Bargo Public School



Information Booklet

Bargo Public School Great Southern Road Bargo 2574

Email:

bargo-p.school@det.nsw.edu.au

Website:

www.bargo-p.schools.nsw.gov.au

School Facebook page:

https://www.facebook.com/bargopublicschool/?ref=bookmarks

Phone:

(02) 4684 1396

Fax:

(02) 4684 3781

SCHOOL HOURS

8.45 am

Teachers on morning duty

9.15 am

Morning School Assembly - Mondays under COLA

Tues – Fri move straight to rooms.

9:15 - 11:05am Teaching and learning

11.05 am

Lunch - supervised eating

11.15 am

Lunch (playground)

11.45 am

Teaching & learning

1.45 pm

Recess - supervised eating

1.50 pm

Recess (playground)

2.20 pm

Teaching and learning

3.20 pm

End of school day

Scripture - Tuesday

11.45 - 12.15pm Senior Scripture

12.15 - 12.45pm Junior Scripture



BARGO PUBLIC SCHOOL SONG

Chorus: Here at our school, Bargo Bush School,

Let us all think, live by the rule,

Care for each other, sister or brother, This is our school, there is no other.

Students, teachers too,
Doing our best whatever we do,
Lessons, sport as well,
In all things we try to excel.

Chorus: Here at our school, Bargo Bush School,

Let us all think, live by the rule,

Care for each other, sister or brother, This is our school, there is no other.

School colours – blue and gold,
Our school's name we're proud to uphold,
School motto – "Think and do",
To that motto we'll always be true.

Chorus: Here at our school, Bargo Bush School,

Let us all think, live by the rule,

Care for each other, sister or brother,

This is our school, there is no other.

STAFFING

PRINCIPAL

Mr Ben Green

DEPUTY PRINCIPAL INSTRUCTIONAL LEADER Mrs Melissa Manga

ASSISTANT PRINCIPALS

Mrs Linda Corney Mrs Cassie Menne Mrs Jane Smart

TEACHERS

Mrs Sarah Adam Mrs Gail Cayzer

Mrs Gabby D'Onofrio

Mrs Kylie Ellis

Mrs Kellie Hawkes Mrs Tracy Jordan Mr Jack Keighley Miss Sophie Mawson

Mrs Jodie Neill Mrs Lorraine Ward Mrs Suzanne Warder

LIBRARIAN

Mrs Jillian Shaw

LEARNING AND SUPPORT TEACHERS

Mrs Katharine O'Reilly

Mrs Kristie Pohl

STUDENT LEARNING SUPPORT OFFICERS

Mr Paul Hills

Mrs Alison Timbs

SCHOOL ADMINISTRATION

Mrs Ursula Hatton Mrs Mandy Newton Mrs Majella Ratcliffe

COUNSELLORS

Mrs Melissa Bourne Mrs Leanne Sathiah

GENERAL ASSISTANT

Mr Grant Little

CLASS ORGANISATION and PLACEMENT

When organising the school structure each year the number of students enrolled in the school will determine the number of teachers and classrooms, as per the Department of Education staffing requirements.

When classes are being formed, we seek to place students in the situation which best meets their needs. The considerations include school structure, level of maturity, academic performance, social development, compatibility of personalities and avoiding having siblings in the same class.

ATTENDANCE

Government legislation requires students between the age of six and seventeen to be enrolled and attend school on each day that instruction is provided. Justifiable reasons for non-attendance include; sickness, attendance at appointments for medical treatment, or domestic necessity which may include serious illness or death of an immediate relative. Students must attend school from 9.15am – 3.20pm. Children should be at school ready to learn at 9.10am.

ABSENCE

All Absences MUST be explained.

Partial Absences

Partial absences require an explanation. Parents MUST accompany children to the office when they are late and register their late arrival. All partial absences are recorded.

Full Day Absences

Parents are requested to notify the school by phone or note as soon as possible if their child is going to be absent. The school is obliged to contact parents if no notification has been provided within two days.

Early Departure from School

If your child/ren need to leave school during school hours for an appointment, or any other reason, please inform the class teacher in writing at the beginning of the day.

Should you need to collect your child/ren early; it is necessary to present at the Administration office to register the early departure before proceeding to the classroom to collect your child/ren.

