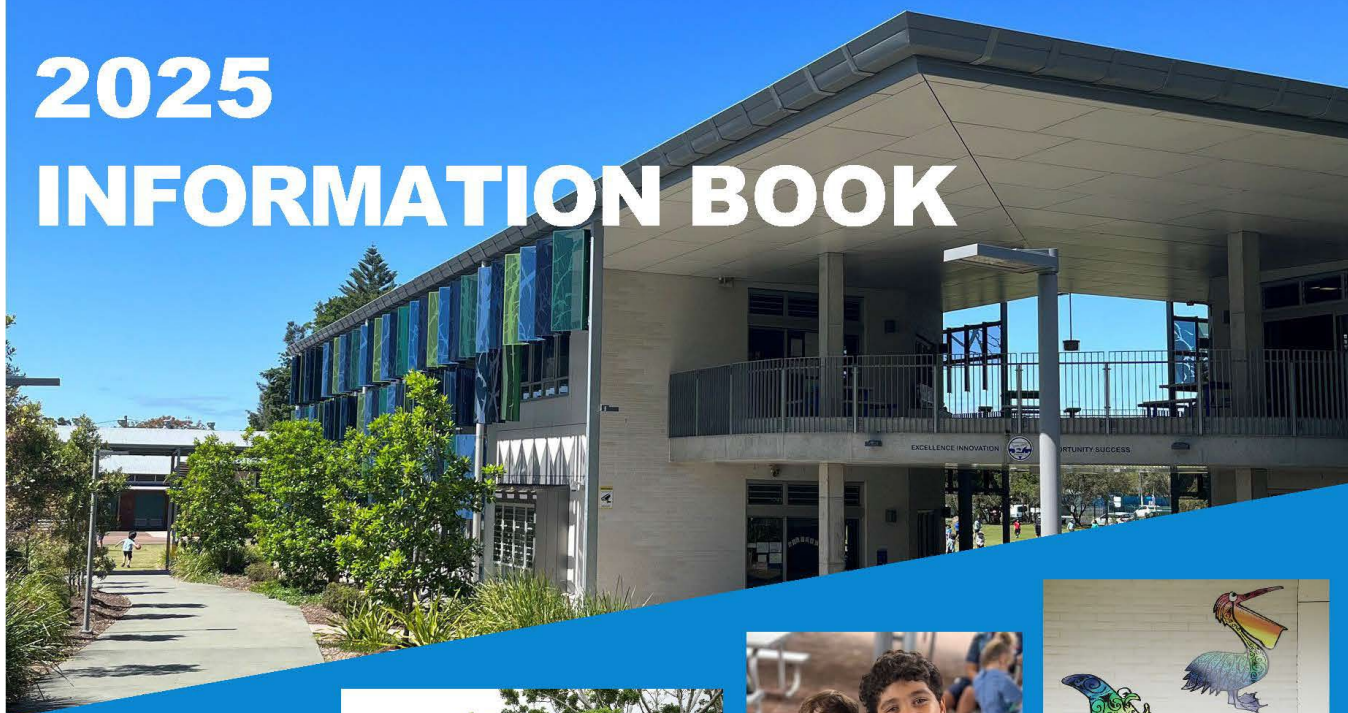


# BYRON BAY PUBLIC SCHOOL

## 2025 INFORMATION BOOK



'I Aspire, I Achieve'  
Respectful | Responsible | Fair



Relieving Principal | Mel Morris  
Deputy Principal | Natalie Lennon  
P&C President | Laura Cima

17 Kingsley Street  
Byron Bay, NSW 2481

☎ (02) 6685 6557

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

🌐 [www.byronbay-p.schools.nsw.gov.au](http://www.byronbay-p.schools.nsw.gov.au)

Byron Bay Public School stands proudly on the traditional land of the Arakwal people of the Bundjalung Nation. A member of the Lighthouse Valley Learning Community.



Education

# BYRON BAY PUBLIC SCHOOL

## Statement of intent

To provide a school environment which is valued by students, parents, teachers and the community.

The school aims to:

- Provide a safe, caring and secure learning environment;
- Recognise, guide and encourage self-esteem and respect for others;
- Provide stimulating learning experiences which enable all children to achieve;
- Develop school spirit and promote a sense of belonging;
- Welcome and encourage the participation of parents and community members;
- Help students grow as individuals and responsible members of the community.

## Principles that underpin our school philosophy:

- A year class structure;
- A developmental perspective success for all;
- Collaborative Practice;
- The teaching learning assessment cycle that is linked to a standards framework;
- Striving for best practice pedagogy;
- Optimising student outcomes.

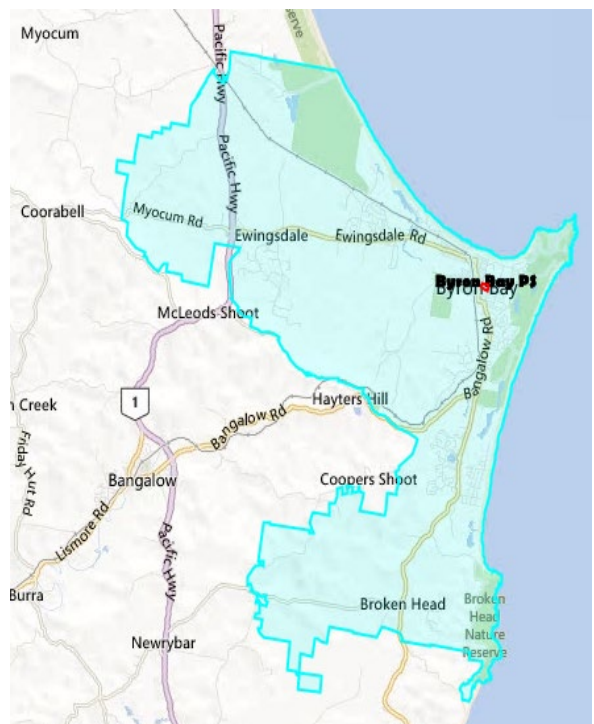
## Core Values

Responsible, Respectful and Fair.

