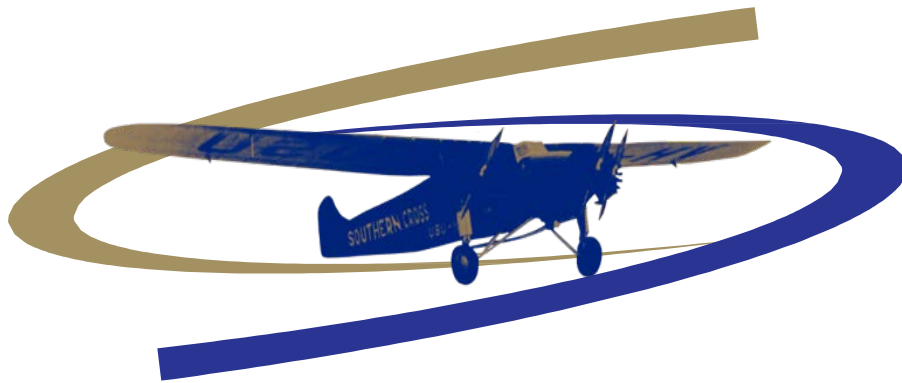


Southern Cross School

Creating Successful Futures



Parent Handbook

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School Vision Statement

We are a vibrant, innovative and dynamic learning community that is committed to delivering excellence within a rich and diverse learning environment through strong collaboration. To provide a culture of respect, nurturing and enrichment, through educational experiences and opportunities that engage and motivate all students to learn, discover and analyse their knowledge to equip them to be active and informed citizens of the future.



Welcome



Southern Cross Public 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 415 students from Kindergarten to Year 6.

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 (9.50 am) 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'

Southern Cross Public School has a strong focus on quality teaching and learning, encouraging a willingness to take risks and to achieve at a "personal best" level.

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 your child 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 "Towards Tomorrow".

Our school provides an environment in which we all live and learn together today and in the future.

Executive Staff

Senior Executive

Mrs Janeen Silcock
Mr Alan Orchard

Principal Ballina Coast High School
Principal K-12

Executive

Mrs Gail Marchant
Mrs Kristin Piccoli
Mr Simon Porter
Mrs Andrea White
Mrs Amanda Robb

Deputy Principal (Rel.)
Assistant Principal (K-6) - Literacy and Numeracy
Assistant Principal (K-6) - Wellbeing
Assistant Principal (K-6) - Administration
Assistant Principal (Rel.) - Curriculum

School Counsellor

A counsellor is available each day

Administration and Support

Mrs Linda Bayliss

Administration Manager

School Administration

Principal is 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 Principals are 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 welfare of students. Appointments can be made by contacting the school office.

School Counsellor supports students 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
- liaising with other agencies (doctors / community health therapists / FACS) concerned with the well-being of students.

Administration Managers are 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.

School Office Staff available to parents and students for general information on school activities. Appointments to see the Principal and other members of staff and enquiries regarding payment of fees and travel passes should be made through the office.

Southern Cross Public School 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.



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, P & C activities, sponsorship and general participation in a range of student and school activities and events. This relationship is greatly valued by the school staff.

Southern Cross Public School Core Values

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

New South Wales Department of Education and Communities Core Rules

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 Statement

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 endeavour to:

- Cater for individual children's needs.
- Develop students as independent, cooperative and responsible learners.
- Encourage students to be critical and creative thinkers.
- Actively engage students through differentiated and relevant learning experiences.

Looking towards tomorrow we will aim to:

- Develop in student's positive self-esteem and respect for others.
- 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.



General Information



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, a notice of explanation MUST be given to the school as soon as possible to explain details of the absence. This notice can be via a phone call, letter or by email. 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.

Office Hours

The school office is open from 8.15am until 3.45pm.

School Hours

- We request that students are not in attendance prior to 8.30am as there is insufficient staff supervision.
- School commences at 8.55am and concludes at 2.5 pm.
- Teaching staff are on duty in the playground at the following times:

| | |
|-------------------|-----------------|
| 8.30am - 8.55am | Before school |
| 11.00am - 11.30am | Recess |
| 1.00pm - 1.35 pm | Lunch |
| 2.55pm - 3:25pm | Bus Supervision |

Roll Call

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

Late Arrival

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. The administration office will then provide the student with a late note to present to their teacher.



Leaving School Early

If students have parental permission to leave school early a parental note MUST be given to the front office where the student will be issued an "early departure pass". No students are allowed to leave the school grounds early without permission.