No child/ren will be allowed to walk home unaccompanied during school hours. In custody situations, if your child/ren are not to leave the school with a particular parent, please supply a full signed copy of the custody paperwork to the office.

ENROLLING YOUR CHILD AT BARGO PUBLIC SCHOOL

If you wish to enroll your child at Bargo Public School an **Application to Enrol in a NSW Government School** form must be completed. All enrolment information can be found at www.education.nsw.gov.au Click on the "Public Schools" tab and then the ""Going to a public school" tab to access enrolment information.

Under the Education Act 1990, Principals require proof of address to establish a child's entitlement to enrol in the school. Parents 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. When returning the application your child's birth certificate (or identity documents), immunisation history statement and proof of residential address must be supplied. A list of approved documents for the residential address check is available at https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools.

Special Consideration for Non-Local Enrolment Applications

As outlined in the Department's enrolment policy applicant's need to be residing within the enrolment catchment area for Bargo Public School. Special consideration is given to applicants from outside this area to attend the school. An application will need to be completed addressing the specific criteria and reasons for seeking enrolment. This application is then provided to the school Out of Area panel, consisting of staff members and a parent for special consideration. Any appeals against the decision should be made to the Principal. Please contact the school for further information.

POSITIVE BEHAVIOUR for LEARNING

The school uses the Department of Education supported Positive Behaviour for Learning (PBL) system. At the core of the system are the 3 values and expectations of being SAFE, being RESPECTFUL and being a LEARNER.

This system provides multiple levels of student support, enabling learners to engage in positive behaviours to ensure a safe, happy and respectful learning and social school environment.

Each classroom displays a set of agreed upon **RULES** with **REWARDS** and **CONSEQUENCES** that are designed and understood by all students and which fit in with our core school values.

It is important to acknowledge when students are making appropriate choices and doing the right thing.

A wide range of positive reinforcements are utilised throughout the school, appropriate to the age and development of the students. The school reinforces positive behaviour and work habits through its merit award system:

Playground Awards

Playground Tokens	Handed out by staff	Tokens go towards class based
		and whole school rewards

Class Awards

Class Award	1/4 x A4 page	Handed out in class
Bargo Achiever & Stage Assembly Award	1/2 x A4 page	Handed out at Stage Assembly
K-6 Assembly Award	1 x A4 page	Handed out at K-6 Assembly
Bargo Gold	1 x A4 page	Handed out at Stage Assembly
Bargo Blue	Fabric Pennant	Handed out at K-6 Assembly
Principal's Medallion	Medal and Ribbon	Handed out at Presentation Day

Note: The merit reward system is a cumulative system, where students have the opportunity to progress towards higher levels of attaining awards.

5 x Class Awards	equals	Bargo Achiever
5 x Bargo Achiever/Stage Assembly Award	equals	equals
5 x Bargo Gold/K-6 Assembly	equals	Bargo Blue
5 x Bargo Blue	equals	Principal's Medallion

Special Awards

- Presentation Day Presentation Day occurs towards the end of each year. A variety
 of awards are provided to students to acknowledge effort and achievement across
 all areas of school life.
- Sport trophies and certificates for age group champions for each house for each carnival are presented at the K-6 assembly during the term of competition.
 - Sportsperson of the Year awards are presented at the end of year Presentation Day. These awards are calculated through a points system of participation and representation in all teams at all representative levels throughout the year.

BEHAVIOUR MANANGEMENT

Reflection

From time to time students make choices that aren't reflective of school values and expectations. Every behaviour is a learning opportunity. To assist and support students to reflect upon and discuss the decision they made and how to make an improved decision, the school provides two types of reflection - CLASS and WHOLE SCHOOL.

- * Class Reflection is each individual classroom teacher's responsibility. Class reflection may occur during playtime. Whenever this occurs the student will still eat his/her lunch and go to the toilet during the 10 minute supervised eating time period.
- * Formal School Reflection occurs when students have not followed the school values and the behaviour that is not acceptable warrants a reflection. When students have been placed on reflection, a reflection letter is sent home with the student. Parents are encouraged to speak to their child about the unacceptable behaviour and are required to sign and return the slip to school the following day.

