- ☺ The bike is in a road worthy condition
- ☺ The brakes are operational
- ☺ A helmet is to be worn at all times
- ☺ Students observe basic road rules.

We are very lucky at Gwabegar PS to have our own school bikes and scooters, students are permitted to ride these at lunch time-provided they bring a helmet from home.



Sports Day

School sport day for Term 1 is Friday. Swimming is the chosen sport this term. Ensure that students have their swimmers and towels with them, along with \$5 for pool entry and bus. Students who possess a season ticket will need to provide the number to the school. They will only pay for the bus (\$3). On this day emphasis is on the development of swimming skills and techniques. The school also provides approximately 20 minutes of daily physical activity with an emphasis on fitness and coordination as well as skills and techniques.

Sports Carnivals

Our swimming, athletics and cross country carnivals are held with Pilliga Public School.

In addition to our athletics carnival, we are also involved in a 6 ways carnival with St. John's Baradine, Pilliga PS, Rowena PS, Burren Junction PS and Bourke-Walgett school of distance education. The carnival is hosted by a different school each year. Gwabegar PS will host this event in 2020.



P&C Association

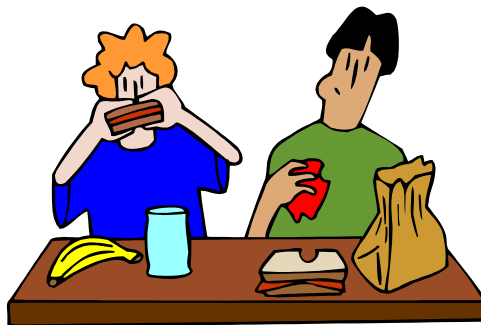
The Parents and Citizens Association meets once a month during the school term and is open to all family and community members. This group provides assistance to the students and the school through fundraising and volunteering their time. Meetings are advertised in the school newsletter.

Lunches

There is a school canteen that operates every Monday. Lunches may be purchased from the canteen on these days only.

A menu can be found at the end of this booklet.

The canteen is run by the P&C organisation, if you are able to volunteer please get in contact with Nicky Cutts (President).



Medication required for a short period

Should medication be required by a child at school, parents must deliver the medication to the school office and also sign the appropriate indemnity form. The medication must be in its original package with the pharmacy label indicating child's name and prescribed dosage. The medication will be kept in the office and the correct dosage will be administered at the appropriate time. Children are not permitted to have medication in his/her possession (asthma puffers excluded). Alternatively, parents may choose to attend the school office and administer the medication at the required time during the day.

These procedures are consistent with the DoE Administration of Prescribed Medication Policy.



Asthma treatments

As an *Asthma Friendly* school, students who suffer from asthma are required to have a personal *Asthma Plan*, as provided by your family doctor. Please ensure a copy of your child's current plan is made available to the school office. Children are required to keep their own asthma medication with them at all times.

Head lice

Occasionally there will be an invasion of head lice in our school. The lice go from one head to another by contact, which means any child in the school can catch them. To minimise the chance of exposure, we ask students with long hair to have it tied back at all times.

Please check your child's hair on a regular basis, and let us know if you find lice in your child's hair so we are aware of the problem.

School Curriculum

Key Learning Areas

The NSW Department of Education requires schools to teach subjects which are grouped within the six Key Learning Areas (KLAs). Every effort is made to present these programs in an interesting and motivational manner.

- 📖 **English:** Students develop knowledge, skills and understandings about the English language and literature. English has a wider role as a means of learning in all KLAs.
- 📖 **Mathematics:** Students learn to analyse and solve problems in the areas of space, measurement and number. It involves the study of patterns and relationships and provides a means of communication.
- 📖 **Science & Technology:** Students learn about natural and made environments by engaging in scientific and technological activity. This area includes investigating, designing and making, and using technology.
- 📖 **Personal Development, Health & Physical Education:** Students develop self-esteem, social responsibility, personal fitness, sporting skills and the ability to make informed decisions about good health and lifestyle.
- 📖 **Geography and History:** This area deals with the interactions of people with one another and with the social, cultural and physical environments as they attempt to meet their needs.
- 📖 **Creative & Practical Arts:** This area includes the art forms of dance, drama, visual arts and music. Learning in these art forms provides opportunities for students to develop their abilities to create works, appraise their own works and that of others.

