

# Ballimore Public School

## Parent Handbook



*'Together we care, share and learn'  
Established in July 1884*

## Welcome to Ballimore Public School

Ballimore Public School is a primary school with students from Kindergarten to Year 6. The school offers a wide range of programs and opportunities for its students. These include:

- Having experienced, dedicated staff committed to achieving improved student learning outcomes with emphasis given to literacy and numeracy programs
- Ensuring our teaching and learning programs are differentiated to cater for the diverse learning needs of our students, with consideration to sport and leadership opportunities for students
- Embracing the use of technology to enhance learning programs of students
- Showcasing the academic, cultural and sporting achievements of our students at every opportunity
- Ongoing support of the P&C Association
- An emphasis on environmental sustainability which has been a strong tradition of the school

At Ballimore Public School we aim to provide a positive and inclusive environment in which all students are prepared to be lifelong learners and responsible global citizens.

We look forward to getting to know you and your child as we work together to achieve these goals.

Regards,

Margot Jasprizza

Principal

## VISION STATEMENT

At Ballimore Public School, we aspire for all students to have exceptional skills in literacy and numeracy, the ability to learn, adapt and to be responsible citizens who demonstrate critical thinking, creativity, communication and collaboration as well as developing the vital skills for flourishing - now and in the future years.

## STAFF

Staff Principal: Mrs Margot Jasprizza

Part-Time Teachers:

School Learning Support Officer:

School Administration Manager: Mrs Cheryl Royal

General Assistant: Mr Shane Wilkins

Assistant Principal Curriculum and Instruction: Mrs Kate Lee



## SCHOOL HOURS

Supervision begins: 8.30am

Classes commence: 9.00am

Recess: 10.45am – 11.15am

Lunch: 12.45pm – 1.30pm

School Finishes: 3.00pm

Preferred contact times: Recess, lunch and after school, except in emergencies.

Teachers are on duty from 8:30am. Children should avoid arriving before this time as there is no supervision.

## ABSENCES

Regular attendance is very important. If your child arrives after the bell at 9:00am, you are required to accompany your child to the school office and sign your child in on the 'Late Arrival' book. If it is necessary to collect your child from school before 3:00pm, please visit the office for an Early Leaver Slip before collecting your child. These notes are required to explain the partial absence during the day. For whole day absences, an explanation must be received within 7 days of the first day of the absence. Explanations should be submitted through the school email ([www.ballimore-p.school@det.nsw.edu.au](mailto:www.ballimore-p.school@det.nsw.edu.au)) or by phone. For absences longer than 10 days please complete an Extended Leave Application via the front office prior to the absence. This application requires approval by the Principal. It is in your child's best interests to attend school regularly so that maximum benefit can be gained from all school activities.

## CHANGE IN CIRCUMSTANCE

If there is a change of address, telephone number, contact details or family circumstances, parents are asked to notify the school in writing so school records are updated and remain current at all times.

## STUDENT ILLNESS

The school is not equipped to care for ill children. Parents are therefore requested not to send sick children to school. Should a child be unfit for class then the parents will be contacted and requested to collect the child. Should the parent not be available, the nominated contact person will be called. Medical attention may be sought if an emergency arises.

## BOOK CLUB

Scholastic Book Club catalogues are sent home regularly to families who may wish to order from a selection of reasonably priced books for their children. When our school places these orders, we receive points which are used to purchase books for the classrooms or our Library.

## YEAR 6 LEADERS

All Year 6 students are considered to be school leaders. Leadership is a strong focus in the school and is developed in all children at Ballimore Public School to develop good citizenship and leadership qualities.

## BUDDY SYSTEM

On their first day of school, kindergarten students are buddied up with a student in Year 6. These older students help the younger students in the playground. Periodically the older students will join their buddy for reading, writing, art and sports activities. This is a process which assists the younger students and gives the older student a sense of responsibility and care for the younger students.



## SCHOOL BUS TO THE SURROUNDING DISTRICT

The school bus travels east of Ballimore. It is owned and operated by Langley's Coaches Dubbo (phone: 02 6882 8977). If there is a change of routine for your child, please contact the school or Langley's Coaches Dubbo. This applies especially to the younger children who can tend to get instructions confused.