Reflection operates at 11:15am daily. Students who are on reflection go **straight** to reflection after eating time (they are not permitted to go via the canteen). While in reflection students work on strategies to improve behaviour choices. Reflection occurs in the same room as the games room, however students are not permitted to play any games as they work with the supervising teacher to discuss the reasons they are in reflection.

Games Room is accessible to all students K-6 during lunch time. This room allows those students who prefer quiet play in a smaller setting. The room has a variety of games/ toys/ resources available to student use.

KEY LEARNING AREAS

Our school's curriculum is made up of six broad learning areas and their components. These are:

English: Speaking and Listening; Reading and Viewing; Writing and Representing, (including Spelling and Handwriting).

Mathematics: Working Mathematically, Number and Algebra, Measurement and Geometry, Statistics and Probability.

Science and Technology:

HSIE: History and Geography

Creative Arts: Music; Visual Arts; Drama; Dance.

Personal Development, Health & Physical Education:

Health, Wellbeing and Relationships; Movement Skill and Performance; and Healthy, Safe and Active Lifestyles.

Sport

A variety of sports are available at Bargo Public School. Students have the opportunity to participate in sport and fitness based programs at a school level, while also being able to represent the school in interschool competitions.

Kindergarten to Year 2 students' sports program focuses on developing gross motor skills, fundamental movement skills and learning simple games.

At present, Years 3-6 students are involved in interschool competitions involving local primary schools in Netball, Soccer, Cricket, Hockey, Softball, Oz-Tag and Australian Rules (AFL). For students involved in these teams, training sessions are conducted weekly during a fixed sport time. Students not involved in Gala Day teams have the opportunity to participate in school based sport programs.

The school also competes in Razorback Zone PSSA carnivals throughout the year, with the opportunity for individuals to go on to represent the school at Zone, Region and State levels in swimming, cross country and athletics.

These carnivals are first held at school level where children compete in our school houses. The houses and their colours are:

AVON YELLOW
CORDEAUX RED
NEPEAN GREEN
WARRAGAMBA BLUE

Children will be placed in a sports house upon enrolment.

Computer Education

All children have the opportunity to develop knowledge and understanding of computer technology.

A number of computers are available to students in their classrooms for class use. Students also use IPads, tablets and chrome books in the classroom where appropriate.

A wide range of software covering many curriculum areas has been purchased. This broad range of programs aids the children in their learning through drill and practice, adventure games, simulation and problem solving, desktop publishing and graphics, keyboard skills development and the use of databases.

STEM

STEM is an approach to learning and development that integrates the areas of Science, Technology, Engineering and Mathematics. It aims to foster skills in inquiry learning and allow students to apply their knowledge and understanding to solve problems through context based projects.

Through STEM we aim to encourage students to:

- be confident in their ability to design and engineer creative solutions
- apply their understandings in Mathematics, Science and Technology
- engage in collaborative teams
- take on more challenging STEM based subjects and careers in the future.

HOMEWORK

The completion of homework is not mandatory however strongly encouraged. Homework should be seen by teachers, students and parents as consistent with lifelong learning, encouraging habits of self-directed reading and study. The degree of formality and the amount of time involved in homework assignments will vary according to the age and ability of the student. Homework usually involves activities that consolidate the learning occurring in the classroom. All class teachers are required to provide homework to students, which may be in the form of completing worksheets, online activities, reading books or completing projects.

Parental Assistance

Homework has the potential to further the home-school partnership in the education of the student. It is the means by which aspects of the school's program are introduced into the home setting.

At the beginning of the school year, teachers will communicate their homework expectations/routines through class letters and Meet the Teacher afternoon/evening. Parents are welcome to contact class teachers if they have any concerns regarding their child/ren's homework.

ASSESSMENT

Assessment is an essential component of teaching and learning. Assessment for, assessment as and assessment of learning are approaches that enable teachers to gather evidence and make judgements about student achievement. Assessment is used to inform the planning of teaching and learning experiences and is also a key component of reporting to parents. These are not necessarily discrete approaches and may be used individually or together and formally or informally.

LEARNING SUPPORT

Learning and support resources are available in every mainstream school to help any student experiencing difficulties in learning in a mainstream class, regardless of the cause.