Library

The library is open to all students for book borrowing. A library day will be allocated with Miss Russell.

Reporting to parents

Written progress reports are issued on each student at the end of terms two and four. At this time interviews are conducted if requested by the parent or teacher. Should you have a concern at any other time of the year, please contact the school and make an appointment.

Parents will receive clear and easy to understand information on their child's progress. A written report will provide information for each of the key learning areas and will compare student achievement against state wide syllabus standards using a five point scale. The report will include teacher comments about the student's specific achievements and how he or she will be helped to improve. When reporting, teachers treat each child as an individual and try to give an honest picture of strengths and areas of need in academic areas, conduct, attitude and social development.

Students in Years 3 and 5 participate in the NAPLAN. These take place in May each year. Information concerning this testing program is provided to parents prior to the test date.

Homework

Homework is a means of reinforcing, enhancing or extending the work completed at school. It is not a test of the parents, though parents are encouraged to help and support their children.

Homework is normally given on the Monday of each week and needs to be returned on Friday. It will encompass skills, research and occasionally extension work.

Book club

Scholastic promotes a Book Club, which sends leaflets to the school twice a term for distribution to students. If you or your child would like to purchase a book, please fill in the order form on the leaflet, and send the form together with the money to the school office by the due date indicated.

Swim school

In term four each year all students are involved in the school swimming scheme. These lessons are conducted at the Baradine swimming pool under qualified instructors of the Department of Education and AUSTSWIM.



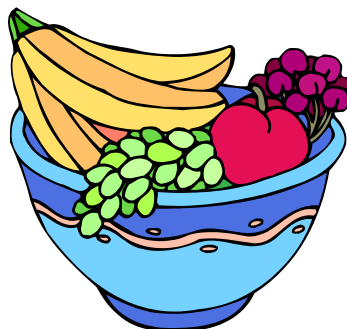
School bus

Gwabegar Public School is fortunate enough to have its own bus. The school uses this bus to transport students to school based activities. The cost to ride the bus is \$3 for students to attend most excursions.



Fruit break

Each morning at 10am the students participate in the Crunch and Sip program. Students enjoy a piece of fruit or vegetable and have a sip of water. The students are responsible for bringing in their own fruit to crunch on. It is requested that Infants students have their fruit cut up at home.



Infectious Diseases

Under the Public Health Act and Department of Education Regulations, some common infectious diseases require children to be kept from school to prevent the spread of infections. It is requested that the school office be advised of any infectious diseases as soon as diagnosed.

DISEASE	PATIENT'S PERIOD OF EXCLUSION	PERIOD OF EXCLUSION
Chicken Pox (Varicella)	For at least 5 days after the first spots appear, or when blisters have all crusted	Not excluded
Conjunctivitis	Until discharge has ceased	Not excluded
German Measles (Rubella)	Until child has fully recovered and for at least 7 days after rash appears	Not excluded
Hepatitis A (Infectious Hepatitis)	Until child has recovered (usually 7 days from the first signs of jaundice)	Not excluded. Family contacts may need injection – see your family doctor
Hepatitis B	Not excluded, but some children are too sick to attend school	Not excluded. Family doctor should be consulted for immunisation advice
Impetigo	Children allowed to attend school provided sores are being treated and are properly covered by a clean dressing	Not excluded
Measles	At least 5 days after appearance of rash	It is recommended that all children receive measles/mumps/ rubella immunisation at 12 months of age. If a child has been in contact with someone who has measles, s/he may be prevented from catching the disease if vaccinated with 3 days of contact. (Unimmunised contacts should be kept home for 14 days unless immunisation is given)
Mumps	Until child has fully recovered and for 9 days after appearance of swelling	Not excluded. It is recommended that all children receive measles/mumps. Rubella immunisation at 12 months of age.
Ringworm	Keep child at home until treatment has begun – preparations available from pharmacist. Notify the school	Not excluded. Inspect regularly
Scabies	Keep child at home until treatment has begun – preparations available from pharmacist. Notify the school.	Not excluded. Inspect regularly
Whooping Cough (Pertussis)	Child should be kept home for 5 days from start of antibiotic treatment. Otherwise, home for 3 weeks from when “whoop” starts.	Unimmunised contacts should be kept home for 21 days, unless receiving antibiotics. See family doctor.