There are safety requirements that must be obeyed by all children who travel on the bus:

1. Stay seated at all times
2. Wear fitted seatbelts
3. Respect others and their property
4. Talk quietly to those in close proximity
5. Respect and obey instructions given by the driver

If a child cannot conform to the above rules, the privilege of travelling on the bus can and will be withdrawn. To apply for a school travel pass for the bus please go to [www.service.nsw.gov.au](http://www.service.nsw.gov.au) and search for Travel Passes.

## SCHOOL WEBSITE, NEWSLETTER & FACEBOOK PAGE

The School website streams live at [www.ballimore-p.schools.nsw.edu.au](http://www.ballimore-p.schools.nsw.edu.au). It is updated with the School Newsletter noting events that may occur in the near future, eg: excursions, meetings, special assemblies, special events at school, items of interest and information about the school and its programs. We also have a Facebook page which is updated regularly. [Ballimore Public School Facebook page](#)

## PARENTS & CITIZENS ASSOCIATION (P&C)

The P&C Association is the major forum for discussions between teaching staff of the school and parents. The P&C meets each month on a Wednesday afternoon at 2:00pm in the school library. Elections of officers of the P&C take place at the Annual General Meeting in March, where all members of the school community can cast a vote. The P&C has various specialised sub-entities responsible for the running of Fundraising, the Uniform Shop and the Canteen at the bi-monthly local auctions. All these sub-entities work for the good of the school and the benefit of the students of Ballimore Public School. For further information please contact the school. All parents/caregivers are welcome to attend meetings.

## REPORTING AND ASSESSING

### NATIONAL ASSESSMENTS

National Assessments in Years 3, 5, 7 and 9 are conducted in March each year and will test student achievement in Literacy and Numeracy across the nation. They are called the NAPLAN tests (National Assessment Program in Literacy and Numeracy). Results are sent to all parents.

Assessment of children is a continual ongoing process. This school uses the DET NSW School Based Reporting System.

An academic report of individual student progress is provided in Terms 2 and 4. Parent/Teacher interviews are held at the beginning of Term 3. They allow parents to hold a private discussion with their child's teacher. Specific interview days or evenings are set aside for this purpose and parents can schedule an appointment using a booking system provided by the classroom teacher. Should you wish to discuss any matter affecting your child at any other time, an appointment can be arranged by contacting the classroom teacher or the school office.

Ballimore Public School encourages open and ongoing communication with a commitment to fostering strong partnerships with parents.

### CLASSROOM ASSISTANCE

During the year many parents provide valuable assistance to students by helping in the classroom. They listen to students read and help with writing, practical maths activities, research, sport and computers. Parents are encouraged to share their own strengths and skills in partnership with the school. Parent volunteers are required by The Department of Education to complete a Working with Children Declaration (Appendix 5) and provide 100 points of proof of identity prior to volunteering at school. This declaration form can be completed online via <https://www.service.nsw.gov.au/transaction/apply-working-children-check>

### CURRICULA AND POLICIES

The NSW Education Standards Authority (NESA) provide all school curriculum documents.

Subjects are organised into Key Learning Areas (KLAs) following the NSW syllabuses for the Australian curriculum. Further information can be found by visiting the NESA website

<https://www.boardofstudies.nsw.edu.au/syllabuses/>.

- **English**

- Oral Language/Communication

- Vocabulary

- Phonological Awareness (ES1)

- Print Conventions (ES1)

- Phonic Knowledge

- Reading Fluency

- Reading Comprehension

- Creating Written Text

- Spelling

- Handwriting

- Understanding/Responding to Literature

- **Mathematics**
  - Number and Algebra
  - Measurement and Space
  - Statistics & Probability
- **Science and Technology**
- **History & Geography**
- **Creative Arts**
- **Personal Development, Health and Physical Education**

## **SCHOOL COUNSELLOR**

The school counsellor supports students with educational, social, emotional and behavioural needs, working collaboratively with the school, families and external agencies. The school counsellor works one day per month at our school. Students may be referred by class teachers in conjunction with parental permission.