This includes support for students with:

- learning difficulties
- mild intellectual disabilities
- behaviour needs
- Autism spectrum disorders or mental health disorders (with lower level support needs).

Every NSW public school has a learning and support team that works with students, parents and carers, classroom teachers and other professionals to identify students who need extra support – at any stage of a student's school life.

Every mainstream NSW public school has a learning and support resources package that gives the school a specialist teacher and an allocation of flexible funding as part of the school budget.

Schools use their allocations of learning and support resources to personalise the learning for the individual needs of their students. Teaching and learning can be adjusted in many ways, based on every student's unique needs, to enable students with disability and additional learning and support needs to enjoy the same opportunities and choices in their education as their peers.

Adjustments are made in close consultation with students and their parents and carers and are regularly reviewed to assess their effectiveness and to identify any need for changes.

Our school has a learning and support team to assist supporting student learning. The learning and support team includes key personnel involved in supporting students with disability and additional learning and support needs. If you require the assistance of our learning and support team please contact the classroom teacher or make enquiries through the office.

SCHOOL COUNSELLOR

A School Counsellor is available by appointment through the school office. If a child needs assistance for academic, emotional or behavioural reasons, parental permission is sought. The School Counsellor is also available for parent interviews.

REPORTS TO PARENTS / PARENT INTERVIEWS

A written report will be sent out at the end of Semester 1 and Semester 2. This report covers academic achievement, effort and personal development. Parent/teacher interviews are also offered to discuss matters relating to children's progress and to address any concerns the teacher or parent may have in regard to the students' progress/learning.

In addition to these scheduled interviews, parents are most welcome to contact their child's teacher if and when required. Please contact your child/ren's teacher via Seesaw or the school office to arrange an appointment.

LIBRARY

The school is allocated three library days per week. The library is open on library days during lunch and recess where the children can read books, play board games, access digital devices and draw. Students have hour library lessons scheduled once a week. Each child should use his/her own library bag when borrowing or returning books.

BOOK FAIRS / BOOK CLUB

Children and parents will be given the opportunity to purchase books from a Book Fair held in the library which occurs each year. The dates and opening times of each Book Fair will be published in the school's weekly newsletter and on the Term Calendar.

All children will visit the Book Fair during library lessons where they will view the selection and, if they wish, purchase a book. Parents are welcome to visit between 8.50 – 9:15am and 3.20 – 4:00pm each day the Book fair is on. The school will receive a percentage of sales to be spent on library books.

Once a term a Scholastic Book Club brochure is sent home. Book Club orders may also be made online using the LOOP ordering and payment system. If you wish to purchase anything in Book Club, you are encouraged to return the order form and money to the school letter box. Books will be sent to the school in approximately a fortnight. 10% commission comes to the school in the form of books for the library.

SCRIPTURE

Scripture is Christian based teachings. Various local denominations are involved. There are two groups at each grade level – Combined Christian Churches and Catholic. At present scripture classes are held on Tuesdays for half an hour:

Yr 3-6 11:45 – 12:15pm, **K-2** 12:15 – 12:45pm.

Those students who do not participate in either of the two religious groups will attend non-scripture groups during this time.

ABORIGINAL EDUCATION

At Bargo we offer opportunities for students who are of Aboriginal/Torres Strait Islands background to participate in learning about culture.

We have designated culture group time (K-2 and Yr 3-6 odd/even weeks), where students are involved in a 'Yarning Circle' and participate in a variety of activities supporting their culture and language.

Each student develops personal/cultural goals through Individualised Personal Learning Pathway (PLP) documents. This is completed together with parent/carer/s, teacher and the student. We strongly recognise and participate in local Aboriginal competitions and events each year.

INFECTIOUS DISEASES

While it is a component of the enrolment process to show proof of immunisation, not all students who attend school are immunised. If there is an outbreak of any infectious diseases, the school community will be notified.

ADMINISTRATION OF MEDICINE TO STUDENTS

Regular Medication

When regular medication is required it will be necessary for parents to sign an Indemnity Form, which is available at the front office. One week's supply only will be accepted at the office. Parents should also inform the school of any possible side effects from these drugs.

School Records

A register of all children on regular medication is on file at the front office.