## Byron Bay Public School Zone

The school zone includes the location described as follows:

From a point on Seven Mile Beach at the Byron Shire boundary, west and north west to the escapement, then north east to the junction of Granny Waterhouse Drive and Coopers Shoot Road, then east, north east and north west along the escarpment to the junction of St Helena Road and the Pacific Highway, then down the eastern side of the Pacific Highway crossing the highway at the Ewingsdale interchange, then along the south side of Myocum Road to the junction of Kennedys Lane and Myocum Road, then along a line north of Kennedys Lane to the Tyagarah overpass on the Pacific Highway, then south east and east to the coast skirting south of Buckley's Road.



# BYRON BAY PUBLIC SCHOOL

## STAFF 2025

### EXECUTIVE:

|                   |                               |
|-------------------|-------------------------------|
| Mel Morris        | R/Principal                   |
| Natalie Lennon    | Deputy Principal              |
| Jenifer Gundersen | Senior Psychologist Education |
| Patrick McCann    | School Counsellor             |

### SCHOOL LEARNING SUPPORT OFFICERS:

Nicky Sheridan  
Evan Banfield  
Rileigh Street  
Caroline Roche  
Sophie Hutton  
Symone Wills

### TEACHING STAFF:

|                                        |                     |     |
|----------------------------------------|---------------------|-----|
| Raelene Mordecai                       | Assistant Principal | KR  |
| Kim McQuhae                            | Teacher             | KM  |
| Amy Stanford/<br>Hannah Holmes         | Teachers            | KS  |
| Michelle Turner                        | Teacher             | KT  |
| Kelli Stevens                          | Assistant Principal | 1S  |
| Kate Harvey                            | Teacher             | 1H  |
| Melissa Paron-Clarke/<br>Kellie Hempel | Teachers            | 1PC |
| Erin Azzopardi                         | Teacher             | 2A  |
| Michael Payne                          | Teacher             | 2M  |

### OTHER SUPPORT STAFF:

|              |                    |
|--------------|--------------------|
| Lou Schalk   | Canteen Supervisor |
| Tanya Dingle | Uniform Supervisor |

|                 |                     |    |
|-----------------|---------------------|----|
| Michelle Spry   | Assistant Principal | 4S |
| Nicky Greenlaw  | Teacher             | 3G |
| Andrew McIntyre | Teacher             | 3M |
| Davida Kneipp   | Teacher             | 4K |
| Lyndal Rhodes   | Teacher             | 4R |

|                                   |                       |      |
|-----------------------------------|-----------------------|------|
| Michelle Wright                   | R/Assistant Principal | 6W   |
| Amanda Woodrow                    | Teacher               | 5A   |
| Kamley Irvine/<br>Emily Dickinson | Teachers              | 5I   |
| Cory Whitney/<br>Emily Dawes      | Teachers              | 5/6C |
| Bec Miller                        | Teacher               | 6M   |

|                 |                                                  |
|-----------------|--------------------------------------------------|
| Ashley Perusco  | APC&I                                            |
| Kristen Monty   | EAL/D                                            |
| Carolyn Finter  | Teacher Librarian                                |
| Emily Dawes     | Teacher Librarian                                |
| Katy Owen       | Music Teacher                                    |
| Carly Hogan     | Teacher Technology/<br>Executive Release Teacher |
| Brooke Elliott  | Learning Support Teacher                         |
| Natalia Vecchio |                                                  |
| Hannah Holmes   | Executive Release Teacher                        |

### ADMINISTRATION STAFF:

|                  |                    |
|------------------|--------------------|
| Gaye McKenna     | Business Manager   |
| Jade Hampstead   | R/Admin Manager    |
| Jackie Lee       | Admin Officer      |
| Rachel Stapleton | Admin Officer      |
| Thea Druitt      | Admin Officer      |
| Cheryl Edwards   | Library Assistant  |
| Matt King        | Technology Support |
| Jeff Fleming     | General Assistant  |
| Leroy Steven     | General Assistant  |

### CLEANING STAFF:

Eleanor

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## ANTI-BULLYING POLICY

Byron Bay Public School provides a caring environment where all should feel safe, respected and a sense of belonging as an individual. Our school, in line with the Department of Education rejects all forms of bullying. No student, employee, parent, caregiver or community member should experience bullying within the learning and working environment of our school. The NSW Department of Education's Anti-Bullying Policy can be found at –

<https://education.nsw.gov.au/student-wellbeing/attendance-behaviour-and-engagement/anti-bullying>

## ANTI-RACISM POLICY

The New South Wales Department of Education rejects racism in all its forms. It is committed to the elimination of racial discrimination - including direct and indirect racism, racial vilification and harassment - in its organisation, structures and culture, in its curriculum and in the learning and working environments for which it is responsible. In accordance with this policy the school has an anti-racism contact person to whom parents and students should direct any concerns.

## ATTENDANCE

The Education Reform Act 1990 specifies that absences must be explained within seven days of the occurrence. A sound education depends upon attendance and punctuality to make the most of the available resources and to develop patterns that will prepare students to take their place in the community.

For all days absent, a note is required clearly stating the date and reason for the absence. This note must be provided within seven days of the student's return to school and must clearly state the student's name and class and be signed by a parent/guardian. Absent reasons can be provided within the Schoolstream App.

The Department of Education employs Home School Liaison Officers to liaise with parents and follow up on poor attendance, regular patterns of absence and unsatisfactory reasons for non-attendance. Your co-operation in providing written explanations for all absences on your child's first day back at school is requested. Please supply appropriate information.

A sample absence pro forma is provided in this information book. This may be copied for use by parents or copies are available from class teachers. You may also send absentee notes through School Bytes, our smart phone app, reply to SMS, or send an email to the school.

## BAND

Our school band program is coordinated by the Byron Bay Public School Band Committee which consists of volunteer parents and teachers. This committee meets twice per term in the Band Room.

