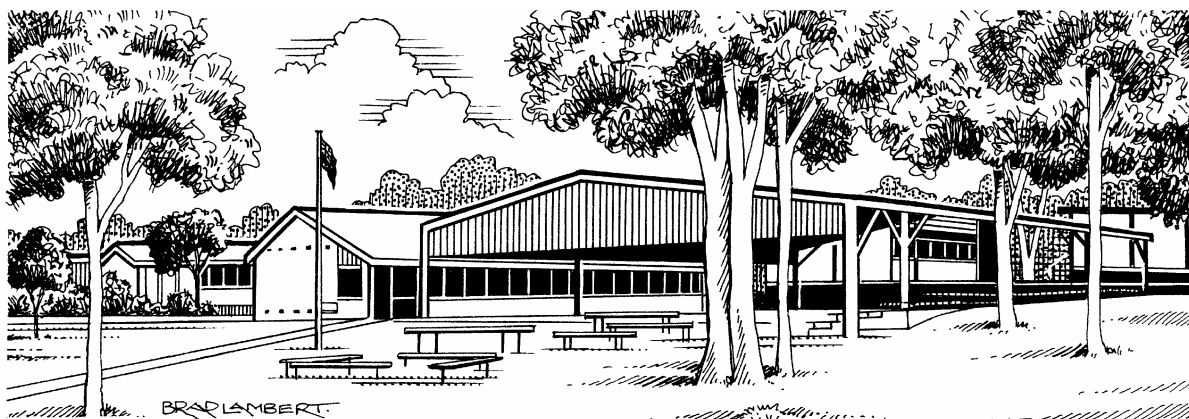


Biddabah Public School/



Information Book General Information

Parents, Students & Teachers, Working Together to
Make Our Good School Better

2008

GENERAL INFORMATION

ABSENCES

Satisfactory attendance at school is necessary for a successful school career. Frequent absences effectively break the continuity of a child's learning, so it is essential that your child is away from school as little as possible. Parents are further reminded that it is a legal obligation for children to attend school for each day it is open. If your child is prevented from attending for reasons which appear to you to be adequate, you should personally notify the child's teacher (preferably in writing) of the absence and its cause. To prevent misinformation, notes explaining absences should be dated and signed.

Children need to arrive at school in time to begin lessons at 9.00am. If they arrive late, a late note must be obtained from the office before they can go to class. Children also need a note from the office if they are leaving school before 3.00pm. Please go to the office to collect this note before you pick up your child from their classroom.

AMBULANCE

The school has joined the ambulance contribution scheme and the P & C pays the annual premium. Teachers are always ready to render your child first aid, but if there is any doubt, both the ambulance and the parent will be called. Teachers endeavour to act as any reasonable parent would when dealing with the health and safety of children.

Parents can help by making sure the annual health record and permission note is completed, and on file at school.

ASHTON'S BOOK CLUB

Twice a term, children have the opportunity to purchase books from the Ashton's Book club based in Gosford. These books cost on the average \$3 each and are generally good value, softcover editions. There are three sections in the list of titles that children can choose from:

Lucky Books (for beginning readers to Year 2)
Arrow Books (for average readers in Years 2-5)
Star Books (for average readers in Years 5-6)

The order slip is returned to school with the payment, and the books usually arrive within a month.

ASSEMBLIES

A combined School Assembly is held on Friday each week. At these assemblies children have an opportunity to display classwork, get used to speaking in front of a group, and take part in various activities such as singing, public speaking, etc.

It is an aim of the school to develop children's self esteem on a year round basis, so merit awards are issued by the child's class teacher each week at School Assemblies. Children are encouraged to display such awards at home. Parents are welcome at this and all school functions.

Separate stage assemblies are held each week. The stage 1 assembly is held in the COLA at 12.30pm on Mondays.

There is a loyal assembly at 9.00am each Monday and a whole school assembly normally starting at 10.20am under the COLA. on Fridays.

BADGES

Metal lapel badges with the school emblem are available at the office for purchase at \$5.50 each including GST. We would like each child to possess one if possible. To avoid loss, please engrave the child's name on the back.

BANKING

All children K-6 have the opportunity to bank through the school. School Banking is conducted each Wednesday morning. Children simply place their folder in a bank bag kept in the office foyer. These are processed by a school assistant and returned the same day. New accounts may be opened at any time. Please see the school clerical assistant.

BIKE SAFETY

Bikes (also scooters and roller blades) may be ridden on the footpath when travelling to and from school. Children must however, walk their bikes in the school grounds. Protective headgear must be

worn by all children who ride bikes - this is mandatory. Bicycle racks are provided, but it is recommended that bikes be secured with a chain.

BUDDY SYSTEM – Kindergarten and Year 4

At the beginning of Kindergarten each child is matched with a student from Year 4.

Year 4 then help Kindergarten students with their recess and lunch, playing, introducing them to other students and coping with all of the routines they need to learn in the playground in those first vital weeks. By mid term one Kindergarten rely less on Year 4 and some lifelong friendships have been established.