## **CUSTODY**

If parents are divorced or separated, confidential information is respected by the school. Parents are asked to only provide essential and appropriate information such as copies of court orders. Separate interviews as well as copies of your child's reports can be arranged upon request.

## **EMERGENCY CONTACTS**

It is essential that we are able to contact parents or other emergency contacts during school hours in the event of an emergency. Any changes to mobile, home or work numbers, email addresses or other relevant information should be notified immediately to the school office.

## **ENROLMENT PROCEDURES**

### **Kindergarten**

Children who turn five years old prior to August 1<sup>st</sup> may be enrolled at the beginning of the new school year. Documentary evidence of date of birth and immunisation is required. We conduct a comprehensive Kindergarten Orientation Program (KOP) in October/ November. Our five-week program gives children and parents the opportunity to form strong links with the school prior to children commencing school.

### **New Enrolments**

Any student who enrolls part way through the year must complete an enrolment form, which can be completed online through the school website [www.ballimore-p.schools.nsw.gov.au](http://www.ballimore-p.schools.nsw.gov.au). A birth certificate, passport, Visa, recent immunisation certificate and proof of address must accompany any enrolment form.

## ENVIRONMENTAL PROGRAMS



All students are encouraged to participate in our environmental programs with the emphasis on “reduce, reuse, and recycle”. Lunch scraps are a valuable food source for the school chickens. Paper is recycled in all classrooms and collected for recycling. The students have designed a recycling bin collection process which is embedded in the school, showing our dedication to the care and nurturing of our environment.

Water tanks have been installed to harvest rainwater from the roof. surfaces and this

This water is used to flush all toilets and water the gardens. Students also enjoy looking after the chickens and using their eggs, along with the garden produce to create delicious snacks.



### Sustainable Area



The Sustainable Area was planned and designed by a previous school principal who diligently researched sustainable ideas, creating a design and estimated budget. The designs were put into action with the support of Red Hill and our students helped plant herbs and vegetables. The Sustainable Area is used as an outdoor learning environment, complete with access to the chicken coop and composting.

## ENRICHMENT PROGRAMS

During the year many opportunities are offered for students to compete in various competitions at school, district and state levels e.g. Writing Competitions, University Maths, English, Computer, Writing, Spelling and Science Competitions. The school also participates in a range of cultural festivals, which also give children opportunities to foster their talents and to perform.

Enrichment days, on a theme such as science, environmental education or performing arts, are held each year. All students are provided with enrichment opportunities in STEM (Science Technology Engineering Mathematics) and through our project-based History/Geography library programs.

## EXCURSIONS and INCURSIONS

Excursions and incurSIONS are a part of the school's educational programs and are closely linked with the current classroom program. Overnight excursions or camps may occur and are researched each year to maximise student and family engagement. All students are expected to participate in excursions, as part of the normal school program.

Excursion costs are closely monitored and no child is excluded on financial grounds. Written parental permission is required for any activity that involves cost and/or is outside the school grounds.



## HOMEWORK GUIDLINES

Homework is relevant to classroom work, providing practice and reinforcement of skills. Research and enrichment tasks may be set on occasion. Students are encouraged to develop regular work habits and take increasing responsibility for homework as they progress from Kindergarten through to Year 6.

Homework is usually given on Monday – Thursday. All homework is marked and followed up by the teacher. Homework is a home-school partnership in the teaching learning process, with the child being responsible for his/her own work while parents provide a supportive, encouraging role.

## IMMUNISATION

As part of the enrolment process, the school needs to sight the original copy of your child's Immunisation Certificate and take a copy for his/her file. If you do not have the official certificate the following link will assist you obtain a copy from the Australian Childhood Immunisation Register website

<http://www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register>.

## COVID SAFETY PLAN

As a part of ensuring continuity of learning and educational outcomes during the COVID-19 pandemic, Ballimore Public School have written a COVID Safety Plan which is intended to support K-6 employees, students, parents, caregivers, administrators and school community members to:

- Be informed about public health measures and feel safe in our school.
- Understand their roles and responsibilities in maintaining and promoting public health and school safety.

The Ballimore Public School COVID Safety Plan is attached.



## INFECTIOUS DISEASES

Parents are reminded that students with infectious diseases should not return to school until the required number of days has elapsed.

