



BOORAGUL PUBLIC SCHOOL
PARENT INFORMATION
BOOKLET

SCHOOL VISION STATEMENT

To be recognised as a centre of excellence in teaching, learning and wellbeing. Our school provides every child with a strong foundation in literacy and numeracy within an inclusive, caring and engaging educational environment.



SCHOOL CONTEXT

Booragul Public School is nestled on the north-western shores of Lake Macquarie. Booragul means 'summertime place' in our local Awabakal language. This essence is encapsulated in all that we do. Our location, coupled with our engaging, well-resourced learning spaces, provide an idyllic setting for students to learn and develop the strong foundations which will prepare them to be outstanding citizens of the future.

Booragul Public School has an enrolment of 215 students. In 2024, 19% of students identify as Aboriginal and Torres Strait Islander and 9% identify as coming from a language background other than English. We embrace diversity and strive to build cultural proficiency and high educational outcomes for all students. Our students come from a wide range of socio-economic backgrounds and our Family Occupation and Education Index (FOEI) is 126.

Our dedicated and professional staff are highly experienced in providing exceptional educational experiences for all students.

Teachers continually improve their practice through engagement in high impact professional learning and current educational research which ensures all students are provided with best-practice, evidence-based teaching.

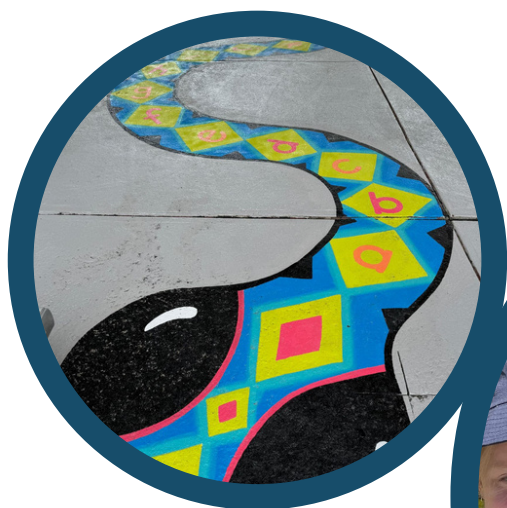
We have a strong focus on learning and support processes which ensure all students are provided with the appropriate level of support and challenge to ensure they are engaged, motivated and encouraged to continually improve and grow.

Expert practitioners provide tuition in physical education, sport, music and digital technologies. Extracurricular activities include debating, public speaking, drama, choir and dance. A highlight in our school calendar is our annual participation in Star Struck. Concepts of the environment and sustainability are supported by our outstanding garden program.



Students' social and emotional growth is supported through social skills and wellbeing programs run by highly trained wellbeing officers. We pride ourselves in the quality of our wellbeing programs. Caring for students is an integral focus to ensure students connect, succeed, thrive and learn.

Booragul Public School is proudly linked to Lake Macquarie Area Collegiate. Through our Kindy Club transition program and the high school's Immersion Days, all students make a strong start in both primary and high school. Our school is supported by a strong Parents & Citizens Association (P & C) who strive to support the delivery of our educational programs. Out of School Hours Care is provided onsite by an external provider.





GENERAL INFORMATION

Phone Number (02) 4958 2013
Fax: (02) 4958 3152
School e-mail address: booragul-p.school@det.nsw.edu.au
School Web page: www.booragul-p.schools.nsw.edu.au
Address: Aspinall Street, Booragul NSW 2284

TERM DATES 2024

Term 1	-	Thursday 1 February	-	Friday 12 April
Kindergarten		Tuesday 6 February		
Term 2	-	Tuesday 30 April	-	Friday 5 July
Term 3	-	Tuesday 23 July	-	Friday 27 September
Term 4	-	Monday 14 October	-	Wednesday 18 December

ENROLMENT PROCEDURES

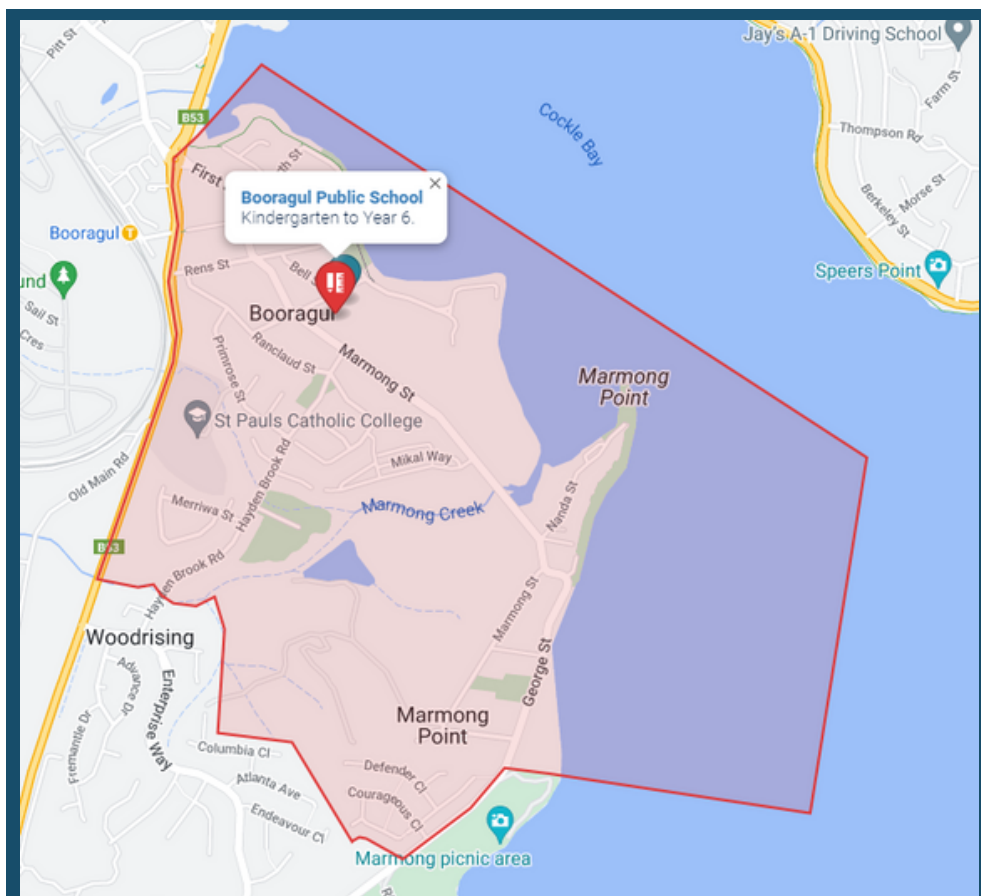
GENERAL ENROLMENT INFORMATION

NSW Government schools have specific local enrolment areas. The designated intake areas are determined by the Department of Education. These enrolment areas ensure that there are enough places for students who reside in their local enrolment area. To find your local school, use School Finder.

To enrol, parents or carers apply to enrol on our school website. The following documentation is required to complete the application process:

- Birth Certificate as proof of age
- A document, such as an electricity bill, council rates or lease agreement, as proof of residence
- Immunisation details - you will need to provide an immunisation certificate provided by Medicare
- Family Law Court papers, medical reviews (Paediatrician, Occupational or Speech Therapists, Audiogram etc)
- Health Care Plan if asthmatic, anaphylactic, diabetic or epileptic.

