



SOUTHERN CROSS PUBLIC SCHOOL
Cultivating Stars of the Future



Information Handbook
Reviewed August 2019

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Contact Us



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Email: on sthcross-c.school@det.nsw.edu.au



Our website is <http://www.sthcross-c.schools.nsw.gov.au>



Find us on

Facebook

: <https://www.facebook.com/Southern-Cross-Public-School-291977084623144/>

School Background

Southern Cross Public School is situated in beautiful East Ballina on the Far North Coast. The school has an enrolment cap of 554 students, and includes 5 support classes and 12% Indigenous students. The school is well resourced with modern facilities and specialised learning spaces. Our staff maintain high standards of performance and professionalism to provide a quality education for all students in a harmonious learning environment. Specific programs and initiatives that meet the needs of a contemporary learner are a feature of the school. Our school has a strong focus on collaboration through functional teams in the development of curriculum based learning.

The school opened in 1971 under the Principalship of Mr Gordon Lang and was considered a unique school in terms of its organisational structure and open learning mode of education. From the humble beginnings of 3 teachers and approximately 80 students, the school now has an enrolment of approximately 400 students from Kindergarten to Year 6, including 5 support classes.

Southern Cross Public School is characterised by a supportive and cooperative home/school relationship. We continue to place a great emphasis on developing and maintaining a positive, professional relationship with the parents and the community, through engaging, supporting and celebrating the learning of our students and the learning community.

Southern Cross Public School has a strong focus on quality teaching and learning, encouraging a willingness to take risks, strive for improvements, focus on personal interests and goals to achieve at a “personal best” level.

Our school is named after the plane in which Sir Charles Kingsford-Smith completed his epic flight from Oakland, San Francisco, to cross the Australian coast at Blackhead early (9:50am) on the morning of (Saturday) 9th June, 1928. Often described as the greatest flight in aviation history, Smithy’s skill is remembered by us with pride with the completion of this very practical monument, ‘Southern Cross School’.

In welcoming you to Southern Cross Public School, we ask that you take the time to read the information contained in this booklet and to contact the school regarding any concerns or queries you may have. Our aim is to prepare a student for a life of learning that is supported by strong and positive

links between the school and home, thus ensuring we continually strive to uphold our motto of "Creating Successful Futures".

Our school provides an environment in which we all live and learn together, to become creative and critical thinkers, considerate, passionate and happy people.

Staff

Senior Executive

Mr Alan Orchard
Mrs Gail Marchant
Mrs Kristin Piccoli

Principal
Deputy Principal (HD) - Instructional Leader
Deputy Principal (HD) - Instructional Leader

Executive

Mr Simon Porter
Mrs Andrea White

Assistant Principal - Student Wellbeing
Assistant Principal - Community Engagement

School Counsellor

3 days per week part time Counsellor (*Monday, Wednesday and Friday*)

Administration

Mrs Christine Oaten - School Administration Manager (SAM)

Staff Roles

Principal- responsible for the organisation, management, supervision and efficiency of the school. Parents who wish to make an appointment with the Principal should contact the school office on 0266 860503.

Deputy and Assistant Principals - responsible for the efficient operation of the school from day to day. They are concerned with the organisational planning of the school and the general supervision of staff and students. They also have a responsibility for curriculum development and implementation, as well as dealing with matters relating to student behaviour and the wellbeing of students and staff.

School Counsellor - is a person with teaching experience and additional qualifications in psychology and counselling. A Counsellor provides assistance in matters of educational assessment and the social and emotional development of students. Parents are provided with feedback from assessments undertaken with their child.

Students are referred by the Principal, members of staff, parents or student self-referral. Parents may make appointments for interviews by contacting the school office. Students seeking help should make appointments for interviews directly with the Counsellor. The School Counsellor can work in a variety of ways:

- assisting parents/carers to make informed decisions about their child's education
- assessing student's learning and behaviour
- assisting schools to identify and address disabilities that affect student's learning
- aid, where required, in referrals to other agencies such as speech pathologist
- liaising with other agencies (doctors / community health therapists / FaCS) concerned with the wellbeing of students



Administration Manager - responsible for the efficient management of the school offices. Their role is to provide administrative support to staff and liaise with parents regarding matters pertaining to students and general administrative issues.

Teaching Staff - plan and deliver educational programs within to meet the specific needs of students within their class. If a parent has any enquiries regarding the learning, physical or social development of their child the classroom teacher should be the first point of contact.

Learning Support Teacher – provides specialised assistance to children, their families and school staff to meet individual learning needs. They coordinate the delivery of targeted programs to support academic, behaviours which will improve student outcomes.



School Learning Support Officers - under the direction and supervision of teachers, assist in classroom activities, routines and the care and management of students.

School Administrative Officers - office staff who are available to parents and students for general enquiries on school activities and payment of fees/extracurricular activities. Appointments to see the Principal and other members of staff should be made through the office.

Statement of Values

Southern Cross Public School provides a service that offers all children enrolled the opportunity to commence lifelong learning in their chosen academic, sporting and social endeavours.

At Southern Cross Public School we uphold the values of: High expectations and meeting the individual student's needs through creative, engaging and contemporary practices. These are guided by our three corporate strategies of Respect, Responsibility and Excellence, as well as our Positive Behaviour for learning values of Be Safe, Be Fair and Do Your Best.

Respect: Having regard for yourself and others, lawful and just authority and diversity within Australian society and accepting the right of others to hold different or opposing views.

PBL - Be Fair

Responsibility: Being accountable for your individual and community's actions towards yourself, others and the environment.

PBL - Be Safe

Excellence: Striving for the highest personal achievement in all aspects of schooling and individual and community action, work and life-long learning.

PBL - Do your best

Southern Cross Public School is characterised by a supportive and cooperative home/school relationship. Parental and community support for the school is strong, and is demonstrated in a number of ways including canteen assistance, classroom helpers, Friends of the School activities, sponsorship and general participation in a range of student and school activities and events. This relationship is greatly valued by the school staff.

NSW Department of Education Statement of Values

All students in **NSW Government Schools** are expected to:

- Attend every school day, unless they are legally excused, and be in class on time and prepared to learn.
- Maintain a neat appearance, including adhering to the requirements of the school's uniform or dress code policy.
- Behave safely, considerately and responsibly, including when travelling to and from school.
- Show respect at all times for teachers, other school staff and helpers, including following class rules, speaking courteously and cooperating with instructions and learning activities.
- Treat one another with dignity and respect.
- Care for property belonging to themselves, the school and others.

Behaviour that infringes on the safety of others, such as harassment, bullying and illegal or anti-social behaviour of any kind, will not be tolerated.

Teaching and Learning Statements

We at Southern Cross Public School believe that our prime purpose is to prepare students for a Life of Learning.

We believe that:

- Every child can learn.
- Children learn best by doing.

At Southern Cross we will aim to:

- Cater for individual children's needs.
- Develop students as independent, cooperative and responsible learners.
- Encourage students to be critical and creative thinkers.
- Develop students' positive self-esteem and respect for others.



Looking towards tomorrow we aim to:

- Develop a school that is innovative and well resources to support creativity and inquiry.
- Be a place where success and achievement are attainable for all.
- Ensure that learning is supported by strong and positive links between students, school and the community.