Over the year Buddies meet for various activities including leading Kindergarten students through Peer Support.

The Buddy System provides many benefits for both age groups and is something that all Year 4 students look forward to taking part in and remember fondly for many years. The Buddy System provides many benefits for both age groups.

BUS PASSES

All children in Kindergarten through Year 2 and children who live outside a certain radius from the school, are entitled to a free bus pass for travel to and from school. Application forms are available from the school office.

Children in Primary School can buy a Term Pass which is cheaper than daily payment if it is used regularly. Apply for these at Hamilton or Belmont bus depots.

CAMPS

Children gain both academic and social skills by participating in the school's camping programs.

While some camp-like activities are held in stage one the main camping program begins in stage two. In 2004,

Year 3 completed a two day camp at LakeMac.

Year 4 travelled on a 3 day excursion to Sydney and the Blue Mountains

Year 5 have an annual 3 day camp at the Myuna Bay Sport & Recreation campsite.

In Year 6, students travel to Canberra for several days visiting our nation's capital.

CANTEEN

We have a Canteen which is open each school day. An up-to-date price list is published at the start of each school year. Children ordering lunch should have the order written out on a paper bag with the money inside, and take it to the Canteen before school. The Canteen Committee is always looking for extra helpers, so, if you have a spare day once a month, your assistance would be much appreciated.

CANTEEN RULES

When using the School Canteen children should,

- order lunch before the morning bell
- wait in line until their turn comes
- have no more than 4 pupils at each window
- be polite when ordering ("please" and "thank you")
- be in the canteen area only when ordering or buying.

CARE RECORD

Every year parents are asked to update a Student Care Record that is retained in the school office and referred to by staff. The Care Record includes contact updates, illnesses, allergies (and similar). On the reverse side parents are asked to approve local school excursions and give permission for the teacher to teach Child Protection issues in class.

CHARITIES

Each term the school organises various activities, such as 'athons, coin donations, out of uniform day, etc., to support needy charities Decision is made each year as to which charities the school will support and these include Stewart House, The Heart Foundation, Devyani (a world vision child), CANTEEN – children's cancer charity and the Red Cross.

CHILD PROTECTION

(Prohibited Employment Declarations)

The Child Protection Act 1998 aims to reduce the risk of abuse to children by preventing a "prohibited person" from gaining or remaining in child related employment in any private or public capacity in NSW.

Under the Act it is mandatory for schools to require its employees and volunteers to disclose that they are not a prohibited person by completing a Prohibited Employment Declaration (a prohibited person is a person convicted of a serious sex offence). It is an offence for a prohibited person to apply for, undertake or remain in child related employment.

All teachers and staff at Biddabah School have completed a declaration and all parents (who have not already done so) are asked to sign a Prohibited Employment Declaration before they,

- assist in the classroom
- join a school excursion
- work in the school canteen etc.

It is only necessary to fill a Prohibited Employment Declaration in once. Declarations are securely retained in the school and a list of signatories is generated and updated for the convenience of parents and staff.

Prohibited Employment Declarations are available at the office or from the teacher organising an event. They take only a minute to complete and I would urge parents who are new to the school or have not already done so (at this school) to assist us by filling one in now.

CLERICAL ASSISTANT

We have two School Assistants in our school office - Mrs Jocelyn Jones and Mrs Judi Tolmie. They are on duty from 8.15 a.m. till 3.30p.m. Parents are welcome to contact the office at any time.

CLOTHING POOL

A clothing pool operates for all school uniform requirements. This is made up of unclaimed clothing that has been lost for a considerable period of time (these items are taken home by P & C uniform volunteers to be washed and ironed before they are offered for sale), as well as clothing children have grown out of. We are always grateful for donations.

COLLECTING CHILDREN

Pupils arriving at and departing from Medcalf Street **must** use the gate nearest the crossing. The front gate close to our Administration Block is limited to adult use only. *This action has been taken to reduce the temptation by pupils to cross the road without using the supervised crossing.*

Children crossing Medcalf Street **must** use the crossing with pedestrian lights.

Pupils coming into the grounds from Ruswell Avenue are asked to cross the street at the speed humps (even though they are not designated crossings) rather than just crossing the street in any random spot. Pupils are to walk behind the log boundary of the car park to ensure their safety.

Please follow this direction, even when you are accompanying your child, as it gets them used to the correct way.

Please **do not** walk through the car park.

If children are coming or being collected by car, drivers are asked not to enter the school carpark, but to proceed around the roundabout, stopping parallel to the path. Children should alight on the kerbside and walk up the concrete path to school.

Please **do not park or stop on the roundabout**.

COMPUTERS

The school computer programme is divided into two uses:-

Administration and classroom use.

Administration All our financial and administration needs are fully computerised, allowing us to give parents of our students an accurate and efficient service.

The school library is also computerised, allowing our Librarian more time to spend with her students.