Asthma Inhalers

In accordance with Departmental regulations students are required to carry inhalers with them at all times. Parents are asked to stress with their children that the inhaler is only for personal use. Additional inhalers will be kept in the office. Young children can be assisted when necessary. Students who suffer from asthma will need a health care plan that is completed in consultation with the family doctor.

Occasional Prescribed Medication

In every case of a child bringing any form of medication to school it will be necessary for parents to sign an Indemnity Form (available at the front office).

The advice must clearly indicate:

- the child's name and class
- the name of the medication
- the dosage
- the time of day to be administered
- any possible side effects from the drug.

Medication is to be handed in at the front office as soon as children arrive at school and before they go to the school playground.

Parents should also send a note to the class teacher informing them that their child will need to go the front office for medication at a particular time. The container should be marked clearly and identified by a label, which includes the child's name and class.

A record of medication dispensed to children is kept in the computer records. All prescribed medications are to be kept in the office and are to be administered by the Principal (or delegate).

STUDENT ILLNESS / ACCIDENT

If a student is sent to the sick bay due to sickness or injury, parents will be notified where necessary. When a student spends time in the sick bay, parents will be notified by the computer registration slip the child brings home. In the event of a serious accident or illness the parents/carers will be contacted and emergency services requested to attend.

SUN SAFE PROCEDURES

The following strategies have been adopted in an effort to protect children as much as possible from the harmful effects of the sun's UV rays.

- Children will wear hats, which protect the face, neck and ears whenever they are outside e.g. sport, sports carnivals, outdoor excursions and activities. School hats are preferred but any hat protecting the face, neck and ears will be acceptable.
- Children who do not have their hats with them will remain seated on the silver seats in the COLA protected from the sun, i.e. NO HAT NO PLAY.
- Children will be encouraged to use available areas of shade for outdoor play activities and for eating lunch.
- Outdoor activities will be held in areas of shade and in the cooler periods of the day whenever possible.
- Children will be encouraged to use SPF 30+ broad spectrum, water resistant sunscreen for skin protection.
- Staff will act as role models by practising Sun Smart behaviour.
- On particularly hot days, children will be required to remain in shade areas and not play active games, e.g. soccer.

STUDENT BANKING

Student bankbooks are placed in the letter box at the front office each Monday morning before school. Encouraging your child to bank not only establishes a good habit for adult life but also helps your child's school.

Student banking is a source of income for our school with the school receiving a small amount of commission for each transaction.

SCHOOL MONEY COLLECTION

All money, with permission note, should be placed inside an envelope or a plastic zip lock bag with child's name, class and the purpose (e.g. excursions, sport, etc.) on the front. This should be deposited in the letter box outside the front office. The money is receipted (banked) by office staff and a receipt is sent home. Students should not leave money unattended in their school bag. Money is not to be given to the teacher.

BUS PASSES

All children in Years K - 2 are eligible for 'free' bus travel irrespective of whether or not they meet the 1.6 kilometre distance criterion.

Applications for bus passes are now made online.

https://apps.transport.nsw.gov.au/ssts/schoolTravelPasses#

This concession does not extend to Year 3 and above, however, primary children must reside more than 1.6 kilometres from the school by the nearest practicable walking route to be eligible.

LOST PROPERTY

Please make sure that all your child's belongings are clearly labelled, especially clothing that might be taken off such as coats, jumpers, hats, also drink bottles and lunch boxes. Lost Property is kept just outside the administration building.

EXCURSIONS

Teachers often plan excursions and incursions of educational value as part of their teaching program.

Notes are always sent home to parents of children when incursions or excursions are planned. The notes will explain cost and all necessary details. From time to time parents are invited to assist with excursions. Students cannot participate in excursions unless parental consent notes have been returned to school. Set dates for return of notes are on all notes.

The school reserves the right to exclude students from excursions if their behaviour warrants.

STUDENT PERMISSSIONS

Schools require various permissions from parents for students to participate in certain programs or for publication purposes. Upon enrolment parents are asked to nominate what permissions they wish their children to have. These can refer to authority to publish names and photos on online and social media platforms, permission to walk locally, attend scripture lessons. At any time parents can request to have these permissions changed. From time to time the school may request for these details to be updated. Please contact the office if you require further information or to change any student permissions.