Enrolling in our School

NSW public schools have defined local enrolment areas. These areas are determined by the Department of Education. Students enrol in public schools based on their home address. All public schools ensure there are enough places for students in their local enrolment area. All In Zone enrolments are accepted for enrolment at our school.

The child's birth certificate, immunisation history and proof of residence need to be supplied to the school before enrolment can be finalised,

Our school may accept enrolments from outside their area if places are available. Such applications are subject to selection criteria and department policies. Contact our Administrative Office for further information about our Out of Zone Enrolment process.

Children enrolling in Kindergarten must attain the age of 5 prior to the 1st of August in the year they are attending.

General Information

Aboriginal Education

The NSW Department of Education and Southern Cross Public School are committed to improving the educational outcomes and wellbeing of Aboriginal students so that they excel and achieve in every aspect of their education. Our Aboriginal Education Policy is available on the school website.

We actively promote Aboriginal culture among all students to increase knowledge and understanding of the histories, cultures and experiences of Aboriginal and Torres Strait Islander people as the First Peoples of Australia.

Our school implements Personalised Learning Pathways for all Aboriginal students and conducts regular training with staff to promote respect, understanding and enhanced learning outcomes.

Decisions in regards to Aboriginal Education are made in consultation with our local AECG.



Absence

A sound education depends on good attendance and punctuality. Attendance at

school is compulsory for all students aged 6-17 years. If a student is absent from school for any reason, an explanation MUST be given to the school within seven days to explain details of the absence. This notice can be as a reply to our daily absentee text messages, via the Parent Portal, a phone call, letter or by email. If informed by note, this is to be handed to the class teacher as soon as possible.

The following information is required by the school:

- full name of the absent student
- class and year
- date/s of absence
- explanation of the absence
- signature of the parent/guardian

Explanations for absences will only be justified if they include:

- being sick, or having an infectious disease
- having an unavoidable medical appointment
- being required to attend a recognised religious holiday
- exceptional or urgent family circumstances

All other explanations for absences will be recorded as unjustified.

Our school is committed to supporting parents/caregivers in providing an explanation of attendance and encouraging attendance rates to be sustained at an acceptable level. We may contact you in regards to attendance for the following reasons:

- Daily if your child is absent or arrives late without explanation
- Weekly emails if no explanation for absence is supplied
- After seven days, via phone, to discuss providing an explanation for absences

- If your child's attendance rate is identified as being of concern or at risk

If a parent/caregiver is aware of an absence prior to the date, they are encouraged to contact our administrative office to notify.

If an explanation is not received by the school within 7 days of the last day of absence an unjustified absence will be recorded. All information will be kept on file.

The number of absences, whole day and partial (lateness and part day), in a year is indicated on a student's record. This cannot be altered and the school record will not be adjusted/reprinted.

It is important that the school keeps an accurate record of student attendances. The Department of Education and Communities employs a Home School Liaison Officer to liaise with parents and follow up on poor attendance and unsatisfactory reasons for non-attendance.

Our school regularly publishes the Department of Education flyer of attendance for parents. It is important that you refer to this to gain more of an understanding of the Minister's expectations on attendance and how schools and families can work together to support student learning.

Your assistance in these matters will be greatly appreciated.

Assemblies

Stage assemblies are held on a regular basis. Parents are always most welcome to attend assemblies. The children enjoy sharing their work and activities. Classes host the stage assemblies and share their learning in rotation.

Assemblies are held in the hall. Kindergarten to Year 2 on Thursday and Years 3-6 Friday in weeks 3, 5, 7 and 9.

Calendar

Our school calendar of events is available on the school website and through the Parent Portal. Coming events are also publicised on

our Facebook page. Ensure you regularly check the calendar so that you can keep up-to-date with all school events.

Canteen/Lunches

The canteen is open on Monday, Wednesday and Friday. Lunch orders should be written on a bag, including the student's class and left at the canteen before 9:00am. The canteen menu is available on our school website. The canteen is operated by a supervisor with volunteer assistance. Should you be able to give some of your time, it would be appreciated by the supervisors and students.

If your child forgets to bring their lunch to school, they should inform their teacher who will arrange contact with parent.

Casual Teachers

Casual or relief teachers assume the same responsibilities and duties as permanent teachers and are employed when a teacher is sick, on leave or is attending a training course. Casual teachers meet all training requirements.

Code of Conduct

Our schools Student Code of Conduct outlines the rights and responsibilities of students in the school. This is discussed at the beginning of the school year and reinforced regularly. Our Positive Behaviour for Learning expectations underpin the Code of Conduct. The Code explicitly outlines:

- Rights and Responsibilities
- Recognition and consequences
- School expectations

The Code of Conduct is available within our schools Wellbeing Policy.

Whilst on site, visitors are expected to act in a fair and respectful way towards others. In cases where appropriate behaviour has not been demonstrated, the school will seek to place an Inclosed Land Act on the individual.



Collection of Monies and Notes

For various reasons parents/caregivers will need to send money or permission notes to school throughout the year. You will be advised of events and circumstances where payment is necessary in advance.

Preferred payment is via online payment on our school website <http://www.sthcross-c.schools.nsw.gov.au> and selecting 'make a payment'. Eftpos payments can be made directly at our office. Cash payments and notes can be returned to the office by parents/caregivers or students can give them to the classroom teacher for collection. All payments and notes must be returned by the due date advised.

The Administrative Office will invoice once a term for any outstanding payments.

Reasons why money might be brought to school:

- advertised activity
- special program/event
- Book Club order (twice a term)
- school fees
- school photographs (annually)

The staff and Friends of the School are very mindful of keeping such requests to a reasonable level and evenly spread throughout the year. Friends of the School is regularly consulted regarding the programming of events where there is a cost to parents.

Communication

Parents are welcome at our School. We encourage you to attend assemblies and visit classrooms to share in special

events/activities. We appreciate parents making contact with the school and keeping us informed about their children.

Our school has a culture of encouraging parent/teacher communication. The support provided to individual children and the students as a whole can be maintained at a high level in such an environment.

At Southern Cross Public School we endeavour to keep our parents up to date with our busy schedules. We regularly celebrate our students' participation in a range of activities via our school Facebook page. (Please like our page and elect to receive all of our notifications to ensure that you don't miss anything). Any upcoming incursions or excursions are advertised via Facebook, a note home and in some cases we will email important information. We also have a text messaging system which allows us to text parents whenever there is any more urgent communication required. Facebook is used as an alternative to a newsletter so that we can deliver information in a timely manner.

Despite regularly posting to share information and successes at our school, please be aware that we don't always monitor comments, therefore, if you have any feedback or concerns you need to do this by contacting our office.

If you would like to make an appointment to see your child's teacher please telephone, write a note or call at the front office. In the interest of safety for all, we ask that all visitors report to the front office on arriving at the school. Please do not go directly to classrooms.

Publications such as the Southern Cross Public School Information Handbook, School Plan Management, and Annual School Reports are available to the general community via our website, to communicate our school direction and achievements.

Community Engagement and Friends of the School

The quality of the educational opportunities provided at our school is made possible through the constructive support and contributions made by all members of the

community (parents, children, and staff) to the school's operation and management. Through collaboration and consultation we encourage participation at a level where individuals feel comfortable.