Absence

If a student is absent from school a note, email, phone call or explained on SENTRAL through the Parent Portal should be provided to the school upon their return. 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

If a student is aware of an absence in advance it will assist the school if a note of explanation could be supplied to the roll group teacher or front office prior to the absence.

If an explanation is not received by the school within 7 days of the last day of absence an unexplained 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 if the 7 day rule is not adhered to.

**It is important that the school keeps an accurate record of student attendances
Your assistance in these matters will be greatly appreciated**

Orientation Days

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

Orientation Days provide the children with the opportunity to become familiar 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 discuss any special needs the children might have and to establish a good working relationship between home and school. During Term 4, Year 6 students participate in a transition program involving an orientation day at Ballina Coast High School.



Making contact with the School

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.

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.

Contact Us

Phone: (02) 6686 0503 Fax on (02) 6686 0508

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

Chickiba Drive
East Ballina NSW 2478

Our website is www.sthcross-c.schools.nsw.edu.au. The website contains all policies and handbooks, as well as an up to date calendar and promotional material such as the newsletter.

Facebook: <https://www.facebook.com/southerncrossschoolk12>

School Newsletter

The fortnightly newsletter will assist in keeping you informed of coming events so that you can plan ahead and arrange to share some of your child's experiences throughout their school year. We continue to support this means of communication as it builds up the feeling of community participation and increases the value placed on the newsletter. Information to be placed in newsletters should be sent to the school by the Friday before so that it can be included in the newsletter. The newsletter can also be found on the Parent Portal and on the school website.

Team Approach

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 P&C is supported and encouraged in areas such as; designing and implementing school programs, identifying needs to guide planning, designing policies, organising special events, etc.

Publications such as the Southern Cross Public School Information Booklet, School Plan Management, and Annual School Reports are available to the general community to provide an insight into our school.

Parent Helpers

Parents and members of the community are encouraged and welcome to provide classroom assistance and present lessons in areas where they have expertise. The presentation of parent information sessions to enhance parent's 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.

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.

Parents' and Citizens' Association

Meetings are held on Tuesdays of weeks 3, 6 and 9 each term at 6:00pm in the Open Learning Space. Parents are welcome to bring their children and parents of all children are welcome to attend.



Attending P&C meetings gives you a better understanding of the happenings in the school for the benefit of your child/children.

Working Parties

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.

Parent Support Group

K-6 Support Centre meets every week 3 & 8. Morning Tea starting at 11.00am until 11.45am.

Canteens

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 needs voluntary assistance. Should you be able to give some of your time, it would be appreciated by the supervisors and students.

Forgotten Lunches

If your child forgets to bring their lunch to school, they should ask their teacher for a note to take to the canteen. The note is then taken to the canteen (Mon, Wed and Fri) and exchanged for a sandwich and piece of fruit. When this happens, the child's parent/caregiver will be informed.



Bell Times

Playground Duty

8.30am to 8.55am

| | |
|-----------------|--------------------|
| Morning Class | 8.55am to 11.00am |
| RECESS | 11.00am to 11.15am |
| RECESS | 11.15am to 11.30am |
| Middle Class | 11.30am to 1.00pm |
| LUNCH | 1.00pm to 1.15pm |
| LUNCH | 1.15pm to 1.30pm |
| Afternoon Class | 1.30pm to 2.55pm |
| HOME | 2.55pm |
| Bus Duty | 2.55pm to 3.15pm |

*Please note: Recess and lunch warning bells give students 5 minutes to return to class



Supervision

Before and After School

Students should not come to school before 8.30am when teacher supervision begins each day. Supervision finishes at 3.25pm each day after the buses have departed.

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 at 8.30am. No play is permitted before 8.30am.

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. Contact to the school can also be made through SENTRAL.

Change of Address/Phone Number or Emergency Contact Details

The School should be notified of any change of address, phone number 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.).

Student 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. In each stage each class hosts the stage assembly in rotation.

Assemblies are held in the K-6 Hall. K-2 on Thursday and 3-6 Friday in weeks 3, 5, 7 and 9.

Reporting to Parents

Parents are encouraged to discuss their children's progress by making an appointment which can be arranged through the front office or by telephoning the school. A parent/teacher evening is also organised in the first half of the year (timing depends on the year group – refer school calendar). Parent/Teacher interviews are organised during term. Formal reporting occurs twice a year at the end of Terms 2 and 4. Reports are also available on the parent portal of SENTRAL (please see the school for access codes).

