

# Bilpin Public School

Excellence in Learning and Technology  
A Caring Community School

## School Information Booklet



Education &  
Communities



"Learn to Live"



## PRINCIPAL'S WELCOME

We welcome you and your family to Bilpin Public School. We trust that your time with us will be rewarding both educationally and socially, and are pleased that you have chosen to join our school community.

We aim to develop motivated, independent and self-disciplined individuals in a secure and positive environment. We believe that the support, contribution and participation of our parents is essential to the education of our students. I encourage you to become actively involved in all parts of your child's education through participating in our home reading program, attending assemblies or being part of our P & C.

We are fortunate to have an experienced and dedicated teaching and support staff. They are committed to providing the best possible academic education for students whilst ensuring that social, cultural and sporting endeavours are well catered for through our many varied programs.

You and your child are now valued members of our school community. We look forward to working in partnership with you in the education of your child.

Julie Currey  
Principal



<b>CONTENTS</b>
-----------------

About our School	5
Staff Directory	6
Daily Timetable	7
Attendance Requirements	8
School Uniform	9 - 10
Canteen	11
Enrolling Your Child in Kindergarten	12
General Information	13 - 14
Reporting to Parents	15
Physical Education / Sport	16
Bus Travel	17
Parents and the School	18
Excursion Policy	19
Immunisation	20
Medication	20
When must I keep my child at home?	21
Common School Infections	22
School Rules	23
School Song	24
Advance Australia Fair	25
NSW Foundation Style sample	26

## ABOUT OUR SCHOOL

Bilpin Public School draws from a diverse population comprising of orcharding families, self employed and professional people, many of whom travel long distances to work. Many people work on the land and in the local area. The school is the focal point in the community with active parental participation in all aspects of school life and participation by the school in community activities is a feature of Bilpin Public School.

The Bilpin Public School curriculum emphasises the basics of education, as well as, broadening the students' life experiences through extra curricula activities. Bilpin Public School: Values each child as an individual; provides programs of learning that allows each child to reach his/her social, cultural and physical abilities; provides an environment where student welfare is emphasised; provides a high level of motivation through positive encouragement; and enjoys strong school/community relations.

School Address: 2517 Bells Line of Road  
Bilpin NSW 2758

School Phone: (02) 4567 1154

School Fax: (02) 4567 1388

School Website: [www.bilpin-p.schools.nsw.edu.au](http://www.bilpin-p.schools.nsw.edu.au)

School Email: [bilpin-p.school@det.nsw.edu.au](mailto:bilpin-p.school@det.nsw.edu.au)



<b>STAFF DIRECTORY 2012</b>
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Julie Currey	-	Principal
Allan Hynds	-	Teacher
Samantha Carroll	-	Teacher
Julie Shields	-	Teacher
Nikki Wheen	-	Teacher – Support Teacher (Learning Difficulties)
Joanne Shuster	-	Teacher Librarian
Marilyn Chapman	-	School Administration Manager
Lesley Hulbert	-	School Administration Officer
Robyn Vaha	-	Teacher’s Aide
Christine Roever	-	School Counsellor
Michael Eugene	-	General Assistant
Jodie Erixon	-	Cleaner

## DAILY TIMETABLE

9.00 am	-	Play begins
9.25 am	-	Lessons begin
11.25 am	-	Morning Recess
11.50 am	-	Lessons resume after recess
1.15 pm	-	Lunch
1.35 pm	-	Play period
2.05 pm	-	Lessons resume after lunch
3.25 pm	-	Lessons end for the day.



## ATTENDANCE REQUIREMENTS

All children aged between six and seventeen years of age must be enrolled in school. The students are required by law to attend school on each day that instruction is provided. All schools are required to keep official records of daily attendance.

It is the parent/caregiver's duty to ensure regular and punctual school attendance. A late arrival of more than ten minutes is recorded as a *Partial Absence* and must be explained in writing, as for other absences.

Sick children should not be sent to school. Parents should send a note or phone the school explaining any absence and attaching a doctor's certificate (if received). When a child is absent for three or more days, the parent should contact the school on the third day of the absence. These procedures are essential for children's safety and educational welfare.