Parent input and feedback as individuals, through the Friends of the School, is supported and encouraged in areas such as; designing and implementing school programs, identifying needs to guide planning, designing policies, organising special events, etc.

Meetings are held once a term in the Conference Room of our Administrative Office. These meetings are an important way that parents, caregivers and our wider school community can have input into our school. Parents/caregivers are welcome to bring their children.

As issues arise, groups of students, staff and parents are invited to form working parties eg. School Uniform Working Party, Environmental Sustainability Group, Curriculum Committee.

The presentation of parent information sessions to enhance parents' knowledge and understanding of the curriculum and classroom activities is an area currently being extended to develop community confidence in being involved in school and classroom activities.

Complaints and suggestions

Sometimes issues arise that cause concern. Rather than allowing the concern to escalate, it is important that the problem is resolved as soon as possible. Your child's teacher is the first point of contact. Where not appropriate, please contact the relevant Assistant or Deputy Principal.

We are constantly working to improve the way we support children at our school. If you have any suggestions please let us know.

Contact Details

The School should be notified of any change of address, phone number, email or emergency contact details at the earliest possible time. These accurate details are essential if we ever need to contact home for any reason (illness, accident, etc.). Details can be altered by

completing a form through our office or by logging within our Parent Portal.

Court Order, Custody and Access

Any family with court orders detailing custody arrangements must inform the school as soon as orders have been issued. The office must have all orders in writing.



Curriculum

Our school follows the NSW Syllabus and implements school developed, stage based units of work to ensure all outcomes are covered through meaningful learning experiences, which set high academic standards. Adjustments are made to the units based on the needs, interests and abilities of students within each class. Our school has high expectations of all students to make a commitment to and assume responsibility for achieving their best educational outcomes.

Staff access regular and contemporary professional learning to ensure the highest quality teaching and learning programs are delivered across the school.

English

The development of knowledge, skills and understanding of language so that students are able to read, write and communicate effectively. Our school utilises a program school wide called Spelling Mastery that helps students learn dependable spelling skills. Placement tests undertaken at the start of the program ensure that students enter the program at the appropriate level. Purchase of

Spelling Mastery books is expected at the beginning of each school year.

Maths

The development of the ability to identify, describe and apply patterns and relationships to solve mathematical problems.

Science

Through their studies students learn about the biological, chemical, geological and technical world. They actively develop skills in planning and conducting investigations, recording and analysing data.

History

The aim is to stimulate students' interests in the past, to develop critical understanding of how the past impacts the present. Historical inquiry and critical thinking skills are developed.

Geography

Through studies of places, students will develop an understanding of the relationship between people and their environment to build a holistic understanding of the world. Skills in processing, analysing and interpreting information is developed.

Creative & Practical Arts (CAPA)

Students creating and performing where applicable in the areas of music, visual arts, drama and dance. They also learn to appreciate the works of others and reflect on their own performance.



Physical Development, Health and Physical Education (PDHPE)

Students explore issues of health, safety and wellbeing and develop skills and confidence through challenging and enjoyable movement experiences. There is a focus on thinking critically, solving problems and making informed decisions.

Discipline Processes

From time to time staff need to take steps to manage students who demonstrate behaviours which don't align with our school values. Specific structures are put in place to ensure consistency and fairness for all. See appendix 3 for steps taken when inappropriate behaviour is demonstrated.

Specific policies and processes are written based on Anti-Bullying and Anti-Harassment which outline student, staff and parent/caregiver responsibilities. Southern Cross Public School has proactive strategies in place to reduce incidents of bullying and harassment, and has a zero tolerance policy.

Bullying is **repeated verbal, physical, social or psychological behaviour** that is harmful and involves the misuse of power by an individual or group towards one or more persons.

Cyber bullying refers to bullying through information and communication technologies.

Bullying behaviour can be verbal, physical, social or psychological. It encompasses all forms of harassment including those based on sex, race, disability, homosexuality or transgender.

Bullying of any form or for any reason can have long term effects on those involved, including bystanders.

Conflict or fights between equals or single incidents are not defined as bullying.

If you are concerned about inappropriate behaviours at school it is important that you contact your child's teacher immediately.

Emergency Procedures

In the event of an evacuation, a long continuous siren will sound. Students are to

make their way calmly with their teacher to the back of the playground. Once there, teachers will mark rolls. Students are to stay at the evacuation site until the all clear is given by a repeat of the siren.

In the event of a lockdown, a series of short bursts of the siren will sound. Students are to remain in their classrooms. Doors and windows are to be locked (and blinds or curtains closed where not tinted). The all-clear will be given by a repeat of the siren. If a lockdown occurs whilst the students are at recess or lunch they are to go immediately to the nearest classroom.

There are mandatory practices of evacuation and lockdown each year.

Enrichment Programs

Our school provides a range of enrichment and extracurricular programs which aim to complement and extend students understanding and skills within the curriculum. Enrichment also provides opportunities for students to pursue learning in their own areas of interest and strengths.

The following opportunities may be provided to students:-

- school bands
- school choir
- performing arts nights
- music and dance festivals
- specialised camps
- Student Representative Council
- leadership programs including peer tutoring
- environmental education projects
- debating/public speaking
- Positive Behaviour for Learning initiative
- Excursions
- Cooperative Structures
- Project Based Learning
- Specialised Literacy programs
- Specialised Numeracy programs
- Social skills programs

Students engaged in enrichment activities many have the opportunity to participate in school and community events and concerts.



Equipment Required for School

Please remember to label all items with your child's name.

Equipment Lists are available on our Parent Portal under 'documents' and are sent home with your child at the beginning of the year. Stationery items stay at school during the term and should be restocked each holiday period.

Each child should bring a piece of fresh fruit or vegetable to have to eat at fruit snack during the morning session.

Excursions and Visiting Performances

During the year we plan for excursions and cultural performances that we feel enhance the educational opportunities for our students. You will be provided information through notes and our school Facebook page. If you would like your child to participate in these opportunities, permission notes and money must be returned by the due date before the student will be permitted to attend. See information of collection of monies and notes for payment of these events. It is the school's policy that students wear school uniform on excursions unless otherwise advised. If you have questions regarding the activities your enquiries should be directed to the organising teacher/s.

An excursion is a structured learning experience conducted external to the school site. It also includes school representation for sport, creative arts and other competitions. The following is considered as part of the excursion policy:

- the educational value of the excursion
- inclusivity of student access

- duty of care, supervision, safety and wellbeing
- location and cost
- planning and risk management
- use of volunteers and contractors
- provisions for students who are not eligible for the activity.

Extreme Weather

Attendance is important, however, in cases of extreme weather, such as heavy rainfall or flooding, families need to consider the risk posed. In most cases the school will stay open (in some cases with minimal supervision) however, this is under the advice of the Department of Education and the emergency service. Our school will utilise communication channels to liaise regarding extreme weather.



Facilities and Resources

Our school is well resourced with modern facilities and specialised learning spaces.

We have state of the art digital darkroom, video studio and music recording studio facilities, as well as sweeping playgrounds with a range of play equipment, an indoor basketball court and outdoor netball court. We are well resourced with technology, including a large number of laptops, iPads, computer room, virtual reality, 3D printing and robotics.

