



## BOURKE STREET PUBLIC SCHOOL



## A-Z HANDBOOK

**BOURKE STREET PUBLIC SCHOOL**  
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## **ABORIGINAL STUDENTS**

As part of our plan to increase educational outcomes for all our Aboriginal students we have introduced Personalised Learning Plans.

## **ABSENCES**

- When your child is away for any reason please let your child's Teacher know by sending a note.
- If your child is going to be away for a length of time, please let us know by phone or call in.
- If you intend to take your child during school hours, make sure that you notify the child's teacher and sign the book in the office. Your child's safety is very important to us.
- When your child is sick or has a contagious complaint such as head lice, school sores, ringworm etc please keep him or her at home. We have limited treatment facilities.

## **ACCIDENTS**

In case of an accident your child will be taken to one of the teachers for first aid. Should medical attention be considered necessary you or your contact person will be notified immediately. To assist the school with this please make sure the school has a current phone number for emergency calls.

## **AFTER SCHOOL CARE**

After school activities are offered by the South Sydney City Youth Centre.  
9319 4509

## **AMBULANCE**

The school contributes to the Ambulance Fund and if it should be necessary for a child to go to hospital, there will be no charge to the parent.

## **ANTI BULLYING POLICY**

In 2007 Bourke Street School has a zero tolerance for bullying behaviours as specified in our Anti-Bullying policy.

## **ANTI RACISM POLICY**

The School has an Anti- Racism Community Office (ARCO). We are a multicultural school and model respect for all cultures. We have a zero tolerance for racism and racist comments.

## **ASSEMBLIES**

Every week there is a school assembly for all the children. At present we are trialling Friday afternoons at 2.30pm but this may change. Awards are given out and the children present performance items at times. The school captains and prefects are responsible for the running of the assembly. Parents and caregivers are given a warm welcome and invited to attend.

## **ATTENDANCE**

Hours of attendance are: 9.00 a.m. - 3:00 p.m.

The school grounds are supervised between 8.40 a.m. and 3.00 p.m. Parents are requested not to send their children to school before 8:40 a.m. without prior arrangements with the staff. Kindy parents are asked to wait outside of the kindergarten block to receive their children. We take your child's safety very seriously so we do not release your children to strangers, (we need to be informed who will be picking them up if you cannot). We also request that the person picking them up sign in at the office prior to going to the kindergarten block.

## **BIKES**

Children can bring their bicycles to school as long as parents take full responsibility for their child's safety and property.

## **BOOK CLUB**

A pamphlet and order form published by Scholastics is sent home twice each term. Parents/guardians are asked to carefully fill in the order form if they wish to buy. Please return the order form with the correct money in a sealed envelope by the due date.

## **BOOK WEEK**

One day is selected during Children's Book Week for a school activity which is organised by the librarian and is related to children's literature.

## **BREAKFAST**

A free breakfast is served in the school canteen each school morning at 8:40 a.m. All children are welcome the program is support by the South Sydney Council and Red Cross.

## **BUS/TRAIN PASSES**

Application forms are available from the office. Children in Years 3-6 are eligible only if they live 1.6 km or more from school.

## **CANTEEN**

The school canteen is open at 8.40 AM - 9.00 AM each day and operates at recess and lunchtimes.

The food available is chosen for its nutritional value and appeal. Items such as sandwiches, hot food, juices/milk drinks, ice-blocks and snacks such as popcorn are available. Lists of food and current prices are displayed in the canteen. The canteen can also be contacted through the school switchboard. The Canteen menu is also on our website.

## **CAPTAINS**

Each year the whole school is involved in voting for school Captains and Prefects. Students who wish to run for office are requested to make a short speech at assembly. All students go through our democratic ballot system and vote. The successful candidates are announced the following week at assembly.

## **CINELITERACY**

*Cineliteracy* provides authentic and challenging literacy strategies that enable teachers and community members to build connections with students' real world experiences through reading and writing moving images.

## **CLOTHING POOL**

The P&C operates a clothing pool of new and second hand uniforms from the canteen. Donations of second-hand uniforms are welcome. Items are offered for sale at reasonable prices. Winter pullovers are ordered at the beginning of each year.