Computer Lab. A Computer Laboratory has been established in the library. There are 32 computers with Email and Internet access.

Classroom Each classroom has several computers where students are taught computing skills, especially word processing. Consequently our students are well prepared for their future with their technology needs being met.

DENTAL CLINIC

All children between the ages of five and twelve are eligible for free dental treatment. The school can supply you with locations and phone numbers of the nearest clinics.

DOGS

Trouble is often experienced when dogs enter the school playground. Dogs pose a potential threat to children no matter how friendly they appear to be. Please make sure your dog does not follow your

children to school and take care to keep your dog away from the school grounds during school hours.

EDUCATION WEEK

Education Week is held early in Term Two and usually includes an Open Day, as well as other activities arranged at the time.

ENROLMENT

Children who will attain the age of five years prior to 1st August in a particular year may be enrolled at Biddabah School at the beginning of that school year. Children who are five after 31st July must await enrolment until the beginning of the following year.

The problem of whether to start a child in Kindergarten arises for those parents whose children do not turn five until well into the year of enrolment. In this regard, parents must use their own discretion as to their child's maturity, self reliance, etc. Children who do have late birthdays may be required to repeat a class if they are too socially or physically immature to proceed to the next grade or to cope with High School.

If you wish to discuss the matter in more detail, do not hesitate to contact the school.

ENROLMENT PROCEDURES

An introduction to Kindergarten for new pupils and their parents is held each year in Term Three.

Parents are asked to enrol their children at this function. If this is not possible, then enrolment for Kindergarten will take place on the first Wednesday of Term One. Evidence of age for each Kindergarten child is required before enrolment may take place. This requirement may be satisfied by the production of a Birth Certificate. An Immunisation Certificate should also be provided.

Children moving from another school must also be enrolled at Biddabah by parents completing the appropriate form. All appropriate records can then be requested from the child's previous school.

EXCURSIONS

Excursions are one valuable aspect of the school's educational programmes. They are an extension of the children's classroom learning experiences and as such, should be attended by all students.

Excursions for the various classes will be of two types:

- Walking Excursion involves the class walking to various locations around Warners Bay. The general consent form for this type of excursion is filled in by parents at the start of the year and no further permission note is required.

- Trips Away From the School vary from a few hours to a whole day, to a number of days. These usually involve travel by bus. For these excursions, a permission note will be sent home with full details of the venue, travel, times, costs, etc. It is appreciated when these are returned promptly. Often parents are also invited to attend Away From School excursions to complete the bus numbers. These parents assist teachers with supervision as required.

Regardless of the type of excursion being undertaken, it is expected that children's behaviour will be excellent. Any misbehaviour will result in the child's exclusion from future excursions.

EXPECTATIONS OF STUDENTS

Students are expected to:

- Behave in a polite, cooperative and safe manner
- Follow school rules and the instructions of those in charge
- Work carefully and strive to do their best at all times
- Show respect for myself and care for the rights and feelings of others
- Show respect for the property of others and the property of the school
- Come to school on time each day
- Wear my school uniform with pride
- Be a proud and responsible member of my school and community.

FEES

School Fees are now known as General School Contributions. With the agreement of this school's community it is intended to seek from parents a general school contribution. Funds raised through this will be used to supplement educational resources and programs in our school. Payment is a matter for decision by individual parents and is entirely voluntary. Nevertheless our school would welcome your contribution as this will significantly enhance the resources made available to students.

The funds generated by the General School Contribution will be retained by the school and may be supplemented by other school activities and funds raised by parent organisations for the benefit of students. It is anticipated the funds raised will be expended upon Reading and Mathematics teaching resources, computer software, craft supplies and sporting equipment.

While I stress the importance of your contribution in the context of our school's overall finances,

Problem at school? Assume good will and call in, write or phone for an appointment.

parents are assured that no embarrassment or discrimination will occur in our school as a result of non payment. Should you wish, the Principal will discuss difficulties with you including exemptions, support and options for payment by instalments.

Contribution rates are as follows:

\$30.00 for the first child (plus)

\$30.00 for the second child (plus)

\$10.00 for the third child.

\$70.00 is the maximum fee for any family to cover children for one year.

HANDWRITING

In 1987 the handwriting taught in NSW schools was changed to the NSW Foundation Style . Instead of teaching infants one set of "manuscript" letter shapes, then changing them to "modified cursive" in primary, just one set of letter shapes and movements will be taught. NSW Foundation Style is based on the sloped ellipse and the sloped downstroke. An example may be found at the end of this booklet.

HATS

It is a school policy that children must wear a broad-brimmed hat to school. Sun cancer and heatstroke are life threatening ailments, so consequently children must wear a hat before being allowed to play. Students wear a broad brimmed Biddabah school hat and they are considered to be out of uniform if they are not wearing it.

Joeys and Kindergarten students receive a school hat as part of their Joeys/Kindergarten package to start school.

Students are required to wear a hat in the playground through the school's "No hat, play in the shade policy".