We employ expert staff to deliver high quality curriculum programs in dedicated spaces, including specialised music, choir, band, art, dance and sport teachers.

Homework and Online Programs

Kindergarten to Year 2

- Prescribed home readers 15 minutes, 3 times per week
- Reading of one quality texts from school or home library
- Preparation for fortnightly 'news' topic
- Occasional additional tasks based on current content

Optional tasks

- Reading Eggs and Mathletics online programs
- High frequency sight words

Years 3-6

- Reading at home 20-30 minutes, 3 times per week of a texts from school or home library, this could include newspapers, magazines and books of interest
- Occasional additional tasks based on current content

Optional tasks

- Reading Eggs and Mathletics online programs

Kindergarten Transition to School

An invitation is extended to children enrolling in Kindergarten the next year to attend transition days during Term 4.

Transition Days provide the children with the opportunity to become familiar with some of the staff they will have contact with, the layout of the school and some of the routines. Meeting with other children who will be in the same year group helps to establish confidence and a more secure atmosphere when full time schooling commences in the New Year. The days also provide an opportunity for parents and teachers to establish a good working relationship between home and school to support the educational outcomes of their child.

A Parent Information Expo is held in Term 3 and an Parent Information Session Term 4 which support parents/caregivers in becoming

familiar and confident in this special milestone in their child's life too.

Late Arrival

Students are expected to attend school punctually. Students who arrive late to school are required to sign in via the Administration Office. They are required to provide a note of explanation for their lateness signed by the parent/carer or be accompanied by a parent/carer. The Administration Office will then provide the student with a late note to present to their teacher.

Learning Support Team

The Learning Support Team is a team of teachers who meet on multiple occasions throughout the week. The team supports classroom teachers in accessing support for students who need additional assistance. Members of the committee consist of teachers, the Counsellors and Learning Support Teachers, Assistant Principal Wellbeing and the Principal.

The team is responsible for working alongside classroom teachers to coordinate the various avenues of support available to each student according to what their individual needs are, including Individualised Learning Plans (ILPs), Access Requests, Risk Assessments and/or Health Care Procedures. Examples of this support include School Counsellor, Learning and Support Teacher, School Learning Support Officer, Occupational Therapist. As well as this, Educational Services specialist personnel provide information to parents regarding other agencies such as Stewart House, Community Health trained specialists such as speech therapists, occupational therapists, audiologists, social workers, psychologists.

The team will always seek parental consent before any assessment (other than normal classroom assessment) is carried out. For example, a consent letter is obtained from parents before the School Counsellor sees a student.



Leaving procedures (Termination of enrolment)

Parent/caregivers must notify our Administration Office in writing or email to indicate that/if a student is leaving our school. A 'Leavers Form' is required to be signed and completed by the parent/carer. All borrowed school resources must be returned and all outstanding fees must be settled. The parent/caregivers of students must indicate where the student will be continuing their education and provide a forwarding address. These students will not be taken from our school's roll until confirmation is made of the student's enrolment into a recognised education provider.

Leaving School Early

If students have parental permission to leave school early the administration office must be notified. The student will then be issued a leave pass. No students are allowed to leave the school grounds early without permission nor without an approved adult.

Library

All children are encouraged to borrow from the library, and procedures for borrowing are explained to students by the librarian. Students have access to the library and its resources during their timetabled lesson or at lunch times.

Reminder notices are issued to students with overdue loans towards the end of each term. Parents/students are responsible for the replacement costs of books lost or damaged.

The Library collection is continually updated with a variety of texts to provide literature and information books for a range of ages, reading levels and interests. The library is supported by funding from the school's budget, voluntary contributions, Friends of the School, commission earned by conducting a Book Fair and Book Club and donations from our school community.

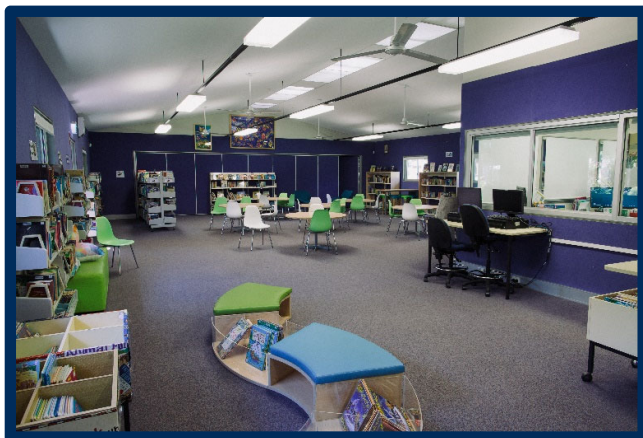
Our Library is available to assist students with books that may be of interest and support the delivery of a range of research and inquiry skills being delivered in our school curriculum.

Library Bags

A library bag is essential to protect books. All students are asked to have a library bag which they bring to school on the class library day or when they are returning/borrowing books at lunch time.

Book Fair

Book Fairs are usually run once a year and the times for these events are dependent on the availability of the resources and our school calendar. These will be communicated on the school's Facebook page and with a note.



Lost Property

All items of clothing and property should be clearly labelled or marked with the child's name so that students can identify their belongings. If items of clothing are missing they can usually be found in the lost property box near the canteen.

Medical Information

Illness, Injury and First Aid

If your child is feeling ill at school the staff will adopt the following procedures for the condition to be monitored:

- Usually the child will be sat in a quiet area. Often, this quiet time is all that is needed.
- If the child continues to feel unwell they will be taken to the sick bay and allowed to lie down.
- Minor cuts, abrasions and rashes etc. are treated by members of staff.
- If a child's illness or injury is assessed to be more severe by the teacher they will be sent directly to sick bay.

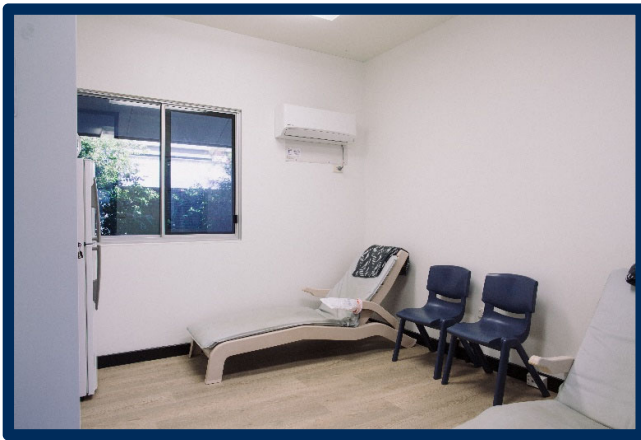
In emergencies the Principal will seek medical assistance in the first instance. If an ambulance is required for a more serious injury or illness, you will be contacted immediately. If you cannot be notified, the person you have named as the emergency contact person on your child's enrolment form is notified. The information you have provided on your child's enrolment form such as family Doctor, allergies etc. will be utilised.

It is most important for teachers and parents to keep each other informed of the child's state of health and particular needs.

Sick Bay

Any student who is feeling unwell or requires medical attention must have a permission note from a teacher to attend sick bay for monitoring. All contact regarding a student to a parent/carer will be made by administrative staff. Students are not to ring home and make their own arrangements.

