



Love of Learning - Challenge, Creativity, Connections



# Balgowlah North Public School

Parent information handbook 2024

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## **Balgowlah North Public School**

10 Manning Street  
North Balgowlah  
NSW 2093  
phone: 9949 4499

website: <https://balgowlahn-p.schools.nsw.gov.au>

email: [balgowlahn-p.admin@det.nsw.edu.au](mailto:balgowlahn-p.admin@det.nsw.edu.au)

## **Before & After School Care**

### ***Koolkuna***

phone: 0400 774 697

website <https://www.sustainableoshc.com.au/>

email: [kkoshc@sustainableoshc.com.au](mailto:kkoshc@sustainableoshc.com.au)

## Principal's message

Our vision at Balgowlah North is to foster and develop resilient, kind, creative and respectful students. Students who are life long learners, able to participate in and contribute to the global world.

Students are the core of Balgowlah North Public School. They are recognised for their individual, active, and authentic student voice and are encouraged to become involved in all aspects of the school community. Our students' value and demonstrate respect for one another and the learning environment; the safety and well-being of all school members; and the opportunity for all to learn.

As an outstanding educational setting, we continually strive for excellence and high expectations in all aspects of our learning community. We endeavour to ensure that the diverse needs, achievements, and strengths of every individual are recognised, nurtured, and celebrated. Our key focus is the development of independent, reflective, responsible, and inquiring young people.

At Balgowlah North we are committed to the ongoing improvement of every student, teacher, staff member and school leader. We ensure that our students and staff are nurtured to connect, succeed and thrive.

We instil the Positive Behaviour for Learning values of Respect, Safety and Responsibility across the school.

We are extremely proud of the successes of our school and welcome you to join our vibrant and engaged community of students, families and staff.

Brooke Keevers

Principal



### Acknowledgement of Country

"We acknowledge and respect the traditional custodians on whose land our school rests. Their footsteps and whispers blow in the wind, drift on the clouds, remain deep in the sandstone and float on the waterways of this place. Their memories and Dreaming stories will continue to connect us to the land and guide future generations of our school community. Country is alive if you take the time to look, listen and learn."

# BALGOWLAH NORTH PUBLIC SCHOOL VISION

**Our vision at Balgowlah North is to foster and develop resilient, kind, creative and respectful students. Students who are life long learners, able to challenge themselves, create connections and contribute positively to our world.**

**Our motto 'Love of Learning' ensures every student, teacher and leader is part of a community of continuous improvement. Curiosity and creativity are fostered and the learning culture is underpinned by high expectations. Wellbeing is nurtured by meeting individual needs through collaborative practice and feedback. Our school is a place of quality teaching, quality learning and quality behaviour. We pride ourselves on ensuring every student is known, valued and cared for.**

**Challenge**

**Creativity**

**Connections**



A photograph showing several hands of different skin tones holding small green seedlings with soil. The hands are arranged in a circle, symbolizing growth and care.

## **Growth and Attainment**

To maximise student learning growth in reading and numeracy and to build strong academic success, through effective, evidence-informed teaching with high expectations for all.

A photograph of children outdoors. One child is using a magnifying glass to look at something on the ground, while others look on with interest.

## **Fostering curiosity and building resilient, confident learners**

To build student growth and engagement through resilience, creativity and kindness. We aim for positive, respectful relationships which ensure an optimal learning environment for all. By strengthening student engagement, student voice and student wellbeing we will provide our students with the skills needed to thrive in an ever-changing world.

A photograph of a teacher leaning over a desk to assist a group of students. The students are focused on their work, and the teacher is providing guidance.

## **A collaborative, connected culture of high expectations**

To maximise student learning growth, teachers collaborate to ensure a deep understanding of student learning. Teaching and learning programs are adjusted to ensure a culture of continuous improvement with a focus on individual student learning goals in mathematics and English, building assessment capable learners.

## School pledge

In our hands  
Lies the future of this great land.  
If we all work together  
Doing our best for the common good,  
There is no limit to what we can achieve.

## School song

Come sing praise to our school sing,  
Balgowlah North sing,  
Balgowlah North bring,  
Pride, joy, strength to our school sing, work and play  
be kind each day and strive for understanding.  
Friendships through school years grow, keep us here.  
So, come sing, praise to our school sing,  
Balgowlah North sing,  
Balgowlah North bring,  
Pride, joy, strength to our school sing, work and play  
be kind each day and strive for understanding.