Parent/Teacher Meetings

Term 1

A Parent Information / Learning Expo will be held early in the year when the children have settled into a routine. Particular areas of the school such as PBL, Literacy and Numeracy, excursions and P&C will hold information stalls in the K6 Hall, followed by the class teachers in each stage teams presenting to parents about the program of work being taught, the methods being used and ways parents may help their child. 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 2

Semester 1 Progress reporting is a written report also available on the Parent Portal through SENTRAL. A three-way meeting, with the student, parent and teacher is available on request.

Term 3

Parent/Teacher interviews are offered and booked online through the Parent Portal. We like to see all parents at this time so you can give us feedback about your child and we can further discuss your child's individual progress.

Term 4

Parents will receive a written report of student progress in the Key Learning Areas [subjects], in social development and a general comment. These once again will also be available on the Parent Portal through SENTRAL

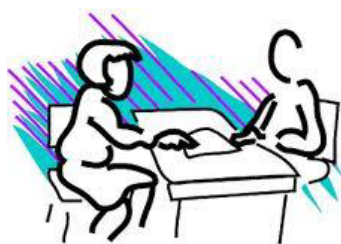
Other

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.

School Contributions

The Department of Education and Communities provides staff, buildings and some funds for equipment, resources, stationery and printing. Other resources need to be purchased from voluntary school contributions. Contributions can be paid at the beginning of the year on enrolment or on a term basis. Credit card facilities are available at the front office. A separate note outlining procedures is sent to parents at the beginning of the year.

Voluntary contributions for 2017 are \$60.



Student Assistance

A small allocation is provided to the school to assist students meet educational needs. 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.

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



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 encourage them to go to the correct area



Materials Required for School each day

Parents provide the following materials for their child to use each day. **Please remember to label all items with your child's name.**



Kindergarten: water bottle, cloth library bag, School hat, art shirt.

Years 1 and 2: water bottle, cloth library bag, School hat.

Years 3 to 6: In a pencil case: blue and red pens, writing pencils, ruler, colouring pencils, eraser and sharpener. **NO LIQUID PAPER.** Also: water bottle, cloth library bag, School hat.

An Equipment list will be sent home with your child at the beginning of the year.

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

Bus Travel

Bus travel is available to all children in classes K-2. Students in classes 3-6 are eligible if they live further than 1.6 km 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.

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. It is also 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 instance 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



Delivering and Picking Up Children

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 9.00am) or collecting them at the end of the school day (3.00pm to 3.30pm).

Parents are asked to meet their child in the designated collection area in the top central playground.

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 Unit may drop off and collect their child from the classroom at the beginning and end of the day. At other times during the day we ask that parents and carers of children in the Support Unit sign in and out at the school's front office. 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 visitor's book is used as a roll call to ensure this.



Delivering and Picking Up Children by Car

The top car park is only to be accessed by parents of support unit students to drop off and pick up in the turning loop or parents of students requiring access to the disabled carpark and whose vehicle displays a disabled sticker. After hours pick up (from 3.30pm) for OOSHC is also approved for the top car park. The photos below are of the car park and support centre access for these parents. Under no other circumstance are parent vehicles to enter the school gateways.

There is a Bus zone directly in front of the school and this is a strictly supervised area. The close up shows the parking sign marking **the beginning of the bus zone** for our school. The bus zone extends from this sign along Chickiba Drive in front of the school to the school's turning circle for student pickup along the same drive.

The bus zone operates from **8.00am to 9.30am** 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. This means that vehicles cannot pull over into the zone to allow passengers out during these times.

The two photos below show bays that are specifically set aside for dropping children off 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. As the sign in the first photos indicates this area is a no parking zone.

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. We hope the information above helps everyone provide safe conditions for the children coming to and from school.



Religious Instruction

Scripture teachers are organised by the various church groups in our community to present lessons. Children whose parents elect not to have their child attend scripture lessons, are supervised in classrooms while their stage group is having scripture lessons.

K-2 9.00am – 9.30am (Friday)

3-4 9.30am – 10.00am (Friday)

Support Unit 10.00am – 10.30am (Friday)

5-6 A Religious instruction Teacher is provided for Year 5-6 students by some of the major Christian groups in Ballina.

Sick Bay

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



Illness

If your child is feeling ill at school, the staff will adopt the following procedures:

If the child is feeling unwell their condition is monitored.

- Usually the child will be sat in a quiet area.
- 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.

Often, this quiet time is all that is needed.

Should your child not recover quickly or if we have any reason for concern you will be contacted. 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. (It is important that the front office be notified if any of this information changes).