PARENT COMMUNICATION

The school will send home any written communication (notes, newsletters, etc.) each **Wednesday** on most occasions. This provides parents/carers with the awareness that any notes home will be provided on this day.

The school newsletter "Bargo Bush Buzz" – contains school news, P&C and Parent Group news and other relevant information. Dates of coming events are also included to inform parents of functions and activities being planned and in place.

The newsletter is sent home on **Wednesday every fortnight** with the **youngest** in the family. The newsletter is also posted on Schoolstream and on the school website (simply Google Bargo Public School and save to your desktop).

Schoolstream is another method of communication used by the school. It is a free smart phone app which will deliver the newsletter, information on events and alerts directly to your phone.



Each classroom teacher also has access to the Seesaw communication app. Parents are invited by the teacher to download the app and login to the teacher's and class Seesaw account. Class and school based communication will also come through this application.

Additional copies of excursion notes are available from the website and Schoolstream. Spare copies are also placed in the school office.

Our school has a Facebook page- **Bargo Public School**. On Facebook we post news stories about our students that celebrate the great successes they have at our school. We also communicate any upcoming events or important reminders that may be useful for families. The message has the school badge in the title.

Do not confuse our school Facebook with another page called Bargo Public School Parents Group. This one is for parents to share concerns, sell clothing, etc and is not endorsed by the school. Please contact the school for any questions relating to school matters.

P & C (Parents and Citizens Association)

The main aims of the P&C are:-

- 1. To promote the interest of the school by bringing parents, students and teaching staff together.
- 2. To assist in providing desirable equipment for the betterment of all students within the school.
- 3. To keep abreast of the structure and content of education within the school and
- 4. To encourage co-operation with the principal and staff so that new methods and
- 5. Curricula are introduced to all parents.

Membership is open to all interested parents and citizens within the school area.

These meetings enable parents to be informed of school directions, to be involved in discussions and planning for further activities with the Principal and other parents. It is also a forum for the P&C to discuss how they can support the school.

The Bargo P&C Association meets in the meeting room in the administration block on the first Wednesday of each month at 6:30pm.

We look forward to meeting as many parents as possible over the coming months and hope you will enjoy developing close links with our parent organisations.

UNIFORM POLICY

School Uniform is compulsory for ALL students. It helps to build school identity and pride. The school colours are royal blue and gold.

Girls' Summer Uniform:

Unisex blue and gold school polo shirt.

Royal blue skorts.

Royal blue track suit top or jacket.

White socks, black shoes.

Optional:

Blue checked short sleeve box pleated dress

Royal blue or checked blue scrunch

Boys' Summer Uniform:

Unisex blue and gold school polo shirt Plain* grey gabardine school shorts. Royal blue track suit top or jacket

Grey socks, black shoes.

Girls' Sports Uniform:

Unisex blue and gold school polo shirt

Royal blue skort

White socks and sports shoes. Royal blue tracksuit / jacket.

Boys' Sports Uniform:

Unisex blue and gold school polo shirt.

Plain royal blue sports shorts. White socks and sports shoes. Royal blue tracksuit / jacket.

Note: School microfibre jacket, taslon jacket, tracksuit jumper or jacket may be worn with these uniforms as needed.

Winter Uniform:

Royal blue tracksuit

Unisex blue and gold school polo shirt

White socks and black shoes

Girl's Optional:

Plain * royal blue gabardine school trousers

School microfibre jacket, taslon jacket or tracksuit jacket

Long sleeved unisex blue and gold school polo shirt

Boy's Optional:

Plain * grey gabardine school trousers

School microfibre jacket, taslon jacket or tracksuit jacket

Long sleeved unisex blue and gold school polo shirt

Bargo Public School Uniform items may be purchased from school on Tuesday afternoons and Thursday mornings.

Uniforms can be purchased in person or by order form. Cash, cheque or credit card options available.

Please see website or office for additional order forms.

Families experiencing difficulty with purchasing a uniform may access the confidential Student Assistance Funds. Please contact the office for further information.



School Vision Statement

Bargo Public School aims to provide a supportive, engaging, respectful learning community that promotes student responsibility, lifelong learning, global awareness and inclusivity.