



Education

# Bexley North Public School

## 2024 Information Booklet



## Contents

Principal’s Message .....	3
Staff Information .....	4
General Information .....	5
Communication .....	6
Lunches and Canteen.....	6
Payments for Excursions/Events .....	7
School Uniform.....	7
Attendance .....	9
Before and After School Care (BASC) .....	11
Drop-off and Pick-up procedures .....	11
Contact Information and Change of Circumstances.....	12
Medications and Medical Conditions.....	12
Accidents and Illnesses at School .....	12
Behaviour and Interventions.....	13
Learning Support.....	14
RFF: Release from Face-to-Face Teaching .....	14

## Principal's Message

On behalf of the staff, students and school community, I would like to extend a warm welcome to our new families. At Bexley North Public School, a dedicated and caring staff work in partnership with families to ensure every student achieves their full potential.

Bexley North Public School enjoys a rich and proud history and is well regarded in the local community for supporting the growth and wellbeing of our students. Our current priorities include a focus on ensuring all teachers utilise evidence-based practices and all students achieve effective growth and attainment of results. We are developing a whole school system for student wellbeing so that students feel known, valued and cared for. Building a continuous culture of improvement across the school ensures that we deliver a contemporary education.

It is a privilege for me to be able to work with the students, staff and community members of Bexley North Public School in the role of Principal. Leading such a committed team of professionals and working closely with the school community ensures that each and every conversation we share about the education provided by Bexley North Public School focuses on what is best for our students.

I look forward to working in partnership with you to provide your child with the best education we possibly can.

Danielle Scott

Principal



## Staff Information

### Bexley North Public School

<b>Address:</b>	116 Kingsland Rd Nth, Bexley North 2207
<b>Phone numbers:</b>	9554 3306                      9150 6171
<b>Fax:</b>	9554 3514
<b>Email:</b>	bexleynth-p.school@det.nsw.edu.au
<b>Website:</b>	www.bexleynth-p.schools.nsw.edu.au
<b>Principal:</b>	Ms Danielle Scott
<b>Assistant Principal Curriculum:</b>	Carmen Rice
<b>Assistant Principal K-2:</b>	Lauren Davis
<b>Assistant Principal K-2:</b>	Lidia Cicala
<b>Assistant Principal 3-6:</b>	Maria Bajic
<b>Assistant Principal 3-6:</b>	Carmen Rice
<b>AP Learning &amp; Support:</b>	Maria Bajic & Lauren Davis
<b>School Counsellor:</b>	Naomi Asakawa
<b>Librarian:</b>	Shane Harcombe

<b>2024 Classroom Teachers:</b>	Rebecca Rooney Anastasia Theodoridis Samantha McGrath Veronica Abreu Sylvia Botsivalis Tamara Cook Lauren Davis Anna Speirs Anna Mandalinic Anita Alexander Helen Kaskoutas Christopher Sneddon Toula Athanasiou Yvonne Tan Maria Bajic Lieske Goslinga Thomas Delaney Elle Morgan
---------------------------------	---

<b>School Admin Staff:</b>	Rob MacPherson, Maria Kerr, Sara Stewart, Rita Lamotta & Ronda Jones
----------------------------	--

## General Information

### **Bell Times**

There is no teacher supervision on school grounds before 8:30am. All students should arrive at school in time for learning at 9:00am.

<b>8:30am</b>	Students to sit under the COLA only. Staff member on duty to supervise.
<b>8:45am</b>	Bell. Students to line up at classroom. Classroom teacher to supervise.
<b>9:00am</b>	Bell for start of school day.
<b>11:00am</b>	Eating time in classrooms.
<b>11:15am-11:55pm</b>	Lunch
<b>1:40pm-2:00pm</b>	Recess
<b>3:00pm</b>	Student dismissal

### **School Terms 2024- FOR STUDENTS**

<b>Term 1</b>	Thursday 1 February - Friday 12 April
<b>Term 2</b>	Tuesday 30 April to Friday 5 July
<b>Term 3</b>	Tuesday 23 July- Friday 27 September
<b>Term 4</b>	Monday 14 October- Thursday 19 December



## Communication

### Contacting your child's teacher

Your child's classroom teacher is your first contact for any general questions or concerns that you might have regarding your child. For example, homework, school events, teaching and learning or wellbeing. If you would like to arrange a time to meet with your child's teacher, please contact the school via phone on 9554 3306 or via email at [bexleynth-p.school@det.nsw.edu.au](mailto:bexleynth-p.school@det.nsw.edu.au).