Major events

Term 1:

- ☺ School Swimming Carnival 14/2/2020
- ☺ Easter hat parade 9/4/2020
- ☺ 3 way interviews From 11th February
- ☺ Display for Baradine Show-Show is 21st March
- ☺ ANZAC day dawn service-25th April 6am at ANZAC park

Term 2:

- ☺ School Cross country
- ☺ Stewart house (Selected Year 2-6 students only)
- ☺ Narrabri Eisteddfod
- ☺ PSSA Cross country at Fairfax PS
- ☺ Mother's day lunch
- ☺ Life Education Van
- ☺ NAPLAN
- ☺ School Athletics Carnival

Term 3:

- ☺ 3 Way interviews
- ☺ Zone Athletics Carnival
- ☺ 6 ways sports carnival
- ☺ Father's day breakfast
- ☺ Primary Excursion

Term 4:

- ☺ Intensive swimming
- ☺ 3 way meeting reviews
- ☺ Presentation Day
- ☺ Infants Excursion
- ☺ Health expo



GWABEGAR PUBLIC SCHOOL

DISCIPLINE PROCEDURE

1. AIMS:

- 1:1 To develop the ability to formulate values, make responsible decisions and accept responsibility for actions.
- 1:2 To develop self discipline; self esteem; respect for others; respect for own and other people's property; and tolerance.

2. OUTCOMES:

Students will have a developing:

- i) Sense of enjoyment and satisfaction from learning
- ii) Sense of values to guide behaviour
- iii) Sense of personal dignity and worth
- iv) Self reliance
- v) Sense of belonging to the wider community
- vi) And caring attitude towards others
- vii) Sense of cultural identity

3. BASIC PRINCIPLES:

- 3:1 Schools should provide a stable, safe and ordered environment within which students learn effectively and behave responsibly.
- 3:2 Schools should promote national pride and inspire in students a sense of common purpose.
- 3:3 Principals should provide strong and effective leadership of the school staff, students and wider community in establishing and maintaining the highest tone and clear direction.
- 3:4 Schools need to create and maintain positive relationships within the school community.
- 3:5 Students should be encouraged to develop self discipline by accepting responsibility for their own behaviour.
- 3:6 Schools should foster in students a sense of belonging to and pride in the school and its community.
- 3:7 School staffs should contribute with enthusiasm to establishing and maintaining the desirable tone and direction of the school.
- 3:8 Schools should insist on responsible student behaviour and develop practices which prevent irresponsible behaviour.
- 3:9 Students are encouraged to value the personal dignity and worth of themselves and others.
- 3:10 Schools should promote in students a respect for the values that underpin our society and its laws.

4. SCHOOL RULES and DISCIPLINE CODE:

4:1 SCHOOL RULES:

- i) Attend every school day, unless they are legally excused, and be in class on time and prepared to learn.
- ii) Maintain a neat appearance, including adhering to the requirements of the school's uniform or dress code policy.
- iii) Treat one another with dignity and respect.
- iv) Behave safely, considerately and responsibly, including when travelling to and from school.
- v) Show respect at all times for teachers, other school staff and helpers, including following class rules, speaking courteously and cooperating with instructions and learning activities.
- vi) Care for property belonging to themselves, the school and others.

4:2 STUDENTS' RIGHTS:

- i) To learn and obtain maximum benefit from all lessons and classes
- ii) To learn in a pleasant, safe, clean and well maintained environment
- iii) To be treated with respect and politeness
- iv) To have the use of good equipment
- v) To expect to be safe from drugs, alcohol, tobacco and weapons

4:3 STUDENTS' RESPONSIBILITIES:

- 4:3.1**
 - i) To co-operate with other students and teachers and to keep up-to-date with work
 - ii) To behave so as not to interfere with other students' right to learn
 - iii) To be punctual, to attend school regularly and to take part in school activities
 - iv) To bring the required equipment and books to each lesson
- 4:3.2**
 - i) To care for the school environment and to keep it neat and clean
 - ii) To make the school safe by not threatening, hitting or hurting anyone in any way
 - iii) To be caring to animals
- 4:3.3**
 - i) To be well mannered
 - ii) To respect the authority of teachers and other staff
- 4:3.4**
 - i) To care for equipment
 - ii) To share school equipment
- 4:3.5**
 - i) Not to interfere with the health of others by smoking, or taking alcohol or drugs and weapons
 - ii) To actively discourage others from doing these things

