Information for New Students and their Parents

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

**OUR SCHOOL STAFF CONSISTS OF THE FOLLOWING:**

- School Principal/Teacher: Full Time
- Relief Teacher: 2 days/week
- Support Learning Officer: 2 days/week
- School Assistant: 2 days/week
- General Assistant: 1 day/week

**SCHOOL TIMES**

- 8:45 am: Class Start
- 11.00 am: Morning Recess
- 11.20 am: Class Resumes
- 1.00 pm: Lunch Break
- 1.45 pm: Class Resumes
- 2:45 pm: School Finish

Any changes to normal school hours will be publicised in a Newsletter or via phone contact.

**ENROLMENT FORMS**

Enrolment forms are compulsory and can be obtained from the office. They must be completed and returned to the school as soon as possible. They provide us with information regarding the student, their parents, contact numbers and medical histories. All Enrolment forms for beginning Kindergarten students and new students who have come from non-public schools must be returned with a copy of the child’s birth certificate and current immunisation certificate.

**MEDICATION / FIRST AID**

Any medication to be administered to a child should be delivered to the class teacher with a letter of explanation from either parents or doctor. Medication will be kept in a secure area and returned home at the end of each day.

First Aid is limited to initial treatment of symptoms. All serious injuries will be reported to the parents as soon as possible. Please ensure you have given written permission for ambulance and doctors to be called in the unlikely event of a serious accident.

**BUS TRANSPORT**

Our School Bus is owned and operated by Graeme Morris. His contact number is 6753 3313 or mobile 0428 425 669. Students using this bus service must have parents complete and return the Private Bus Application form – available from the school.

A travel subsidy is available for students living more than 1.6km from their bus stop or school and who are transported by private motor vehicle. The Department of Transport at the conclusion of each semester pays this subsidy and the necessary forms can be obtained from the school.
**SCHOOL UNIFORM**

Our uniform is as follows:

The Summer Uniform for boys and girls is
Navy Shorts and Aqua Top with school badge– Navy or Black Socks – Black Shoes or Joggers

The Winter Uniform for boys and girls is
Navy Pants – Skivvy/Aqua Top – Navy Jacket – Navy or Black Socks - Black Shoes or Joggers

All students when in the playground must wear school hats. These can be purchased from the school.

Uniforms are priced as follows :

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<thead>
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<tbody>
<tr>
<td>Winter Jacket</td>
<td>$35</td>
</tr>
<tr>
<td>Winter Track Pants</td>
<td>$25</td>
</tr>
<tr>
<td>Summer Shorts</td>
<td>$10</td>
</tr>
<tr>
<td>School Shirt</td>
<td>$32</td>
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<tr>
<td>School Hats</td>
<td>$20</td>
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All clothes should be labelled so that if misplaced they can be identified.

**USE OF SCHOOL FACILITIES**

Members of the school community may use the school grounds once agreement has been sought and approved by the School Principal. Hire fees may apply and consent must be in writing.

**FAIR DISCIPLINE CODE**

Our Discipline Policy sets objectives and strategies for achieving self-discipline within each individual. The policy is based on community standards and attempts to develop understanding, co-operation, respect and personal responsibility within each child.

For example if a student won't behave themselves during an activity then they will be unable to participate in that activity until they can cooperate with the remainder of the group.

While students are at school or involved in a school activity it is reinforced that at Bullarah Public School: -

- Everyone participates
- Everyone is special
- Everyone helps and cares for each other

We hope that parents will support and reinforce this policy.
**MOBILE PHONES AT SCHOOL**

Parents are reminded that students do not require mobile phones at school, and as such are unwelcome during all school activities which includes the bus journey.

**SCHOOL REPORTS**

Written reports are provided at the end of 2nd and 4th Term. They are indicators of how your child is performing and developing. If parents wish to discuss their child’s development they can do so by arranging an interview time at the school.

Students in Years 3 and 5 undertake annual tests in the National Assessment Program – Literacy and Numeracy (NAPLAN). Results are mailed to parents and interviews can be arranged to discuss these if required.

**P&C ASSOCIATION**

Our P&C Association group meets when required (notification of dates and times are provided in the school newsletter) and provides a forum for discussion of school policy, finances and direction. The association membership is $5.00 per family and it is hoped that all families will participate in this group.

If you have any further queries please contact the school and the staff will be happy to answer any questions you may have.