Following that, you may contact the Assistant Principal:

Years K-2 (Curriculum) – Ms Cicala

Years K-2 (Wellbeing) – Mrs Davis

Years 3-6 (Curriculum) - Mrs Rice

Years 3-6 (Wellbeing) - Mrs Bajic

### Audiri App

Our school uses the Audiri app to communicate general information to parents and as a form of communication in the event of an emergency. Please ensure you have the Audiri app and update the grade and groups your child is in. This helps us to only send information to the relevant families.

### Seesaw

Your child's teacher will use the Seesaw platform to communicate student work and achievements throughout the year. Please download the Seesaw parent App and use the QR code provided by your child's teacher to link to your child's learning journal. Parental permission is required before teachers can begin using Seesaw for your child.

## Lunches and Canteen

### Lunch

Students have fifteen minutes dedicated eating time from 11:00am-11:15am each day to eat their lunch in a quiet place while seated. This is usually the classroom however some classes choose to sit outside on their verandah or under the COLA. We encourage students to bring a healthy lunch and a water bottle that they can refill throughout the day.

### Crunch and Sip

All students are encouraged to pack a small quantity of fruits and/or vegetables for 'Crunch and Sip' time. Classes break informally at 10:00am to allow students a chance to eat a healthy snack and have a drink of water. The rationale behind Crunch and Sip is to prevent students from becoming hungry and losing focus during the morning session.

### Canteen

The Bexley North Public school canteen operates within the [NSW Healthy School Canteen Strategy](#) and offers a range of foods for students to order for lunch at 11:00am Monday to Friday. Orders can be made online using [Flexischools](#). The canteen menu is available on the site and includes a range of daily specials. Your child's order will be delivered to their classroom at 11:00am for eating time.

## Payments for Excursions/Events

A permission note will be sent through School Bytes, our online platform with details of excursion/events. There are various ways to pay for an excursion, including: online through School Bytes or via card at our school front office. Cash is not accepted. Prompt payment of all school accounts is vital, as they often represent expenses already paid on your behalf.

## School Uniform

### **Purchasing uniforms**

School uniform promotes a sense of belonging for students and creates a positive identity for the school community. The Bexley North Public School uniform includes options for all seasons in a range of sizes. Uniforms can be ordered online at <https://www.picklesschoolwear.com/school/bexley-north-public-school>. Online orders can be delivered free to the school, posted to a nominated address for a small postage fee or picked up from the Marrickville Retail Outlet. Pickles opening hours and Covid-19 appointment guidelines are available on their [website](#). Our second hand uniform shop is open every Tuesday from 8.30am-9.00am.

### **Shoes**

Students are encouraged to wear comfortable sports shoes and their sports uniform on their class sport day. For all PSSA and school sports representatives, your coach will give you information regarding specific shoe or uniform requirements. For all other activities, the school uniform requires comfortable black shoes.

### **Hats**

In promoting the health and safety of our students, the Bexley North Public School uniform includes the option of a wide-brimmed navy hat for daily use as well as a maroon cap for when students are participating in sports or fitness activities. We encourage students to bring a hat each day to school, as well as on excursions or to school sporting events.

### **Labelling**

Please label all your child's uniforms and possessions clearly with their full name to avoid items becoming lost. The school runs a lost property system which students may access on request if they have lost an item of clothing, lunchbox, or drink bottle.