## **COGS**

We are currently using connected outcomes groups Teaching and Learning plans. The Connected Outcomes Groups (COGs)

- provide detail for teaching programs
- describe how the outcomes for each key learning area contribute to the connection focus
- list content related to each outcome
- link existing resources from NSW Department of Education and Training and NSW Board of Studies
- highlight how literacy and numeracy can be taught in context
- show how several outcomes can be addressed at one time

Should you require more information about COGS please let us know.

### **COMMUNITY ROOM**

This room is designated for community use for example, meetings, playgroups, information. Tea and Coffee facilities are available for your use. The key is available from the office.

### **COMPLAINTS**

We recognise from time to time that poor communication can result in conflict. The Department of Education and Training has a procedure for dealing with and managing complaints. An official complaints proforma is available from the front office should you wish to use it. We have found that any query, concern or complaint you may have can be addressed very quickly and professionally with your child's class teacher. Should the situation not be resolved to your satisfaction we respect your right to take it further.

### **COMPUTERS**

All children, Kindergarten-Year 6, have access to computers and the internet. The students have their own passwords and the Department of Education provided filters that screen appropriate sites and content for your children.

### **CONTACT NUMBERS**

*PLEASE* help us support you and your family by making sure we have current addresses and telephone numbers.

It is ESSENTIAL for the welfare of your child that the school have this information. Incorrect numbers become a source of concern when we want to contact you because your child is distressed and/or hurt.

### **COUNSELLOR**

The School Counsellor visits the school on Fridays to provide guidance and counselling to children and parents. Please make an appointment to see the counsellor through the office Ms Horvath is our Counsellor and is truly wonderful.

### **CURRICULUM**

English and Mathematics are our two most important curriculum areas. The learning programmes at Bourke Street are divided into English, Mathematics Curriculum Outcomes Groups and cineliteracy. Included in this grouping are Child Protection, Road Safety, Drug Education, Personal Development Health & Physical Education (PDHPE), Human Society and its

Environment (HSIE) Science & Technology, Values Education, Creative and Performing Arts (CAPA)

For each of these curriculum areas there are policies and guidelines from the NSW Department of School Education and/or the NSW Board of Studies which are kept in the school library.

### **DISCIPLINE**

All staff will encourage positive behaviour through praise, encouragement, Values Education and curriculum based programs.

- Steps 1/3      Teachers develop own methods of discipline to avoid progressing to step four and beyond. Any ongoing behaviour difficulties will be managed collaboratively with parents and caregivers.
- Step 4          The Learning Support Team informed (LST) of the students behaviour difficulties.
- Step 5          Parents contacted and in collaboration with LST a program of support developed
- Step 6          Collaborative program implemented and assessed as specified by parents and LST.
- Step 7          When all school resources have been utilised and the behaviour continues to be a problem support will be sought from regional resources.

**Suspension can be imposed immediately by the principal should a students threaten the well being and safety of others.**

### **DRAMA**

Students participate in drama classes as part of our cineliteracy program.

## **EDUCATION WEEK**

This is nominated by the N.S.W. Dept. of School Education each year to encourage awareness of current issues in education. During this week the community is invited to spend some time in the school.

## **ELECTRONIC DEVICES - I pods, Game boys etc.**

All electronic equipment must be registered at the office and kept there until home time. The school will not accept responsibility for lost equipment if it is not registered

## **ENROLMENT**

Students who are six or older can enrol at any time during the school year. Information is requested from the child's previous school

**SEE KINDERGARTEN ENROLMENT FOR 4/5 YEAR OLDS**

## **ENGLISH AS A SECOND LANGUAGE**

Our E.S.L. program can assist children whose first language is not English. The teachers help these children to learn as much of the work that the other children are studying as possible and to improve their English language.

## **EXCURSIONS**

Class excursions take place regularly as a basis for learning. A permission note containing all the necessary information is sent home and must be signed by the parent or guardian and returned to the class teacher. Children are asked to wear sensible shoes, to wear uniforms, a hat, sunscreen and bring their lunch in a named plastic bag, unless stated otherwise. All risk assessment are conducted before the excursion to ensure the safety of all our students

## **FOOD**

The school canteen operates 5 days a week and children can purchase food. Should the food you provide require a spoon, fork or knife you will need to provide them. May we also request that knives that come to school be plastic?