HOMEWORK

Homework is presented as a purposeful learning experience which

- consolidates, extends and enriches the school's programmes.
- Strengthens home-school links.
- Teaches students how to plan and organise their time.
- Develops research skills, and
- Establishes habits of study and self discipline.

K-2 Homework generally consists of mainly informal experiences (e.g., collecting pictures, writing spelling words, reading to mum and dad). It should be remembered that self-directed play is important and that literacy and numeracy concepts can be consolidated in many family activities, shopping, cooking, storytime, reading, family outings etc.

3-6 Homework Teachers will provide guidance as students increasingly work independently on their homework. Most homework will be set in English, Mathematics and HSIE (Human Society and its Environment) although other areas of the curriculum will necessarily be involved.

IMMUNISATION

Immunisation is a simple way of protecting your child from the still lethal diseases of diphtheria, tetanus, whooping cough, polio, measles, mumps and rubella.

Immunisation can commence at any time but an early start is strongly advised. The following table is included for your information.

- | | | |
|-----------|---|---|
| 2 months | - | First injection of Triple Antigen
First dose of Sabin oral vaccine |
| 4 months | - | Second injection of Triple Antigen
Second dose of Sabin oral vaccine |
| 6 months | - | Third injection of Triple Antigen
Third does of Sabin oral vaccine |
| 12 months | - | Injection of combined measles/mumps vaccine |
| 18 months | - | Booster injection of combined diphtheria and tetanus toxoid CDT |
| 5 years | - | Booster injection of CDT
Booster dose of Sabin oral vaccine |

Parents are required to provide the school with proof of immunisation. Children enrolled without this information will be excluded from school during an epidemic.

INFECTIOUS DISEASES

Measles - patient excluded from school for 5 days from the appearance of the rash or until a medical certificate of recovery is produced. Exclude contacts for 21 days after the last exposure to infection if attending a pre-school centre, and if the child has not previously had measles or been immunised against measles. Contacts need not be excluded from any other class of school.

German Measles (Rubella) - Exclude for 7 days from appearance of rash. Contacts are not excluded.

Whooping Cough - Exclude for 3 weeks from the onset of the whoop. The period of exclusion may be less than 3 weeks if there is no whoop and a medical certificate is produced. Exclude contacts for 21 days after the last exposure to infection if attending a pre-school centre and if the child has not previously had whooping cough. Contacts need not be excluded from any other class of school.

Mumps - Exclude for 14 days from the onset of swelling. Contacts are not excluded.

Ringworm - Patient excluded until all evidence of the disease has disappeared or medical certificate is produced, stating that lesions are inactive. Cases of ringworm of the scalp may return after 7 days, provided that a hat or cap with washable removable lining is worn constantly. Cases of ringworm of the body may return after 7 days of effective treatment, provided all patches are covered with a clean bandage.

Impetigo (Septic Sores) - patient excluded if sores on exposed surfaces, such as face, scalp, hands or legs. Allowed to return to school if sores are properly covered by a clean dressing.

Infectious Hepatitis - Re-admit on receipt of medical certificate of recovery or on subsidence of symptoms when no medical certificate is available. Contacts are not excluded.

Streptococcal Infection (including Scarlet Fever) - Exclude until at least 7 days after symptoms have subsided or until a medical certificate of recovery is produced. Contacts are not excluded.

Chicken Pox (Varicella) - exclude for 7 days after the first spots appear. Contacts are not excluded.

Pediculosis (Lice in hair) - Excluded until hair is completely cleaned, neither nits nor lice being present.

Trachoma (Sandy Blight) - Excluded until discharge from eyes has ceased.

Acute Conjunctivitis - Excluded until discharge from eyes has ceased.

Scabies (the itch) - Excluded until all evidence of the disease has disappeared, or a medical certificate is produced, stating that treatment has been successful.

KINDERGARTEN READINESS

Does your child

- Know his/her name and address well enough to repeat them when necessary?
- Know the safest way to and from school?
- Know how to blow their nose correctly?
- Know how to use and flush the toilet without assistance?
- Know that hands should be washed before meals and after visiting toilet?
- Know how to tie shoelaces?
- Put away playthings and materials after using them?
- Put on and take off outer clothing without help?

If your child cannot do these things, you can assist by providing constant practice in the home situation.

KINDERGARTEN PREPARATION

Parents can prepare their child for the first years at school through the following suggestions.

- Talk to your child about school where he/she will meet new friends, play games, sing, and make things.
- Teach your child how to put on and do up shoes.
- Buy clothes that are easy to manage. The buttons and button holes should be large. Coats and pullovers should have large loops so that these are easy to hang up.
- Label clearly, with full name, all possessions your child will take to school, e.g., raincoat, hat, cardigan, pullover, bag, case, plastic bottle.
- Send your child to school on time, each and every day if possible
- Give your child simple duties around the home. This will help to foster confidence in the performance of small tasks.

Problem at school? Assume good will and call in, write or phone for an appointment.