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



ENROLMENT PROCEDURES

KINDERGARTEN

According to the NSW Department of Education, your child may be enrolled in Kindergarten at the beginning of the year if they turn five before 31 July in that year. This means that if your child turns five before 31 July 2023 they are eligible to enrol in 2023.

By law, all children must be enrolled in school by their sixth birthday.



LEGAL ISSUES

The Principal must be informed if there are any legal or custody issues relating to the wellbeing of your child at school. We can only act upon legal documentation. If you have such legal documentation, please ensure that a copy is lodged with the school.

COMMUNICATION

We welcome enquiries from parents, carers and community members. From time to time you may need further information on an issue or the teaching and learning program. If you have any concerns or questions relating to your child's education or welfare, please do not hesitate to contact your child's class teacher as soon as possible. You may either ring the school or send a note/email to the teacher so that a suitable time can be arranged for a meeting.

WHAT IF I HAVE AN ISSUE OR ENQUIRY ABOUT THE TEACHING AND LEARNING PROGRAM?



CONTACT YOUR CHILD'S CLASS TEACHER. YOU MAY RING THE SCHOOL OR SEND AN EMAIL TO THE SCHOOL EMAIL



IF YOU NEED FURTHER CLARIFICATION, YOU MAY CONTACT THE ASSISTANT PRINCIPAL FOR YOUR CHILD'S STAGE



THE LAST POINT OF CONTACT IS THE PRINCIPAL. PHONE OR EMAIL THE SCHOOL TO MAKE CONTACT OR ARRANGE A MEETING.

Newsletters are distributed every five weeks. We also communicate through paper notes, email and text message. Join our official Booragul Public School Facebook page to follow and celebrate the learning at our school.

HELPFUL APPS

COMMUNICATION at BOORAGUL PS



Permission notes and payments

School news and notices



Photos of things happening at BPS

Newsletters and school information



Canteen and fundraising



Audiri is a mobile App for schools to communicate directly to parents. It works through both smart phones and smart devices (such as iPads and Android Tablets). The school will publish school newsletters and information about upcoming events. We will also send alerts in the event of an emergency or when events need to be postponed.

School Bytes is a comprehensive school management platform. It allows schools to manage all their finance needs. The parent communication module allows schools to send personalised email correspondence to parents/carers and students in bulk, such as for newsletters and general notifications. Parents will receive an email about events, are able to give permission online and only need to follow a link to make payment.

Install the App in 4 easy steps!



The free Audiri school app offers parents a convenient way to stay up-to-date with the school calendar, last-minute forms, newsletters, all school communications, and even make cashless payments. With Audiri, you can get started in just a few minutes by following these simple steps:

1. Open the Apple App Store or the Google Play Store and search for 'Audiri'. Install the app.
2. Create an account and follow the prompts. Click 'Sign up'. Enter your email address, create a password and click on 'Sign up'. A confirmation email will be sent to confirm your account. Open the confirmation email and confirm your account.
3. Open the app, and click 'Add/Remove'. Type your school's name and press enter.
4. Tap the + icon to add. Now you can see your school, under My Schools & Services.



Search Audiri in the app store



audiri.com.au



School Bytes

Parent App

Available now!

Key Features

- Get real time push notifications from your school
- Stay signed in and save your card for secure payments for fees and excursions
- Give consent, sign forms and respond to attendance alerts
- View the school calendar and news



SCHOOL ROUTINES



SCHOOL HOURS

8.30 am	Morning play begins
9.00 am	Morning Assembly
9.05 am	Morning Learning Session
11.00 am	Lunch
11.35 am	Middle Learning Session
1.35 pm	Recess
2.10 pm	Afternoon Learning Session
3.00 pm	Dismissal

MORNING ROUTINE

There is no supervision on the school premises before **8.30am**. Parents are requested to ensure students **do not arrive at school before 8.30am**.

If you require before and or afternoon care please contact Fair Play OOSH Booragul.

Upon arriving, students are requested:

- to place their bags in class lines under the COLA;
- order their lunch if using the canteen (Wednesday, Thursday and Friday ONLY).

In wet weather students go to their classrooms.

If students arrive at school before the supervised time, they are required to sit under the COLA and not engage in play until teacher supervision has commenced.

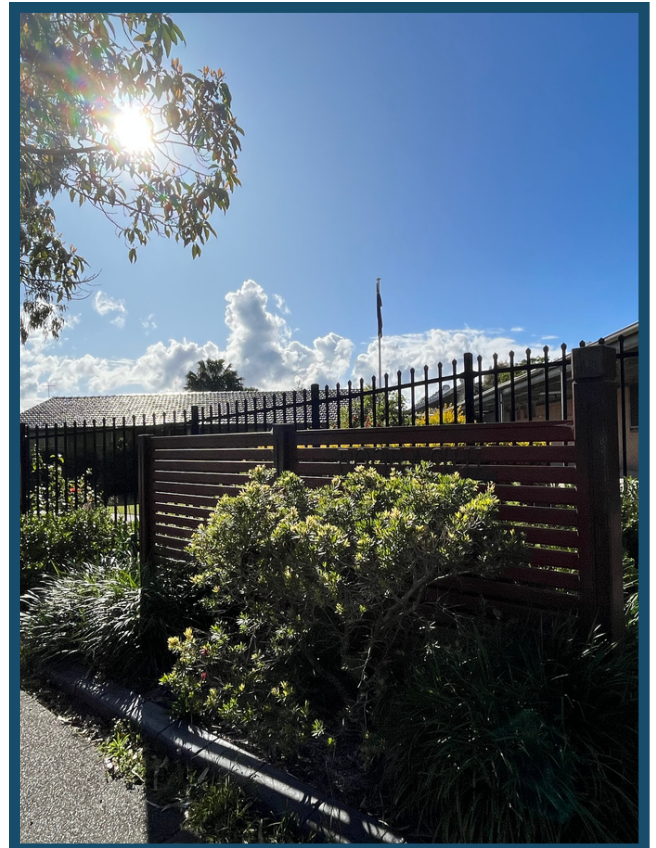
SCHOOL ROUTINES

AFTERNOON ROUTINE

Students are dismissed at 3:00pm and leave the school immediately by the most suitable gate, walking directly home or to their parent or caregiver.

Students using the school bus assemble in a designated area and are supervised by a teacher until the school bus leaves. Students using OOSH assemble under the COLA.

It is requested that parents or carers notify the school and OOSH if students are not attending OOSH on their designated regular day.



DROPPING OFF AND PICKING UP STUDENTS

Parents are requested to observe parking/non parking signs at the front of the school.

It is illegal to:

- park across driveways;
- park on or near school crossings;
- park in a NO STANDING or KISS 'N' RIDE ZONE;
- double park;
- Perform U Turns in Aspinall Street.

The KISS 'N' RIDE ZONE is located in Aspinall Street. Parents may wait in their car for up to 2 minutes while students are supervised to enter. Drivers must not leave their cars.

In the event of a parent being late, students are to go to kiss 'n' ride and wait with teacher on duty. Parents or emergency contacts will be notified if the delay is prolonged. Notification of a parent being late should be made prior to 3:00pm.