Common infectious diseases of childhood:

Disease	Period of exclusion
Whooping Cough (Pertussis)	5 days from commencement of a special antibiotic
Chicken Pox	7 days after the first spots appear
German Measles	7 days from appearance of rash
Viral Hepatitis	Re-admit on receipt of a medical certificate of recovery.
Scabies	Until all evidence of the disease has disappeared or a medical certificate is produced stating that treatment has been successful.
Acute Conjunctivitis	Until discharge from eyes has ceased
Impetigo (septic sores)	Exclude if on exposed surfaces such as scalp, face, hands and legs.
Pediculosis (lice in hair)	Until hair is completely cleared; neither nits nor lice being present. Brochures detailing the treatment of head lice are available from the school, and appropriate preparations are available from your chemist.
Hand Foot Mouth	Until the blisters have dried-up and any rash (if present) has gone and any fever has settled

## LIBRARY

Our library is the focal point of the school. Children borrow directly from the library and a large selection of books are also distributed from the library to the classroom, to provide additional reading materials and supplement classroom themes. The library is also an excellent teaching space and is equipped with an interactive Combox. The library is computerised and borrowing is undertaken with a computer card and scanner. Parents are welcome to assist with shelving, tidying and covering of books. Please contact the school office for information on how you can assist.

## LOST PROPERTY

Lost, unnamed items of personal property are placed in the school office. Parents are requested to label all belongings. Clothing items which have been named are automatically returned to the child. Unclaimed clothing is sent to the children's charity, Stewart House at the end of every year.

## MEDICATION AT SCHOOL

Medication can only be administered with the written permission of a student's parent/caregiver/guardian. Parents must complete forms for the long-term administration of medication. If your child requires short term medication (ie Panadol, Nurofen, antibiotics etc) a 'Short Term Medical Authority' form must be completed. These forms are available from the school office and can also be emailed for convenience.

Please administer any medication your child requires before or after school if possible, however if it is essential for your child to have medication during the school day, it must be clearly labelled with a label stating:

- Name of child and class
- Name of medication (**medication must be in original package**)
- Dosage required

For prescription medication to be administered, the medication must be clearly labelled with a chemist label stating:

- Name of the child
- Name of medication (**medication must be in original packaging**)
- Dosage amount and time required to be administered
- Prescribing doctor

If medication is on-going, it must be:

- Brought to school in a Webster Pack (**available through a chemist**)

Medication should be delivered to the school office by an adult. Never leave medication in your child's bag.

If your child has the need for an EpiPen, asthma puffer or allergy medication, please provide this to the school office at the start of the school year. You are required to provide new action plans at the start of each school year. The school also requires your child's Anaphylaxis / Asthma / Allergy Action Plan which needs to be signed and dated by the child's doctor. A copy of the Action Plan, with the child's photo attached, will be displayed in the classroom and sick bay.

Ventolin or similar asthma puffers, and EpiPens, are the only medication students are allowed to carry with them. School Ventolin puffers are also kept in the sick bay (for emergency use).

## **MEDICAL CONDITIONS**

All staff, both teaching and office staff are trained in Emergency Care and CPR. We also have had Anaphylaxis and Asthma Awareness training. All members of staff hold a current First Aid Certificate.

If your child suffers from any of the following medical conditions please obtain the relevant forms from the school office.

- Asthma
- Allergies
- Risk of anaphylaxis

**It is imperative that you inform the school office if your child's health condition changes.**

## NEWSLETTER

The school newsletter is an integral part of the communication used to share important, detailed, and regular updates with parents. It's a way to help parents feel more connected to the everyday workings of the classroom and to showcase a glimpse of school life. The school newsletter comes out fortnightly (even weeks) on a Tuesday. A paper copy is sent home to each family and it can also be accessed on the school website.

## PARENT/TEACHER INFORMATION EVENINGS

Early in Term 1 parents are invited to their child's classroom to meet the teacher and gather information relating to routine, organisation and expectations. This is a valuable forum that paves the way for teachers and parents to work together in partnership for the benefit of each child.

## PHOTOGRAPHS

Class, grade, individual and special group photos are taken annually, by professional photographers. These photos may be purchased by parents.