## **FUND RAISING**

The school works in conjunction with the Parents & Citizens group to organise various fund raising activities throughout the year. In previous years we have put the money to excellent use purchasing items such as the photocopier, maths equipment, sports equipment and playground equipment.

## **HIGH SCHOOL**

High school placement is still largely determined by the zoning system but Selective High Schools are open to all Year 6 students throughout N.S.W. Should you require assistance in the completion of high school application forms please contact the school Principal.

## **HOMEWORK**

As specified by each class Teacher. A general rule of thumb is.....

### **GUIDELINES**

Kindergarten	5 - 10 minutes
Year 1	10 - 15 minutes
Year 2	15 - 20 minutes
Years 3/4	20 - 40 minutes
Years 5/6	30 - 60 minutes

This homework includes home reading time.

It is the child's responsibility to complete the homework and the parents to provide support by providing the time, space, interest, attention and assistance when asked or needed.

Each class teacher will develop a routine within these guidelines and if you are experiencing any difficulties please see the class teacher. Should parents object to homework, they can inform the class teacher of their objections which will be respected.

## **HOME READING**

SEE READING

## **HONOUR ROLL.**

At presentation day each year children are placed on the honour wall for academic achievement.

## **IMMUNISATION**

Is a safeguard to positive health care and we suggest that you consult your doctor concerning protection against Diphtheria, Whooping Cough, Poliomyelitis and Tetanus. All children at the time of kindergarten enrolment are asked to provide an Immunisation Certificate stating whether they are or are not immunised.

## **INTERNATIONAL FOOD DAY**

Each year in Term 1 we celebrate cultural diversity through parents, caregivers, staff and students bringing various food items from their own culture of origin. This food is shared and a good time is had by all.

## **INTERVIEWS**

We are always pleased to discuss your child's progress and welfare. Meet the Teacher afternoon will be held in Term 1. School Report interviews will be held twice a year. Should you wish to discuss your child at any time during the term, please make an appointment with your child's teacher.

## **ITEMS - brought to school**

We respectfully request that your child not bring treasured items to school. Sometimes these items get lost or broken and it is very distressing for all concerned. Should your child wish to bring something special for news or show and tell, please make sure it goes to the classroom teacher to be looked after safely.

## **KINDERGARTEN ENROLMENT**

When enrolling your child please ensure that you complete the form fully so the school has all the necessary information. Kindergarten children must be FIVE years old by July 31<sup>st</sup> in order to be enrolled.

Enrolments for Kindergarten are taken in the second half of the year proceeding the year the child will start, or at the beginning of the school year. You will need to fill out an enrolment form for which you must bring proof of your child's age (birth certificate or passport).

Please leave your telephone numbers for home, work and mobile. A contact person in case your child is sick or has an accident is also required. If your child has a medical condition such as asthma, speech/sight/hearing problem or needs to take medication during school hours please let the school know.

## **KINDERGARTEN ORIENTATION**

Every year our school holds an open morning to which the children in the forthcoming year's Kindergarten classes and their parents are invited. The main aim of this morning is to enable the new children and their parents to become acquainted with the school, some of the children and teachers at the school.

## **KINDERGARTEN - THE FIRST DAY**

Kindergarten children commence school from the Thursday of the first week of Term 1. Each child usually has an appointed time of arrival.

Your child will need:

- a school bag which he/she can easily open
- a snack or fruit for 'little lunch' at 11:00 a.m.
- a sandwich, a drink and some fruit for 'big lunch' at 1:00 p.m.
- an old shirt (labelled) to protect your child's uniform during art/craft
- a library bag.
- full school uniform including a hat and sensible shoes

**PLEASE LABEL EVERYTHING YOUR CHILD OWNS SO WE CAN RETURN  
IT TO YOU.**

## **LATE ARRIVALS**

Should your child be late for school you are required to pick up a late pass at the office. Your child must give that late note to their Class Teacher when they go into class.