The information you have provided on your child's enrolment form such as family Doctor, allergies etc. will be utilised. In emergencies the Principal will seek medical assistance in the first instance. It is most important for teachers and parents to keep each other informed of the child's state of health and particular needs.

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 front 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 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, 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 children in Kindergarten 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.



Sports Day

K-2 Sports day varies from term to term.

3-6 Friday, between end of Recess (11:25am) and Lunch (1:00pm)

Sport

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.



Early Stage 1 and Stage 1

Physical activities and gross motor skills programs are provided. Term 4 Intensive Swimming lessons are held to build onto their water confidence and skills.

Stage 2

Terms 4 students have Intensive swimming lessons. Term 2 athletics and cross country. Term 1-4 a series of team sports, the program is skilled based and leads to the playing of modified games.

Stage 3

Terms 4 students have Intensive swimming lessons. Term 2 athletics and cross country. Term 1-4 a series of team sports, the program is skilled based and leads to the playing of modified games.

Sporting House Colours

Lyon (named after Harry Lyon – American navigator)

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

Warner (named after Jim Warner – American radio operator)

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

Blue

Yellow

Red

Green

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

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 circumstance. Items such as collectable cards etc. are NOT to be brought to school. Equipment, such as, i-pods and mobile phones are expensive and can be easily lost or misplaced at school. They should not be brought to school.

Wet Weather Routine

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

Homework Centre

Homework centre is available to students 3.15pm – 4.15pm every Wednesday afternoon in the Computer Lab.

Library / Learning Hub

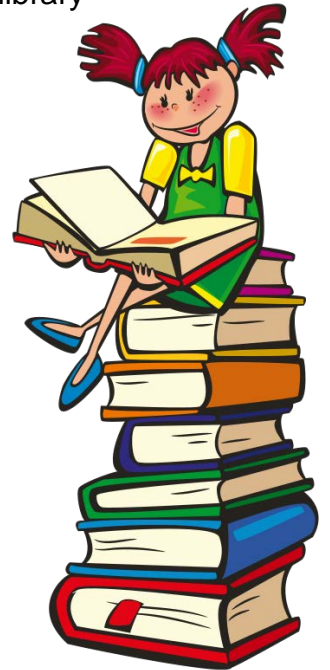
All children are encouraged to borrow from the library, and procedures for borrowing are explained to students by the librarians. Students have access to the library during lesson break times – before school and 2nd half of lunch. During lesson times students utilise the library and its resources at timetabled times during the week. 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, the P & C, commission earned by conducting a Book Fair and Book Club, donations from parents and community members.

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.

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 website, facebook, newsletter and a note.



Visiting Performances

During the year we select appropriate cultural performances that we feel meet the educational needs of our students. Details of the Performance and permission notes are sent home. All money and notes are collected either by the classroom teacher or at the office **before** the day of the performance or by the nominated cut off day as advised.



Collection of Monies

For various reasons parents will need to send money to school throughout the year. Parents will be advised of events and circumstances where payment is necessary in advance. The staff and P&C are very mindful of keeping such requests to a reasonable level and evenly spread throughout the year. The P&C is regularly consulted regarding the programming of events where there is a cost to parents.

Reasons why money might be brought to school:

- advertised excursion, performance
- special program/event
- book club order (twice a term)
- school fees
- school photographs (annually)

If sending a cheque please make it payable to Southern Cross School K-12 as monies are collected and then one payment is made to the appropriate organisation.

Evacuation and Lockdown

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 are to be locked and blinds or curtains closed. 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.

Uniform

Students are required to wear approved school uniform. This was decided by parents to help to establish student identity as part of the school, and to reinforce desirable habits of dress. A clothing pool exists to assist those who have difficulty obtaining school uniforms. Students who do not comply may not be able to participate in some activities such as excursions, where correct uniform is required.

Hat and Shoes

Students are requested to wear a school hat outdoors for protection against heat and sunburn. Our school follows the '**no school 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.

Care of Clothing/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 child's classroom or in the lost property box near the canteen.

A "NO SCHOOL HAT, PLAY IN THE SHADE" POLICY EXISTS

Southern Cross Public School Uniform Policy

The Department of Education and Communities 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.

The Southern Cross Public School Uniform Policy requires that ONLY school approved uniform attire (including skirts, shorts and tops) with school emblem will be acceptable. These items are available at Lowes Ballina.