To support ongoing communication and the health of your children, we send the primary contact person a text message if their child is admitted to sick bay to be monitored. We will return the child to class if their health improves. Should they not recover quickly or their health declines we will contact you with an additional text message to arrange collection.



Medication

If your child needs any form of medication at school to take, or to have as a precaution please bring the medication to the school's Administrative Office in person. The following information will be required: child's name, the name of the medication, the dosage rate and the times to be taken, the circumstances when it is likely to be required and an indication as to the length of time the medication will be required. If the medication is prescribed, the school will need to see a copy of the prescription label and directions. A register of medications and administration is kept in the office.

Under no circumstance should any child bring medication (prescription or non-prescription) to school. Having medicines in school bags is not a risk we can take, as one child's medicine can be a dangerous substance to another child. The health and safety of the child and the other children is paramount.

Immunisation Regulations

The NSW Public Health Act requires parents enrolling in a school to present an Immunisation Certificate at the time of enrolment. The immunisation certificate helps to identify children who have not been immunised. If no Immunisation Certificate is provided and there is a disease outbreak at school, children who have not been immunised will have to stay at home for their own protection.

Infectious Disease

Parents/caregives should notify the school if their child is diagnosed with an infectious disease. Visit the Infectious Diseases website

to find out more about conditions that need to be reported to the school if diagnosed and the minimum exclusion period recommended by NSW Health before returning to school.

<https://education.nsw.gov.au/student-wellbeing/health-and-physical-care/health-care-procedures/conditions/infectious-diseases>.



Mobile Phones

Parents/caregivers and students are reminded that students should not use mobile phones at school. Whilst we appreciate that parents might wish students to carry mobile phones so they can be contacted before and after school, students should not be using these phones during school time. The school holds no responsibility for damaged or lost devices.

The school has processes in place to reduce the impact of mobile phone use at school

Students who persist in inappropriate use of a mobile phone will be dealt with through the School's discipline policy related to continued disobedience.

If students wish to contact a parent/caregiver during the school day they should make a request to their class teacher. This is particularly important if students are unwell so that the school can ensure they are properly cared for.

NAPLAN

Students in Years 3 and 5 participate in the National Assessment Program Literacy and Numeracy – NAPLAN in May. The assessments are conducted over 2 weeks and

include a writing task, reading and comprehension tasks and mathematics tasks on an online platform. Parents receive an individual report on their child's achievement.

National Disability Insurance Scheme (NDIS)

NDIS is a Commonwealth initiative. Families and NDIS workers are able to negotiate the provision of support through our school's Learning and Support Team. The best interests of the child are taken into account when planning support structures within the school.

Office Hours

The school office is open from 8:30 am until 3:30pm.

Out of Hours Care (OOSHC)

Our school offers extended care before and after school supervision hours Monday to Friday, as well as vacation care. The service is provided by Rainbow Children's Centre, which works in partnership with the school to provide convenient and affordable care. OOSHC is located in the demountable near the Junior Learning Hub. For further information about the service visit

www.rainbow.nsw.edu.au/services/ooshc/

Parent Portal

Our school uses software called Sentral, which offers a Parent Portal. Our administrative staff will provide you a family access code upon enrolment. The Parent Portal is a useful tool for parents – you can see the school calendar, explain absences, review academic reports, book parent teacher interviews and view uploaded notes. Please see the front office for further information or access.

Parent Responsibilities

Ensure your child:

- Has a good night's sleep
- Has a nutritious breakfast
- Wears the school uniform and covered shoes
- Has a hat for the playground

- Is at school on time
- Has the correct equipment for the school day
- Has a nutritious lunch or lunch is ordered
- Is dropped off in the correct zone and encouraged to go to the correct area.



Parent Teacher Meetings

This is an important opportunity for parents/caregivers to meet the teachers and find out more about programs that the children will be involved in for the year and how best we can work as a team to support student learning. It is a time for parents to ask any questions and offer any ideas. This meeting is one in which we talk in general terms, not about individual students. This will be followed by a parent teacher interview later in the term where parents and teachers can discuss individual student's progress and social and emotional wellbeing.

Term 1 and 3

Parent Teacher interviews are offered and booked online through the Parent Portal at the start of terms 1 and 3. We like to see all parents at this time so we can have clear and comprehensive communication between home and school.

If, at any time, you have a concern or a question you would like to discuss with your child's teacher or an executive staff member, it is simply a matter of ringing the school or sending a note and an appointment will be made. Availability to discuss student progress and achievements and follow up on information

covered during parent-teacher meetings is a key focus of the school.

Support Centre Individual Learning Plan Meetings

Meetings are held twice a year. Bookings are made through the Parent Portal. During the meetings goals are developed to support personalised learning to be delivered within the class.

Parking

Parents/caregivers and visitors are to utilise street parking for the purpose of school visits. Staff car parks should not be used.

There is a bus zone directly in front of the school between the signs along Chickiba Drive. The bus zone operates from 8:00am to 9:30 am and from 2:30pm to 4:00pm. This means that no vehicles, other than school buses, should park or stand in the zone during these times. Vehicles cannot pull over into the zone to allow passengers out during these times. Cars should be mindful of parking appropriate distances from intersections and driveways for the safety of other road users.

Please note, fines from parking inspectors may apply if you are observed parking or standing laws.

Disabled Parking

Disabled parking spots are available to cars who display the appropriate tag. There are two parks located in the staff car park, closest to the hall. One park is also available in the parking within the drop off bay.

Phone Messages

In an effort to reduce the number of interruptions to school routine, parents are asked to refrain from sending messages to students via the office, except in emergency situations. We do endeavour to ensure all messages are distributed, however, we cannot guarantee that they are received, particularly if the call comes in after 2pm.

Photography at School/Social Media

Parents are welcome to take pictures of their own child during special school activities, such as assemblies. Please do not take pictures or post images on social media or any public forum of any other child other than your own. This is to respect the wishes of other parents and ensure the safety of all students enrolled at our school. Our school frequently posts picture of students undertaking a range of activities with approved publicity on our Facebook page, which you are welcome to share.

Photos

Permission to photograph children for school purposes is given on the school enrolment form. Student photos may be used on the school website, on class blogs and promotional material. We require notification in writing if you wish to have your child's permission to publish information altered.

Playground Equipment

Fixed playground equipment is used with the supervising teacher directly observing safety. Parents are asked to supervise their own child/ren after school, being immediately present at the site. Students and their families are not to use the equipment before school.



Positive Behaviour for Learning (PB4L)

As a PB4L school, we are proactive in explicitly teaching expected behaviours covering many different school settings. We promote socially

acceptable behaviours based around our school values of

- Be Safe
- Be Fair
- Do Your Best

This positive and proactive approach underpins many of our wellbeing systems including student recognition.

Premier's Reading Challenge

The PRC is available to all students. Students are challenged to read a set number of books (usually 20 or 30) dependent on year level from a selected range of texts on the Premiers list. Students can log books read through the portal link our 'Online Programs' tab of our school website at home or at school. The school librarian can be of assistance for any enquiries.

Pre-service Teachers

Our school enjoys good relationships with teacher training institutions. Practicum teachers bring new ideas, energy and enthusiasm whilst our experienced teachers assist with curriculum knowledge and classroom management. The work of practising teachers in the school is a valuable experience for our students and staff.