- Allow your child to stay with relatives or friends for short periods so that he/she will accept the fact that it is not always possible to be with parents.
- Encourage your child by admiring work when it is brought home. Give the paintings and handiwork a place of honour for a few days at least.
- Select suitable stories, picture books, radio and television programmes for your child.

KINDERGARTEN TIMES

Kindergarten children commence daily lessons at 9.00 a.m. along with the rest of the school. They finish their day at 3.00 p.m.

For the first few weeks, Kindergarten will finish at 2.30 p.m.

LABEL CLOTHING

Each day, expensive items of clothing are left at school and never claimed. Although they are held up in lines, children only rarely recognise an item as something they have lost.

To enable identification, please label each item of your child's clothing. Iron-on or sew-on labels are available from most material shops and as well, each year, about October, the P & C advertise an offer of labelled stationery and iron-on cloth labels.

Remember that colour codes and initials may identify an item to you, but not necessarily to anyone else.

In the event clothing is lost, every effort will be made to find the owner, and if unsuccessful, it will be placed in the lost property box. Parents are invited to check the lost property box at school frequently for their children's lost clothing. Clothing left in the lost property box for a long time will be placed in the uniform pool, or donated to a charitable organisation.

LEAVING SCHOOL GROUNDS

Once children arrive at school, they are not permitted to leave the school grounds until 3.00 p.m., unless

- They have a written note from parents, or
- Parents call and collect them personally. Parents should not phone, asking that a child be sent home, as this method has been used in other schools to lure children away from the playground.

Children who go home for lunch on a regular basis should bring a note to cover the whole year.

Children who only go home occasionally, should bring a note to cover each day in question.

LIBRARY

The School Library is one of the most important resources of the school. The P & C, community groups and parents have spent considerable sums of money to expand and update the book resources. Children should receive active encouragement from home to borrow books. As library books are expensive items, it is essential that all children have a Library Bag (30cm x 40cm) to carry books to and from home. Biddabah Public School Library bags are provided as part of the Joeys/Kindergarten pack which is paid for prior to starting school. These are given to the children when the Librarian starts them borrowing books from the library.

It is expected that parents will reimburse the school for any books lost or damaged.

Classes from Kindergarten to Year 6 have one formal lesson per week. Children may borrow one book for one week. Books may be returned and children may use the Library at lunchtimes on Mondays, Tuesdays, Wednesdays and Thursdays.

MATHEMATICS

Many teachers, parents and mathematics educators are evaluating the purpose and place of Mathematics in the primary school curriculum and the methods being used to teach it in our schools. There is considerable evidence that too much attention was given in the past, to developing computational ability at the expense of the development of understandings that are essential to a real insight into Mathematics. The curriculum being taught at Biddabah is aimed at developing children's understanding in the Mathematics they presently need to solve day to day problems. The program consists of sequenced and correlated learning, and problem solving activities in the five main areas of Mathematics: Number, Measurement, Data, Patterns and Algebra, Chance and Space.

An overview of current Mathematics terminology and concepts is given in the following book: de KLERK-COUGAR, J. Illustrated Maths Dictionary for Australian Schools. Longman Cheshire, 1985.

MATHEMATICS TERMS

Parents may find these useful,

SUM: The answer to an addition problem

DIFFERENCE: The answer to a subtraction problem

PRODUCT:	The answer to a multiplication problem
QUOTIENT:	The answer to a division problem
REMAINDER:	The amount left over after division
FACTORS:	All the whole numbers that can be divided exactly into another number
PRIME (number):	A counting number that can only be divided by 1 and itself
COMPOSITE (number):	A number with factors other than itself and 1
SQUARE (number)	The answer you get when you multiply a whole number by itself
PERIMETER:	The length of the boundary of a shape
AREA:	The amount of surface
VOLUME:	(Same as capacity) the amount of space inside a container
MASS:	A similar term to weight but measured by balancing an object against a standard measure as opposed to using a mechanical device.

MEDICAL FORMS:

In order to have full and up to date medical and emergency contacts information on each of your children parents are requested to complete the Medical Form which is issued at the beginning of each year.

NEWSLETTER (School)

In order that parents can be fully informed of all school and school related activities, a School Newsletter is sent home each Thursday, with the oldest child in the family. Please ask your child for the notice each week so that you will know what is happening. The Newsletter is also published on the School Website each week – minus any photos – biddabah-p.school@det.nsw.edu.au

PAINTING SHIRTS

To protect valuable clothing, it is recommended that all children a large old shirt to wear over their school uniform during painting and craft lessons.

PARENT AND CITIZEN'S ASSOCIATION

Membership of the Biddabah P & C is one of the more important ways parents can assist their child at school.

The P & C is a fully constituted body which meets at school on the third Wednesday of each month, in the School Library at 7.30 p.m.

The role of the P & C is basically

- To promote the interests of the school by bringing parents, pupils and teaching staff into close co-operation
- To assist the school by providing desirable teaching aids which the Department of Education is unable to supply
- To provide pupils with recreative equipment
- To be informed on the development of School Policy and where appropriate, assist in the development of policies.