The principles upon which our Uniform Policy is based:

- The uniform identifies students within the community as belonging to Southern Cross Public School and develops a sense of pride and community among students.
- Wearing the uniform enhances the health and safety of students involved in school activities, including easy recognition of visitors within the school and of the students outside the school grounds.
- The use of a uniform supports affordability for all families by eliminating the risk of peer pressure to wear transiently fashionable and expensive clothes.
- The use of emblem embellished uniforms provides for consistency in acceptable apparel and reinforces expected clothing principles and respectable standards across the school.
- The use of a uniform caters for all students in a manner that is sensitive to gender, cultural and social issues and provide equal access to the full range of school activities.
- The whole school community has a role to play in encouraging the wearing of our uniform.
- The policy is to be reviewed regularly and amended as needed.

Responses to students who do not wear uniform include:

- Initially students should present a written explanation from a parent/caregiver as to the need to be out of uniform, and to contact the classroom teacher/year adviser if the situation is of an ongoing nature.
- Contact with the Principal should be made if the nature of the situation involves financial hardship, conscientious objection to the wearing of a uniform or any other reason.
- Where a student fails to wear the agreed school uniform, or part thereof, written advice will be provided to the parent/carer that if the matter is not remedied, the school's discipline policy, including detentions, will be applied.
- Students who fail to wear uniform, will be unable to attend any event representing the school outside of the school including excursions, sport or cultural activities. Alternative arrangements for meeting the curriculum will be provided.

Please note:

- 1. Denim Jeans / jackets / shorts / skirts are NOT part of the approved school uniform.**
- 2. The school reserves the right to monitor all attire for safety hazards and impose the appropriate sanctions when needed.**

ALL STAFF should dress in a **PROFESSIONAL** manner at all times, as an additional way to model appropriate standards of dress for students.

The Southern Cross Public School Uniform Policy includes the following Uniform requirements:

Girls Uniforms:

Summer: Embroidered navy school shorts, pants and/or skirts
Embroidered school standard polo shirts
Dress
Navy blue socks
Shoes should be black or white leather sports shoes with non-marking soles.
Hats – navy blue – bucket style or broad brimmed

Winter: Navy blue sloppy-joe or chinook with embroidered school emblem and navy blue slacks/pants.



Boys Uniforms:

Summer: Embroidered navy school shorts or pants
Embroidered school standard polo shirts
Navy blue socks
Shoes should be black or white leather sports shoes with non-marking soles
Hats – navy blue – bucket style or broad brimmed

Winter: Navy blue sloppy-joe or chinook with school emblem and royal navy blue slacks/pants.



3-6 Sports Uniform:

Girls

Choice of: Navy Skort
Navy nylon (taslon) shorts
Navy bike pants (not stocked at uniform shop)

Boys

Navy knit or nylon (eg taslon) shorts

NOTE: Blue/black denim jeans/shorts/skirts are not part of the approved school uniform.

Mufti Days

On 'Mufti Days', students are allowed to wear sun safe casual clothes to school. The purpose of Mufti Days is to pay a coin donation in support of a Charity that the SRC has chosen. The children enjoy the opportunity to attend school out of uniform on these special days



Southern Cross School K-12 School Shoes

Thank you to all parents who are supporting the school by ensuring that their child/children are in full school uniform each day. School shoes are an important part of our uniform and they must conform to the Occupational Health and Safety requirements determined by the Department of Education and Training. Parents are reminded that our students' school shoes must be **enclosed** and **hard-covered** (leather) and **must not expose the foot in any way**.

- School shoes must be made of leather and offer adequate support to the foot and stable sole for playground and sport. (Some may prefer a second pair of appropriate sports shoes white or black only.)
- If the shoe takes laces, these must be worn and fully laced up.
- The shoe must cover the entire upper section of the foot to protect against falling objects or spilt liquids.
- Shoes must not have canvas or woven panels.
- The shoe must be completely black or white (including sole and laces).

We thank parents for ensuring students are in the correct footwear each day so that they do not breach important safety regulations and for providing supportive footwear for growing feet.

Styles of Shoes that Comply with OH&S Regulations



Styles that Do Not Comply



Curriculum Statements



Apart from ENGLISH and MATHEMATICS the following KLA's are studied.

Science and Technology: Includes learning about built environments, communication, living things, physical phenomena, products and services, the earth and its surroundings, designing and making and technologies. The processes of investigating, designing, making and using are important components.

History and Geography: Includes using enquiry processes to learn about ourselves and others.

Creative & Practical Arts (CAPA): Includes learning about, creating and performing where applicable in the areas of Music, Visual Arts and Craft.

Health, Physical Education and Personal Development: Includes learning about healthy lifestyles, safety and personal decisions. It also includes participation in a wide variety of activities aimed at developing physical fitness and games skills.