# School organisation

## Staffing

- Principal
- Assistant Principals
- Classroom teachers
- Teacher librarian
- Learning support staff
- School Counsellor
- School Business Manager
- School Administration Officers
- General Assistants

## School development days

School Development Days are held 5 times a year and are usually held the first two days of Term 1, first day of terms 2 & 3 and the last two days of Term 4. Students do not attend school on these days. These Professional Development opportunities are additional to the variety of courses the teachers undertake before and after school and of an evening.

Parents are notified of these days at the beginning of each school year through the newsletter and school calendar.

## Class organisation

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

## School hours of operation

Morning Session	9.00	-	11.00 am
Recess	11.00	-	11.20 am
Mid Sessions	11.20	-	12.40 pm
Lunch – 1 <sup>st</sup> half	12.40	-	1.15 pm
Lunch – 2 <sup>nd</sup> half	1.15	-	1.40 pm
Afternoon Session	1.40	-	3.00 pm
Office hours	8.30am – 3.15 pm		

# Communication

## Communication procedure

Communication at Balgowlah North Public School is central to everything that we do. It occurs inside and outside the classroom between students, staff, executive and administrative staff, parents, families and the wider community. Appropriate communication is a critical life skill that should be taught and modelled within our educational setting.

[Balgowlah North PS Communications Procedure.pdf \(nsw.gov.au\)](https://www.nsw.gov.au/balgowlah-north-ps-communications-procedure)

## Communication with the school

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

- **School Bytes**                      Access via the parent portal  
<https://support.schoolbytes.education/hc/en-us/articles/4414363793295-How-to-access-School-Bytes>  
  
Permission notes, statements of account, online payments and extended leave forms
- **Schoolzine app**                      Real time notifications about school events, newsletters, excursions, incursions, and general messages. The app can also be used to advise the school about absence, change of details or make a Payment. For instructions on how to install our SZapp visit:  
<https://www.schoolzine.com/szapp-installation>
- **Website**                              Comprehensive information about the school.  
<http://www.balgowlahn-p.schools.nsw.edu.au/>
- **Newsletter**                              Information and reports about the activities at school as well as community events and initiatives. The newsletter is sent out via the app every Wednesday and is uploaded to the website.
- **Email**                                      General enquiries, absences and interview requests can be made by email. Statements of account are sent by email.  
[balgowlahn-p.school@det.nsw.edu.au](mailto:balgowlahn-p.school@det.nsw.edu.au)

## Absences: general, sick, holidays

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

For absences of 1-10 school days the school can be notified by either filing the absence form on the SZapp , by email or a note can be provided to the teacher on the student's return to school.

Absences of 11 school days or more the Application for extended leave - travel form must be completed. This form can be downloaded from the School Bytes parent portal or the school website and must be submitted to the Principal with copies of the relevant travel documents and/or the itinerary prior to the absence.



## **Absences: late arrivals, early departures**

Students are to be at school when the bell rings at 8.57am. If they are not in class by 9.00am they are to report to the office for a Late Pass.

### **Late Pass**

If a child arrives late to school the parent and student are to report to the Office.

The parent/carer needs to sign in following school procedures and a late pass is issued.

The child takes the late pass to their class with them.

### **Early Pass**

If a parent/carer wishes to collect their child before the end of the school day the procedures are:

The parent/carer goes to the office to sign their child out following school procedures.

Office staff issue an early departure pass.

Office staff will call the student to the office.

### [Attendance procedure](#)

## **Emergency contact details**

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

## **Enrolment**

### **Step 1:**

#### **Apply online**

Our new online enrolment process makes it easier and faster to enrol your child at your local school.

To apply online, you must:

- be an Australian or New Zealand citizen or permanent resident
- live in the local enrolment area of this school.

#### [Apply for enrolment online](#)

If you are not eligible to use the online form or prefer not to, you can [download an application to enrol \(PDF 768.4KB\)](#)

## Step 2:

Collect the following documents which are required to support your child's enrolment at our school:

Proof of student's residential address as per [100 point residential check](#).

- Birth certificate and proof of citizenship by way of passport.
- Australian Immunisation Register (AIR) Immunisation History Statement.

In addition any other documents required as per the application form.

## Step 3:

The supporting documents must also be provided to the school as a record of evidence.



## High school placement

Local high school placement is affected by a zoning system. Expressions of Interest are completed online via the school website

<https://year7.enrol.education.nsw.gov.au/?schoolCode=3984> in term 1.

A selective high school information notification is distributed electronically to Year 5 students and placement testing is conducted in March of the following year; parents/carers are notified in early July of the outcome.

## Lost property

All Lost Property is stored in locations in the K-2 and 3-6 area. Each term, the baskets are emptied and any items with names are returned to the students. All unnamed or un-returnable clothing is given to our second hand uniform shop. All drink bottles and lunch boxes are disposed of for health reasons.