NOTE: Kindergarten finishes at 2:10pm for the first few weeks in Term 1. After this period, they will finish at 3:00pm. Students are to be collected from outside the Library on the early finish afternoons.

Parking at School

KISS AND RIDE ZONE



These zones are designed for quick entry and exit and minimise congestion and risk when used properly by all parents and carers. These zones operate under the same conditions as no parking zones, which means you may stop to drop off or pick up children for a maximum of 2 minutes. You're required to remain in, or within 3 metres of your vehicle.



NO PARKING



You must not park on a road or in an area where there's a 'No parking' sign. This may be all the time or at certain times, as shown on the sign. You can stop for less than two minutes if you stay within 3m of your vehicle, if you're dropping off or picking up passengers or loading or unloading items. If you have a Mobility Parking Scheme (MPS) permit, you can stop for up to five minutes.



NO STOPPING



The 'No stopping' sign means you must not stop at any point on the road or kerb in the direction of the arrow, unless in an emergency. 'No stopping' areas are sometimes marked by an unbroken yellow edge line. Restrictions may apply at certain times only, as shown on the sign.



SCHOOL PEDESTRIAN CROSSINGS

- There is a crossing supervisor employed by Service NSW at the Marmong Street crossing only. This is the most suitable crossing to be used.
- Children must wait on the footpath, well back from the kerb until directed to cross.
- At the Aspinall Street crossing, children and their parents should cross between the **taller** striped posts and use extreme caution at all times.
- Please abide by traffic laws relating to crossings at all times including 40km zones around schools.
- Parking too close to the crossing is illegal, and also extremely dangerous.

OPAL CARDS

Applications for school opal cards are to be completed through transportnsw.info/school-students.

All students enrolled in Kindergarten to Year 2 are eligible for free travel by bus to and from school to their home address. Students in Years 3 to 6 must reside more than 1.6km (in a straight line) from the school to be eligible for free travel to their home address.

Opal cards are renewed each year and change of address must be reported to school and the bus company. Each trip requires a 'tap on and tap off'.



SCHOOL OFFICE

The office operates from 8:30am to 3:15pm.

The school office has two administrative support staff, one School Administrative Manager and one School Administrative Officer. It is a very busy place catering for the organisational, administrative and financial operations of the school, meeting the needs of staff and students as well as providing a service to parents.

The school has developed a range of policies and procedures to ensure the smooth operation of our office and the organisation of school activities.



COLLECTION OF MONEY

Throughout the year, money is collected as payment for student participation in: excursions, performances, sporting events and additional educational programs. In 2024, we will introduce a voluntary contribution.

You will be notified via School Bytes of the details of school events and activities. An online permission note will be included which will need to be signed by a parent/caregiver and submitted online. Online payments can be made following the links in the School Bytes email containing the permission note, or through your School Bytes app. Alternatively, the school will accept cash and EFTPOS payments but online payments are preferred.

All permission notes and money for school activities and excursions are due by the set date outlined on the permission note.

SCHOOL OFFICE

STUDENT ASSISTANCE SCHEME

In case of financial difficulty parents can inform the school and provision can be made to attend the relevant activity by accessing the Student Assistance Scheme available to the school. The scheme serves to provide financial assistance for excursions, performances, competitions, textbooks and uniforms.

If you are experiencing financial difficulty, please do not let this preclude your child from participation in valuable education events.

The process is confidential and ensures equal access to educational programs and opportunities for all of our students.

STUDENT INFORMATION CARD

Parents should notify the school as soon as possible if they have any changes to their:

- address;
- telephone numbers; and /or
- emergency contact details.

It is important that the school can contact you or your nominated person in an emergency at all times.



PHOTOGRAPHS

On many occasions the staff will take photos of students participating in activities which we publish in our newsletters, online sites and department websites. **Consent to take photographs** of your child/children is on the application to enrol form which is completed when starting a NSW Government School, so please make the school aware if you do not wish for your child to be photographed at school. We update this consent annually.

Each year the school employs professional photographers to photograph students individually, with siblings, in groups and in their classes. These are available for purchase by parents and carers.



PARENTAL SUPPORT

Our school welcomes parental involvement in all aspects of school life. Parents and caregivers play a very important role in the delivery of quality educational programs at Booragul Public School. If you feel that you can help with activities, please complete a Declaration for Child-Related Workers form, which is available from the office. Return the form to the office prior to your first day volunteering and please provide your identification to be sighted by office staff.

SCHOOL CANTEEN

The school canteen is open on **Wednesday, Thursday and Friday.**

Lunch orders are preferably placed through the Qkr! app before 8:45am. Alternatively, orders can be written on a lunch bag and handed into the canteen before 9:00am.

Lunch or first break is from 11:00am to 11:35am and a second break or recess is from 1:35pm to 2:10pm with items available for sale. Price lists are sent home at the beginning of each year and when a price or menu change occurs.

The canteen is a P&C run canteen and depends on the support of parents/caregivers volunteering to work on a roster basis. Its aim is to provide the students with wholesome food at reasonable prices. Any profit is distributed back to the school in the form of resources and/or equipment.

A canteen information brochure is supplied to new families on enrolment and has an application form for completion if you wish to volunteer. All canteen volunteers must join the P&C to ensure they have insurance cover.

QKR! APP

Qkr! is a mobile App to make it easier for you to purchase items from the canteen and uniform shop. It works through both smart phones and smart devices (such as iPads and Android Tablets).

Qkr! | **masterpass** For quicker, hassle-free school payments, try Qkr! today

Introducing Qkr! (pronounced 'quicker') by Mastercard, the secure and easy way to order and pay for school items from your phone at a time and place that suits you.

With Qkr! you can:

- Order and pay for your child's lunches, reducing the need to bring cash to school;
- Pay for a variety of school items;
- See your receipts on the app and get them sent by email if required.

Getting started is easy - try it yourself today

Step 1 Download Qkr!
on your Android phone or iPhone, iPad users can download iPhone app

Step 2 Register
Select your Country of Residence as 'Australia' and follow the steps to register

Step 3 Find our school
Our school will appear in 'Nearby Locations' if you're within 10kms of the school, or search for our school by name.

Step 4 Register your children
When first accessing our school you will be prompted to add a student profile for your child. This allows you to make orders and payments for them.

Search for our school name

If you have made a purchase you can select our school from 'Previous Location'

If you're within 10 kms of the school, you can select our school from 'Nearby Locations'

The graphic shows two smartphones displaying the Qkr! app interface. The top phone shows the 'Discover' screen with a search bar and a list of 'NEARBY LOCATIONS' including 'Our School', 'Quicker Primary School', 'Quicker School', 'Worldwide School', and 'Sanford school'. The bottom phone shows the 'Discover' screen with a search bar and a list of 'NEARBY LOCATIONS' including 'Our School', 'Quicker Primary School', 'Quicker School', 'Worldwide School', and 'Sanford school'.

SCHOOL UNIFORMS

We have high expectations of school uniform and students are monitored daily. It is an expectation that students will wear full school uniform at all times in accordance with the school's uniform policy. School uniforms are available through the P and C Uniform Shop or School Office.