The band program is two-fold:

- Individual tuition
- Band tuition and performance rehearsal

The Program is managed by the Northern Rivers Conservatorium. Parents can enrol online at [www.enrol.nrcac.edu.au](http://www.enrol.nrcac.edu.au) or phone the Conservatorium on 6621 2266 or contact the school office for more details.

### Instrument Hire:

A limited number of instruments are available. It is hoped that after a year of school hire, parents would either purchase their own instrument or seek alternate hire.

Children become members of either the Senior or Beginner Band. Placement is at the discretion of tutors and the band master. Practice times are:

- Senior Band                                - Thursday 8.15am (from Term 2)
- Intermediate Band                        - Thursday 9.30am (from Term 2)

Students may join the band program when they reach Year 3.

## BICYCLES

Our school supports the recommendation of the Roads and Traffic Authority that children under ten years of age do not have the capabilities to ride with safety in traffic and should not therefore take a bicycle on the road unless accompanied by an adult.

Older children may ride bikes to school provided parents accept the responsibility for teaching them the necessary road safety rules and set a clearly defined route for the children to ride. It is compulsory for helmets to be worn and bikeways are to be used where possible. Cyclists must depart school from designated gates after school.

## CANTEEN

Our canteen operates five days a week. It is organised by a parent committee, staffed by volunteer parents and a canteen supervisor who arranges the ordering and stocking of the canteen.

The canteen has a dual purpose: providing reasonably priced quality and healthy food and raising money which the P&C spends on funding projects. We need volunteers for our canteen roster. It involves working one day a month from 9:00am until 12:30pm with 2 or 3 other people. It is a great way to make a contribution, to be a part of school life and have contact with the children. If you would like to join our team of canteen workers please contact the canteen or leave your name and contact details at the office. We need and would love to have your help.

Ordering procedure: Flexischools is the method for ordering lunches. Lunch ordering cut off time is 8.30am. Students placing a lunch order after this time will be provided with a vegemite or cheese sandwich. Lunchtime is 11:20am to 12:10pm. Parents are encouraged to order electronically by going on line at [www.flexischools.com.au](http://www.flexischools.com.au).

## COUNSELLING SERVICES

A school counsellor is available to support students upon a written referral. He is available to assist with academic matters, behaviour, feelings, health or other problems impacting on their learning at school. Students can talk to the counsellor on their own or in groups in privacy and with confidentiality. Should you wish to make contact with our counsellor, please contact the office.

## STUDENT BEHAVIOUR

### General Principles

In line with the NSW Department of Education's Student Behaviour Code, BBPS affirms the following general principles, aims and codes: At Byron Bay Public School we use Positive Behaviour for Learning (PBL) to educate our students about our core values. We explicitly teach our expectations which have been embedded in the values of Respectful, Responsible and Fair.

- Provide a stable, safe, and ordered environment within which students learn effectively and behave responsibly.
- Promote international harmony, national pride and inspire in students a sense of common purpose.
- Create and maintain positive relationships within the school community.
- Encourage students to develop self-discipline by accepting responsibility for their behaviour.
- Foster in students a feeling of belonging to the school and its community.
- Contribute with enthusiasm to establishing and maintaining the desirable tone and direction of the school.
- Insist on responsible student behaviour and develop practices which prevent irresponsible behaviour.
- Encourage students to value the personal dignity and worth of themselves and others.
- Promote in students a respect for the values that underpin our society and its laws.
- Recognise student achievement and promote positive behaviours.

### Classroom Code

Students must:

- Follow teachers' instructions, when they are given.
- Allow others to work without interruption; show consideration and respect for others at all times.
- Use language and gestures that are appropriate and respectful.
- Allow all people the right to their own space.
- Be respectful of people's belongings.

### Dress Code

To fulfill the requirements of the Dress Code, students are:

- Expected to wear school uniform at all times.
- Required to wear appropriate clothing for inclusion in specialised activities such as swimming, PE, sport, choir.
- Required to wear a broad brimmed hat in the playground at all times.
- Prohibited from wearing clothing that is inappropriate, immodest, offensive, and unsafe or non-sun safe. This includes thongs, midriff tops, tank tops, singlets, platform shoes, make-up, and jewellery. (This includes mufti-days).

## Playground Code

- Use equipment sensibly and safely.
- Follow teachers' instructions, when they are given.
- Play only those games that are fair and safe to others.
- Play in the correct areas.
- Use language and gestures that are appropriate and respectful.
- During breaks, enter classrooms only when a teacher is present.
- Always wear a broad brimmed hat.

Practices which recognise and reinforce student achievement and positive behaviours:

- Green tickets are given out to students displaying positive behaviour in the playground.
- A draw is conducted from students who received tickets at the whole school weekly assembly. Students receive a voucher to spend at the canteen.
- Weekly Achievement Awards are given to students at a whole school assembly to recognise their achievement in learning and citizenship.
- School Citizenship of the Month award given to students exhibiting outstanding citizenship.
- Class teachers regularly recognise positive achievement and behaviour in a variety of ways. Yellow tickets are given out daily in classrooms. A draw is conducted from those students who received a yellow ticket at the weekly stage assembly. These students receive a voucher to spend at the canteen.

An end of year presentation assembly is conducted to acknowledge academic achievement across all subjects, citizenship and sporting awards for students in Stage 2 and Stage 3.

## Behaviour Code for Students

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

In NSW public schools students are expected to:

- Respect other students, their teachers and school staff and community members;
- Follow school and class rules and follow the directions of their teachers;
- Strive for the highest standards in learning;
- Respect all members of the school community and show courtesy to all students, teachers and community members;
- Resolve conflict respectfully, calmly and fairly;
- Comply with the school's uniform policy or dress code;
- Attend school every day (unless legally excused);
- Respect all property;
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools;
- Not bully, harass, intimidate or discriminate against anyone in our schools.

**Schools take strong action in response to behaviour that is detrimental to self or others or the achievement of high quality teaching and learning.**

## ***Behaviour Code for Students: Actions***

Promoting the learning, wellbeing and safety of all students in NSW Public Schools is a high priority for the Department of Education.