# Your child's health and safety

## Allergies

While the school strives to be a 'nut free' environment, the school cannot guarantee it is free of allergy producing products. The school urges students, parents and carers not to send high risk foods to school and students are discouraged from sharing food.

All parents and carers are required to provide accurate, current medical information to the school, including medical plans for the management of severe allergies. Staff are informed as to the medical conditions of potential anaphylactic and other severely allergic students and are trained in anaphylaxis awareness including the use of Epi-Pens.

## Birthday Treats

At BNPS, we recognize and appreciate the importance of celebrating a student's birthday. Parents have been supporting their children in observing their special day by providing treats to share with their classmates. In order to make it more convenient at school, we suggest considering icy poles as a delightful alternative to traditional sweets. A Birthday Bucket of Quelch Sticks can be easily arranged through the school canteen also. If you would rather your child does not receive treats when they are brought into class, please contact your child's teacher to let them know.

## Canteen

Our school operates a registered healthy school canteen, providing healthy food and drink options. The menu is regularly updated and published in the school newsletter and uploaded onto the school website. Orders are placed through [flexischools](https://flexischools.com).

## Dogs

It is a Department of Education & Training regulation that dogs are not allowed in the school grounds, at any time, even if on a leash. Dogs found wandering the school will be restrained and the local council contacted.



## **Emergency procedures**

Balgowlah North Public School has an emergency procedure to deal with a variety of situations. The students and staff practise these procedures at regular intervals during the year. These procedures are; Lockdown, Evacuation, Environmental Alert and Early Cessation of Operation. We are a category 2 school for bush fires and we must cease operations if the bush fire warning is catastrophic.

## **First Aid**

Students with minor injuries are treated by school staff. Parents and carers or the nominated emergency contact will be notified if further medical attention is required.

## **Immunisation and infection**

NSW Health recommends that all children entering school be fully immunised and have booster shots prior to school enrolment. An immunisation history statement must be lodged with an enrolment application. The immunisation history statement can be downloaded from the [myGov](#) website.

[school-immunisation-enrolment-toolkit.pdf \(nsw.gov.au\)](#)

[infectious\\_childhood.PDF \(nsw.gov.au\)](#)

## **Medication and medical history**

Medication will only be administered to a child, if a Permission to Administer form is given to the office with the prescribed medication in its original packaging with name and dosage on it. This form can be accessed by the School Bytes parent portal.

Class teachers are not permitted to provide students with any medication, including headache tablets.

Please advise the school if your child has any medical condition that requires treatment plans, and submit these plans and any medication to the office at the start of each year. If there are any changes to your child's medical history and/or treatment please inform the office in writing.

## **Playground equipment**

Playground equipment is for students' use only during school hours under teacher supervision. The school does not accept responsibility if a child (student or non-student) injures themselves outside school hours without teacher supervision.

## **Sunsmart**

The school implements the Cancer Council's recommendations including developing positive attitudes towards skin protection, lifestyle practices which can help reduce the incidence of skin cancer. The school expects students to wear the school broad brimmed hat all year round and will have to stay under the COLA if they don't have a hat.



# Learning at our school

## Curriculum

Information regarding the K-6 syllabuses can be found on the National Education Standards Authority's (NESA) website at: [Home | NSW Education Standards](#)

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

- English
- Maths
- Human Society and its Environment
- Science and Technology
- Personal Development, Health and Physical Education
- Creative Arts

## Additional curriculum programs

### Excursions and incursions

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

Prior to each excursion or incursion, a permission note explaining the nature of each excursion or incursion and cost is emailed via School Bytes to parents and carers. Unless otherwise stated, students must wear full school uniform when attending an excursion/incursion.

### Green Grove

Every Tuesday and Thursday lunchtimes our beautiful Green Grove garden is open for anyone in the school to visit. It provides students with hands-on experiences in creating and maintaining edible garden beds and opportunities to look after our chickens. We have worm farms and composting systems which the children learn about and use to nourish their plants.

There is a strong emphasis on sustainability and environmental education. The school is diligent in recycling paper, hard/soft plastics and e-waste. The Student Representative Council are responsible for the Composting Program.

# Learning at our school

## High potential gifted education

Gifted students are those whose potential is distinctly above average in one or more of the following areas of ability at school - intellectual, creative, social and physical.