Absences for reasons other than illness e.g. family holidays, involve specific approval procedures. Please contact the Principal for details.

Home School Liaison Officers are specially trained teachers who work with school staff, families and students to improve student attendance at school.

## STUDENT WELFARE

You are asked to support teachers in the supervision and care of students by:

- notifying your child's teacher if you wish to take your child out of class early in writing or verbally
- Providing the school with documentary evidence of child custody orders issued by the courts
- ensuring you contact the school should anyone other than those stated on the enrolment form are to collect your child from school

The care and safety of students is our highest priority and these procedures help prevent unauthorised persons removing children from school. Please let the Principal know about any concerns you have in this matter.






## SCHOOL UNIFORM

The Bilpin Public School Community strongly believe that all students should wear correct school uniform every day. Students can show that they are proud of their school, and belong to their school community, be wearing school uniform.

Three very good reasons for uniform are:




- Uniform prevents comparisons between students.
- Uniform saves parents' money and children stress. Children don't constantly want new clothes or the latest fashions to wear to school
- Uniform contributes to student safety on school outings and whilst children travel to and from school.

### **BOYS**

SUMMER	WINTER	SPORT
<p>Grey shorts Grey polo shirt Grey socks Black shoes "Bilpin" sloppy joe Hat</p> <p><i>Variations -</i> "Bilpin" Polar Fleece Jumper "Bilpin" zip jacket Year 6 Jacket</p>	<p>Long grey trousers Grey - shirt - polo Tracksuit Gold skivvy "Bilpin" sloppy joe Hat</p>	<p>Gold polo sports shirt Green shorts White socks Sports shoes Hat</p>
		

**SCHOOL UNIFORM**

**GIRLS**

SUMMER	WINTER	SPORT
<p>Green checked tunic, White socks Black shoes "Bilpin" sloppy joe Hat</p> <p><i>Variations -</i> Green skorts with Gold polo shirt "Bilpin" Polar Fleece Jumper, "Bilpin" zip jacket Year 6 Jacket</p> 	<p>Tartan tunic Gold skivvy Green stockings "Bilpin" sloppy joe Hat</p> <p><i>Variations -</i> Green (bootleg) pants with Gold polo shirt Tracksuit pants</p> 	<p>Gold polo sports shirt, Green skorts Green sports briefs/bicycle shorts White socks Sports shoes Hat</p> 

**SUN PROTECTION POLICY**

Bilpin Public School has adopted a Sun-Safe Policy

***“NO HAT - PLAY UNDER COVER”***

Children are expected to wear their hats outside for all school activities.

Hats must: Shade the face

Protect ears and neck

Cover the head

Hats may be purchased through the school



## CANTEEN

The school Canteen is open each week on *Mondays* and *Thursdays*.

\* Helpers are always being sought after to come in and do canteen duty. This involves serving and preparing the lunches. Requests go out for helpers each term in the newsletter.

\* The Canteen menu is frequently revised and variations to price and items may vary with each new menu. New menus are published in our newsletter.

### SANDWICHES/SALADS

(Choice of white and wholemeal bread, roll or wrap) (Buttered unless requested)

Cheese	\$1.50
Vegemite	\$1.50
Ham	\$2.00
Baked Beans or Spaghetti	\$2.00
Chicken	\$2.00
Tuna	\$2.00
Salad (lettuce/tomato/carrot/cucumber/ beetroot)	\$2.50

**Extra Topping's – Tomato, Lettuce, Beetroot, Cucumber, Carrot, Cheese & Mayonnaise - Add 30c per item** .30

**Add 50c to above prices for a Jaffle** .50

Salad Box	- Plain (L,T,C,C,B)	\$2.50
	- Chicken	\$3.50
	- Cheese (2 slices)	\$3.00
	- Chicken & Cheese	\$3.80
	- Tuna	\$3.50
	- Ham	\$3.50

### HOT FOOD

Lasagne	\$2.60
Pizza Slab – Cheese & Tomato	\$2.20
Cheese & Bacon Roll	\$1.80
Chicken Yummy Drummies	.80
Garlic Bread (2 slices)	.50
Sweet Chilli Chicken Tenders	\$1.00
Chicken Burger or Sweet Chilli Tender Roll	\$2.00