We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

### **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 or 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;
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour.

### **Engagement**

- Attend school every day (unless legally excused);
- 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 judgement, are best placed to maintain discipline and provide safe, supportive and responsive learning environments. The department provides a policy framework and resources such as Legal Issues Bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment. In this context the NSW Government and the Department of Education will back the authority and judgment of principals and school staff at the local level.

Further information on the code can be found at: <http://www.dec.nsw.gov.au/about-the-department/our-reforms/supported-students-successful-students/behaviour-code-for-students>

For information on the School Community Charter go to <https://education.nsw.gov.au/public-schools/going-to-a-public-school/media/documents/school-community-charter.pdf>

## **ENROLMENTS**

The Enrolment of Students in NSW Government Schools policy is in place to assist schools to meet their obligations under the *Education Act 1990* - to ensure that every student has a place at their local school. The policy also communicates to staff and the community a transparent enrolment process. All Enrolment Application Forms are now online.

### **The enrolment cap**

The enrolment cap is the number of students that can be enrolled at a school based on the school's permanent accommodation. The enrolment cap tells us whether the school will be able to accept non-local enrolments. It is not a target or limit on the number of local enrolments a school can take. Schools with a local intake area have a cap set by the department.

Within the enrolment cap, a number of enrolment places (the buffer) must be kept aside for the likely number of local students who will need to enrol during the year. For this reason, a school will not take non-local students once they reach their buffer, unless there are exceptional circumstances.

### **100-point residential address check**

Parents planning to enrol their child at a school that is near or at its buffer or cap will be asked to complete the 100-point residential address check to confirm they live within the school's designated intake area. This means parents will need to provide documents to verify the child's current address.

So that schools only seek information relevant to the child's enrolment, a list of approved documents for the residential address check is available from the school or the department's website at <https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools>.

### **Selection criteria for non-local enrolment**

Sibling enrolments are now clearly prioritised (where possible) and selection criteria for non-local enrolment will not include student ability, performance or achievement.

## **EXCURSIONS**

Excursion permission forms can be completed online. Students cannot attend excursions or incursions unless the permission form is signed and payment is made. Please be prompt when completing or returning these forms.

Please note that one of the consequences of Level 2 and Level 3 behaviour could be exclusion from excursions, school activities or school representation.

## EXEMPTION FROM SCHOOL ACTIVITIES

Individuals, because of religious or cultural backgrounds, may be exempted from taking part in ceremonies or activities which contradict their beliefs, by contacting the Principal or Deputy Principal. Such requests will be treated sensitively and confidentially.

## GENERAL CONSENT FORM

All families are asked to complete a General Consent Form at the beginning of each school year. This covers permission for attending supervised school activities and variations to routines approved by the Principal and in the event of an emergency, the securing of ambulance or medical attention. On the General Consent Form, parents also agree to abide by the NSW Department of Education's Parent Code of Conduct Guidelines.

## GENERAL PERMISSION TO PUBLISH

Each year, the school documents, celebrates and promotes the learning journey, achievements, and experiences of our students through photographs, video and stories. Photos and video are taken throughout the year by staff at school, on excursions and at other school events. These images and accompanying stories are published in a variety of places, both internally and beyond the school. The Permission to Publish permission note is available through the School Stream App or at the front office.

## HEALTH MATTERS/IMMUNISATION

Please do not send your child to school if he/she is not well in the morning. A staff member will contact you if your child is unwell. You may be required to collect them from school.

Should a child need medication during school hours it is firstly the parents' responsibility to administer it. However, if a parent is unable to be at the school at the appropriate time, a staff member with the appropriate qualifications may agree to administer the prescribed dosage. A "Request for Student Medication" form will need to be completed and signed by the parent/guardian before this can occur.

Children with asthma may carry their own asthma medication and may administer it themselves. Alternatively asthma medication may be left at the office, for first aid staff to administer. Always ensure that the school has a local emergency contact number on your child's General Consent Form to be used, if we are unable to contact a parent/guardian.

### High Risk Health Conditions

The school will liaise with parents regarding students with severe allergies (anaphylaxis and asthma). Students with Asthma Plans or Anaphylaxis are required to have an action plan developed. Medication must be provided to the school and the Action plans will be reviewed and updated annually. Any changes to a student's health condition should be notified to the school immediately.

### Immunisation

When enrolling at school, evidence of an immunisation statement or conscientious objection is required for all students. An immunisation certificate can be issued from your Doctor or by going online to Department of Human Services at <https://www.humanservices.gov.au/individuals/online-help/medicare/getting-your-immunisation-history-statement-using-your-medicare-online-account>. We will also accept the child's baby health care book as a record of immunisation.

### Protection against infectious diseases

The New South Wales Health Department recommends that all children entering school be fully immunised. Your child will be in contact with many other children and infectious diseases spread easily in these circumstances.

Before starting school it is recommended that all children have:

- A booster against diphtheria and tetanus (cdt) - a booster dose of oral polio vaccine (sabin).

If your child has not been immunised against measles, or even if you are unsure, the measles vaccine (which includes vaccination against mumps and rubella as well) is recommended. Immunisation is available from your local doctor, local council clinics, community health centres and children's hospitals.

It is important to keep a written record of your child's immunisation.

### Sickness: Infections and Contagious Conditions

#### Isolation and exclusion from school:

- Conjunctivitis - until all discharge has ceased.
- Chicken Pox - until fully recovered – for at least seven days after the first spots appear.
- Gastroenteritis – until 24 hours after diarrhea has stopped.
- Glandular Fever - until recovered or until a medical certificate is produced.