5. STRATEGIES FOR PROMOTING GOOD DISCIPLINE AND EFFECTIVE LEARNING:

- i) Provision of a relevant curriculum to meet the needs of all students
- ii) Implementing teaching and learning methods which promote individual growth
- iii) Developing class rules which are fair, clearly understood and consistently applied
- iv) Involvement in appropriate training and development
- v) Participation of parents in promoting acceptable behaviour
- vi) Provision of appropriate support programs
- vii) Liaison with outside support agencies

6. PRACTICES DESIGNED TO RECOGNISE AND REINFORCE STUDENT ACHIEVEMENT:

- i) Ongoing and regular communication with parents
- ii) Stickers, stamps, special privileges and other class awards
- iii) Commendations at School Assemblies and on other special occasions
- iv) Praise, encouragement, visits to Principal
- v) Displays of children's work
- vi) Progression through the achievement scheme.

7. UNACCEPTABLE BEHAVIOUR:

- i) Disrupting the learning of others
- ii) Swearing
- iii) Fighting, bullying
- iv) Dishonesty
- v) Back answering, insolence, cheekiness, disobedience
- vi) Teasing
- vii) Truanting, being late for lessons
- viii) Not bringing the required equipment to lessons
- ix) Littering
- x) Failure to complete tasks
- xi) Vandalism
- xii) Cruelty to animals
- xiii) Smoking, consuming alcohol, prohibited drugs and use of weapons

8. STRATEGIES FOR DEALING WITH UNACCEPTABLE BEHAVIOUR:

8:1 CLASSROOM

8:1.1 PREREQUISITES

- i) Behaviours discussed in class meetings
- ii) Behaviours translated into school rules, rights and responsibilities and displayed
- iii) Natural consequences discussed
- iv) Imposed consequences discussed

- v) Class rules and consequences negotiated and displayed
- vi) Children are clear on school and class expectations and penalties

8:1.2 STEPS

- i) Class management plan implemented

8:2 PLAYGROUND

8:2.1 PREREQUISITES

- i) Behaviours, rules and rights explained at school assemblies
- ii) Natural and imposed consequences explained
- iii) Children are clear on school expectations and penalties

8:2.2 STEPS

- i) Playground management strategies implemented by supervising teacher

8:3 RESTITUTION

Students who have caused property damage or have otherwise interfered with the property of others, may be required to perform safe and reasonable work to redress the damage. This will be determined by the Principal in consultation, student and his/her parent. The resulting restitution will be documented in writing.

9. SUSPENSION, EXCLUSION AND EXPULSION

Suspension, exclusion and expulsion of students will be in accordance with Department of Education - Procedures for the Suspension and Expulsion of School Students, *Procedures concerning suspension, exclusion and expulsion of students from school and declaration of place vacant.*

Awards and achievement procedure

Objective:

This award system is based on a 4 tier level system and will run over the entire school year. Children will access the levels by earning class merit awards. Teachers will be required to be consistent in their handing out of these awards. Class teachers will be required to monitor and track the handing out of these awards.

Class Size	Number of awards a day	Number of awards a week
Less than 8 students	2	10
8 to 16 students	4	20
17 to 24 students	5	25

Level	Number of awards	Award
Bronze	10	Bronze certificate, lead pencil and photo in newsletter and on Facebook page
Silver	20	Silver certificate and eraser, photo in newsletter and on Facebook page
Gold	30	Gold certificate, coloured pencils and pencil case, \$5 Canteen voucher, photo in newsletter and on Facebook page
Platinum	45	Certificate, School pen, book to the value of \$15 (to be presented on presentation day), Lunch with the staff, photo in newsletter and on Facebook page

Awards Criteria

- Behaviour -Caring, Well behaved, Kindness to others, Manners, Responsible, Quiet worker, Trying hard
- Welcome to new students
- Attendance each term: above 95% (1 award) 100% (2 awards) given out at the end of each term.
- Homework
- Service to the school- events such as ANZAC day, Remembrance day,
- Presentation of work
- English – Writing, Reading, Handwriting, Spelling, Oral Work
- Maths
- Science and STEM
- Art
- PD/H/PE
- Sport awards – achievement, representation
- Cultural awards – Music, Drama, Oral presentations
- Special Awards- Participation in scripture

School Attendance Procedures from 2018

Rationale

At Gwabegar Public School we are continued to educational excellence. We work in partnerships with families to provide children with learning opportunities that will provide a solid foundation for their future. Research indicates that success in learning is directly proportional to regular attendance and participation in education programs. The Gwabegar attendance policy places priority on the early identification of non-attendance and irregular attendance and outlines practices to support regular attendance in our school community.