# SCHOOL UNIFORM GUIDE

## GIRLS SUMMER



Summer Girls Tunic School Hat & Socks

Girls Summer Options

Unisex Summer Polo Navy Skort & Socks

## GIRLS WINTER



Winter Girls Tunic with bib, Peter Pan Shirt & Navy Tights

Winter Tunic, Unisex fleece Jacket

Winter Girls Pant, Unisex Polo & Unisex Fleece Jacket

## BOYS SUMMER & WINTER



Unisex Summer Polo, Navy Shorts & Socks

Boys Winter Uniform with School Hat

Unisex Long Sleeve Winter Polo & Navy Long Pant

## GIRLS WINTER SHIRT OPTIONS



Unisex Long Sleeve Polo, with Skirt

Peter Pan Shirt, with Skirt

Skivvy, with Skirt & Bib

## UNISEX SPORT



Unisex Summer Polo, Unisex Short & PSSA Cap

Unisex Winter Sport Uniform - microfibre tracksuit & Polo Shirt

Unisex Sport Uniform Options

## UNISEX ACCESSORIES



School Hat

Yrs 3-6 Sport Cap

Backpack

Library Bag

PSSA Yrs 3-6 Sock

Prosper White & Navy 3pk Sport Socks

Art Smock

## GIRLS ACCESSORIES



Columbine Navy Tights

Navy Scrunchie

Navy Satin Bow

Alice Headbands

Winter Headband

Summer Headband



## Attendance

### Attendance expectations and Departmental policy

Regular attendance at school is essential to assist students to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students. In adherence with the Department's [School Attendance Policy](#) "It is the duty of the parent of a child of compulsory school-age to cause the child:

- to be enrolled at, and to attend, a government school or a registered non-government school, or
- to be registered for home schooling with the NSW Education Standards Authority (NESA) and to receive instruction in accordance with the conditions to which the registration is subject.

Parents are required to explain the absences of their children from school **promptly and within seven days** to the school. An explanation for absence must be provided to the school within 7 days of the first day of any period of absence." (NSW Department of Education [School Attendance Policy](#))

### Full day absence procedures

An absence is unexplained if parents/ carers have failed to provide an explanation to the school within 7 days. Absence explanations can be made via the Audiri app, by phone, or by a signed note from the parent/ carer. It is preferable to inform the school of the reason your child's absence on the day, or as soon as possible within 7 days.

### Lateness procedures

If your child is late to school (arrives after 9:00am) they are to visit the front office to inform the School Admin Officers of their name and class so that the school's attendance record can be accurately adjusted with the time of arrival. The student will then collect a late pass from the office and take this to their class teacher. All late arrivals must be justified with an explanation from the student's carer/ parent.

### Early departure procedures

If a student becomes ill at school, parents will be notified via phone call so that their child can be collected from the sick bay in the front office. Following early departure procedures, parents/ carers will be required to 'sign out' their child and the student will have a partial absence recorded and justified as sick.

It is encouraged that appointments for students are made outside of school hours to minimise disruption to students' learning.

NSW Department of Education

# Why attendance matters



When your child misses school they miss important opportunities to:



Learn



Make friends



Build skills through fun

## Days missed = years lost

A day here and there doesn't seem like much, but...

When your child misses just...

they miss weeks per year

and years over their school life

**1** day per **fortnight**  
 = **4** weeks  = Over **1** year missed

**1** day per **week**  
 = **8** weeks  = Over **2.5** years missed

## Before and After School Care (BASC)

For families that require care for their children before 8:30am or after 3:00pm, Bexley North Public School Before and After School Care (BASC) is a community-based non-profit childcare facility located on school grounds. The centre is run by the P&C and is staffed by qualified childcare workers.

### **BASC hours of operation**

Before and After school care runs from 7:00am-9:00am and from 3:00pm-6:00pm.

### **Contact details**

For more information, please contact the BASC on 8964 5130 or 0435 849 556, or via email at [bexleynorth.ps.basc@gmail.com](mailto:bexleynorth.ps.basc@gmail.com).

### **BASC drop-off/ pick-up**

For parents/ carers dropping off and picking up children from BASC, the Wilkinson Road pedestrian gate is available for entry and exit.

## Student Drop-off and Pick-up procedures

Entry to the school is via the front gate on Kingsland Road North, or back gate on Benjamin Street. The back gates are closed at 9:15am.

Parents/ carers are reminded to observe and obey the no parking/ stopping signs, and the 40km p/h school zone for the safety of students and the community.



## Contact Information and Change of Circumstances

### Contact information

Please advise the school via the front office when there are any changes to your family's contact details, or your child's emergency contacts. In the event of an incident or emergency, every effort is made to contact parents and carers via mobile phone, home or work phone, or via the Audiri app.