- Differentiated lessons
- Forest High School enrichment program
- Peer mentoring programs
- Maths Olympiad
- Participation in arts festivals, dance groups and music, drama and debating camps
- English, mathematics and science competitions
- District and state competitions including sport, creative arts, poetry and debating
- Stage 3 Genius Hour project based learning
- Involvement in and support of out-of-school hours classes and workshops

For more information please go to: [High potential and gifted education \(nsw.gov.au\)](http://www.nsw.gov.au/high-potential-and-gifted-education)

## Homework

Regular homework is set in all years to consolidate classroom learning and develop essential home study skills. There is a school Homework Policy which is explained in detail to all parents at the Parent/Teacher night at the beginning of each year. It is recommended that parents read with and listen to children's reading each night.

## Home reading program

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

## Learning and support

Our school Learning and Support programs assist our teachers in supporting students with identified learning, social, emotional or behavioural needs. Programs are planned in response to the identified support needs of our school community. Strategies involve small group teaching, individual instruction or team teaching with a specialist Learning and Support Teacher. Specific evidence based programs that are included in Learning and Support include the Macquarie University Literacy Intervention Program (Minilit) and UR Strong social skills curriculum. The Learning and Support team also run social skills support groups including Deck Games, Lego Club and Games Club. The Diverse Learners Team monitors all students needing support in the school environment.

## Library

The Library is the resource centre of the school and is open Monday to Friday. It aims to develop a passion for reading through literature lessons and assist in the development of information skills throughout the school. Each class has a weekly library lesson during which time students borrow and return books. Students need a library bag to protect books during transit from school to home. Loans are for one week only. The cost of damaged or lost books are required to be reimbursed to the school.

## Creative Arts

Students from K to 6 classes have music and dance lessons as part of the school's Creative Arts program.

## School Counsellor

The School Counsellor assists with programs for students with additional needs and special school placements. She is onsite on Wednesdays and Thursdays. All appointments with the School Counsellor are made through the Diverse Learners team.

## SEAT - Scripture (Catholic or Combined), Ethics and Additional Time

SEAT teachers attend the school every Thursday afternoon to facilitate scripture and ethics classes.

## Sport

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

The school is a member of the Manly Primary School Sports Association (PSSA). This association consists of 12 local Public Schools and organises zone carnivals and competitions including the Friday afternoon competitive sports program for students in Years 4 to 6. Students not involved in PSSA competitions participate in the school sport program. The program offered includes tennis, futsal, basketball, hockey, orienteering. This is subject to change from term to term.

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

Students are grouped into four sport houses, Koala, Kangaroo, Wombat & Wallaby. Siblings are placed in the same house.

Koala

Kangaroo

Wombat

Wallaby



# Learning at our school

## Technology

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

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

Students across the school enjoy practical, hands-on opportunities to develop essential 21st century skills through the use of technology and robotics. They learn coding, visual programming and problem-solving skills using robots such as Lego EV3 Mindstorms, Bluebots, Dash robots and Micro:bits.



## Year 2 swimming scheme

Students in Year 2 attend a two week intensive swimming program during Term 2. This is a program run by NSW Department of Education to improve students swimming and water safety skills.





## Extra curricular activities

### Bands and String ensemble

The school's band/string program comprises of three bands and a string ensemble open to students in Years 3 to 6:

- Junior band
- Senior band
- Concert band
- String ensemble

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

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

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

The bands perform at school events, during assemblies, Education Week performances and the school's performance evening along with a number of community based concerts. More information about the band is available on the Balgowlah North website: [bnpsband](http://bnpsband)



# Learning at our school

## **Chess**

The Chess Club meet weekly at lunchtimes in the library and tutelage is provided by the [Sydney Academy of Chess](#). During the lessons, students from Kindergarten to Year 6 are involved in solving a range of puzzles and then challenge one another to competitive games.

## **Choir**

Choir is a very important part of the creative arts program at Balgowlah North PS and offers children the opportunity to develop singing skills and performance technique.

All children in years three to six are invited to join the choir. The choir practices first half lunch every Wednesday. The children learn a variety of songs which may include the Arts Unit repertoire especially selected for the NSW schools performance at the Sydney Opera House.

## **Dance ensemble**

The Senior Dance Ensemble consists of a small group of talented stage 3 students. They are an enthusiastic group of skilled dancers, who recognise the importance of teamwork, attendance and following school expectations.

With a big focus on student input and ideas, the students are involved in researching appropriate dance moves. The group will have opportunities to perform their dance throughout the year with school performances as well as in state-wide competitions.

## **Drama Ensemble**

The Drama Ensemble is made up of 24 students from Stage 2 who were successful at audition to join the group. It is coordinated by our Dance/Drama Teacher. The students write their own script and perform at the Sydney North Drama festival at the Concourse at Chatswood. If successful at the local level there is the opportunity to perform at the DET State Drama Festival at the Seymour Centre. They also perform at assemblies and school performances.