New members are always most welcome. For further information on the P & C, contact the executive listed in the front of this booklet.

PARENT/TEACHER INTERVIEWS

A warm invitation is extended to all parents to discuss their children's problems with the Principal. All teachers have set aside times when they can talk to parents about a child's progress. Teachers undertake to make these interviews worthwhile by assembling information in advance, so appointments must be made with the school secretary.

PEER SUPPORT Peer Support is an integrated program which fosters the physical, social and mental wellbeing of students at Biddabah Public School. Children are engaged in experiential learning activities to further develop skills in communication, decision making, problem solving, resilience, assertiveness and values clarification!

Year 6 students lead a peer group made up of a student from each grade and they work with them on a weekly program dealing with interpersonal skill development.

Peer Support is a successful program with benefits for each and every child participating.

PHOTOGRAPHS

Problem at school? Assume good will and call in, write or phone for an appointment.

A photograph of all classes, and individuals if requested, are taken each year in term one, summer uniform is required. Sport team photographs are taken in term four.

RED CROSS

Junior Red Cross meets weekly for children in Years 3 to 6. The children organise a different activity each week, e.g. craft, posters, first aid, guest speakers, etc. They make Easter/Christmas cards and small gifts and deliver them to patients in Warners Bay Private Hospital.

READING

Reading is an integral part of a comprehensive language programme. In recent years, teachers have turned more and more to children's literature to form the basis of their classroom language programme. They have recognised the importance of children reading literature that is accessible in language and meaning, literature that 'speaks to them'.

Consequently, the pupils at Biddabah are now involved in reading unlimited 'real books' in their daily school experiences. To supplement the move to literacy through children's literature the school has several support reading schemes.

In the infants classes the children are benefiting from shared reading experiences using the 'big books'.

At home children model their reading habits on parents. As well as reading to them, children should see you reading for pleasure on a regular basis. The Principal's Literacy Challenge is another positive incentive for children to read, children are rewarded by the Principal for completing a Home Reading Log over fifty nights.

Materials suitable for children's reading are available for parents to inspect at anytime and can be viewed in the various classrooms.

REPETITION

The possibility of repeating a grade arises for those children who are too young physically, educationally or emotionally to continue to the next level. The decision to repeat a child is not taken lightly and involves consultation between the child's teacher, the principal, the school counsellor and the parents.

REPORTING TO PARENTS

Teachers are constantly evaluating children's progress in all KLAs. Reporting to parents is done at an interview at the end of term 2 and by a written report at the end of term 4. These reports will be supported by a variety of assessment tasks. If you have concerns about your child's progress don't hesitate to make an appointment to speak to the teacher.

ROAD SAFETY

Children walking to school should be made aware of the dangers involved in not following the basic rules,

- How to cross a road or street
- To use the marked pedestrian crossing near the double gates to cross Medcalf Street
- To walk quickly across the road and never to run
- Never to step out from behind parked cars or buses
- Never to loiter on the way to or from school
- Never to go with or talk to a stranger

SCHOOL BELIEFS

At Biddabah we believe

- We should always behave in a manner that brings honour to our school.
- Everyone has the right to feel safe.
- We should show courtesy to others, respect property and care for the environment.
- We should work hard and do our best at all times.
- We are all responsible for our own actions.

SCHOOL COLOURS

Green and White

SCHOOL COUNCIL

The Biddabah School Council is a representative body with policy making, consultative and advisory functions.

Membership consists of,

Executive The Principal

Elected 3 Staff

Parents, Students and Teachers Working Together to Make Our Good School Better

	2 P&C
	2 Other Parents
<i>Appointed</i>	2 Community

The School Council meets at least eight times a year. Any member of the school community who wishes Council to debate a particular matter may notify the Principal or President in writing requesting its inclusion in the agenda.

SCHOOL COUNSELLOR

A School Counsellor visits the school weekly to check on children and for testing purposes. Should you wish to see the School Counsellor at any time, please phone the school and a suitable time will be arranged for an appointment.

SCHOOL GROUNDS

Children are permitted to enter school grounds only during those times when school is open. A person entering at any other time without the permission or knowledge of the Principal may be charged with trespass.

While some children are permitted to use the school grounds after hours for cricket practise, etc., they must be under the supervision of an adult. Under no circumstances are such children permitted to be in any part of the school, other than that where training is taking place.

Bicycles, skateboards, roller blades etc. are not to be ridden in the school grounds.

We appeal to parents, as members of the community, to keep an eye on our school outside school hours. Please report anything suspicious to Charlestown Police (4942 9999).

SCHOOL HOLIDAYS

School holidays are gazetted at least five years in advance. Information regarding dates is obtainable from the office.

SCHOOL HOURS

First Bell	9.00am
Morning Session	9.00am - 11.00am
Recess	11.00am - 11.30am
Mid Session	11.30am - 1.15pm
Lunch	1.15pm – 2.00pm
Afternoon Session	2.00pm - 3.00pm

Supervision is provided from 8.30am to 3.00pm. It is expected that children will arrive at school after 8.30am as supervision is not available before this.