Legalities

All children between the ages of 6-16 are required by law to attend school full time and children between 16 and 17 must participate in a full time approved learning program (Education Act, 1972). If a child is 5 and enrolls at a school, then they must attend full time, as any other student. If a child is going to be absent from school for an extended period of time, the parent/caregiver must inform the school immediately. If a child has been ill and seen a doctor, a certificate from the doctor will assist in accounting for the absence.

Classroom teachers are responsible for keeping an accurate and up to date roll. Rolls are legal documents and must be an accurate reflection of the student's attendance. All notes and slips given to the classroom teacher to account for absences must be kept on the student's file for a period of 2 years.

Responsibilities

PRINCIPAL

The principal is responsible for developing and supporting the site attendance improvement processes.

The Principal will:

- Ensure that absence data is processed according to DoE guidelines
- Ensure that the appropriate follow up has been completed before getting a letter regarding the absence of students is sent home to families
- Document interventions, strategies, home visits, phone calls and include them in the child's file
- Work with teachers to develop an individual Student attendance plan
- Work with teachers and families to determine the underlying causes of frequent absenteeism or late arrival
- Refer to a HSLO if attendance issues are not resolved
- Make Mandatory Notifications as appropriate

TEACHERS

Staff are responsible of supporting the agreed attendance improvement processes for the site and will:

- Provide a relevant and dynamic learning program that seeks to engage all children and offers opportunity for success, thus encouraging regular attendance
- Record attendance/absences according to DoE requirements
- Make contact with the family on the third day of absence if communication from the family has not been received
- Coordinate the collection of work for students who are unable to attend school for acceptable reasons and when it is requested.
- Make Mandatory Notifications as appropriate

FAMILIES

Parents and Caregivers must enrol their child in an education program from 6 years (the age of compulsion). Once a child is enrolled, even if it prior to their 6th birthday, they are expected to attend school regularly. The primary responsibility of a student's attendance rests with the parents/caregivers. Having positive parenting in relation schooling helps children to appreciate the importance of education and learning. Good habits such as structure and routine in the mornings assist children in getting up and ready for school. When parents and caregivers enrol their child at school, they accept the responsibility to:

- Provide information that may assist in planning for the child's learning, e.g. medical conditions, family issues, developmental milestones
- Enable their child to attend punctually and regularly. At Gwabegar Public School, children are expected to arrive at school no earlier than 8:30am and not later than 9am.
- Provide an explanation to the school whenever their child is absent via a note, phone call, personal contact or medical certificate. After 3 days a written explanation is required.
- Let the school know if an extended absence is likely and negotiate with the class teacher if work is required.
- When a child is late for school, it is appropriate that the parents/caregiver explains the reason for the lateness and ensure that a late slip is obtained from the yellow book in the office. This also applies if a student is being picked up early.
- Work with the school on intervention strategies to improve punctuality and attendance if required.

CHILDREN

Children are enrolled in school have a responsibility for their attendance. The level of responsibility will be determined by the individual circumstances of the child.

Children are expected to:

- Attend school regularly
- Be punctual
- Engage appropriately in the education program.

Roll marking procedure

Please refer to

<https://education.nsw.gov.au/policy-library/policies/school-attendance-policy>

Roll marking- Teachers mark rolls on EBS4 at start of day using DoE School Attendance Register Codes.

https://education.nsw.gov.au/policy-library/related-documents/reg_codes.pdf Student attendance is monitored (see process outlined)

Partial Absences (arriving late or leaving early)

When a child is late for school, it is appropriate that the parents/caregiver explains the reason for the lateness and ensure that a late slip is obtained from the yellow book in the office. This also applies if a student is being picked up early. Administrative staff mark partial on EBS:Ontrack. Students then give their late slip to their classroom teacher.

https://education.nsw.gov.au/policy-library/related-documents/reg_codes.pdf Partial absences are monitored by class teachers. Students who are regularly late follow the process as outlined for student absence.