Envision MATHS is a foundation - 6 Program with extensive print and digital topic-based components. Differentiated teaching and learning strategies allow educators to tailor their methods to effectively reach every student, giving all students the opportunity to succeed in the NSW - Australian Curriculum: Mathematics.

Spelling Mastery is a Program that employs the **Direct Instruction** method to enable teachers to deliver highly interactive, structured lessons that help students learn dependable spelling skills. Spelling Mastery approaches spelling through strategies, patterns and rules. The straightforward lessons combine **phonemic**, **morphemic**, and **whole-word** instruction to make spelling easier to learn and pave the way for effective writing. Placement tests undertaken at the start of the program ensure that students enter the program at the appropriate level.



ALL YEARS

All Programs at Southern Cross Public School are designed to motivate students to set and achieve higher academic standards. Our school has high expectations of all students in terms of catering for needs of students who desire to make a commitment to, and assume responsibility for achieving their best educational outcomes.



Enrichment Programs

Apart from individual extension and enrichment programs, the following activities may be provided to students:

- school bands and school choir
- student representative council
- access to state of the art digital darkroom, video studio and music recording studio facilities
- participation in music and dance festivals
- environmental education projects
- debating/public speaking
- leadership program including peer tutoring
- middle-school programs in Creative and Performing Arts
- positive behaviour learning programs
- performing arts nights
- excursions
- thinking skills (Years 5-6)
- parental assistance in programs (K-6)
- inquiry base learning



Student Wellbeing

A copy of the Student Conduct Code is included in this handbook. The Code outlines the rights and responsibilities of students in the school. The Code is discussed in class at the beginning of each year.

A Student Welfare Committee operates in the school. Members of the committee consist of teachers, counsellors and support teachers as well as the Deputy Principal. This team meets twice a week to ensure that student's needs are followed up with Individualised Learning Plans, Access Requests, Risk Assessments and/or Health Care Procedures.

Learning and Support Team

The Learning and Support Team is a team of teachers who meet before lessons on Wednesdays and Fridays from 8.15 to 8.55am. The team supports classroom teachers in accessing support for students who need additional assistance.

The team is responsible for coordinating the various avenues of support available to each student according to what their individual needs are. Examples of this support include School Counsellor, Learning and Support Teacher, Reading Recovery, School Learning Support Officer (Teacher Aide) Occupational Therapist and as well as Educational Services specialist personnel and providing 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 Learning and Support Team is responsible for assisting the classroom teacher in developing Individual Learning Plans for students receiving extra support and tracking and monitoring the student's progress. It coordinates support staff who work with the students in class or help design learning programs etc. for individual students. 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.

School Counsellor

The 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. The Counsellor will also aid, where required, in referrals to other agencies such as speech pathologist. Parents are provided with feed-back from assessments undertaken with their child.

Positive Awards System and Classroom Discipline Model

POSITIVE AWARD SYSTEM

The Positive Awards System is an integral part of the Positive Behaviour Learning (PBL) processes. PBL aims to reward those students who play a responsible and commendable role in their school, reinforcing the PBL values of:

- **Be safe**
- **Be fair**
- **Do your best**



Implementation

- The system is based on the certificates of Bronze, Silver and Gold awards.
- All students commence each year with a clean slate.
- 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)
- Standards are based on participation in learning readiness, positive social interactions and adherence to class and school expectations.(DOE Student Code of Conduct – see appendix).
- 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.
- The awards will be presented to students at Assembly or in class.
- Breaches of the Conduct Code can result in students not achieving their standard for the week.

AWARDS CAN BE OBTAINED IN THESE AREAS

- **Citizenship**—will include school or community service, leadership.
- **Sport**—will include high levels of achievement or active involvement in school or PSSA events, exemplary representation at higher level.
- **Scholarship**—will include outstanding displays of academic success, lesson involvement, presentation of work, cooperative and responsible learners.
- **General**—will include any other examples of excellence in areas not already listed.

The Positive Awards System



+ 10 Standards Awards = **Bronze Star**

+ 10 Standards Awards = **Silver Star**

+ 10 Standards Awards = **Gold Star**

Five additional Achievement Awards + 5 Standards Awards = Platinum

Star Student

A **Star Student** from each class is nominated each fortnight.

Principal awards are presented to a nominated star student each fortnight.

Two classes are nominated as Constellation of the fortnight from each assembly.