SCHOOL MOTTO

Courtesy and Honour

To uphold the school motto of "Courtesy and Honour", it is necessary that acceptable social behaviour be insisted upon,

- Live in harmony with other children and the environment
- Address people by name
- Use terms such as "please" and "thank you"
- Raise hand in class when asking or answering a question
- Wear school uniform to show pride in the school
- Welcome new pupils and care for younger children
- Protect all wildlife, especially our plovers.

SCHOOL RULES

The encouragement of self-discipline and responsible behaviour in each child through respect for our school beliefs is a major consideration of school policy.

In the interests of safety and consideration for others, children should,

- WALK on hard surfaces
- Only go into classroom buildings when a teacher is present
- Stay and Play IN BOUNDS (see map)
- Only leave the playground with permission
- WALK BICYCLES in the school playground
- Before 8.30 a.m. sit on the seats in the COLA. If it is wet, SIT under the COLA.
- No Hat - Play in the Shade

Problem at school? Assume good will and call in, write or phone for an appointment.

- SIT TO EAT.

SCHOOL SONG

WE HAVE A DREAM

*We searched this land, found time had turned.
And dreams were made, where the black rock burns.
A sacred place known as Nikeen-Bah.
We named our school - BIDDABAH.*

*Now the children came, all nations strong.
Our teachers too, have joined the throng.
Our deeds are known, from near and far,
We're number one - we're BIDDABAH.*

*Oh Biddabah, where children learn
To trust your God
And do good turns.
Together we stand
Against hurt and fear
Where we all learn from year to year*

*We have a dream, we've come to learn,
To help one another, from term to term.
Through trust and hope, learn right from wrong.
We show no weakness, for we are strong.*

*And the way ahead, is long and far.
To guide us there, our BIDDABAH.*

*Oh Biddabah, where children learn
To trust in God
And do good turns.
Together we stand
Against hurt and fear
Where we all learn from year to year.*

SCHOOL SPEED ZONE

A School Speed Zone is a 40kph limit for traffic passing any school. It applies for two hours morning and evening around school hours. In our case this is (8.00am-9.30am & 2.30pm-4.00pm). Police randomly set up speed detectors outside our school to enforce this lower than normal zone speed. The School Zone for Biddabah includes Medcalf Street, Ruswell Avenue and Fairfax Road.

SCHOOL SPORT

In a public school many opportunities are offered to children to compete in a great variety of sports. Biddabah is a member of the Westlakes Zone P.S.S.A
Our school competes in the major carnivals of swimming, athletics and cross country. Talented children in these areas are able to continue to compete at further carnivals. Individuals are also given the opportunity to represent in their chosen sport through trials, to make region and state teams. We also participate in the State knock-out competition in both boys and girls events, with a number of successes over the years. The majority of our children experience weekly sporting activities in traditional sports, modified games and skills development. With the introduction of the new P.E./P.D. and health document, we are already developing programmes for our children to gain maximum benefit.

SCRIPTURE

Visiting Clergy take Scripture in all classes for a half hour lesson once a week at various times to fit in with the class timetable.

SHOWS

Throughout the year, various theatre, film and musical groups who have been accredited through the Department of Education, are invited by the school to put on a performance for the children. These shows are recognised as part of the children's general social and cultural education. There is a small cost for performances which are generally held in the library.

SPELLING

Spelling is part of language, in particular, the Writing Process. Children are taught ways of improving their spelling in the context of their own writing. By teaching spelling as part of Writing, teachers have more time to spend on the spelling process, rather than drilling and testing lists of words that are often meaningless to the children.

Children may still have lists, but they will be chosen by the children and tested individually not as group tests because every child's list will be different.

Parents still need to help with spelling homework by assisting children in the choice of words, drilling by the LOOK/COVER/ WRITE/CHECK method and testing children's spelling.

SPORT HOUSES

Children are divided into four Houses:

Saturn	-	Red
Mercury	-	Green
Venus	-	Yellow
Jupiter	-	Blue

House point competitions are held at Athletics & Swimming Carnivals. Also a house points score is kept for school sporting activities. Trophies are awarded to winning Houses on Presentation Day.

STATIONERY

The school supplies children with all school exercise books and basic stationery supplies. It is desirable that in addition, children have additional supplies (e.g. textas, coloured pencils, erasers, ring folders etc). Before purchasing any expensive items, please contact your child's teacher first to discover what is required.

SUN SMART POLICY

We have a policy to ensure that all children attending our school are protected from skin damage caused by the harmful rays of the sun. Children will wear hats which protect the face, neck and ears whenever they are outside. Children who do not have their hats with them will play in shaded areas. The bush or surf hat is the official school uniform and is available for purchase from the school.

Teachers have bottles of sunscreen (provided by the P&C) available for children in their classrooms.