Extended Leave travel

An *Application for Extended Leave – Travel* should be completed by the parent and provided to the principal in cases of extended absence due to travel with family such as family holiday. Leave is included as absence for statistical purposes. <https://education.nsw.gov.au/policy-library/policies/school-attendance-policy>

Applications are available on our school website. <http://www.eppinghts->

[p.schools.nsw.edu.au/documents/4385958/4392131/Student%20Holiday%20Leave%20Application.pdf](http://www.eppinghts-p.schools.nsw.edu.au/documents/4385958/4392131/Student%20Holiday%20Leave%20Application.pdf)

Exemptions

An *Application for Exemption* must only be granted by the Principal when it has been clearly demonstrated by the applicant that an exemption is in the student's best interests in the short and long term. Alternatives to exemption should have been fully explored" (p3 Exemption from School procedures)

https://education.nsw.gov.au/policy-library/associated-documents/exempt_gui.pdf

Parents and carers are regularly reminded via newsletters and communication with class teachers that they are responsible for making sure that their children comply with these legal requirements. We support parents by monitoring student attendance and helping to address attendance issues when they emerge.

<https://education.nsw.gov.au/going-to-a-public-school/translated-documents/compulsory-school-attendance-information-for-parents>

GWABEGAR PUBLIC SCHOOL ANTI-BULLYING PROCEDURE

February 2020

Program Aims and Rationale

Gwabegar Public School uses a proactive approach that teaches students strategies in how to work and play in the classroom and playground. They provide teachers with a framework that is positive and consistent across grades K-6.

We aim to:-

- Ensure the school is a safe and happy environment for all.
- Recognise that bullying occurs and that it needs to be dealt with swiftly and with due thought to procedural fairness.
- Provide a strong supportive culture where there is an understanding that bullying and anti social behaviour is not acceptable under any circumstances.

Expectations of staff, students and parents

The program emphasises a fair go for all students. Interactions between all members of the school community are positive. All students can be safe and happy at school.

In particular:

- Students are expected to play safely; report all bullying incidents; co-operate with other students and staff.
- Staff are expected to encourage co-operative behaviour through co-operative learning techniques; be vigilant and proactive on playground duty; respond to all students' concerns and complaints; assist with the identification of students who are using bullying behaviour; be positive role models for all students; and be aware of the DET discrimination policies.
- Parents are asked to discuss the policy with their child; encourage co-operative behaviour in the children; discourage retaliation of any kind; encourage independence in their children; and report any incidents of harassment.

What is Bullying?

Bullying is the intentional harming or hurting of a person, or their belongings, by another person or persons. It can be distinguished by two features:

- **How the targeted person feels;**
- **An identified imbalance of power.**

Bullying can be physical, verbal or psychological (indirect).

Bullying can be secretive - done in private - or it can be public.

Three main groups are usually involved: the targeted persons, the perpetrators and the colluders. Colluders are usually friends or supporters of the bully. These students may or may not give verbal support, but they will add to the imbalance of power.

Some examples of bullying are:

- hitting or being violent;
- threatening or frightening others;
- jostling and pushing others;
- interfering with another's property by hiding, damaging or destroying it;
- using offensive names, teasing or spreading rumours about others or their families;
- using put-downs, belittling others' poor abilities and achievements;
- writing mean or spiteful notes or graffiti about others;
- making degrading comments about another's cultural, religious or social background, and exclusion from groups on grounds of gender, race/nationality;
- ridiculing another's body appearance;
- forcing others to do jobs or making them follow instructions.

Whole School Strategies

- Staff, students and parents identify issues in the school for safe and unsafe areas.
- Excursions for all children offer opportunities for students to develop cooperative skills.
- Playground policy is distributed annually with all students involved in discussing their behaviour and school expectations of behaviour with their parents when on the playground.
- Principal has an open door policy. Parents, staff and students know they will be given time if there is a problem.
- Weekly Awards.
- Intervention programs.
- Surveys.
- Active identification of students requiring intervention.
- Discussion of bullying in assemblies.

Classroom Strategies

- Class rules are negotiated every year with teacher and students - based on Student Welfare Policy.
- Specific programs are implemented in class programs to address any bullying issues that are identified.
- Teaching of appropriate playground activities.
- Regular classroom discussions of bullying.
- Posters are displayed in classrooms.