### Change of circumstances

In order to maintain accurate records and provide students with the necessary support, please inform the school via the front office and the classroom teacher if there are any changes to your circumstances including:

- drop-off or pick-up arrangements, including who is authorised to pick up your child and when;
- student health and wellbeing including medical conditions or medications that will impact their health or wellbeing at school.

## Medications and Medical Conditions

### Medications

When a medical practitioner has prescribed medication that must be administered during the school day, parents/carers must:

- notify the school
- provide up to date information as required
- supply the medication and any 'consumables' necessary for its administration in a timely way.

Parents/carers of children who require prescribed medication to be administered at school must complete a written request. **Please contact the office for this form.** Students must not carry medications unless there is a written agreement between the school and the student's parents/carers.

## Accidents and Illnesses at School

Students who are ill or have an accident at school attend the sick bay (in the front office) for assessment of their needs by staff. Any minor first aid required is conducted by school administrative staff (bandaids, ice packs). For serious illness or accidents, parents will be contacted and if necessary, an ambulance will be called. If parents/carers cannot be reached, emergency contacts will be called.

At Bexley North Public School, staff are trained in CPR, anaphylaxis and emergency care.

## Behaviour and Interventions

### Responsible, Respectful and Resilient learners

Positive Behaviour for Learning is an approach to student behaviour that empowers students through explicit teaching of behavioural expectations in different settings. Our values are 'Responsibility, Respect and Resilience' and teachers support students to achieve success through regular lessons, incident reflection with a teacher, and tiered intervention:

Tier 1: Universal practices that are preventative in nature. These are school-wide and include explicit teaching, signage, active supervision and positive reinforcement.

Tier 2: Targeted systems of support for students at risk behaviourally

Tier 3: Individual systems of support that are intensive and personalised, including personalised behaviour management plans.

### Reflection

Reflection is a scheduled opportunity for students to meet with a teacher after a behaviour incident has occurred. During this time, students discuss the incident with the teacher and have an opportunity to speak about the emotions and decisions involved as well as to plan strategies for safer choices in the future.

The number and frequency of reflections is monitored to ensure necessary interventions are in place for students as needs arise. If a student is placed on reflection by a teacher, parents will be informed via letter. Regular communication between the classroom teacher, Assistant Principal and parents/ carers is part of this process to best support students' needs.

### Positive Acknowledgement and Rewards

#### Merit Awards

Merit awards are given out in classes to students who have demonstrated responsibility, respect and/ or resilience. There is also an award for 'work of the week' to acknowledge outstanding efforts in learning and a learning goal award for students who have achieved their learning goals. Many teachers also run their own classroom positive behaviour reward systems.

#### Tokens

At a school level, students earn 'PBL tokens' for behaviours that align with the school expectations. These tokens are allocated to student 'houses' (Manning, Richmond, Lachlan, Fraser) and tallied. At the end of each term, the winning house receives a special recognition event or reward.

#### Star Pins

Students can be nominated for star pins by their peers or teachers who have observed occasions where the student has demonstrated responsibility, respect or resilience. Star pin nominations occur twice a term and the pins are handed out at a special PBL assembly.



## Learning Support

We are committed to supporting each child to achieve their best in an environment where their learning, wellbeing and sense of belonging are of the highest priority.

Our Learning Support Team includes the School Counsellor, Learning Support Coordinator, Learning Support Teacher and the Principal. The purpose of the Learning Support Team is to collect information and make recommendations to the teachers of students who need adjustments to access the curriculum and meet their educational goals. The team supports the specific needs of children with disability and additional learning and support needs. This may include behaviour or overall wellbeing.

### **How does my child access learning support?**

Students can be referred to the learning support team by their classroom teacher for learning or behaviour support based on data that indicates the need for further intervention. These decisions will be made only after the classroom teacher has had discussions with parents/ carers around their observations of student need, and strategies or interventions have been trialled at a classroom level. Parents are encouraged to contact their child's classroom teacher if they have concerns about behaviour or learning.

### **The role of the school counsellor**

School counsellors support students and staff with their expertise in psychological counselling, assessment and intervention with the consent of parents/ carers. If you would like to discuss your child with the school counsellor, please contact the school through the office.

## RFF: Release from Face-to-Face Teaching

In 2024, Bexley North Public School will be running a Science and Technology RFF program. Students will be engaged in scientific enquiry, authentic use of technology for learning and solutions-based design.