Relief from Face to Face Teaching

All classroom teachers are entitled to 2 hours relief from face to face teaching (RFF) per week, either as a block or in smaller sessions. At these times students are involved in music, visual arts and sports education with specialist teachers. Teachers use this time to collaborate

and plan quality learning experiences to be delivered.

Religious Instruction

Non-denominational and Catholic lessons are conducted on a Friday for 30 minutes. Lessons are delivered by various church groups in our community. Non-religion classes are an alternative, where students are supervised in alternative classrooms. Parents notify of their choice of scripture or non-scripture upon enrolment – if this decision changes whilst enrolled, a written letter is required.

Reporting to Parents

Formal reporting occurs twice a year at the end of Terms 2 and 4. Reports are also available on the Parent Portal.

Roll Call

This takes place shortly after 9:00am in each classroom electronically on Sentral.

School Banking

The school banking program provides children with the opportunity to make deposits into their personal Commonwealth Youth Saver Account at school each week. The program is about encouraging students to save, not how much they deposit. Banking is every Thursday.



School Contributions

The Department of Education and Communities provides staff, buildings and some funds for equipment, resources, stationery and printing. Other resources are purchased from voluntary school contributions. Contributions can be paid at the beginning of the year upon enrolment or on a term basis. A note outlining procedures is sent to parents at the beginning of the year. See information of collection of monies and notes for payment information.

Voluntary contributions are currently set at \$60.

School Development Days

School development days (SDDs) are held at the commencement of Terms 1, 2 and 3. There is no school development day at the commencement of Term 4 but the final 2 days of the school year have been designated as school development days. These important days are set aside for the continued professional growth of staff.

School Hours

For the safety of students, they should not come to school before 8.30am when teacher supervision begins each day. Supervision finishes at 3.20pm.

If children *arrive by bus earlier than 8.30am* they must remain seated in the designated shelter area near canteen until the supervision bell sounds and the teacher is on duty at 8:30am. No play is permitted before 8:30am.

Parents/caregivers requiring supervision outside of these hours should register with Rainbow OOSHC.

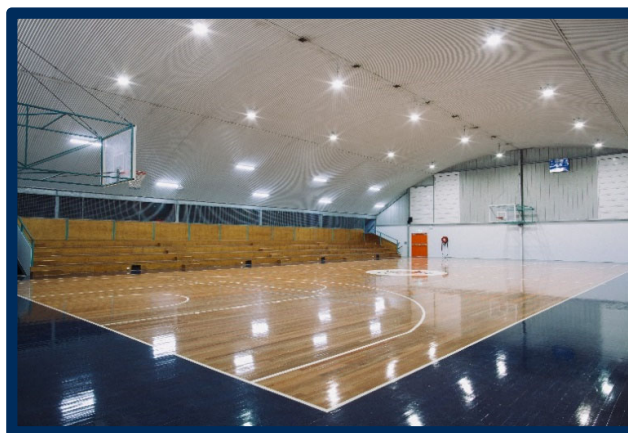
School commences at 8:55am and concludes at 2:55pm.

Teaching staff are on duty in the playground at the following times: Bell times

8:30 - 8:55	Before school
11:05 - 11:30	Recess
1:15 - 1:50	Lunch
2:55 - 3:20	Bus Supervision

Security

The school is fully fenced and gated. Any concerns about security or persons on the school grounds after hours can be reported on 1300 880 021.



Sport

K-2 Sports day varies from term to term.

3-6 Friday between end of recess and lunch
Each class also has an hour per week with a specialist sport teacher focusing on specific game and fundamental movement skills.

Our school is a Sporting School and additional programs such as: Basketball, NRL, Touch football, Hockey, Swimming and others will be offered at various times throughout the year with qualified coaches.

From time to time we have additional sporting activities. Some are free while others require payment.

School Carnivals and PSSA Sport

Our school holds the following carnivals for students who are turning 8 years or older within the year:

Swimming Carnival – Term 1

Cross Country – Term 1

Athletics Carnival– Term 3

Students who meet the criteria for the events will progress to District and Regional PSSA events.

Students can nominate to be involved in individual PSSA selection for specific sport in which they demonstrate a high level of knowledge and skills.

Our school nominates for a variety of PSSA Team sports. Students will be notified of the training and tryouts for the teams.

Sporting House Colours

Lyon (named after Harry Lyon – American navigator) **Blue**

Ulm (named after Charles Ulm – Australian co-pilot) **Yellow**

Warner (named after Jim Warner – American radio operator) **Red**

Smith (named after Charles Kingsford Smith – Australian Commander – pilot) **Green**

Sporting houses names are associated with the Southern Cross airplane expedition.

Start and End of Day Travel Arrangements

When parents and carers enter the school site we ask that they sign in and out at the front office, except when dropping off their children in the morning (8:30am to 8:55am) or collecting them at the end of the school day (2:55pm to 3:20pm).

If you are changing the transport arrangements for your child it is very important that you inform your child's teacher either in writing or directly. This might be for one afternoon, for several days or for a series of afternoons such as travelling with another parent to lessons/training after school.

Delivering and Picking Up Children who walk

Parents are asked to drop off and meet their child in the designated collection area under the COLA. Please do not go to your child's classroom or into the playground when dropping off or waiting to collect them as this poses difficulties in maintaining safety for all in our school.

Parents/Carers with children in the Support Centre may drop off and collect their child by pressing the doorbell at the Support Centre gates.

Bus Travel

All children in Kindergarten to Year 2 are eligible for free bus travel. Students in classes Years 3-6 are eligible if they live further than 2.3km distance on a radius from the centre of the school site, rather than by the nearest practicable walking route. Despite this criterion, students who do not fall within this category may apply for special consideration on safety, medical, or other special grounds.

These applications are made to and assessed by the Department of Transport.

Applications for bus passes are made directly through Service NSW using the following link <https://www.service.nsw.gov.au/transaction/apply-school-travel-pass>



There is an allocated waiting area for each bus which is clearly marked with cones displaying the bus number and animal. Students are to wait seated in their allocated line until such time as their bus arrives and they are directed by the teacher to embark the bus.

It is a good idea to provide the bus driver with a note if your child is to disembark at a different stop.

Appropriate and safe behaviour on school buses is critical at all times to ensure the health and safety of all the children travelling on them. Regular bus safety lessons are conducted during the year to raise the children's awareness of and need for safe travel on buses.

The bus proprietor, parents and the School need to work closely together to ensure that appropriate behaviour is maintained on buses at all times.

Should your child display inappropriate or unsafe behaviour whilst travelling on a bus, the proprietor will contact you regarding the matter. In some instances the school will impose sanctions on a student for inappropriate behaviour on the bus.

In exceptional instances where a child does not correct their behaviour, the bus operator can refuse to convey a child to school if his/her parents have been provided with written

notifications of the child's inappropriate behaviour/conduct on the bus.

If you have any concerns about behaviours of other children on the bus it is important that you contact the bus company directly.



Vehicles that are illegally parked in the bus zone can cause serious safety issues for the children who are boarding or disembarking from the buses at extremely busy times of the day. Drivers also risk heavy fines.