**Extra Topping's - Tomato, Lettuce, Beetroot, Cucumber, Carrot, Cheese & Mayonnaise – Add 30c per item** .30

Beef Pie ( <b>reduced fat</b> )	\$2.60
Potato Pie	\$2.60
Sausage Roll ( <b>reduced fat</b> )	\$2.20
Hot Cakes & Maple Syrup	\$3.20
BBQ or Tomato Sauce sachet	.20

### DRINKS

Milk	- Chocolate	\$1.20
	- Strawberry	\$1.20

Juice	- Paradise Punch	.80
	- Orange	.80
	- Apple	.80
	- Apple & Blackcurrant	.80

Water	- Lithgow Valley Springs 600ml	\$1.00
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Ray's Orchard Apple Juice	\$2.00
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### ICE CREAMS

Juicies Ice blocks ( <i>Tropical or Wildberry</i> )	.60
Bulla Vanilla Cups	.80
Mini Calippo ( <i>Raspberry Pine</i> )	.80
Paddlepops	\$1.00

### SNACKS

Vegie Snacks (BBQ & Cheese)	.80
Hello Panda	.60
Chips( <i>Plain or Chicken</i> )	.60
Jumpies ( <i>BBQ or Hot Dog</i> )	.70
Rice Crackers – Oval	.10
Rice Crackers – Round	.20
Seasonal Fruit	.50
Fruit Jellies	.30
Jelly Cups	.50



## ENROLLING YOUR CHILD IN KINDERGARTEN

To be eligible for Kindergarten enrolment your child must turn 5 on, or before, 31<sup>st</sup> July in the enrolment year.

Parents are required by law to ensure that their children are enrolled at school between the ages of six to seventeen years. However, most children are enrolled earlier than six years of age.

All prospective Kindergarten students are invited to our Kindergarten Orientation Day to familiarise themselves and their parents with the school. This makes day 1 of Kindergarten less overwhelming for everyone.

Please note that parents of Kindergarten students must provide the school with documentation that confirms your child's date of birth. This may include a copy of their birth certificate, passport or hospital birth card. If none of these documents are available you will be requested to complete a statutory declaration stating your child's date of birth and reason why you are unable to provide a copy of the above documents.



## GENERAL INFORMATION

### ***ASSEMBLIES***

***(Daily)*** An assembly is held before lessons begin each morning at 9.25 am in the quadrangle. At this assembly messages are conveyed to the students.

***(Fortnightly)*** Each fortnight on a Wednesday an assembly is held. This assembly is conducted by students and involves the presentation of class awards, students of the week, class items and singing. Please refer to our school newsletter to confirm times.

Parents are welcome to attend all assemblies.

### ***HOMEWORK***

At the beginning of each school year, class teachers will explain the school's policy and class homework practices to parents and students.

### ***LIBRARY***

Library lessons are held each week for one hour for all students. During library time children are encouraged to borrow library books. The normal borrowing period is one week. Children will be given a library bag for Kindergarten Orientation so that our books can be protected as they are carried to and from school. A plastic bag or other protective bag can also be used as a library bag.



### ***LOST PROPERTY***

Please ensure that all items are clearly identified with your child's name. This means that items can be quickly returned to the correct child. Lost items can also be located in the lost property box outside the school office.

### ***MONEY***

Money for excursions and other activities must be in an envelope marked clearly with the child's name, name of excursion/activity and the amount of money in the envelope. Please send the correct money. Payment can also be made by cheque. The envelope is to be handed to your child's teacher at the beginning of the day.

<b>GENERAL INFORMATION</b>
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***SCHOOL BANKING***

All children are able to bank with the Commonwealth Bank (Richmond) each Monday morning. Bank books and deposits are taken to the office after 9.00 am to be processed and will be returned to the students by the end of that week. Children are encouraged to develop good saving habits by banking weekly at school. School Banking provides an ideal way to teach children to budget and save for special purchases.

New accounts may be opened by contacting the school.

***SCHOOL FEES***

There is a school fee of \$30.00 per child or \$60 per family for each year.