- Hepatitis - until all symptoms have disappeared or until a doctor issues a certificate of recovery.
- Impetigo (School Sores) - your family doctor should be consulted. If the sores are being treated and are properly covered by a clean dressing, children are allowed to attend school. If they are not covered and are on exposed parts of the body such as scalp, hands or legs, exclusion is necessary until sores have healed.
- Influenza - until student feels better.
- Hand, Foot & Mouth - until blisters have dried.
- Head Lice - until treatment with anti-lice lotion or shampoo has been undertaken.
- Measles - at least four days from appearance of rash.
- Mumps - for at least nine days after the swelling occurs.
- Ringworm - until day after treatment has begun.
- Rubella (German Measles) - for at least four days after rash appears.
- Scabies - until day after treatment has begun.
- Scarlet Fever - until 24 hours after treatment has begun.
- Whooping Cough - if a child has been tested, they are not permitted to attend school until results are known. If positive, they must complete five days of antibiotics before returning to school.
- COVID-19 – follow NSW Health instructions and guidelines,

## HEAD LICE

In an attempt to reduce the prevalence of head lice, we seek the co-operation of families. This may include the need for parents to collect their children from school to treat their hair if head lice are detected. Please assist the school by advising us if head lice have been detected and continue to check your child regularly.

## HOMEWORK/LEARNING HABITS

In 2022, a review of homework was undertaken. As a result, homework may be given to review and reinforce work covered in the classroom. It might be used for individual research and preparation of work to be presented to the class.

Expectations vary according to the task that is set. Your child's teacher will expand on what is required at Term 1 parent information sessions.

Parents: Help your child develop good learning habits in primary school as this will be of assistance for future studies.

There are many ways that parents can include learning and good study habits into their child's daily routine:

For younger children:

- Acknowledge what your children can do, rather than concentrate on what they cannot do.
- Participate in their home reading.
- Read to your child.
- Use informal activities to make learning fun, e.g. count the cutlery when setting the table or measure ingredients when cooking.
- Have dinner-time discussions about topics that are useful and of interest to them.
- Ask them to read the street map or find the address when driving somewhere.
- Encourage them to write letters to friends or relatives.
- Let them write out birthday cards and Christmas cards.
- Join a library with your children and make regular visits together to borrow books.
- Listen to a variety of music with them.
- Discuss everyday situations with them as they arise, e.g. a plumbing problem, a gate that won't shut, where to find certain information.
- Give them the opportunity to care for a pet or take responsibility for a particular task, e.g. taking out the garbage, making the bed.
- Have the family work together as a team on a specific task.
- Play games which encourage logical thinking such as 'I spy' (using colour/shapes), snap. Play games that help to develop co-ordination such as bat and ball, catching.

As your children grow older, you can be more involved:

- Allow a set time for completing homework or tasks not done at school.
- Encourage revision of work, reading or updating of notes, if no homework is set for a given subject.
- Give praise appropriate to effort - tell your children if you feel they have put in less effort than they are reasonably capable of.
- Ask children to evaluate their own work (How do you think you went? How could you have improved it?).
- Arrange for children to have their own workspace from an early age, preferably when they start school, but do not restrict them to this area.
- Provide a reading lamp by their bed and encourage at least ten minutes reading before lights out.

- Purchase and play games that encourage their thinking skills and mathematical skills, e.g. Super tic-tac-toe, Connect 4, Chess, and Draughts.
- Turn off the television and talk for a set period each day, or have the family sit down to a meal together on a regular basis.
- Once your children have started to write confidently, have them write your shopping list you will be able to read it even if the spelling isn't correct.
- Encourage independence in your children so they understand that their achievements come through effort.
- The NSW Department of Education 'A to Z' website is a great resource for parent to help with homework tasks.

## KEY LEARNING AREAS

### The Curriculum

The Early Stage 1 to Stage 3 (K-6) curriculum aims to develop in students:

- Important skills in literacy and numeracy;
- A respect for learning;
- Positive attitudes for lifelong education.

The skills include:

- English literacy, including skills in listening, speaking, reading, writing, viewing and representing;
- Number, algebra, measurement, geometry, working mathematically, statistics and probability;
- Thinking in problem solving, information processing, computing, imaginative, creative, interpretive and critical ways;
- Scientific and technological processing.

### KEY LEARNING AREAS

To provide students with a broad and balanced education the K-6 curriculum is defined in terms of key learning areas: English, Mathematics, Science and Technology, History and Geography, Creative Arts, Personal Development, Health and Physical Education.

These key learning areas do not have equal time allocation. The greatest emphasis is given to English and Mathematics. At the same time, we provide children with sufficient learning in each key learning area every year.

## KINDERGARTEN ENROLMENT POLICY

Children may be enrolled in kindergarten providing that they have reached the age of 5 years by 31st July of that year.

An intensive Kindergarten orientation program is offered to parents and new students during term 3 and 4 of the preceding year. Specific details are available from the school.

## LIBRARY

The following procedures are to ensure the smooth running of the library. If there are any particular needs do not hesitate to ask.

- Hours: The library is open during school hours for individual and group use by students and staff. It is closed during recess and the first half of lunch.
- Borrowing: Books may be borrowed during the second half of lunch 11:45am to 12.10pm. The borrowing period is for two to three weeks and extra books may be borrowed on request.
- Restricted borrowing: Encyclopedias, general reference books, atlases and dictionaries must be borrowed on a daily basis for use at school.

A school library bag may be purchased from the uniform shop or parents may provide their own fabric bag. The use of a library bag is encouraged and must be used if borrowing. All lost books must be paid for.

## MOBILE PHONE POLICY

The NSW Department of Education has introduced a policy banning mobile phones from schools.

The use of digital devices in primary schools is restricted. Digital devices with online services are only to be used when an exemption has been granted. Mobile phones and other digital devices with online services are not to be brought to school. Digital devices are electronic devices that can receive, store, process and share digital information and connect to applications (apps), websites and other online services. They include desktop computers, laptops, tablets, smartwatches, smartphones and other devices. (Excerpt from BBPS 'Student Use of Digital Devices and Online Services Procedure')

## NEWSLETTERS

To help parents keep up to date with what is happening at the school, we email a fortnightly newsletter to all parents. The newsletter is emailed and available on Wednesday afternoon. The newsletter is also on the school web page and available on the School Bytes parent portal.