## **Debating**

BNPS has been involved in the Premier's Debating Challenge for the last 7 years. There are two teams made up of year 5 and 6 students who debate various topics ranging anywhere from issues in education to fitness and health. There is also a debating club here at school which is an ideal way to introduce structured debating coaching. Masters Academy is the leading provider of debating and public speaking services to schools in NSW and they have offered extra-curricular, parent-paid debating programs to us, delivered on school grounds, for the last two years. The club is held before school on Wednesdays.

## **Green grove**

Every Tuesday and Thursday lunchtimes our beautiful Green Grove garden is open for anyone in the school to visit. It provides students with hands-on experiences in creating and maintaining edible garden beds and opportunities to look after our chickens. We have worm farms and composting systems which the children learn about and use to nourish their plants. We are lucky to have the knowledgeable Sadie Melov, a parent at BNPS, to advise and guide us through new and exciting environmental activities and sustainable living. The Green Grove enables the students to take ownership of a special place in our school that they can be proud of.



## **Public speaking**

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

# Communication - parent-teacher

## Student reports

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

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

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

## Parent-teacher meetings

Parent-teacher meetings are held on a regular basis at the school. Parents and carers may request an interview at any time by emailing or phoning the school office.

- Term 1 - Class information night & Parent-teacher interviews
- Term 2 - Student reports
- Term 3 - Teacher interviews on request
- Term 4 - Student reports

## Class information night

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

## Term overviews

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

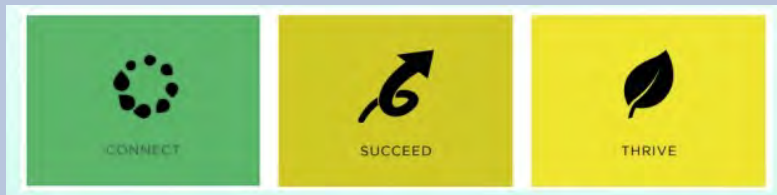


# Wellbeing

## Student wellbeing

Balgowlah North Public School is committed to creating an inclusive learning environment where our students are able to challenge themselves, create connections and contribute positively to our world. Our school is a place of quality teaching, quality learning and quality behaviour. We pride ourselves on ensuring every student is known, valued and cared for. Balgowlah North Public School is committed to explicitly teaching and modelling positive behaviour and to supporting all students to be engaged with their learning.

Our school actively facilitates the Department of Education's Wellbeing Framework for Schools which is underpinned by a foundational belief that our schools strive for excellence in teaching and learning and build trusting and respectful relationships that empower our students to succeed.



More information on our wellbeing processes can be found in our Behaviour Support and Management Plan on our website.

The school is committed to providing a safe, secure and happy environment which encourages each student to:

- be actively connected to their learning,
- have positive and respectful relationships
- experience a sense of belonging to their school and community
- be respected, valued, encouraged, supported and empowered to succeed grow and flourish, thrive and prosper.

## Positive Behaviour for Learning (PBL)

Positive Behaviour for Learning is an educational framework that Balgowlah North Public School uses to bring together the whole-school community to contribute to developing a *positive*, safe and supportive *learning* culture for all students. At Balgowlah North Public School our PBL expectations are to be *responsible*, *respectful* and *safe*. Our school rules are underpinned by our shared belief that all members of our school community have:

- *the right to learn*
- *the right to be safe*
- *the right to be treated with dignity and respect, and*
- *the responsibility to uphold these rights for others*

### Matrix of Behaviour Expectations

	All Settings	Classroom	Outdoor areas	Canteen	Hall	Office	Toilets	Excursions	Library	Digital Spaces
<b>Safe</b>	Move safely at all times	Move sensibly at all times	Stay in boundaries	Line up in 2 lines	Walk quietly	Enter with permission	Use toilets and toilet paper correctly	Stand away from the road	Only enter with permission	Use internet sites appropriately
	Look where you're going	Keep our hands and feet to ourselves	Wear the school hat		Cross your legs when sitting		Report any problems immediately	Enter and exit the bus carefully	Use resources appropriately	Use appropriate language when communicating with others
	Be aware of others	Be in the right place at the right time Follow instructions and directions promptly	Be aware of others and share the space Use school equipment correctly				Remain seated		Inform teachers of any inappropriate use Keep personal information to yourself	
<b>Respectful</b>	Speak kindly and politely using manners	Put your hand up to speak	Include and listen to others	Wait your turn	Listen carefully to others	Enter quietly	Allow people privacy	Show pride in our school	Quietly wait for your turn to borrow	Care for all technological equipment
	Follow directions promptly	Wear full school uniform with pride	Promptly follow teacher instructions	Speak politely, say "please" and "thank you"		Wait your turn	Keep clean	Speak quietly	Greet the librarian when entering	Respect of your own privacy and the privacy of others
	Respect the property of others	Include everyone	Communicate/interact with kindness	Buy your own food	Clap appropriately	Say please and thank you	Be aware of others (incl peers and general public)	Handle the books and equipment with care	Log off at the end of each session	
	Wait your turn									
<b>Responsible</b>	Care for others	Be equipped, prepared and ready to learn	Play fairly and follow game rules	Buy your own food	Look after school property	Follow instructions carefully	Play outside	Take care of our own belongings	Put books back to correct place after reading	Use the device assigned to me and only access my files and websites suggested by my teachers
	Care for the environment	Take pride in all our work	All rubbish in bins				Spend your own money	Are clean and wash our hands	Put rubbish in the bins	Return your books on time
		Try our very best	Look after the environment						Use only when directed by the teacher	
		Ask for help when needed Allow others to learn without distraction							Follow Digital Citizenship Agreement Use how you are directed to by the teacher	