The fee is used to purchase photocopying paper to reproduce stencils for classwork and materials needed for classrooms.

The school fee is not a mandatory payment but is left to the discretion of each family.

***SCHOOL DEVELOPMENT DAYS***

These are significant training and development opportunities for all staff and community members. School Development Days are usually held on the first day of the school term in Terms 1, 2 and 3 and the last two days of Term 4.

***SCRIPTURE***

Scripture lessons are conducted each Wednesday morning from 9.25 am to 10.10 am. The following Scripture groups are offered.

- \* Anglican
- \* Catholic
- \* Bahai
- \* Non Scripture

## REPORTING TO PARENTS

At Bilpin Public School the following methods will be used to inform parents of their child's progress.

- \* **Interviews**
  - Included in the reporting process
  - Based on need throughout the year.
- \* **Reports**  
For Term 1 and Term 3 reports are issued at the beginning of Term 2 and Term 4
- \* **Work Samples**  
Informal - Students take home books and/or work samples throughout the year.
- \* **Newsletter** - Sent home fortnightly on a Monday
- \* **Certificates** - Achievement, Bronze, Silver and Gold

### ***AWARD SYSTEM***

1. **Achievement Award (Purple)**
  - \* Awarded by any person involved in school activities. These awards are filled in by the person awarding.
  - \* Awarded for any area of achievement eg class, playground, sport, Scripture and bus behaviour.
  - \* Acknowledged in class.
2. **Bronze Merit Award**
  - \* Awarded by class teacher for earning 4 Achievement Awards.
  - \* Parents contacted to let them know their child will be receiving a special award at the next School Assembly.
  - \* Acknowledged in School Newsletter and Bilpin Newsletter.
3. **Silver Merit Award**
  - \* Awarded by class teacher for earning a total of 9 Achievement Awards.
  - \* Parents contacted to let them know their child will be receiving a special award at the next School Assembly.
  - \* Acknowledged in School Newsletter and Bilpin Newsletter
4. **Gold Merit Award**
  - \* Awarded by class teacher for earning a total of 15 Achievement Awards.
  - \* Parents contacted to let them know their child will be receiving a special award at the next School Assembly.
  - \* Acknowledged in School Newsletter and Bilpin Newsletter

## PHYSICAL EDUCATION / SPORT

### ***Fitness Program***

Each class undertakes a fitness program three times a week.

### ***Sport***

The children participate in an organised sport program each Friday from 2.30 pm. On this day the children are encouraged to wear the Bilpin sports uniform.

### ***Sporting Carnivals***

During the year a number of Sports Carnivals are held. These include Athletics, Cross Country and Swimming.

### ***Active After-School Communities***

The Active After-school Communities (AASC) is an Australian Government funded program run by the Australian Sports Commission. It provides primary-aged school children with a fun, free and safe introduction to a selection of over 70 sports and 20 other structured physical activities.



### ***Special Swimming Scheme***

The School Swimming Scheme is a learn to swim program developing water confidence and providing students with basic skills in water safety and survival. Students are eligible to attend until they are able to swim 25m in deep water, unaided, with confidence and style. The scheme is available to students in Years 1-6.





## BUS TRAVEL

Free bus travel is available to all students from Kindergarten to Yr 6 irrespective of the distance they live from the school.

All students travelling on the school buses are expected to behave in an appropriate manner e.g. enter and exit safely, remain seated and quiet during the journey, show courtesy and consideration towards others.

Bus routes extend from Berambing to Kurrajong Heights Post Office, along Kurts Road, Mt Tootie Road and Mountain Lagoon Road. Enquiries regarding times of pick up and return should be directed to Mr Bill Lewis or Sue Haley (phone number: 4567 2147).



## PARENTS AND THE SCHOOL

Parents are always welcome in our school. We recognise and support the importance of your role in your children's education and believe that teachers and parents need to work as a team to ensure the best education for students. A strong, positive home/school partnership, based on mutual respect, provides sound support for students as they strive to realise their academic, physical, social, emotional and moral potential.

### ***PARENT HELPERS***

Often you will be asked if you can help in class activities such as reading. Staff are very appreciative of parent support. Please contact your child's teacher if you can help in any way.