Procedures for dealing with bullying behaviour

- Class teacher and student deal with smaller issues.
- Parent and staff work with students to look at underlying problems and seek solutions.
- Principal or staff member works with individuals or groups on strategies that work.
- District support staff (APL) are involved with pro-social programs if required.
- Issues are resolved in a calm manner with quite a large amount of time given to hearing what each student feels and assisting all students feel more able to cope.
- Restitution when required so that students have the notion of rights and responsibilities reinforced and the requirement to take responsibility for their own action.
- All bullying incidents are directed to the Principal, the procedures for which are:
 - Teacher on duty refers incident to the Principal.
 - Principal investigates the incident, collecting facts from all involved parties.
 - Victims of bullying are provided with counselling and appropriate strategies to deal with perpetrators of violence are determined. (If required)
 - The 'bully' spends time with the Principal identifying the inappropriate behaviours and finding more appropriate ways to behave. Consequences are discussed and implemented.
 - Parent assistance in changing behaviours is sought if violence was evident.
 - Certain behaviours are not tolerated and lead to suspension. These include any physical abuse that injures another person.
 - If a student persists in displaying inappropriate behaviour, intervention occurs. This may include counselling or being placed on a daily social skills program.

Evaluation

Decreased incidents in the playground – collected over the year.

Note: If bullying persists or recurs, consequences as given in the Behaviour Management/Discipline Policy are implemented.

School Community Charter

 **Collaborative. Respectful. Communication.**

The following School Community Charter outlines the responsibilities of parents, carers, educators and school staff in NSW public schools to ensure our learning environments are collaborative, supportive and cohesive.

What our schools provide

NSW public schools work to create positive environments for students, staff and the entire school community that support student learning. We strive to ensure that every student is known, valued and cared for.

The best education happens when parents and schools work together.

The School Community Charter aligns with the NSW Department of Education Strategic Plan 2018 – 2022.



Positive environments

It is important that our NSW public schools are positive environments and that parents and carers are kept informed of students' progress and school announcements.

Parents and carers can expect:

- to be welcomed into our schools to work in partnership to promote student learning.
- communication from school staff will be timely, polite and informative.
- professional relationships with school staff are based on transparency, honesty and mutual respect.
- to be treated fairly. Tolerance and understanding are promoted as we respect diversity.

We treat each other with respect

We prioritise the wellbeing of all students and staff

Unsafe behaviour is not acceptable in our schools

We work together with the school

Ensuring respectful learning environments for all members of NSW Public Schools communities.

© NSW Department of Education



We create
collaborative
learning
environments

We
all play
a part

We work
in partnership
to promote
student
learning

Communicating with our schools

Our staff will find a time to talk to you when they can give you their full attention. Please remember that while our staff are in class or dealing with other matters, they may not be available to answer your questions immediately.

Our schools and communities will make sure that written communication is appropriate, fair and easy to read. We encourage you to use email and social media appropriately to connect with your school and stay up-to-date with up-coming events in the school community.

Our guide for parents, carers and students provides useful information about the complaints process: education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions/guide-for-parents-carers-and-students.

Respectful communication is a right

In all workplaces people have the right to feel respected. Unacceptable and offensive behaviour has no place in our school communities.

To ensure the wellbeing of students, staff and the community in our schools, steps will be taken to address unacceptable behaviour. This may include restricting contact with the school community or, in more serious cases, referral to NSW Police.

Unacceptable behaviour may include but is not limited to:

- Aggressive or intimidating actions, such as violence, threatening gestures or physical proximity.
- Aggressive or intimidating language, including the use of obscenities, making sexist, racist or derogatory comments or using a rude tone.
- Treating members of the school community differently due to aspects such as their religion or disability.
- Inappropriate and time wasting communication.



Collaborative.
Respectful.
Communication.

School Community Charter

education.nsw.gov.au



Gwabegar Public School Canteen

Price List

Term 1 2020

Pizza	\$4
Lasagne	\$4
Mac Cheese	\$4
Pie	\$3
Sausage Roll	\$2
Chicken Tenders	\$2.50
Chicken Wings	\$2
Drinks	\$2
Ice cream	\$2
Zooper Dooper	50c