Certificates will be presented at a Stage Assembly

Names of awardees will be published in the School Newsletter

PBL Excursions are as follows:

Stage 1- Bronze Silver and Gold – Ballina Cinema

Stage 2- Bronze - Ballina Cinema

Stage 2- Silver and Gold - Ballina Cinema and Water Slide

Stage 3- Bronze - Ballina Cinema




Stage 3- Silver and Gold - Ballina Cinema and Water Slide




Stage 3- Gold and Platinum option of attending a Gold Coast theme Park (selected each year)



Be Safe Be Fair Do Your Best



| Southern Cross K-6 STUDENT RECOGNITION | |
|---|---|
| CLASS | <p>Super Star Awards</p>  <p>This system links to the implementation of the K-6 Standards System. This component aims to reward those students who play a responsible and commendable role in their school. The system rewards both the 'triers' and the 'achievers'. Our intention is to provide effective reinforcement of the PBL values attached to, Be safe, Be Fair and Do Your Best. Students need to receive 10 standards in class before successfully achieving 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> |
| WHOLE SCHOOL | <p>Principals Star Award</p>  <p>The Principal chooses one student from K-6 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> |
| CLASS | <p>Star Student Award</p>  <p>This will be in place of 'Star of The Week'. 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 PBL 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.</p> |

| | | |
|------------|--|--|
| CLASS | <h2 style="text-align: center;">PBL Values Awards</h2>  <p style="text-align: center;">PBL Values Award Presented to _____ For Being Fair, Being Safe and Doing Your Best. Signature _____ Date _____</p> | <p>PBL 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. There is a choice of three awards that can be used for the 2 students chosen for that fortnight.</p> |
| ASSEMBLY | <h2 style="text-align: center;">Constellation Class</h2>  <p style="text-align: center;">Constellation Class AWARD Presented to _____ Signature _____ Date _____ Be Safe, Be Fair, Do Your Best. Northern Cross School & CHS</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) or a trophy (K-2 Mascot and 3-6 trophy). K-2 - The star mascot gets to see and participate in the activities that the "class of the week", are involved in. Students will then write about something that the Star Mascot did with them during the week in his/her special book and have a photo taken.</p> |
| PLAYGROUND |  <p style="text-align: center;">GOTCHA! Name _____ Class _____ For being fair, being safe and doing your best.</p> | <p>Received on the spot for meeting school expectations at a particular moment in time. Gotchas are drawn from the prize box at every Monday morning whole school assembly, for a canteen ice block voucher.</p> |



Student Conduct Code and Rules

Rights and Responsibilities

A right is something that belongs to you and should not be taken away by anyone. Your teachers and classmates have the same right.

1. You have the right to be an individual at school. No one should be treated unfairly because of their sex, race, appearance or ability.
2. You have a right to be respected and treated with kindness.
3. You have a right to express yourself.
4. You have a right to be safe at school.
5. You have a right to learn.
6. You have a right to a healthy environment.
7. You have a right to have your parents or guardians involved in the school community.

A responsibility is something for which you are accountable. It is something you should do without being told.

1. You have a responsibility to respect the rights of others and their individuality.
2. You have a responsibility to be thoughtful, respectful and courteous to others.
3. You have a responsibility to listen to and respect the views of others.
4. You have a responsibility to obey school rules.
5. You have a responsibility to work to your best ability and to allow others to work to the best of their abilities.
6. You have a responsibility to practice personal and environmental cleanliness.
7. You have a responsibility to take school messages home.

What happens when people are seen to be fulfilling their school responsibilities?

- Praise.
- Recognition in class, school assemblies, playground.
- Awarding of certificates, stamps, stickers, achievement awards etc.
- The privilege to use special equipment.
- You may be given special responsibilities that acknowledge your maturity and co-operation.
- People are happy.
- Merit Excursion.

School Rules

The following set of school rules is designed and organised to ensure that:

- Rights are recognised and protected,
- Responsibilities are recognised and reinforced.

They have been organised into three categories –Be Safe, Be Fair, Do Your Best including:

- Safety rules
- Social rules
- Environmental and Organisational rules.

1. Safety Rules

- Covered leather footwear (all black or all white) is to be worn at all times unless permission is given by teachers to wear something else.
- Climbing trees is not allowed.
- Walk at all times while on concrete areas.

- Rocks and sticks can be dangerous objects and should not be used in play.
- The car park is out of bounds at all times.
- Playing in and around the classrooms is not permitted.
- Before 8.30a.m play is not permitted. Sit in the covered area near the canteen, until the teacher comes onto playground duty.
- Sitting on fences, safety rails and walls etc. can be dangerous and is not allowed.
- Gymnasium/Basketball court is out-of-bounds unless teacher is present.
- If you do not wear a hat you must stay in the shade.
- You must walk on all areas that are not grassed.
- Toilets are not play areas.