## PARENT ONLINE PAYMENTS

### Make Online Payments via your School Bytes Parent Portal

In this very fast-paced world we live in, we understand the need for your, our parents/carers to have flexibility to make payments outside of school hours and furthermore, the ability to receive and respond to communication at a time that best suits your needs. As a result, we have engaged the services of School Bytes who offer a simplified digital system for school payments and parent/carer communication.

- The student's Statement of Account and payment reminders will be sent directly to parents/carers via email.
- The student's Statement of Account email will include the make a payment button that will take you to the school's online payment portal.
- If an activity/excursion/incursion involves a cost, the make a payment button will allow you to pay securely, quickly and easily via credit or debit card after granting permission (Visa and Mastercard only).
- Online forms include permission notes, these will be sent to you directly via School Bytes with a link enclosed. Select the link to open the secure online form.
- The online form will have information about the activity with a section for digital signature (either with a mouse or your finger) prior to submitting.

Most payments can be made via School Bytes, payments can also be made at the office with cash or eftpos. All canteen and uniform shop payments are made through Flexischools.

## PARENT PARTICIPATION

Parent participation is greatly valued at our school. This can occur in various ways through the Parents and Citizens Association, Band Committee, Positive Behaviour for Learning Committee, School Beautification Committee, canteen, fundraising and various classroom activities. All people working with children are required to complete a Working with Children Check Declaration for volunteers (Appendix 5) or contractors form (Appendix 11), along with 100-point proof of identity check, available at the office. All volunteers are required to sign in and out of the Visitors book in the school office foyer upon entering and leaving the school grounds.

## PARENTS AND CITIZENS ASSOCIATION (P&C)

The P&C Association meets at the school at 6:00 pm on the second Thursday of each month. Membership is open to all parents and guardians.

Aims:

- Promote the interests of the Byron Bay Public School by endeavoring to bring about closer co-operation between the parents of the children attending the school, other citizens, the teachers and the children, and generally to foster community interest in educational matters;
- Do all things possible for the improvement of the general conditions and amenities at the Byron Bay Public School by raising funds;
- Expend money in accordance with the stated objectives of the organisation;
- Assist similar educational institutions in such a manner as the association may from time to time decide.

The association conducts fund-raising projects of various types during the year. All parents are encouraged to participate actively in the P&C Association and its activities for the benefit of the whole school. You can contact the P&C by emailing by the school at [byronbay-p.school@det.nsw.edu.au](mailto:byronbay-p.school@det.nsw.edu.au).

**President** – Laura Cima, **Vice President** – Georgia Whitaker, **Treasurer** – Ebony Yeadon, **Secretary** – Catherine Dubois, **Fundraising & Events Officers** – Josie McManus, **Publicity Officer** – Miranda Burne, **Uniform Shop** – Tanya Dingle, **Canteen** – Lou Schalk.

## PARENT/TEACHER DISCUSSIONS

Parent/Teacher interviews are conducted in Term 1.

If you wish to meet with your teacher at another time, please email or telephone the school to make an appointment.

## PBL – Positive Behaviour for Learning

At Byron Bay Public School we take a whole school approach to teaching values and expected behaviours. Our core values are Respectful, Responsible and Fair. We link our positive reward system and behaviour management into these three core values. A new focus is introduced each fortnight. The focus will be displayed throughout the school and explicit lessons taught to all students in their classrooms. Each fortnight the focus will be advertised in the newsletter. Focus will include: expectations for areas around the school, such as classrooms, canteen, library, COLA and playground. You can support this program at home through discussions with your children.

## PERSONAL PROPERTY

All students must take care of their personal property. Students are permitted to bring labelled (where possible) skipping ropes, tennis balls, soft, miniature balls and small inexpensive toys for use before school, during lunch play and at recess. The school takes no responsibility for the loss or damage of any play equipment students may bring.

## PHONE MESSAGES BY PARENTS/GUARDIANS

In an effort to reduce the number of interruptions to school routine, parents are requested to refrain from sending messages to students via the office, except in an emergency. Telephone messages taken after **2.45pm** cannot be guaranteed of getting to students in time before the afternoon bell.

## PROTECTION FROM THE SUN

Because the school is set in an area with high incidence of skin cancer, children are requested to wear appropriate headwear to protect noses, ears, cheeks and lips. Broad brimmed hats are required. Students without protection are directed to sit under the shade of the “hat tree”.

This ‘no hat – no play’ policy applies during all seasons of the year and if disregarded the breach of dress code consequences are implemented.

Excursions require the same dress code.

## REPORTING STUDENT PROGRESS

Student progress is monitored by teachers who use a variety of assessment strategies.

The reporting of student progress involves the collection of work samples, parent/teacher interviews and a twice-yearly computer-generated report.

The process is as follows:

Term 1: Stage Information evening and parent/teacher interviews

Term 2: Semester One progress report

Term 4: Semester Two progress report

Parents are strongly advised to contact class teachers for interviews during the parent/teacher interview time.

## REPRESENTATIVE SPORT

Our school competes in Primary School Sports Association (PSSA) competitions in various sports. We are also represented in district, zone, regional and state in swimming, athletics and cross-country. Opportunities are provided for talented athletes to participate in trials in a wide range of sports. Teams are selected to represent the school in various sports in PSSA State Knockout competitions.

## SAFETY & SECURITY PROCEDURES

All visitors and volunteers entering our school grounds are required to sign-in and sign-out at the school office and wear a volunteer or visitor sticker while on the school grounds. This includes parents, volunteers, visitors, tutors, contractors and scripture teachers. (Canteen volunteers must sign-in at the office)

All volunteers must complete a **Working with Children Check – Appendix 5** before working with children. For more information go to <http://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check> .

All students who arrive late to school or who are leaving early are required to sign in/out at the school office and obtain a late arrival or early departure slip. A parent/guardian must accompany the student or send a note explaining the absence. Parents must explain a reason for absence, otherwise the absence will be marked as unjustified. No adults may approach students at school without permission of the Principal or delegates. Only one gate remains open during school hours. Visitors are required to use the main entry in Kingsley Street during the hours 9:25am – 2:45pm.