SUPERVISION

The school is officially open on all school days from 8.30 a.m. 3.00 p.m. At all other times, including before 8.30 a.m. and after 3.00 p.m., public holidays, school holidays and weekends the school is closed. Rostered supervision by teachers is carried out while the school is open between the hours of 8.30 a.m. and 3.00 p.m. Children are expected to enter and leave the premises as close as possible to the times when school is open, as the grounds are unsupervised outside these hours.

TELEPHONE CALLS

The school telephone number is **4954 6058**.

Our office is attended from 8.15a.m. till 3.30 p.m.

In cases of extreme urgency, our clerical staff members are happy to pass on messages to children.

TRAFFIC LIGHTS

Traffic lights have been provided in Medcalf Street by the RTA to ensure the safety of children. Please train your child in the correct use of traffic lights and safe behaviour if walking to and from school.

(Refer ROAD SAFETY)

TRANSFER

Parents who move from Biddabah School zoned area, who intend enrolling their children in any other public school in NSW must first obtain a Transfer Certificate from the office. This Transfer Certificate should be presented at your child's new school and will expedite the enrolment. Transfer Certificates are not required if you intend enrolling your child interstate or in a private or non government school.

TRANSITION TO HIGH SCHOOL

Parents residing in Warners Bay High School's local area are to consider that school as the school where their children are guaranteed enrolment. A Year 6 student who resides in the drawing area of another high school can only be guaranteed a place in that school. Applications to Warners Bay High for the non-local enrolment of students are dealt with on their merit. Choice of Secondary School forms are distributed to Year 6 students in June.

Problem at school? Assume good will and call in, write or phone for an appointment.

In the November of Year 4, application materials for Selective and Agricultural High School are distributed to students on request. The Selective School test is then conducted in March of Year 5 which enables results to be notified to parents and the school so a decision can be made on their choice of high school within the set time frame. Selective High Schools include,

- Merewether HS (Academic)
- Belmont & Cardiff HS (Languages)
- Glendale, Rutherford & Waratah HS (Technology)
- Broadmeadow HS (Performing Arts)
- Hunter Sports HS (Gateshead) (Sport)
- Conservatorium High School (Music)
- Agricultural High School

Applications for Selective High Schools need to be made early in Year 6, consequently parents of students interested in selective high school might also be guided by the end-of-year comments of the Year 5 teacher in the previous year.

UNIFORMS

Summer Girls – Joeys to Year 4

Green/White check A-line dress (sold at the school)

Bottle green school shorts (sold at the school)

White Polo shirt with school emblem (sold at the school)

Years 5 and 6

Green/White check Skirt (sold at the school)

Bottle green school shorts (sold at the school)

White Polo shirt with school emblem (sold at the school)

White socks and black shoes for both junior and senior girls.

Bottle green broad brimmed Biddabah hat (sold at school)

Summer Boys

Grey Polo shirt with school emblem (sold at school)

Grey shorts or grey trousers (not sold at school)

Grey socks and black shoes

Bottle green broad-brimmed Biddabah hat (sold at school)

Winter Girls and Boys

Green tracksuit, available from the school.

School Bomber Jacket available from the school.

School Rain Jacket available from the school.

Boys grey, girls white polo shirt or skivvie.

Grey or white socks, girls may also wear bottle green stockings.

Sports Uniform

Polo shirt with school emblem in house colours (blue, green, yellow & red) are available from the school.

Girls

Bottle green school shorts available from the school or bottle green pleated skirt (not available from school), white socks and joggers.

Boys

Bottle green shorts (Ruggers/Stubbies, etc. or the unisex bottle green shorts available from school), white socks and joggers.

(On our Orientation Days, we will have some samples of uniform available for order and/or purchase).

WRITING

Writing is an integral part of children's daily experiences. When children learn to write and produce a variety of texts they gain the ability to use such processes as drafting, revising, conferring, editing, proofreading and publishing.

Writing also involves the skills of using well structured sentences, accurate spelling and punctuation and neat legible handwriting.

The various oral and written text types commonly used by authors and students include,

Literacy Texts narrative, recount, observation, description, personal response and review.

Factual Texts description, information report, procedure, procedural recount, factual recount, explanation, exposition and discussion

Children are encouraged to choose interesting topics freely, to write abundantly, to be original and to

experiment with "Invented spelling" with words which cannot as yet be spelt correctly, but attempted phonetically. Writing conceived in this way demands from the writer substantial information, economy of thought, logical sequencing of ideas with the benefit extending beyond writing to the whole curriculum.

WASHING SCHOOL PAINT FROM CLOTHING

Wet paint can be washed out immediately in cold water. If the paint has dried, soak the garment overnight in cold soapy water, then hand wash in lukewarm water, using ordinary soap. Do not use hot water, laundry detergents or spray or stain removers. Do not machine wash.

WORKING BEES

Working Bees are held from time to time to tidy the school grounds and make them attractive. Details will be notified in the school newsletter and anybody who could assist will be most welcome.