## Recognising Positive Behaviours

The most powerful form of recognition is feedback that empowers a student to feel supported in making positive choices about their learning and behaviour. Positive and supportive feedback that focuses on building self-concept is embedded in all aspects of our school community.

### Individual Class Award Systems

Teachers develop and use systems designed to suit the needs of individual students and the unique qualities of each class. These are all underpinned by the BNPS school expectations of being safe, responsible and respectful. Teachers acknowledge or reinforce a particular behaviour with the intention of adding value to, and strengthening, that behaviour. Teachers use a wide variety of reinforcements including:

- Verbal feedback to promote self-regulation and intrinsic behaviour choices
- Stickers, stamps and other reward systems
- Displaying achievement to other teachers and students

### School Wide Award System

Balgowlah North Public School also operates a formal recognition system. Our merit system encourages a continuity of positive behaviour based on our PBL program as students move from grade to grade throughout their school years.

Assemblies are hosted every fortnight, where students have the opportunity to receive Merit Certificates for excellent progress in their learning and demonstration of the school's PBL expectations. Whole-school assemblies to celebrate students who have achieved Principal's awards, Banners and Medals are held in weeks 5 and 10 of every term.

# Wellbeing

## Award structure

Students are recognised for their efforts to be safe, respectful and responsible learners using our award structure.



## Citizenship award

Citizenship award is an important part of our PBL program. This award is presented to outstanding students who consistently exhibit our PBL values and behaviours. The Citizenship award is presented twice per term at a full school assembly to a student in Kindergarten to Year 2 and Year 3 to Year 6.

View [Citizenship Criteria \(PDF 47KB\)](#).





The school operates a formal levels of behaviour program Kindergarten to Year 6. This allows all students to recognise that choosing inappropriate behaviour will result in formal consequences. Underpinning this is our own PBL program and all consequences are designed to encourage students to choose safe, respectful and responsible behaviour.

For more serious behaviours parent contact and parent interviews may be required.

The PBL team consistently reviews the strategies for supporting students who have difficulty demonstrating our school values.

### **UR Strong**

Our school implements UR Strong, a whole school strategy that empowers students to build friendship skills that create a culture of kindness in our school. UR Strong provides our students from Kindergarten to Year 6 with an explicit curriculum and common language for building interpersonal skills, developing positive relationships and managing conflict. UR Strong provides students with the opportunity to:

- Be proactive participants in managing their friendships
- Voice their feelings using simple, child-centered language
- Identify what is normal in friendship
- Recognise healthy and unhealthy friendships
- Learn the difference between a 'friendship fire' and 'mean on purpose' behaviour
- Develop conflict resolution strategies
- Understand the importance of self-compassion and 'kind on purpose' behavior

In addition to UR Strong, our school is underpinned by a core belief that all students have the right to feel safe, respected and valued in our school environment. We aim to provide an inclusive, nurturing school where students can become self-directed, life long learners who can create a positive future for themselves and the wider community. We are proactive in our approach to building a happy, friendly climate where all students can build connections and feel a sense of belonging. This is reflected in our anti-bullying plan which can be found on the school website.



# Wellbeing

## Assemblies

K to 6 school assemblies acknowledge students who demonstrate the school expectations. Years K to 2 and Years 3 to 6 assemblies are held on Mondays at 1:45pm. Recognition Assemblies are held in weeks 5 and 10 of Terms 1, 2 and 3 and week 5 of Term 4. Information about school assemblies is published in the school newsletter. Parents and carers are welcome to attend each of our assemblies.

## Buddies

A buddy system has been developed in the school with Year 6 students matched up with the kindergarten children. This program helps senior students to develop a sense of responsibility and teaches them co-operation and tolerance. For Kindergarten students, the program helps them settle into school with new friends.