Delivering and Picking up Children by Car using the drop off/pick up bay

The drop off/pick up bay is specifically set aside for dropping children off and pick up at school. The driver remains in the driver's seat while their passengers alight from the vehicle. The vehicle is only allowed in the area until such time the passengers have alighted and are safely on the footpath.

During afternoon pickup to ease congestion, cones are laid out in the parking bay. Cars are encouraged to move to the furthest of the 5 cones available (if safe) so that other cars can fill the spaces behind.

Students wait near the gate, in the shade, to assist speed of the process. Teachers will encourage your child to move quickly to this area so that parents/caregivers are not left waiting during this busy time. If you could reinforce this it would be greatly appreciated.

Please remember that the driver of the vehicle is not to leave the car. This is for your own benefit as you can be fined by the parking inspector.

The safety for road users and our students is paramount.



Delivering and Picking Up Children from Support Centre



Only parents whose children attend the Support Centre are allowed a vehicle to be driven into the gateway of the

top car park of the school. After hours pick up for OOSHC is also approved for the top car park prior to 8:30am and after 3:30pm. The photos below are of the car park and Support Centre access for these parents. Under no other circumstances are parent vehicles to enter the school gateways.

Bikes

Bikes are able to be stored in a safe location, visible from classrooms. Bike riders are required to walk their bikes off the school site and past the pickup and bus bays. Our school supports the NSW Centre for Road Safety recommendations that children are at least 10 years of age to ride a bike to school, without being accompanied by an adult.



Student Assistance

A small allocation is provided to the school to assist students to meet educational needs where there is family financial hardship. This assistance can help meet costs such as uniform or excursion fees. See your class teacher or the Administration Office for further details and assistance.

Student Leadership

We begin to develop leadership skills in students from Kindergarten. We encourage our students to be leaders in the classroom and playground, through their support for other students, or their involvement in academic, sporting, cultural or community events and projects. Leadership opportunities at our school include:

- Buddy program
- Library monitors
- Sport house leaders
- Student Representative Council
- School Captains
- Leadership Conferences



Student Recognition - Award Systems

Our school has high expectations of all of our students to demonstrate the school values consistently. Students are recognised for demonstrating commendable and responsible behaviour through our Positive Award System. The Positive Awards System is an integral part of the Positive Behaviour for Learning (PB4L) processes.

See Appendix 2 for description of awards.

Our Wellbeing policy, available on the website, outlines the implementation of our Positive Award System.

Supervision Before and After School

Students should not come to school before 8.30am when teacher supervision begins each day. Supervision finishes at 3.20pm.

If children *arrive by bus earlier than 8.30am* they must remain seated in the designated shelter area near canteen until the supervision bell sounds and the teacher is on duty at 8:30am. No play is permitted before 8:30am.

Parents/caregivers requiring supervision outside of school supervision hours should register with Rainbow Out of Hours School Care.

Support Centre

Our Support Centre is a regional resource. Applications for placement are through the Access Request process. An Access Request is usually arranged by the school Learning and Support Team at the child's local public school. A student's eligibility is determined through the department's disability criteria as well as the availability of a place in an appropriate specialist support class. Every specialist class has a teacher and a School Learning Support Officer with fewer students. Each child in our Support Classes has an Individualised Learning Plan. For students enrolled in specialist classes in regular schools, there is the flexibility for them to undertake

some of their learning in other regular classes in the same school. This is largely dependent upon the resources available and the personalised learning and support needs of the students. Specialist support classes at our school cater for students with moderate to high learning and support needs including students with:

- intellectual disabilities
- Autism Spectrum Disorder

Support Centre Parent Group

Support Centre parents/caregivers meet every Tuesday in weeks 3 & 8 for morning tea starting at 11:00am until 12noon in our Junior Support Centre. These meetings provide important opportunities to allow you to connect with local networks.



Toys and Personal Belongings

Your permission should be sought before your child brings a toy or other belongings to school. Toys should only be brought to school on special occasions rather than on a regular basis, for example, show and tell/news in class. Toys that are fragile or have small components or many loose pieces should not be brought to school.

Swapping or exchanging toys is not permitted under any circumstances. Items such as collectable cards etc. are NOT to be brought to school. Equipment, such as iPods and mobile phones are expensive and can be easily lost or misplaced at school. They should not be brought to school. The school holds no responsibility for lost or damaged items.

Uniform

The Department of Education and Southern Cross Public School community supports the wearing of school uniform by students and the upholding of high standards of dress by students and staff.

The Southern Cross Public School uniform is expected to be worn during school hours, while travelling to and from school and while engaged in school activities out of school hours. See Appendix 1 for uniform requirements.

Uniforms are available for purchase at The School Locker, Harvey Norman Centre, 26 Boeing Avenue, Ballina.

The school reserves the right to monitor all attire for safety hazards and impose the appropriate sanctions when needed.

Our school follows the **'no hat – play in the shade'** policy. The wearing of caps is not considered adequate protection from the sun. Hats with brims provide protection to all parts of the face, ears and neck.

Students must wear white or black covered shoes at school at all times. No scuffs or thongs are to be worn.

Please note:

Denim jeans / jackets / shorts / skirts are NOT part of the approved school uniform.

Our uniform policy is available on the school's website.

Mufti Days

On 'Mufti Days', students are allowed to wear sun safe casual clothes with covered shoes to school. Mufti Days are used as a fundraiser for community charities or on special occasions, such as carnivals.

Visitors

In the interest of safety for all, we ask that all visitors report to the front office on arriving at the school. Please do not go directly to classrooms or playground.

Parents/Caregivers are identified as visitors between 8:55am-2:55pm.

At all times we need to be aware of who is on the school premises to ensure duty of care to everyone. This also helps us in emergencies when we may need to ensure that all persons are safe. The visitors' register is used as a roll call to ensure this.



Volunteers

Parents and members of the community are encouraged and welcome to provide classroom assistance and present lessons in areas where they have expertise, or support in our school canteen.

Parents with special interests or who would like to help in classrooms are encouraged and welcome to assist with activities such as reading, computers, cooking, story writing, delivering talks on a topic they have expertise in, swimming, sports training, crafts, performing arts, etc.

In order to support school activities, volunteers must complete appropriate paperwork through our school office. This includes supplying 100 points of ID and completing Appendix 5 or 11. In the interest of safety for all, we ask that all visitors report to the front office on arriving at the school. Please do not go directly to classrooms.

Wellbeing processes

Our schools wellbeing processes are about enabling students to be healthy, happy, engaged and successful at school and in their

community. Two major approaches to defining wellbeing relate it to our subjective experience of feeling good or experiencing pleasure and positive emotion; and functioning well, or our potential to flourish (NSW Department of Education and Communities, 2015).

The Southern Cross Public School's Student Wellbeing Procedure is structured according to the NSW Department of Education (DoE) Wellbeing for Schools Framework. It describes student wellbeing in three main sections:

Our students will be actively connected to their learning, have positive and respectful relationships and experience a sense of belonging to their school and community.

Our students will be respected, valued, encouraged, supported and empowered to succeed.

Our students will grow and flourish, do well and prosper.

Our Wellbeing policy, available on the website, outlines the implementation, which encompasses student recognition, code of conduct, discipline, anti-bullying and anti-harassment, which are underpinned by our Positive Behaviour for Learning program. In addition to this, it highlights the structures we have in place to support student wellbeing.