Our School Uniforms



BOORAGUL PUBLIC SCHOOL

GIRL'S SUMMER UNIFORM

Sky blue polo shirt
Navy shorts/skorts
Plain black shoes
White ankle length socks
Hat with school logo

BOY'S SUMMER UNIFORM

Sky blue polo shirt
Navy shorts
Plain black shoes
White ankle length socks
Hat with school logo

GIRL'S AND BOY'S WINTER UNIFORM

Navy blue tracksuit
Sky blue polo shirt
Plain black shoes
White socks
School jacket
Hat with school logo

GIRL'S AND BOY'S SPORT UNIFORM

Navy blue shorts/skorts
Red polo shirt
Suitable sports shoes
White socks
Hat with school logo

UNIFORM SHOP

The P & C Uniform Shop is open Tuesday and Friday mornings 8:45 - 9:15am. It is located in the P&C office near the school hall.

The P & C also conducts a second-hand clothing pool where you can purchase school hats, blue polo shirts, school jackets and red sports shirts (all with embroidered school logo). For this reason, when your family no longer has a use for items of school uniform, we would be most grateful if you could send them to the school, as donations are always accepted. Contact the school if you wish to make arrangements to look at the stock.

LOST PROPERTY

Some children lose items of clothing & other property. If this property has no name on it, it is difficult to return. **PLEASE CLEARLY MARK ALL EQUIPMENT/CLOTHING.** Lost property is kept on the verandah outside the Uniform Shop.

LIBRARY BAGS, PAINT SHIRTS

All students will need a library bag to use when borrowing from the library. A painting shirt will protect his/her school uniform when painting.



SPORT HOUSES

Students participate in weekly sport programs promoting fundamental movement skills, games and a wide range of sports.

They are allocated to one of 4 Sports Houses:

Reid

Shortland

Hunter

Macquarie

ATTENDANCE

Regular attendance at school is essential if students are to achieve their potential and increase their career and life options. From the first day, regular attendance is important. Friendship groups are formed and play activities teach social skills that are very important for later learning.

The Department of Education accepts few reasons for absence. In general they are:

- The child is too sick to leave the house;
- The child has an infectious disease;
- The child is incapacitated by injury and unable to move around the school;
- Religious commitment;
- Emergency medical appointments.

If your child is absent from school, the school will send a text message. You need to respond to the text with the reason for your child's absence. If not, you will need to provide a written note to your child's teacher. The note should contain the following information:

- Child's name
- Class
- Date of absence
- Reason for absence
- Care provider signature and date

In some cases you may be requested to supply a medical certificate.

Please note: it is a legal requirement that all absences be notified to the school within 7 days.

Days missed = years lost

A day here and there doesn't seem like much, but...

When your child misses just...

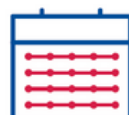
they miss weeks per year

and years over their school life

1 day per **fortnight**


=

4 weeks



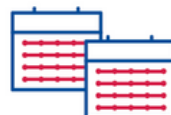
=

Over **1** year missed

1 day per **week**


=

8 weeks



=

Over **2.5** years missed

ATTENDANCE

LATE ARRIVAL/EARLY LEAVING

School hours are from 9:00am to 3:00pm. It is a legal requirement that parents give an explanation for a variation in attendance. If children arrive later than 9.00am, parents are requested to accompany them to the school office to fill out a Student Leave Form. An occasional late absence is understandable but continual late absences impact upon the learning of children. Similarly, if children leave early, parents are requested to fill out a leave form. We thank you for your ongoing support of this very important procedure as we have strict regulations governing the monitoring of student attendance. Students who frequently arrive late will be referred to the Department of Education's Home School Liaison Officer.

HOME SCHOOL LIAISON OFFICER

Attendance of all students is closely monitored by the school and Home School Liaison Officer. It is a legal requirement that all students attend school each day. Students who are habitually late, leave early or have unsatisfactory attendance will be referred to a Home School Liaison Officer. The school must be notified of the reason for any absence in writing, or where this is not possible, by phone, within 2 school days of the absence. If a student is absent for 3 or more consecutive days a phone call should be made to the school. All partial absences must also be supported by a note.

Students who take extended leave of absence may apply for leave prior to the event. Please contact the office for an extended leave form. Applications for extended leave must be accompanied by a travel itinerary.



CURRICULUM

The New South Wales Education Standards Authority (NESA) provides the direction for all New South Wales schools in the implementation of Curriculum.

The six Key Learning Areas (KLAs) are:

English

Mathematics

HSIE (Human Society and its Environment)

Science and Technology

Creative Arts

Personal Development / Health / Physical Education

REPORTING TO PARENTS

In line with updated Departmental policies, parents will receive two written reports each year. The reports show parents their child's progress in relation to the expected stage outcomes in the Key Learning Areas. A variety of assessment tasks are designed throughout the year, as part of the regular class program, and work samples will be collected to demonstrate the level of attainment towards the outcomes.

Parent / teacher interviews are also held throughout the year.

Parents can make appointments with teachers at any time to discuss their child's wellbeing, performance and progress. As teachers have a range of teaching, school management and student supervision responsibilities, it is more convenient if the appointment times are negotiated with teachers. Working together, as parents and teachers, will ensure the very best wellbeing and learning outcome for your child.

SPECIAL RELIGIOUS INSTRUCTION

Visiting clergy and volunteers conduct religious instruction for selected classes every Friday. Children are expected to attend these non-denominational lessons. If you would like your child not to attend, you will need to send in a letter to gain an exemption.



BELONGING AND CARING FOR OTHERS

To ensure all members of our school community feel a positive sense of belonging, we will strategically plan opportunities to build positive relationships within the school environment and broader community. This ensures all stakeholders feel known, valued and cared for and reach their full potential.

WELLBEING

The wellbeing of students, families and school staff is supported by building positive relationships with each other, the school and the broader community. Opportunities to connect with people and place ensures that all stakeholders feel valued and accepted in the school setting.

ENCOURAGING POSITIVE BEHAVIOUR

Supportive and engaging learning environments are created through the implementation of positive, schoolwide wellbeing and behaviour programs and systems. To build positive behaviour we implement evidence-based positive behaviour programs that explicitly identify and teach expectations for acceptable behaviour in the classroom and playground.

Our school Positive Behaviour for Learning (PBL) values are:

- Respect
- Responsibility
- Safety
- Learning

Targeted interventions that support students to develop positive relationships with staff and peers are also a part of our wellbeing programs.

Positive behaviour is celebrated with: Gotchas, PBL Awards, Achievement Awards, Kindness Awards, Citizenship Awards. Students also feel a sense of wellbeing when they are interacting positively and enjoying school.

POSITIVE BEHAVIOUR FOR LEARNING (PBL)



Everyone Everywhere Every time

What are our whole school expectations?

Respect

Responsibility

Learning

Safety

Everyone Everywhere Every time

If we all work together and model our Booragul best we will be one step closer to achieving goodness in all things!

BELONGING AND CARING FOR OTHERS



When students display our PBL values in the classroom and/or playground, they earn a Gotcha.

Students place their Gotchas into a whole school collection tub and each day two Gotchas are drawn. The students drawn receive a small prize.



Once a student has received a combination of 5 PBL and Achievement Awards, they earn a school badge.