## **LIBRARY**

The library contains a wide collection of books and is staffed by Ms Gestier, a Teacher Librarian Thursday of every week.

We strongly encourage children to borrow books and ask parents please to ensure the books are returned promptly. A library bag can be purchased from the school canteen which helps to protect books when being transported to and from school.

## **LOST PROPERTY**

Located in a tub in the hall foyer.

Please label all your child's possessions for easy identification.

## **LUNCH**

Lunch is from 1:00 to 1:45 p.m. The first ten minutes is spent eating. Children can bring lunch from home or it can be ordered from the canteen. It is important that lunch be nutritious and appealing.

**Please** label all lunch boxes and bottles clearly with your child's name.

### **MOBILE PHONES**

All mobile phones are to go to the office each morning for registration. The phone will be returned at the end of each day. Any emergency contact or required contact can be received and transmitted through the office. The school will not be responsible for any lost or damaged mobile phones that are not registered.

### **MONEY**

All money sent to school should be in an envelope marked with your child's name and class, as well as the reason for the money and handed in at the office. Receipts will be issued for text book money, camps and donations.

### **MUSIC**

The school is very well equipped with xylophones and percussion instruments. The skills and interest of teachers in this area varies greatly but all children are taught to sing, dance and have experience playing various musical instruments. Performances are held throughout the year to which parents are welcome.

### **NEWS**

In the K to 3 classes students are allocated a news day. This news day is part of the talking and listening section of the literacy curriculum. This encourages your child to speak confidently and share their thoughts, ideas and knowledge with their peers. (Please see items)

### **NEWSLETTER: THE TUESDAY TIMES**

Every fortnight on a Tuesday the school newsletter is sent home. Please read this it contains information about coming events and is the main form of communication between parents and the school. Tuesday Times can be also be accessed from our school website.

## **O.C. CLASSES**

Woollahra Public School and Alexandria Park Community School has an intake of 60 gifted talented students each year. These students are chosen from 35 public schools throughout the Eastern Suburbs including Bourke Street.

Parents of Year 4 students receive information and an application form in June each year. The children must take an examination and the school is asked for a report on each child who wishes to be selected. The final decision is posted to parents by November each year.

## **OUTSTANDING SCREEN CREATIVE AWARDS (OSCAs)**

Each year in fourth term we launch our cineliteracy project for that year at our very own Bourke Street OSCAs. Children parents and extended families and friends are invited to dress and attend this glittering event. Awards are given out similar to the real OSCAs and we screen the movies the children have made. This event attracts at least two hundred people each year.

## **PARENTS & CITIZENS**

Our school has a Parents & Citizens Association. The P & C provides assistance to the school through fund raising activities. The meetings provide a forum where parents can participate in making decisions and raise matters of interest or concern.

P & C meetings are advertised in the Tuesday Times.

## **PARENT INFORMATION BOARD**

Outside the school hall is a parent information board. The board is used to communicate important information to parents and houses spare excursion and permission notes. Parents are also encouraged to use the board to communicate with the school when appropriate.

## **PARENT INVOLVEMENT**

We encourage parents to be involved in their children's activities and progress. Ways you can be involved:

- Introduce yourself to your child's teacher.
- Ask about your child's progress.
- Attend P & C meetings.
- Attend social functions.
- Help around the school with reading, maths, writing, art/craft activities...
- Attend the Swimming and Athletics Carnivals.

Our school is very proud of the level of parent involvement together we can achieve so much for our children.

### **PHOTOGRAPHS**

Class and individual photos are taken once a year and can be purchased through the school.

### **PLANNING DAY**

Every year in Term 3 a planning day is set aside for parents to contribute to the school management plan, budget and review the schools accomplishments. Plans are developed to achieve the school goals and outcomes for the following year.

### **PREFECTS**

Each year two children are selected by all the children in the school to be prefects. The prefects set a good example for all the children by their positive behaviour and attitudes. They help the teachers, guide visitors to the school, run the weekly assembly and are generally required to assist when called upon.

### **PRESENTATION DAY**

Each year in the last week of term we hold a Presentation Day. Students receive awards and acknowledgement for their achievements throughout the year. This includes Kindergarten graduation to Year 1 and Year 6 graduation ceremonies.