This is a good way to observe school programs and keep up-to-date with educational theories and practices.

### ***PARENT CONCERNS***

If you would like information about your child's progress or school work, or if you are worried about any aspect of their education, you should ask to speak to the class teacher who will be able to address your concerns. As teachers have the responsibility for teaching their class it is necessary to make an appointment. Appointments can be made with the teacher or the office by note, telephone or in person. For ongoing concerns and major problems you should contact the Principal.

Problems are usually resolved quite easily when everybody concerned understands the issues and is fully informed. Great harm can be caused by inaccurate or incomplete information and by allowing concerns to go unaddressed.

The Department of Education and Communities has specific guidelines for the resolution of complaints. Contact the Principal for more details.

### ***PARENTS' AND CITIZENS' ASSOCIATION (P & C)***

Our school's Parents and Citizens Association is an active and very supportive body who organises activities to raise funds for educational programs and resources.

Our P & C meetings are very friendly and are held on the first Tuesday of each month during the school year. The meetings commence at 7.30 pm. All parents and citizens are welcome to join the association. The yearly subscription fee is \$1.00.

### **Bilpin Public School P & C Committee for 2012 are as follows:**

President:	Darryl Carle	4567 1018
Vice President:	Heidi Wilson	4567 0070
Treasurer:	Nicole McEvoy	4567 1351
Secretary:	Nikki Wheen	4567 1154

***Please feel free to contact any of these representatives if you have any concerns you wish to discuss***

## EXCURSION POLICY

Excursions are a part of the school curriculum. Learning outside the classroom is as important as learning inside the classroom. Parents usually pay for excursions, but if you have difficulty paying for some excursions, you should contact the Principal for assistance through the Student Assistance Program. Under the Student Assistance Program the NSW Government provides limited financial assistance to students in need. (All information provided is kept confidential.)

Teachers need written consent from parents before students are allowed to go on excursions. Parents should ensure that the school is aware of any pre-existing medical conditions.

Teachers are trained in the supervision of children and ensure that they are protected at all times. Remember that our highest priority is the care of the children. All staff at Bilpin Public School have completed First Aid and Cardiopulmonary Response (CPR) training.

### Annually

**Years 4 - 6** One of the following per year on a rotational basis

1. Dubbo/ Bathurst (2 days)
2. Canberra/Snowy (2 days)
3. Sydney (2 days)

**K – Yr 3** At least one excursion relating to Key Learning Areas on a rotational basis e.g. Sydney Aquarium, Taronga Zoo, live theatre performance and a local excursion.



### **Visiting Performers**

Annually the school will have performers come to the school or will attend an excursion to a performance.

## IMMUNISATION

Children enrolling in school are required to provide the school with an Immunisation Certificate. This does not mean that immunisation is compulsory. Parents will always have the right of choice. However, in the event of an outbreak of a vaccine-preventable disease, unimmunised children will be required to remain at home for the duration of the outbreak. Parents will be notified of outbreaks via written and verbal correspondence.

## MEDICATION

Parents requesting school staff to administer medication will need to complete a Medication form which can be obtained from the school office. If your child has a major health issue please notify the Principal and parents will need to help the school develop a Health Care Plan. This gives clear instructions on procedures to be followed for ongoing medication, and in emergency situations.

### *Asthma*

If your child suffers from asthma, please ensure you notify our school office of any treatment. Suitable medical aids can be left permanently in the office. Please remember to update these regularly.

### *Allergies*

If your child is allergic to any food, animal or substance, please contact our school immediately.



## WHEN MUST I KEEP MY CHILD AT HOME?

The school's temporary sickbay is for emergency or short-term use only. If children become sick at school their parents will be telephoned and asked to collect them.

Parents are required to provide the school with the name and phone number of an emergency contact for occasions when parents cannot be reached. It is important that information about emergency contacts is kept up-to-date.