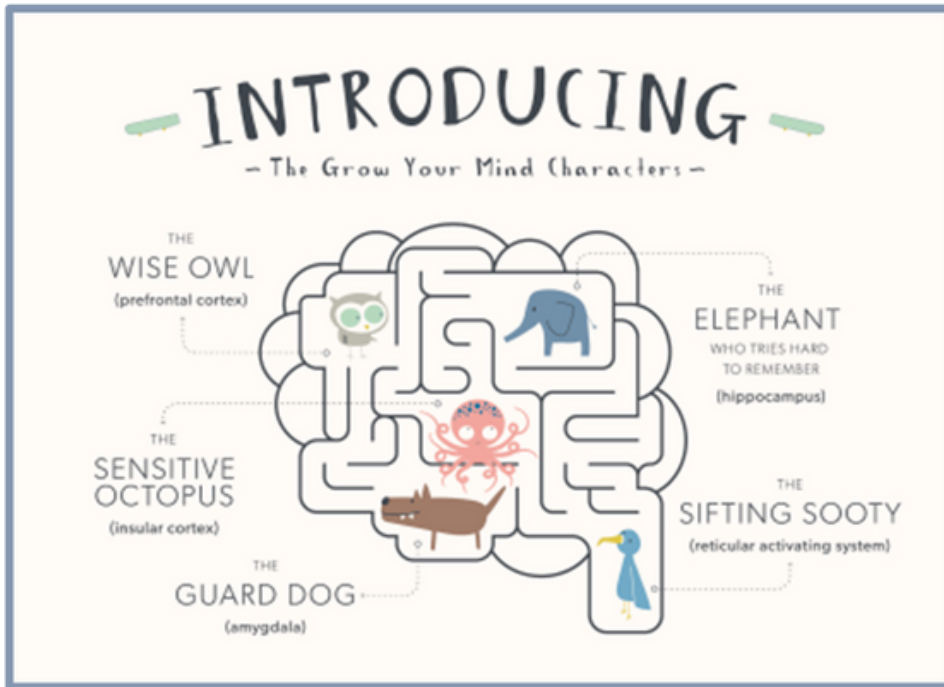


For each additional 3 awards, a charm will be issued. The letters are issued in the order of the spelling PRIDE. Awards must be handed into the office and will be stamped and signed to show they have been used to attain a badge or charm.



GROW YOUR MIND

Have you heard your child talk about a guard dog, the sifting sooty, a sensitive octopus, an elephant who tries to remember and a wise owl? You may be wondering what on earth this is all about!



Each animal represents a key part of the brain and now that we are a Grow Your Mind school, you can expect to hear more about it.

At our school, we believe that education is about academic achievement AND about developing well-rounded individuals who can navigate the complexities of life. We know that when children have the skills of resilience, emotional regulation and perspective, they will do better socially, academically and physically.

With the Grow Your Mind program, we aim to provide our students with the tools and resources they need to thrive in all areas of their lives.

WHY THE ANIMALS? WHY THE BRAIN? AND WHY GROW YOUR MIND?

The animals are a playful and engaging way to teach children about their brain and some of the core functions. Linking social and emotional wellbeing habits to the brain provides purpose and sparks a child's interest in topics that may otherwise cause a yawn or an eye roll! For example, gratitude, exercise, healthy friendships, mindfulness and a growth mindset.

GROW YOUR MIND

We chose this particular program for four core reasons.

1. All of the content within the platform is linked to the NSW PDHPE curriculum.
2. The program has been independently reviewed by the University of Wollongong with results showing positive gains in psychological and physical wellbeing as well as a greater sense of connection and belonging.
3. Grow Your Mind provides a detailed learning continuum so that students are exposed to different topics and learning activities in each year group.
4. Grow Your Mind provides a whole school approach to wellbeing.

This means your mental health matters too - as does ours as a staff. The program provides accessible information we can pass on to you as parents and carers. Including their free, award-winning podcast that we hope you make the most of at home and in the car.

HOW DOES GROW YOUR MIND WORK AT OUR SCHOOL?

We teach an explicit lesson each week as part of our PDHPE curriculum, and we grab 5 minutes of wellbeing throughout the day in a way that is reflective and responsive to the needs of the students. This may look like a mindful breathing exercise, a plan to be kind, listening to one of the Grow Your Mind songs, challenging unhelpful thoughts, practicing positive affirmations, being of benefit and picking up rubbish around the school or the classroom.

WHAT IS ALL THIS TALK OF MENTAL HEALTH?

Grow Your Mind is on a mission to reclaim the term mental health as it is often associated with mental health disorders. Whereas in fact, we all have mental health, just as well have physical health. It can be brilliant, terrible or somewhere in between.



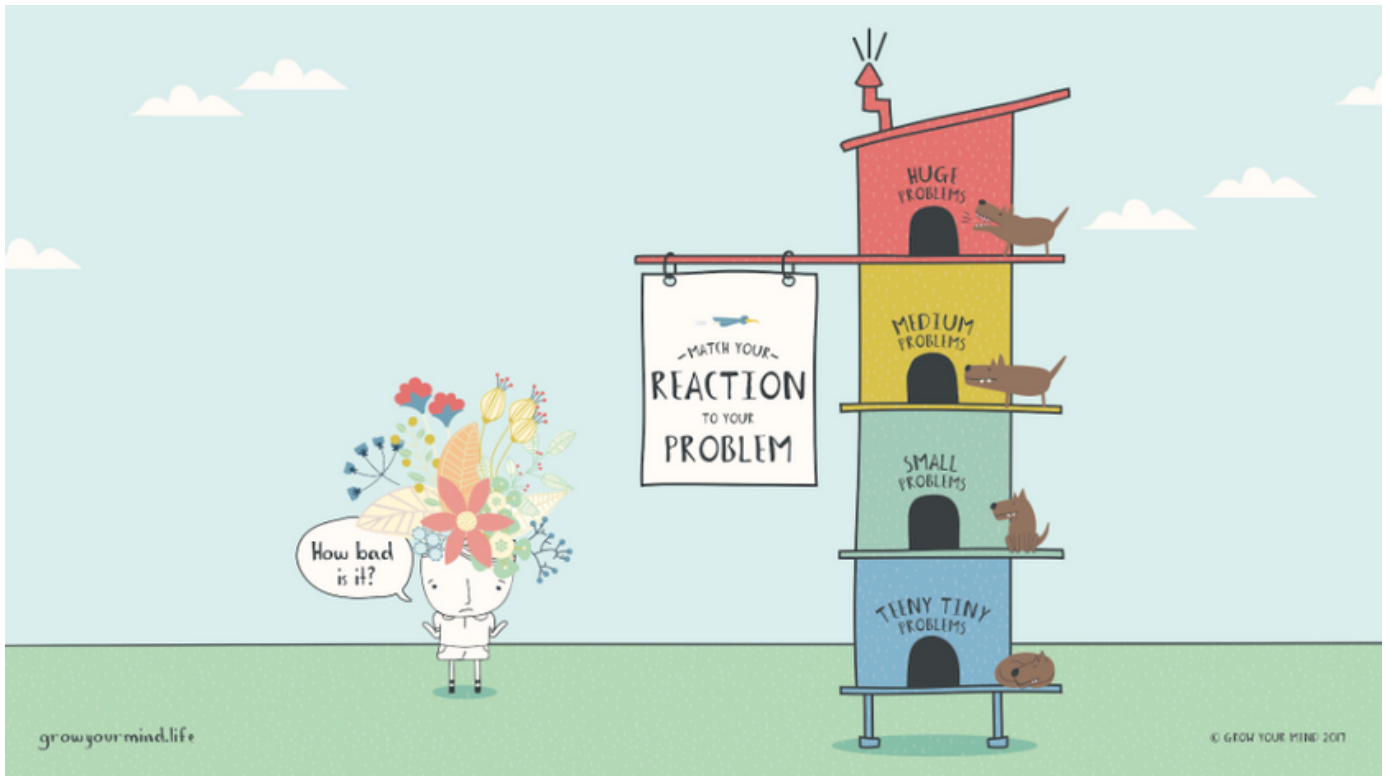
GROW YOUR MIND

Poor mental health is a serious issue however Grow Your Mind believes that mental health education does not need to be. We use storytelling, engaging videos, podcast episodes, interactive learning activities, songs, drama, dance and reflection opportunities to shine a playful light on the importance of taking care of your mental health. Our school values prevention and building the skills of positive mental health habits in our students.