Activities regularly occur in classrooms and informally in the playground. Activities can include help at lunch, on excursions, reading and special days.



## Cyber safety

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

The school also teaches students the information and communication skills necessary to use the internet effectively and appropriately including how to be cyber safe using the Digital Citizenship toolkit [Digital Citizenship - home](#) to empower your child to understand how their online behaviour affects themselves and others.

[How to be smart and safe on social media - Balgowlah North Public School \(nsw.gov.au\)](#)

## Deck games

Another area where we foster responsibility is our Deck Crew. These students volunteer themselves to guide our younger students to play interactively with large games on our deck area. The set up and pack away are also their responsibility.

## Mobile phones

At Balgowlah North Public School, we aim to develop students who are lifelong learners, able to challenge themselves, create connections and contribute positively to our world. For the purposes of this procedure, 'communication devices' refers to mobile phones and smart watches.

In this technological age we understand there is a range of technology available including mobile telephones, smart watches, digital cameras, fitbits and other similar devices. We understand that some students may need to be in possession of a mobile phone at school for reasons relating to their safety when traveling to and from school. When these communication devices are misused by students they can be disruptive to students' welfare, socialisation and in some cases, cause various levels of harm. This can cause distress and breach the privacy of others.

If a parent feels it is necessary for their child to bring a communication device (mobile phone or smart watch) to school, then the rules for student use of mobile phones and smart watches in the school mobile device policy: [Mobile\\_device\\_policy\\_.pdf \(nsw.gov.au\)](#)

# Student leadership

## School leaders

The school's Student leadership program is aimed at providing extensive opportunities for all stage 3 students to develop skills of cooperation and teamwork to enhance personal confidence, promote high self-esteem and develop a sense of pride in oneself and the school. In Year 6, 8 School Leaders are elected by their peers and perform duties such as:

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



## House Captains

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

## **Band Captains**

All current Y5 band and strings members can stand for the Band Captain role.

Band Captains cannot hold another leadership role.

Children can self nominate and everyone is welcome to do so.

Speeches and elections will take place in term 4.

Concert Band and Year 5 and 6 Strings students vote for the Band Captains.

Band Captains will be announced and badges presented at the first K-6 assembly of T1.

The Band Captain reports to the Band Manager and Director of Bands. The role includes MC'ing at Band camp / Battle of the Bands / Performance showcases announcing and presenting musician of the month at K-6 assemblies throughout the year, running the votes for the school disco theme, helping to organise cake stalls for band fundraisers and representing the bands at band related incursions and excursions.

## **Monitors**

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

## **Peer mediation**

Our school-based Year 5, 'Peer Mediation' program focusing on the skills, values and attitudes needed for effective student leadership. This program helps supports our kindergarten students in conflict situations to hear each other's story and find a mutually beneficial way forward by offering a listening ear, then providing support through conversation (face to face) to solve the problem. Students attend a workshop where they will participate in activities that focus on problem solving, conflict resolution, active listening and communication. The program seeks to mix different key leadership messages which then allows our students to put their ideas into actions so they can become impactful leaders. They learn to be role models for other students to follow by:

- Identifying the qualities of a good leader and recognise their own strengths
- Understand the effect their leadership can have on their school and peers
- Seek to foster positive friendships and look out for each other
- Develop a capacity to overcome difficulties and be resilient
- Learn how to work together as a team and cooperate with others
- Have fun

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

At BNPS we like to foster responsibility in our students. We have our Student Representative Council (SRC) where elected students from each class guide decisions on improving an area of school and helping with fundraising for charities to help others less fortunate than ourselves. The reps liaise with their class and promote decisions and directions the council make.

# Getting to and from school

## Bikes

Bikes may be ridden to school by students in Years 3—6. Helmets must be worn and a bike licence issued to each student. Students must walk their bike through the school grounds. Bikes must be stored in the bike racks.



## Change of normal procedure

### Emergencies

Please call the Administration Office on 9949 4499 if an emergency changes the normal pickup procedures for your child. If the emergency occurs in the afternoon before pickup time, students will be encouraged to wait for collection in the Administration Office.

### Early pickup by another adult

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

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

## Kiss and drop

The school is located in a 40km school zone, where a 40km speed limit applies for the hours of 8:00 – 9:30am and 2:30 – 4:00pm on school days. The Kiss and Drop is located outside the school in Manning Street where parents/carers are allowed to stop for no more than 2 minutes to drop their children off and drive away. Please note drivers must stay with their vehicle at all times.



## Contributions and funding

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

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

### **School and other contributions**

School contributions are collected for the purpose of funding general classroom equipment and specific resources for each of the key learning areas.