## PLAYGROUND SUPERVISION

The playground is supervised from 8:30am. Teachers supervise at recess and lunch time. The students eat their lunch between 12:45pm and 1:00pm and are then able to enjoy the rest of their lunch time in the playground. Children are expected to remain in the designated playground areas that are under supervision.

Ballimore Public School is a SunSmart school. As a SunSmart school we have committed to implement a best-practice sun protection policy, helping students and staff to create good sun protection habits. This includes:

### Scheduling outdoor activities

- UV levels and daily sun protection times are used to plan daily activities and ensure a correct understanding of local sun protection requirements.
- When children are on excursions all sun protection practices are planned, organised, understood and available.

### Shade

- The school community is committed to providing shade in areas where students congregate, during recess and lunch, and when teaching outdoors and playing sport.
- Students are encouraged to use available shade when outside.

### Hats

- All students are required to wear SunSmart hats that protect their face, neck and ears when outside for play, sport and teaching.
- Children without a SunSmart hat play in the shade "No hat, play in the shade", or are provided with a spare SunSmart hat.

### Sunscreen

- All staff and students are encouraged to apply SPF 30+ (or higher) broad spectrum water-resistant sunscreen.

- All staff and students are encouraged to apply sunscreen 20 minutes before going outdoors, and to reapply every 2 hours when outdoors for extended periods.
- Where possible, sunscreen is available for staff and students.

### SCHOOL DEVELOPMENT DAYS

The first two days of Terms 1, and the first day of 2 and 3 are School Development Days (SDDs), which are pupil free days where staff are involved in planning, training and professional development. The final two days of Term 4 are also pupil free, unless the school chooses to hold these SDDs on Saturdays throughout the year. This information is communicated to families during the year.

### SCHOOL UNIFORMS

Ballimore Public School takes pride in the appearance of its students. Children are expected to wear their uniform at all times. The uniform shop is run by parent volunteers and is accessible by contacting the P&C. School uniforms are stored onsite at the school. School shirts, jumpers and hats can be purchased through the school P&C uniform shop. Shorts, track pants, trousers and socks are purchased locally by parents in town and the summer dresses for girls can be ordered online from Best&Less. Please contact the school office or the P&C to organise a meeting time at the school for uniform purchase.

A second-hand donation bin is also located in the P&C shed. Second hand uniforms can be purchased for \$5 per item.

Our Sun Safe Policy makes sure that all students wear a hat at all times when playing outside. School hats are available from the uniform shop. We have a NO Hat – Play in the Shade policy and are proud to be an official *SunSafe School*.

### Uniforms – dated January 2022

	SUMMER	WINTER	SPORT
<b>Girls</b>	Bottle green skorts, skirt or shorts School dress School polo shirt White socks Black shoes School hat	Grey Trousers School polo shirt School jacket White socks Black shoes School hat	Bottle green shorts School sport shirt White socks Joggers School hat Bottle green track pants may be worn in winter. Sport jacket (optional)
<b>Boys</b>	Grey shorts School polo shirt Grey socks Black shoes School hat	Grey trousers School polo shirt School jacket Grey socks Black shoes School hat	Bottle green shorts School sport shirt Grey socks Joggers School hat Bottle green Track pants may be worn in winter. Sport jacket (optional)



## SECURITY

Unauthorised people are not permitted on the school grounds. All parents and community members are asked to protect our school by reporting suspicious or unauthorised activities to the Police or School Security on 1300 88 00 21.

All visitors must report to the school office and sign in.

## SICK BAY

Students who become ill or are injured at school are taken to the sick bay where their condition is assessed. The parent or carer may then be called to collect the child from school. If the condition is minor, the student is given a short rest and treatment to the injury, if appropriate.

## STUDENT WELLBEING

Student wellbeing is everyone's concern. It pervades the whole curriculum and all school activities.

A comprehensive policy is maintained and reviewed continually, and relates to such programs as:

- Child Protection
- Ceremonies and Awards School Expectations
- Supervision of Students
- Emergency Evacuations
- Discipline and Safety
- Sun Safe Policy
- Learning Support Program

## SPECIAL EVENTS

The school highlights special events each year involving our students. These include:

Harmony Day

Anzac Day (25<sup>th</sup> April)

NAIDOC Day (July)

R U OK Day

Book Week

Education Week

Grandparents Day

Sports Days

Swimming Carnival and Swim School

Cross Country and Athletics Carnivals

Presentation Day

Mother's Day

Father's Day



These activities are celebrated by involving students, parents and the wider community.