By the time our students leave our school we want them to have a tool belt of strategies they can use and practice to help them on the path of enduring good mental health. This might mean you hear your child talking about character strengths, kindness, doing something joyful, helping others, moving their bodies and more.



GROW YOUR MIND



The Sensitive Octopus
(Insular cortex)

WAKE ME UP BY
Imagining how someone else's feeling

Checking in with your internal weather. Are you feeling sunny? Stormy? Cloudy?

Reading **ROODS**

Naming your feelings

Feeling someone

The Elephant
who finds hard to remember
(Hippocampus)

WAKE ME UP BY
Moving your body EVERY day

Learning one new thing in the day

Repeating over the same set of body movements or hand movements

Eating healthy food

The Sifting Sooty
(reticular activating system, RAS)

WAKE ME UP BY
Noticing when you are distracted

One thing you can't see, hear, smell or taste

Doing one thing at a time

Setting your mind to a goal or plan or focus on what's in front of you

Checking in with or taking a break that reminds you of what your goal is

The Guard Dog
(amygdala)

CALM ME BY
Feeling safe/secure

Feeling, hearing, smelling, seeing, taste that's good

Doing something kind for someone else

Writing down things you are thankful for every day

Changing a habit thought into a different one

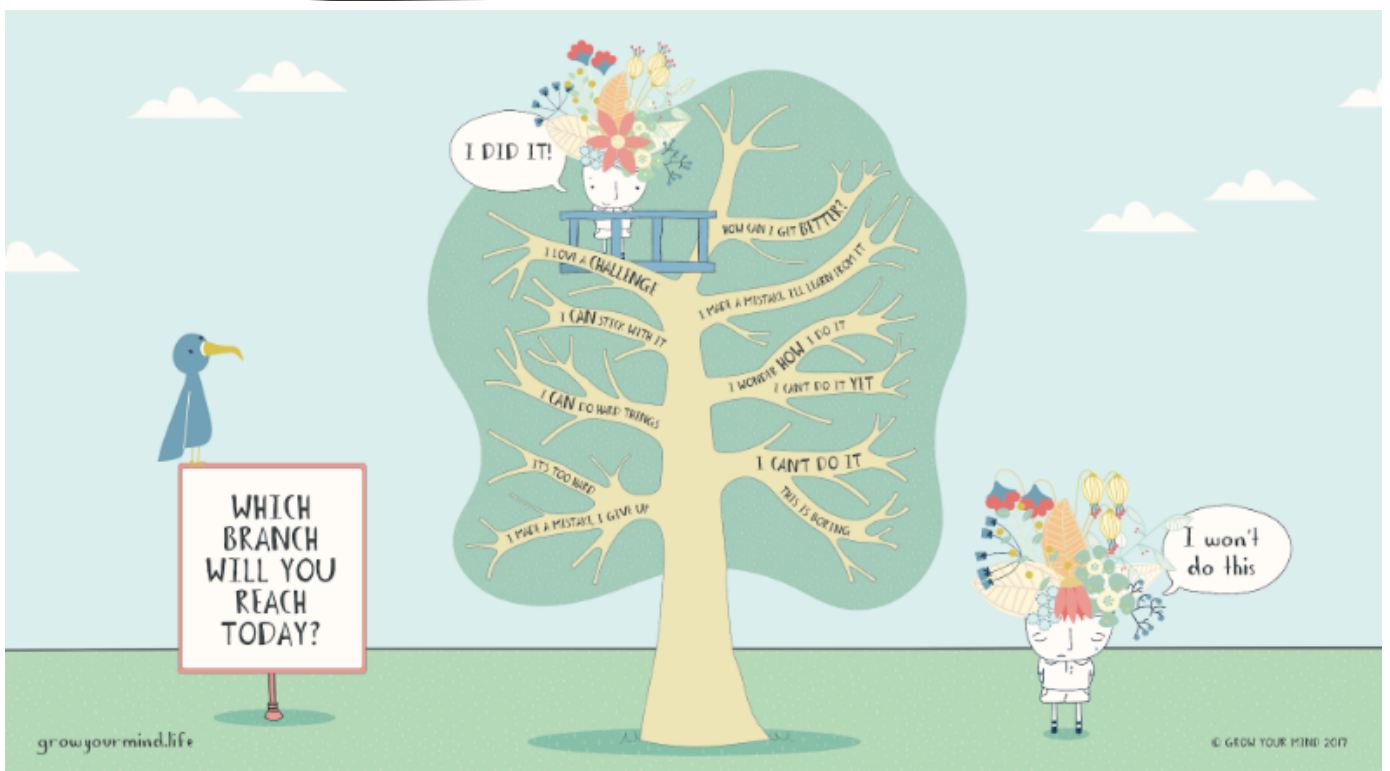
The Wise Owl
(prefrontal cortex)

WAKE ME UP BY
Getting a good night sleep

Sticking with tricky things

Trying over and over again

Making a mistake and learning from it



BOORAGUL PUBLIC SCHOOL

BEHAVIOUR CODE FOR STUDENTS



Booragul Public School and all NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the inclusive and safe behaviours we value in our students.

At Booragul Public School students are expected to:

- Demonstrate Positive Behaviour for Learning (PBL) expectations and desired behaviours
- Follow school and class rules and follow directions of their teachers
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Respect all property
- Strive for the highest standards in learning
- Resolve conflict respectfully, calmly and fairly
- Meet the school's uniform policy
- Attend school every day (unless legally excused)
- Be safe and not be violent or bring weapons, illegal drugs, alcohol, tobacco, vapes or e-cigarettes into our schools
- Not bully, harass, intimidate or discriminate against anyone in our school

Our school takes strong action in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning. Please refer to the *Booragul Public School's Consistency Guide and Consequence Chart*.

Promoting inclusion, learning, wellbeing and safety of all students is a high priority for our school. We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, responsible, safe and engaged learning behaviour.

All students have a right to:

- Safety at school
- Access and fully participate in their learning
- Be treated with respect by other students, teachers and school staff
- Express their views, set goals and self-advocate

Respect

- Treat one another with dignity
- Speak and behave courteously
- Cooperate with others
- Develop positive and respectful relationships and think about the effect on relationships before acting
- Value the interests, ability and culture of others
- Dress appropriately by complying with the school uniform and dress code
- Take care with property

Safety

- Model and follow departmental, school and/or class codes of behaviour and conduct
- Negotiate and resolve conflict with empathy
- Take personal responsibility for behaviour and actions
- Care for self and others
- Be Safe and avoid dangerous behaviour
- Encourage others to make safe choices

Engagement

- Arrive at school and class on time
- Be prepared for every lesson
- Actively participate in learning
- Aspire and strive to achieve the highest standards of learning

The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments.