### **Children should be kept at home if:**

- they need to be excluded from school in accordance with Department of Health regulations or
- they are suffering any of the illnesses or complaints listed below:

Influenza	Severe asthma
Temperature	Vomiting
Diarrhoea	Severe skin rash or infection
Headache, earache, toothache	Discharge from the eyes, nose or ears

If a serious accident occurs at school, parents or emergency contacts will be telephoned as soon as possible. An ambulance will be called and the child admitted to casualty at the Principal's discretion if parents or contacts cannot be reached.

**It is essential that parents notify the school whenever contact details change.**

## COMMON SCHOOL INFECTIONS

During a child's life at school it is possible that they will contract some common diseases. To stop the disease spreading throughout the school there may be a period of exclusion as per the table below. For further details the school office or NSW Department of Health should be contacted <http://www.health.nsw.gov.au>

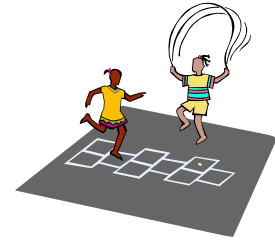
Periods of exclusion are listed below:-

DISEASE	EXCLUSIONS FROM SCHOOL
CHICKEN POX	Not prior to 5 days after rash initially appears and all blisters have dried and scabbed.
MEASLES	Students diagnosed with measles are not to return to school until medical certificate of recovery is produced.
MUMPS	Students diagnosed with mumps should stay away from others for 9 days after the onset of swelling. A medical certificate of recovery is required.
RUBELLA	Until fully recovered. A medical certificate of recovery is required.
IMPETIGO (School Sores)	After treatment has started. Sores must be completely covered with a watertight dressing until fully healed.
RINGWORM	Until appropriate treatment has commenced. Sores must be completely covered with a watertight dressing until fully healed.
SCARLET FEVER	Until the antibiotic treatment is received and taken for at least 24 hours, and feels well.
TRACHOMA (Conjunctivitis)	Until discharge from eyes has ceased.
PERTUSSIS (Whooping Cough)	Until treatment has commenced and a medical certificate of recovery is produced.
DIPHTHERIA	Exclude until receipt of a medical certificate of recovery.
TETANUS	Exclude until fully recovered.

## SCHOOL RULES

We want Bilpin School to be a safe and happy place by:

- Playing in a friendly, safe and fair manner.
- Speaking and listening politely with respect.
- Working sensibly and co-operatively (teamwork)
- Being prepared to always do your best.
- Having pride in your work, uniform and school.
- Being responsible for your actions.
- Being in the correct areas (right time and place)
- Walking on the concrete.
- Wearing a hat in play areas.
- Respecting others' property and the school environment.
- Caring for and respecting each other.



<b>SCHOOL SONG</b>
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Where Tomah's slopes go rolling down

towards the eastern seas

Our Bilpin school is nestling there

beneath the tall gum trees

Our pioneers with axe and fire

carved out our farms and town

From trackless wild now every child

remembers their renown

Our colours bold of green and gold

proud colours of our land

The green of forest farm and field

the gold of sun-lit sand

We learn to live our lives in peace

this is our golden rule

So sing with joy each girl and boy

All cheer our Bilpin School!



**ADVANCE AUSTRALIA FAIR**

Australians all let us rejoice  
For we are young and free;  
We've golden soil and wealth for toil,  
Our home is girt by sea.  
Our land abounds in nature's gifts  
Of beauty rich and rare,  
In history's page let every stage  
Advance Australia Fair.  
In joyful strains then let us sing  
Advance Australia Fair.

Beneath our radiant Southern Cross  
We'll toil with hearts and hands  
To make this Commonwealth of ours  
Renowned of all the lands.  
For those who've come across the seas  
We've boundless plains to share;  
With courage let us all combine to  
Advance Australia Fair.  
In joyful strains then let us sing  
Advance Australia Fair.

# NSW Foundation Style

THE SMALL LETTERS  
 u y v w a d d (optional) g q c e o  
 f j s n r m h k b p l t i x z

THE CAPITAL LETTERS

U C G O Q J S  
 B P R D I I L E F H T  
 (optional)  
 A V W M N  
 K Y X Z

THE NUMERALS

0 1 2 3 4 5 6 7 8 9

abcdefghijklmnopqrstuvwxyz

The quick brown fox  
 jumps over the lazy dog.