Student Wellbeing Recording System



We use Sentral as our wellbeing recording system. If you are concerned about your child's wellbeing it is important that you contact the classroom teacher for support. Information on the child's record can be shared where necessary.




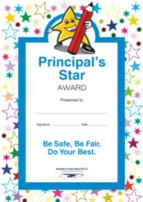

Wet Weather Routine

Students remain inside to eat until dismissed by the teacher. If rain continues, they remain inside under supervision.

	Girls	Boys
Summer	<ul style="list-style-type: none"> • School polo shirt with logo • Navy check dress • Navy school shorts pants and/or skorts • Navy blue socks • Black leather shoes with non-marking soles 	<ul style="list-style-type: none"> • School polo shirt with logo • Navy school shorts • Navy blue socks • Black leather sports shoes with non-marking soles
Winter	<p>In addition to above:</p> <ul style="list-style-type: none"> • Navy jacket with school logo • Navy blue slacks/pants • Navy tracksuit pants • Navy stockings are acceptable 	<p>In addition to above:</p> <ul style="list-style-type: none"> • Navy jacket with school logo • Navy blue slacks/pants • Navy tracksuit pants • Navy stockings are acceptable
Hats - all year round	<ul style="list-style-type: none"> • Navy blue – School bucket style or broad brimmed hat 	<ul style="list-style-type: none"> • Navy blue – School bucket style or broad brimmed hat •

Appendix 2

STUDENT RECOGNITION		
	<div style="text-align: center;">  <p>GOTCHA</p> <p>GOTCHA!</p> <p>Name _____</p> <p>Date _____</p> <p>For being fair, being safe and doing your best.</p> </div>	<p>Gotcha's are received on the spot for meeting school expectations at a particular moment in time. Students are responsible for putting their Gotcha's in the barrel at the canteen to be in the draw to win an ice block weekly at the Monday morning assembly.</p>
	<div style="text-align: center;">  <p>PB4L Values Awards</p> <p>PBL Values Award</p> </div>	<p>PB4L Values Awards are presented to 2 students from each class at each fortnightly assembly. These awards are given in recognition of the core PBL values. Students can be nominated for PBL values awards by any staff member or members of the school community who have regular involvement with the students. These will reflect our PBL values.</p>

	<p>Standards Star Chart</p> 	<p>The Standards Star Chart is displayed in classrooms. If students achieve their weekly standard, classroom teachers add a stamp to the chart. When 10 standards/stamps have been achieved this chart will be sent home as a reminder that the student will be receiving a Super Star Award at the next assembly. Standards are achieved by meeting our school values each week. Class teachers will develop and clearly explain classroom based methods of rewarding and recording student progress towards receipt of an award, that lead towards receiving a standard, (1 per week)</p> <p>Standards are based on participation in learning readiness, positive social interactions and adherence to class and school expectations. Breaches of the Conduct Code can result in students not achieving their standard for the week.</p>
	<p>Super Star Awards</p> 	<p>This award links to the Standards System that is used throughout the school. This award rewards those students who play a responsible and commendable role in Southern Cross School. Our intention is to provide effective reinforcement of the PB4L values attached to, Be Safe, Be Fair and Do Your Best. Students need to achieve 10 standards on their Standards Star Chart before receiving a Super Star Award. There are four Awards that can be achieved over the year; Bronze, Silver, Gold and Platinum. Awards are received at each fortnightly assembly.</p> <ul style="list-style-type: none"> + 10 Standards Awards = Bronze Star + 10 Standards Awards = Silver Star + 10 Standards Awards = Gold Star + 5 Standards Awards = Platinum <p>Awards are presented at the fortnightly assembly.</p>
	<p>Star Student Award</p> 	<p>One student will be chosen from each class every fortnight. The class teacher identifies the student as someone that has been working above and beyond expectations in relation to each of the PB4L Core Values. The student's photo is displayed on the classes' Star Student Poster for all to see. The Shining Star award is sent home to celebrate their achievements.</p> <p>The awards will be presented at the Monday morning assembly.</p>
	<p>Principals Star Award</p> 	<p>The Principal chooses one student from the chosen students receiving the Shining Star Awards for that fortnight. The student's photo is displayed out the front of the Principal's Office. The chosen student is interviewed about their interests and this is published in the school newsletter.</p> <p>The award is presented at the Monday morning assembly.</p>
	<p>Constellation Class</p> 	<p>A 'Mystery Teacher' looks for the class that is 'Being Safe, Fair and Doing their Best' during the fortnightly assembly. When chosen as class of the week, students will have an extra member of class for the week (our star mascot, Stellar) or a trophy (K-2 Mascot and 3-6 trophy).</p> <p>The class will write about something that Stellar Star has done with them during the week in her special book.</p>

Classroom Behaviour Management System	
STEP 1	<p>REMINDER -</p> <ul style="list-style-type: none"> · Using effective classroom management strategies
STEP 2	<p>WARNING</p> <ul style="list-style-type: none"> · Name to be recorded on Class Warning Sheet or whiteboard
STEP 3	<p>SECOND WARNING</p> <ul style="list-style-type: none"> · Cross
STEP 4	<p>CLASS TIME OUT – second cross</p> <ul style="list-style-type: none"> · Student to go to time out table to reflect/complete work. · Student to comply with time out desk rules. · Student to return to class group at negotiated time – minimum 10 minutes. · Student must wait until teacher has time to discuss time out sheet. <p>YELLOW CARD – This is equivalent to a class time out however it can be used to send a student to another room for an agreed amount of time. The ‘other’ room will be organized by the individual teachers.</p>
STEP 5	<p>BUDDY TIME OUT</p> <ul style="list-style-type: none"> · Student sent to buddy teacher’s class with time out task sheet (1 or 2) and work to complete. · Student to remain for whole session OR a minimum of 30 minutes OR the next session if offence occurs within 30 minutes of bell time. · Buddy teacher to supervise student completion of Buddy timeout sheet. · Class teacher to conference and send home completed (photocopied). · Time out task sheet (1 or 2) with student to be returned signed the next day. · Recorded on Sentral. <p>SEVERITY CLAUSE</p> <p>In the case of violence (swearing at teacher/students, physical attack) the student automatically goes to STEP 5 and may face suspension as outlined in the DET Policy procedures for the suspension and expulsion of school students.</p> <p>Upon return student returns to Step 3 and remains there for the day with no further disruptions. AP Wellbeing notified</p>
STEP 6	<p>ISOLATION</p> <ul style="list-style-type: none"> · If three Buddy Time Outs within 1 week, then the time out task sheet (3) is completed, the student spends the day in “isolation”. AP Wellbeing to be notified. · A copy of the time out task sheet (3) to be posted to parents. · After 3 buddy class time outs in one week the student goes to buddy class isolation the next day for the whole day. · Class teacher must supply student with day’s work. · Separate recess and lunch i.e. no socialising at all, no play. · After Isolation the student will be placed in Blue Monitoring Book. <p>This procedure monitors the student’s behaviour on return to the classroom for 5 days. Whilst on behavior monitoring student is ineligible to attend extra curricular activities / excursions.</p>