The NSW Public School expectations are translated into our Booragul Public School Matrix of Desired Behaviour for All Settings.

CONSISTENCY GUIDE AND CONSEQUENCE CHART

BEHAVIOUR	ACTION	POSSIBLE CONSEQUENCE
POSITIVE	<ul style="list-style-type: none"> • Listening and following instructions Using safe hands and feet • Using friendly words and voices Playing fairly • Being in the right place • Being ready to learn • Moving safely around our school • Respecting our environment <p><i>Modelling our 'Booragul Best'</i></p>	<ul style="list-style-type: none"> • Gotchas • PBL Award • Achievement Awards • Kindness Awards • Citizenship Awards • Principal's Award • Positive Phone Calls • Positive Postcards • Feeling good • Interacting positively • Positive role modelling • Enjoying school
MINOR	<ul style="list-style-type: none"> • Rough play • Moving unsafely, for example, bumping others, running on concrete, climbing trees and fences • Out of bounds • Littering • Loitering • Work avoidance and refusing to participate in learning, including PE and sport • Making rude gestures • Using the toilet area inappropriately • Low level, non-permanent graffiti 	<ul style="list-style-type: none"> • Warning • Teacher re-direction and diversion • Time-out in classroom or playground / shadow teacher • Community service • Teacher communication to parents
SIGNIFICANT	<ul style="list-style-type: none"> • Swearing and using offensive language • Behaving aggressively, including but not limited to, tripping, barging, pushing, scratching, throwing objects, pinching and striking (with and without objects) • Repeatedly making disrespectful comments and /or name calling • Arguing with and /or back chatting staff • Refusing to follow instructions • Invading privacy in toilets • Purposely antagonising others 	<ul style="list-style-type: none"> • Formal Caution to Suspend • Planning room • Restorative Practice • Communication to parents <p><i>All significant incidents will be managed by a stage supervisor, school executive or delegate.</i></p>
SERIOUS	<ul style="list-style-type: none"> • Causing injury through physical violence • Using or possessing a prohibited weapon • Possessing, supplying or using an illegal substance • Maliciously damaging property • Threatening and intimidating behaviour • Repeatedly refusing to follow instructions and school expectations • Persistently interfering with teaching and learning • Repeated bullying, harassment and victimisation including abuse that is transmitted electronically and /or on social media. 	<ul style="list-style-type: none"> • Planning room • Restorative Practice • Supervised and /or restricted play • Possible suspension • Loss of leadership responsibilities and opportunities to represent the school • Communication to parents by Executive or delegate <p><i>All serious incidents will be managed by the principal or delegate.</i></p>

MATRIX OF DESIRED BEHAVIOURS



BPS MATRIX OF DESIRED BEHAVIOURS

All Settings

We always model our 'Booragui Best'

Expectation Area	All Settings	Classroom	COLA	Hall	Playground/ Sandpit	Toilets	Canteen	Kiss and Ride/Bus Lines	Equipment	Office	Transitions
SAFETY	Safe hands and feet Follow instructions	Walk, walk, walk Whole body listening	Walk, walk, walk Seats for sitting	Whole body listening	Safe hands and feet Keep it grounded Be sun safe	Play-free zone	Follow the leader	Listen, sit, watch, walk	Safe hands and feet Walk, walk, walk Be sun safe	Play-free zone	Walk, walk, walk
RESPECT	Manners matter Friendly words and voices	Stop. Still. Silent. Friendly words and voices	Stop. Still. Silent. Respect the environment	Stop. Still. Silent.	Friendly words and voices Food-free zone	Respect the environment Respect privacy	Manners matter	Follow instructions	Friendly words and voices Food-free zone	Manners matter	Walk without words
RESPONSIBILITY	Right place, right time Stay in bounds	Belongings in bags Equipment ready	Belongings in bags Stay in bounds	Eyes on the action	Beat the bell Follow instructions Fair play is fun play	Use, flush, wash, leave.	Wait patiently	Belongings in bags	Beat the bell Follow instructions Fair play is fun play	Wait patiently	Right place, right time Follow the leader
LEARNING	Actively listen						Actively participate				Follow instructions

CRUNCH AND SIP PROGRAM

This program involves a time during the school day when students and teachers eat vegetables and fruit in the classroom while class continues. Water can be consumed at this time. This program aims to increase awareness of the importance of eating vegetables or fruit and drinking water every day.



EXCURSIONS

Educational excursions or performances are planned as experiences to supplement and extend class and school programs. Our excursions are planned for the whole school, classes or stage groups.

We understand that at times the cost factor of excursions can cause some difficulty. However, our aim is that all students participate in what is often an integral part of the learning process. Please contact the Principal if there is a financial concern so that arrangements can be made for assistance.

Excursions and activities require deadlines for payment and permission notes to ensure the effective organisation of the event and for third parties to be paid. Deadlines must be met as we need to engage third parties (buses, venues etc.).

A permission note signed by a parent or guardian is necessary for all excursions. These can be signed online through School Bytes.

The school (through the Principal) reserves the right to exclude a student from any excursion, visit or any activity should a student's behaviour be considered as a risk to the safety and wellbeing of himself/herself, other students or staff. The Principal or delegate will discuss this action with the parent/carer.

MEDICAL INFORMATION

ALLERGIES, DISABILITIES AND SPECIAL MEDICAL CONDITIONS

It is very important that all information about special medical conditions, allergies, physical disabilities or other health concerns is given in written form to the school. If we do not know about these issues, your child's health and safety could be jeopardised. Some students may require an individual health plan to ensure the safety of the student during school hours.

If medical or health circumstances change, please notify the office to ensure all information is current.

ACUTE HEALTH NEEDS

Where students have acute health needs, individual "Health Care Plans" may be developed for students. Health care plans are a requirement of the Department of Education and must be developed for students who are:

- diagnosed with severe asthma, type 1 diabetes, epilepsy or anaphylaxis and/or
- diagnosed as being at risk of an emergency and/or
- require the administration of health care procedures and/or
- administered prescribed medications such as Ritalin at school.

Health Care Plans are usually developed with assistance from the individual's doctors and other medical support personnel.

ADMINISTERING PRESCRIBED MEDICATION AT SCHOOL

In general, schools do not administer medication which has not been specifically requested by a medical practitioner.

Parents of children who require prescribed medication to be administered at school must complete a written request form: Request for Support at School of a Student's Health Condition which can be obtained from the office and also provide the school with a Health Care Plan developed with their prescribing doctor.

Students must not carry medications unless there is a written agreement between the school and the student's parents that this is a planned part of the student's health care support. Except in an emergency, only individual staff members who have volunteered and been trained, will administer prescribed medication to students.

Medication must be handed immediately to the office staff upon arrival at school.

Parents should supply quantities of the medication in a blister pack, clearly labelled with the student's name, details of medication and dosage, including time to be administered, storage conditions and expiry date.

MEDICAL INFORMATION

ADMINISTERING PRESCRIBED MEDICATION AT SCHOOL CONT.