## SPORT AND PHYSICAL EDUCATION

Sport and Physical Education play an important part in the PDHPE Syllabus. Children at Ballimore Public School take part in physical education lessons throughout the school week. This program caters for all levels of ability and interest.

Sport is held on Friday. Ballimore Public School is a member of the Dubbo & Wellington P.S.S.A. (Primary Schools Sports Association) Small Schools' Sports sub-group which includes the following schools:

Dubbo School of Distance Education

Eumungerie Public School

Geurie Public School

Stuart Town Public School

Tooraweenah Public School

Wongarbon Public School

Ballimore Public School competes against these schools in a Swimming Carnival in February and an Athletics Carnival in August. Children selected from these carnivals continue on to the Dubbo District P.S.S.A. carnivals and depending on success, to the Western Area P.S.S.A. carnivals and the NSW State PSSA Championships. Ballimore also on occasions combines with these schools for other events, such as sports days, excursions and cultural activities. These activities are celebrated by involving students, parents and the community.

The school attends an intensive swim program through the Sporting Schools program for all students from K-6 each year. Students attend a local pool for one week and are taught by professional swimming instructors.



## TEACHING TECHNOLOGY & CYBER SAFETY

Each student in the Department of Education is issued with a username for use on the school's networked computer system and to access the student portal. In addition, students are issued with their own DoE email account.

Ballimore Public School is well equipped with laptops and iPads in each classroom. All students have internet access through our wireless network. Laptops and iPads are used as tools in teaching and learning with the aim to facilitate children's learning through the use of computer technology. Interactive Comboxes are installed in all classrooms and the library to allow all students to utilise this teaching tool.

The student portal is accessible through <http://www.dec.nsw.gov.au/>. This is where students' access their own email account and websites that are recommended by the DoE.

Ballimore Public School has a Cyber Safety Agreement which both students and parents need to sign. This agreement is designed to keep students safe and responsible while using technology within the school. In addition, this agreement has been designed to create awareness for parents in regard to the use of technologies within schools. This agreement will be sent to families at the beginning of each school year.

The Ballimore Public School Cyber Safety Agreement is attached.



## TRAINEE TEACHERS

Several tertiary institutions (e.g. Macquarie University, Sydney University and University of Technology, Sydney) arrange for their trainee teachers to be placed with our experienced teachers. We are pleased to have the opportunity to provide these students with practical teaching experience.

## WEBSITE

Our website address is [www.ballimore-p.schools.nsw.gov.au](http://www.ballimore-p.schools.nsw.gov.au) . Copies of the Parent Handbook, DoE Enrolment form link, School Catchment and other useful information can be found at this site.

# Ballimore Public School

Ballimore Public School is 32 km east of Dubbo, providing quality education to children from the surrounding rural districts of Ballimore, Barbital, Gollan and Elong Elong. Ballimore Public School takes pride in offering a unique, small school environment fostering the development of each child as an individual. The core values of the school are Respect self, Respect others; Participate and Co-operate; Take Responsibility; and Strive for Excellence. These values are bound together by the school motto 'Together we care, share and learn'. The children are offered a varied curriculum to develop and extend not only academic skills but also their physical and cultural abilities. The school advocates healthy lifestyle and implements a proactive daily fitness and sports program. The school implements ability-based literacy and numeracy programs across all stages. Ballimore Public School, established in 1884, has a proud history and is strongly supported by the local community and its proactive Parents and Citizens Association.



**Ballimore Public School invites and encourages you to take an active role in your child's education.**

**For further information please contact the school.**



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*Established in July 1884*

Ballimore Public School

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Ph: 02 6886 5151



[Ballimore-p.school@det.nsw.edu.au](mailto:Ballimore-p.school@det.nsw.edu.au)



[Ballimore Public School Facebook Page](#)



<https://ballimore-p.schools.nsw.gov.au/Ballimore Public School>