## **SCHOOL BANKING**

A school banking service is available at the school through the Commonwealth Bank. Children are encouraged to open accounts and learn to save some of their money. Accounts may be opened directly at the bank or forms are available from the school office. Bank books and money should be returned to the box at the office by Wednesday.

## **SCHOOL BYTES APP**

School Bytes now offers a parent app for Apple and Android devices. This app is designed to compliment our existing parent portal and makes it easier for parents to use School Bytes on your mobile device.

A key feature is the addition of push notifications. Notifications are alerts or short messages that the school can send to your mobile device. A push notification arrives on your home screen or, as a notification within the School Bytes app.

## **SCHOOL BYTES PARENT PORTAL**

Your School Bytes Parent Portal is a place where you can access school information and make payments. Information includes – Newsletter, Forms, Calendars, Payments, Payment History, Available Credit, Statement of Account, Activities and Resources.

## **SCHOOL CONCERNS INCLUDING LEARNING DIFFICULTIES**

If you are concerned about your child's progress in school, whatever the concern, you should discuss the matter initially with the class teacher. The Stage Supervisor (Assistant Principal), Deputy Principal or Principal can also be contacted. If an educational or behavioural problem is felt to exist, the child's name will be placed on a waiting list to be referred to the Learning Support Team. The results of this team meeting will be discussed with parents and referrals to specialist personnel (e.g. School Counsellor, Speech Pathologist or support teacher) may be necessary.

## **SCHOOL CONTRIBUTIONS | STUDENT RESOURCES | STUDENT SUBSCRIPTIONS**

While the State government gives each school a grant, there is usually a gap between that amount and what is regarded as anticipated expenditure. Any shortfall must be met by other means, and these are, of course, by fundraising and Voluntary School Contributions. Byron Bay Public School enjoys a high quality of education and facilities. It is important that the school receives the support of parents in a financial and volunteer capacity to enable the school to continue giving this service. Please lend your support. Fee payments can be made via the School Bytes parent portal or at the front office. The Student Subscriptions (Essential Assessment Numeracy for K-6) fee is \$12 for each child. Phonics Hero Subscription (Years K – 2) is \$17.00 for each child. Typing Tournament (Years 1 - 6) fee is \$6.50. The voluntary contribution is \$50 for each child. Student resources provide children with the necessary books/equipment they will need for the year.

### **2025 Book Packs:**

|                              |         |
|------------------------------|---------|
| Kindergarten (Early Stage 1) | \$35.00 |
| Year 1                       | \$45.00 |
| Year 2                       | \$45.00 |
| Year 3                       | \$38.00 |
| Year 4                       | \$38.00 |
| Year 5                       | \$34.00 |
| Year 6                       | \$34.00 |

## SCHOOL RECORDS

Certain information, of a confidential, but vital nature, is requested when you first enrol a child. Changes in address, home and work telephone numbers, emergency contacts should be communicated to the class teacher or front office as soon as possible.

Changes in family circumstances, which could influence a child's behaviour, attitudes or performance, should be discussed with the Principal and/or class teachers.

If a court order concerning parental access to a child exists, this will need to be seen by the Principal, and a copy placed in our files. No information may be given about students over the telephone.

## SCHOOL SUPERVISION

Students should not arrive at school before 8:50am unless they travel by bus. Teacher supervision of the grounds and buildings does not commence until 8:50am. Students arriving before 8:50am are required to remain in the COLA area until the 8:50am bell rings.

Students must not remain on the school premises when school finishes (unless they are supervised by a teacher) or prior arrangements are made with the school.

Students are not permitted in the school grounds during weekends or holidays, except for approved activities.

No student is allowed to leave the school premises without permission of a teacher.

Any child arriving late or needs to leave early must collect a note from the office.

## SCHOOL UNIFORM

At Byron Bay Public School students are expected to wear the approved school uniform. At the time of enrolment, parents will be given a clear outline of the dress code and asked to support it.

Set out below is the school uniform, which students are expected to wear at all times at school, and when attending school functions or representing their school. It helps students identify with the school and promotes school pride and loyalty.

The choices for school uniform include:

- Navy wide brimmed hat
- Blue hair ribbons
- Dress with sport knickers
- Navy skirt or skorts (skirt & shorts) or shorts
- Navy blue stockings/tights under uniform in cooler months
- Light blue buttoned, collared polo shirt or long sleeve polo with emblem or shirt with Aboriginal art work
- Black enclosed shoes
- White or grey socks
- Navy jacket or jumper with emblem
- Navy tracksuit pants/slacks if desired in cooler months

Jewellery

- Watch
- Sleeper earrings

Unacceptable dress:

- Tank tops/singlet
- Thongs, Crocs or bare feet
- Platform shoes or boots
- Socks and clothing that are not the correct colour
- Clothes and belongings displaying offensive or inappropriate language or graphics.
- Clothes considered to be unsafe and/or immodest, including those that are not sun safe
- Inappropriate jewellery eg. necklaces, bracelets and earrings other than sleepers.

## SPECIAL RELIGIOUS EDUCATION (SRE) & SPECIAL EDUCATION IN ETHICS (SEE)

All students at our school will attend each week a Special Religious Education (SRE) or Ethics class for a half hour lesson. Students who do not attend will attend a Non-SRE/SEE group. Visiting teachers attend on Thursdays. At present Anglican, Uniting, Catholic, Baha'i and Buddhist denominations are represented. An Ethics program is also available. More information on this program can be viewed at [www.primaryethics.com.au](http://www.primaryethics.com.au). Students select their SRE group and stay with the one group for the time they are at school, thus ensuring continuity and certainty for learning and attendance.