Medication will be kept in the Office until the required time. It is the child's responsibility to report to the office when medication is needed. Medication time is usually at break times to make it easier for students to remember. From time to time children may forget to present for their medication. In these rare instances staff will call for the students as soon as possible.

CHILDREN WITH ASTHMA

If your child suffers from asthma you must let the school know. You need to provide the school with a health care plan and an Asthma Management Plan which you need to organise with your doctor. This plan explains the medication, when and how it is to be administered and what action is to take place if your child has a severe asthma attack.

We understand that asthma medication should be immediately accessible to students but we are also required to monitor its use by the student.

You must supply a clearly labelled "puffer" to the school along with the management plan and any other written instructions regarding its use. You must replace the puffer when it reaches its use by date. All puffers and asthma equipment are kept in the school's first aid cabinet and not in the student's bag.

In older students, we encourage immediate access and responsible use of asthma puffers but staff must be advised by students when they use their puffer so that usage can be monitored. It is a parent's responsibility to correctly instruct their child on correct and responsible use of asthma puffers and medications.

CHILDREN WITH ANAPHYLAXIS

If your child suffers from anaphylaxis you need to inform the school. Any student who is anaphylactic must have a health care plan that has been provided by your GP. You must provide an anaphylactic injector pen prescribed by your doctor. The school has the appropriate plans in place should the need arise to cater for a non-identified student.

MEDICAL INFORMATION

ACCIDENT AND ILLNESS AT SCHOOL

Please provide the school with current emergency contact numbers, should you be unavailable in the event of your child becoming too ill to remain at school. **In the case of separated parents, please ensure that access details are clearly defined so that staff can contact the designated parent.** These contact phone numbers need to be updated regularly. If your child is ill before school, it is better for him/her to stay at home to avoid the spread of infection. When a child becomes **seriously ill**, or is **seriously injured** in an accident at school, medical attention will be immediately sought by the School Principal or their delegate. Parents are then notified as soon as possible.

At other times a child may feel ill, but respond to a rest period in the sick bay, before returning to class. If your child becomes ill at school and needs to go home we will contact you to collect your child. It is expected that you will collect your sick child.

You will need to sign a form at the office before collecting your child from the sick bay area.

INFECTIOUS DISEASES

Covid

Chicken Pox
German Measles
Measles
Mumps
Glandular Fever

Hepatitis

Head Lice

Conjunctivitis
Impetigo

Ringworm

Scabies

Hand Foot & Mouth

MINIMUM EXCLUSION FROM SCHOOL

Exclude till subsidence of symptoms or when no longer testing positive on a RAT test.
of medical certificate of recovery.

7 days after first spots appears.

7 days after first spots appears.

5 days after rash appears.

10 days after swelling appears.

Exclude till fully recovered or on receipt of medical certificate.

Exclude till subsidence of symptoms or on receipt of medical certificate of recovery.

Minimum 7 days after onset of jaundice.

Hair must be treated with special anti-lice lotion or shampoo, available from a chemist.

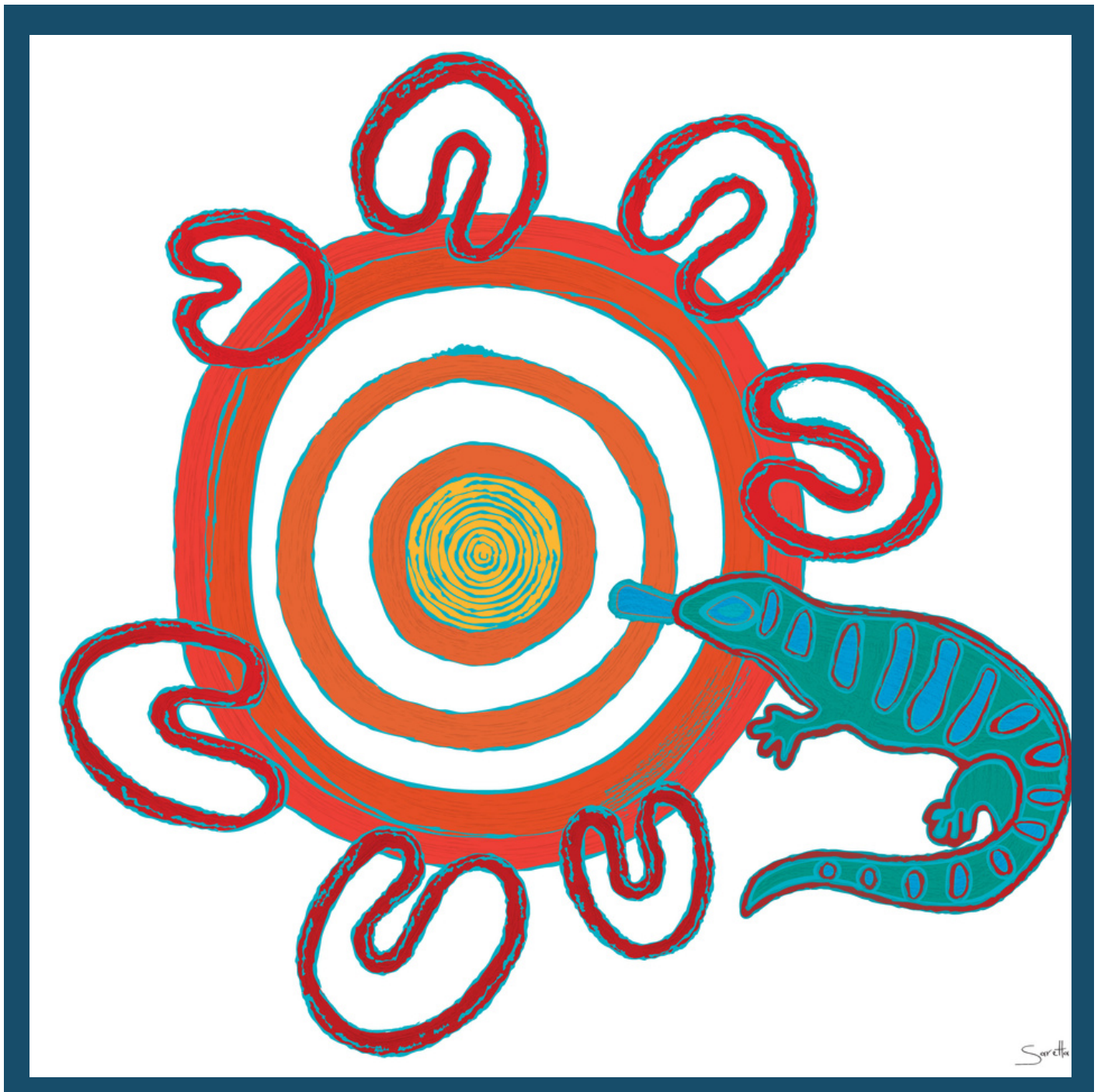
Exclude until discharge from eyes has ceased.

Exclude until sores have healed. Child may return if treatment is being carried out & if sores are completely covered with a watertight dressing.

Exclude until treatment completed, supported by a medical certificate.

Exclude until treatment completed, supported by a medical certificate.

Exclude until the blisters have dried.



**WE LOOK FORWARD TO
WELCOMING YOU TO
BOORAGUL PUBLIC SCHOOL**