Each term the school will email all families a statement of account from School Bytes which provides funding for additional materials for use in the classroom, technology contribution, sport contribution and additional programs. The cost of your child's participation in specific activities is invoiced on a cost-recovery basis. Specific activities may include competitions, excursions, incursions, dance, choir and drama participation costs, online learning resources, sporting opportunities and visiting artists.

### **Preferred method of payment**

The school's preferred method of payment is online through the School Bytes Parent Portal. Parents are requested to register for the School Bytes Parent Portal where they can link children, give permission for school events, make payments and view their activity history. Other methods of payment are via the school's website or via the Schoolzine school app—"make a payment".







# Services provided to parents

## Before and after school care

### Out of School Hours Care

Koolkuna OSHC is a community-based Centre located in the grounds of Balgowlah North Public School offering Out of School Hours Care & Vacation Care. Established in 1990, Koolkuna is an Aboriginal word meaning "Place of Safety".

We accommodate Kindy - Year 6 and are licensed for 135 children during Term time & 80 children during Vacation Care. Our permanent team of staff are experienced, highly trained & hold Degrees in Education and Diplomas & Cert IV in School Age Education & Care.

As an approved OSHC service, Koolkuna complies with the Education and Care Services [National Law](#) and [Regulations](#).

### Contact information

Phone—0400 774 697

Email - [admin@koolkunaoshc.com.au](mailto:admin@koolkunaoshc.com.au)



## **Book Club**

A catalogue advertising a range of educational books and resources is sent home with students once a term. Orders are placed and processed by the book club volunteer. When the orders arrive at school it is distributed to the students to take home. This is an optional activity.

## **Canteen**

All canteens in NSW public schools must meet certain requirements. These include providing more healthy food and drink options – to make the healthy choice an easy choice for students. Visit [Healthy school canteens](#) to learn more.

## **Online lunch ordering**

If you wish to order your child's lunch online register now, it's a very easy process. You can order their lunch days in advance or before 9am on the day of the order.

1. Go to [www.flexischools.com.au](http://www.flexischools.com.au).
2. Click register now and enter your email. You will be emailed a link to the online form.
3. Choose your user name and password and enter your contact details.
4. For each child click 'Add a Student' and follow the prompts to place an order.

Standard order fee is 10c for a recess order and 25c for a lunch order. If you have any queries or problems with your order, please contact Flexi schools on 1300 361 769.

## **Photographs**

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

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

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

## Uniform

The school takes great pride in its uniform. It is considered very important that the children wear the correct uniform every day. It is, however, understood that this may be difficult from time to time, so please inform the teacher if there are any problems.

The school uniform is available for purchase at:

Pickles

Unit 18 Ground Floor

42-48 Wattle Road Brookvale

Phone: 9905 2711

<https://www.picklesschoolwear.com/>

Season		
<b>Summer Terms 1 &amp; 4</b>	Summer dress or skort with school blue polo top Navy socks Black shoes	Navy shorts with school blue polo or polycotton top Navy socks Black shoes
<b>Winter Terms 2 &amp; 3</b>	Winter tunic, winter skort, or slacks with school blue shirt (short or long sleeved) Maroon sweatshirt or zip jacket Navy socks or navy tights Black shoes	Navy pants or shorts with school blue polo shirt (short or long sleeved) Maroon jumper or zip jacket Navy socks Black shoes
	<b>Hats</b>	<b>School bags</b>
	Maroon unisex wide brim style hats	Preferred school bags with the crest printed on are available for sale from Pickles Clothing Store
	<b>Kindergarten - Year 2</b>	<b>Year 3 - Year 6</b>
<b>Sports uniform All seasons</b>  <b>The clothing Pool Co-ordinator opens the Clothing Pool every Wednesday from 2.45pm - 3.15pm, during the term time.</b>	Unisex Sport polo shirt Unisex Sport shorts. Sport Skort Unisex Sport trackpants	Unisex Sport polo shirt Unisex Sport shorts. Sport Skorts Unisex Sport trackpants

The school also has a ***NO HAT, PLAY IN THE SHADE*** policy. Children are required to wear a school hat at all times when outside.



## Parents and citizens (P&C) association

The school has an active P&C made up of parents and carers, teachers and community members. The association meets twice a term and provides a forum where parents and carers can participate in discussing matters of interest and work with staff to make key decisions about the school.

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

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

- Fundraising  
The P&C organise family fundraising events throughout the year. The funds raised are used to support learning programs, purchase of new technology or other resources and upgrades to school grounds. Families can also support the school by making a tax-deductible donation to the P & C Building Fund.