## STUDENTS' EQUIPMENT

We would like your child/children to come to school equipped with basic items, such as:

- lead pencils (Early Stage 1 and Stage 1 - provided in student resources)
- coloured pencils (Early Stage 1 and Stage 1 - provided in student resources)
- textas and ruler (ES1 – provided in class)
- handkerchief/tissues

### Stage 2 – Years 3 and 4

- Lead pencils
- Sharpener
- Glue stick
- Eraser
- Coloured Pencils
- 0.4 Artline black pen
- Red pen x 2
- Blue pen x 2 (Year 4 only)
- Pencil Case

### Stage 3 – Years 5 and 6

- Scissors
- Sharpener
- Lead pencils
- Coloured pencils
- Pencil Case
- Red pen x 2
- Blue pen x 2
- Highlighter
- Dictionary
- Small textas

Your child's class teacher will let you know of other items more specific to their stage. Parents are also required to purchase a student resources which varies from stage to stage.

## STUDENT ASSISTANCE SCHEME

At times the school can assist families who are experiencing financial hardships. Small amounts of funding are available to assist in the purchase of clothing and payment of excursion costs. For assistance or more information contact the front office.

## SWIMMING

A whole school swimming program is designed to enable all students to develop swimming and survival skills in their time at Byron Bay Public School.

Stage 1: Students are offered the opportunity to participate in the intensive 2-week swimming program during Term 4. They are able to access this program for two consecutive years.

## TAX DEDUCTIBLE FUNDS

In 2007 the school established the Building Fund and in 2009 established the Library Fund. Both funds are approved by the Australian Taxation Office and all donations to these funds are tax deductible. The Building Fund has provided financial support to complete our school hall renovations, install air-conditioners and construct classroom computer centres. The Library Fund has provided reading materials for guided reading, home reading and the Reading Eggs technology program. Donations are welcomed and donation cards are available from the school office. All donations remain confidential.

## TIMETABLE

|         |                                                          |
|---------|----------------------------------------------------------|
| 8:50am  | Put bags away at classrooms, then proceed to play areas. |
| 9:17am  | Assemble at classrooms.                                  |
| 9:20am  | Lessons commence.                                        |
| 11:20am | Lunch                                                    |

|         |                  |
|---------|------------------|
| 11:45am | Lunch play       |
| 12:10pm | Lessons          |
| 1:30pm  | Recess           |
| 1:50pm  | Lessons          |
| 3.15pm  | School finishes. |

## TRANSPORT TO AND FROM SCHOOL

Free bus transport is available to all children until they reach Year 3. Once students reach Year 3 free bus travel is only available to children who live more than 1.6 km from the school. Children in Year 3 and above who live closer than 1.6 km can make a special application on safety grounds or if they have to walk 2.3 km or more. Bus applications and student change of addresses are to be made online at <https://apps.transport.nsw.gov.au/ssts/>. Parents are asked to call 131 500 if internet access is not available. Students receive a new bus pass annually. If a student loses their bus pass, they give the driver \$12 to receive a new pass.

Private car transport: Please be punctual and collect your children at 3.15pm. This avoids stressful situations for the child and allows teachers to undertake their post class responsibilities.

A private car subsidy is available if no alternative bus route is available and if the child must be driven to and from school or if he/she resides more than 1.6 km from the nearest transport pick up point. Application forms are available from the office.

There is a designated waiting tree outside the school office where students should wait for their parents.

## USE OF SCHOOL FACILITIES

Outside organisations seeking to use the school facilities should contact the Principal for an application form. The administration team will consider applications and advise those concerned of the decision and rental charges.

Alcohol and smoking are not permitted on the school premises at any time.

## VISITORS AND VOLUNTEERS

All visitors and volunteers are required to sign-in the School Visitor Check-in QR code and collect a name tag from the front office upon entering the school grounds. All volunteers must sign a Working with Children Check Declaration form available from the office and receive a visitors/volunteers WHS pamphlet.

## WELLBEING

Our school aims to:

- Maintain a caring atmosphere and an ordered environment that is conducive to effective learning and meaningful social interactions.
- Foster and encourage the growth of self-discipline.
- Foster the growth of a positive self-image and pride in the school and community and a sense of common purpose.
- Provide counselling procedures and systems whereby children can receive help.
- Foster respect and consideration for others and their property.
- Be consistent and fair in the application of sanctions.
- Recognise varying expectations in codes of behaviour between home and school.

## WHOLE SCHOOL PROGRAMS

- Personal development and social skills program.
- Student learning and support team that meets fortnightly.
- Positive behaviour program 'Positive Behaviour for Learning';
- Student Representative Council (SRC).
- Kindergarten orientation program.
- Creative and Practical Arts, eg. Arts Extravaganza, Carnivale of the Arts, End of Year Celebration.
- Reconciliation, NAIDOC week.
- Life Education Program.
- Special Weeks eg. Education Week, Book Week, Literacy and Numeracy Week, NAIDOC Week.

- PDHPE Programs eg. Live Life Well at School, Fundamental Movement Skills, Munch & Crunch, Odd Sock Fun Run.
- Mathematic Programs, eg. Balanced Numeracy, Mental Computation, Essential Assessment.
- Literacy Programs, eg. Public Speaking Competition, Phonics Hero.
- HPGE (High Potential and Gifted Education) Programs eg. Tournament of Minds, Lego League, Public Speaking, Debating, Creative Arts Camp.
- Explicit teaching – through learning intentions, success criteria, goal setting and feedback.

## EXPLANATION OF ABSENCE PRO FORMA NOTE



### BYRON BAY PUBLIC SCHOOL

#### Explanation of Student Absence

I advise that my child (full name) .....

Roll class ..... was absent from school from ...../...../..... to ...../...../.....

Reason for absence eg. **Sick (please detail symptoms below)**, doctor/dentist visit, holidays, family reasons etc.

**Please note: If your child is absent with flu-like symptoms, they must be symptom free before returning to school.**

.....  
 .....

Signed: ..... (parent/caregiver) Date: .....

**Parents must provide an explanation for absences by means such as a telephone call, written note, School Stream notice or email to the school within 7 days from the first day of any period of absence.**

**Please complete this note in full. Your child then needs to hand this explanation to the classroom teacher on return to school. Explanations received after 7 school days will be recorded as "Explained/Unjustified".**

Yours sincerely  
 Mel Morris – R/Principal

## SCHOOL MAP