### **PRIORITY SCHOOLS PROGRAM (PSP)**

Bourke Street qualifies to be part of the Priority Schools Program. The program provides extra funds for school with a high percent of economically disadvantaged families. The school is currently undertaking a cine-literacy project with these funds.

### **READING**

All children are asked to borrow a book to read at home each school night. Parents are asked to provide a reading time with their children at home as often as practical; at least 3 times a week. Records are kept as to the number of books the children borrow. Please see the class teacher if you have any questions.

### **REPORTS** Also see Interviews.

Children receive an end of the year written report stating their progress in all curriculum areas. These reports are set out in stages of development.

At advertised times throughout the year parent's students and teachers will have an opportunity to participate in a three way conference report on student progress. This will be held at a mutually agreed time during the day.

## **RULES**

All rules are established for the children's protection, well being and enjoyment of life and respect for school property. Children are encouraged to develop and practise our core community established values.

### **Our School Rules:**

Remember to follow staff directions

Remember to stay in your seat or right place

Remember to put up your hand and wait quietly for your teacher

Remember to keep your hands and feet to yourself

Remember to work quietly when asked

## **SCHOOL BOOKS**

These are ordered by the school at the beginning of each year and vary from class to class.

## **SCHOOL CAPTAINS**

Each year two school captains are elected through a democratic voting system. The other students can help them do their job by listening carefully to them and following their example.

## **SCHOOL HOURS**

These are:

All Classes ...	9:00 a.m. to 3:00 p.m.
Recess...	11:00 p.m. to 11:30 a.m.
Lunch...	1:00 p.m. to 1:45 p.m.

## **SCHOOL OPEN DAY**

Each year during Education Week a day is allocated for parents to visit the school and see their children at work. Parents can take the opportunity to look around the school, see their children's work and view any displays. Should you wish to do this anytime please let us know and we can organise it for you.

### **SCHOOL ADMINISTRATIVE MANAGER (SAM)**

Should you need to contact Ms Karen for any reason please phone 9319 7310 or 9699 1571. Fax number 9319 2708.

### **SCRIPTURE**

On Wednesday mornings for 30 minutes children can receive religious instruction from representatives of the following faiths:

- Anglican
- Greek Orthodox
- Roman Catholic
- Hillsong

If you do not wish your child to attend scripture, please send a note to the school or indicate on the enrolment form. All students who do not attend scripture attend an additional Values Lesson.

### **SPORT**

#### **INFANTS:**

On Fridays when the seniors are at sport K-2 takes part in a range of games and activities, including Bindi- Fitness.

#### **PRIMARY YEARS 3 - 6**

Should the weather become a problem students should still turn up ready for sport and a decision will be made after 9.00 AM

Friday 9.00 to 10.30 a.m.

Activities offered include oztag and netball activities.

#### **SPORT DAYS**

- Swimming..... Prince Alfred Pool.
- Athletics..... Centennial Park.

Emphasis is on participation and events cater for all (non-swimmers/athletes as well as competent performers).

### **SCHOOL HOUSES**

Waratah      Red  
Wattle        Yellow  
Jacaranda    Blue

### **STAFF MEETINGS**

The teachers meet on Tuesdays for Training and Development, from 3:00 p.m to 4:00 p.m and on Tuesday mornings at 8:30 a.m. for administrative matters.

### **STEWART HOUSE**

We support this charity by collecting old clothes throughout the year. Stewart house provides holidays and school uniforms for needy families.

### **STUDENT REPRESENTATIVE COUNCIL (SRC)**

Each class (except Kindergarten) elects a student counsellor who regularly attends meetings to discuss school issues and to suggest activities and possible changes to school rules and routine.

### **TAE KWON DO**

Students participate in TKD each Tuesday at a cost of \$4.00 or \$3.00 if other siblings attend the school. Students can be graded throughout the year and receive coloured belts according to their grading.

### **UNIFORMS**

School uniforms are available through the school. Children are encouraged to wear uniforms to school at all times.

### **WEATHER**

Students play in the hall when the weather is not suitable for playing outside. Sometimes we will show a DVD or screen an educational program.

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