2. Social Rules

You need to behave in an orderly manner at school. Disorderly conduct such as fighting, throwing rocks and sticks, kicking, disobeying school personnel, being disruptive in the class, are unacceptable behaviours.

You are to treat others in the school in a civilised manner. Verbal abuse such as swearing, talking back to school personnel, humiliating others are unacceptable behaviours.

3. Environmental & Organisational Rules

- The playground is everyone's responsibility. People should dispose of any rubbish correctly, particularly in the lunch area.
- Everyone is responsible for the care of our trees, plants and gardens.
- Children should wear school uniform.
- After choosing a lunch spot within their designated area, children are to remain until dismissed by the teacher.
- Sports equipment is expensive to replace. Sports monitors distribute equipment and those who use it are responsible for its care and return.
- No one is to be in a classroom unless a teacher's permission is given.
- Bikes and scooters should be placed in the proper bicycle racks. You are then to leave the area.
- You are not to go to the canteen at lunchtime until directed by a teacher.
- While in canteen lines or bubbler areas you should wait quietly. Only people using the canteen or bubblers should be in the areas.
- You need a NOTE to go to sick bay except in emergencies.
- Children are not to go upstairs in the morning, at lunch or recess unless they have a teacher with them.

What Happens When...?

School Rules are Broken?

- You may be reminded by the teacher that your behaviour is unacceptable.
- You may be warned of the consequences of breaking a rule.
- You may lose your right to play.
- You may be isolated from other children.
- You may be issued with a misconduct note.
- If you continue your misconduct your parents may be requested to speak with the school regarding your behaviour.
- You may be suspended from class.
- You may be suspended from school.
- You may be expelled from this school.
- You may be excluded from out of school activities such as excursions, sport representation.

Welfare Policy

| Level | Action | Consequence |
|--------------|--|--|
| One | Time out in Buddy Class for one session. | Time out sheet sent home. Two time out sheets in one week – student moves to level two |
| Level | Action | Consequence |
| Two | Time out with Executive for one session | Time out sheet sent home. Three time outs in one week – student moves to level three |
| Level | Action | Consequence |
| Three | In school isolation for one day. | Monitoring book for one week. Executive to monitor daily. Page copied and sent home daily. |

When a student reaches level three, classroom teacher will contact parents.

Any student on level three on the day of their isolation will not be able to represent the school in any sporting activity or out of school activity. During the week of monitoring they will be excluded from any excursion and/or out of school activities. In exceptional circumstances, the final decision is at the discretion of the Principal and/or Deputy Principal K-6.

Excursion warning letter can be issued after 10 indiscretions, with each letter requiring contact with the parent by an executive. Upon receiving a third warning letter, a student will be withdrawn from the excursion. The Assistant Principal – Wellbeing will contact parents when the first letter is issued to discuss ways in which to support positive behavioural choices.

A warning letter will be issued with or after each suspension and will be discussed with the parent at point of contact of the suspension or at the return from suspension meeting.

Classroom Discipline Model

| | |
|---------------|--|
| Step 1 | Reminder <ul style="list-style-type: none"> • Using positive classroom management strategies |
| Step 2 | Warning <ul style="list-style-type: none"> • Name to be recorded on the board |
| Step 3 | Second Warning <ul style="list-style-type: none"> • Cross put next to name |
| Step 4 | Class Time Out <ul style="list-style-type: none"> • Student to go to time out area and reflect/complete work • Student to return to class – minimum 10 minutes |
| Step 5 | Buddy Time Out <ul style="list-style-type: none"> • Student sent to buddy class with time out sheet and work to complete • Student to remain for whole session or minimum 30 min |
| Step 6 | Isolation <ul style="list-style-type: none"> • Three buddy time outs in one week – Buddy room for whole day |

Excursions

Plans for conducting excursions, programming special days/events and attending performances are discussed at P&C. If you would like your child to participate a consent form must be returned before they will be permitted to attend. If payment is involved this should be forwarded with the consent form.

It is the School's policy that students wear school uniform on excursions. If casual clothes are to be worn you will be advised through the information sheet.

- **All excursions must be paid by 9am at least 2 school days in advance of the excursion date.**

Excursion Policy

Southern Cross Public School is committed to providing a safe, quality learning environment in which students can develop their individual talents, interest and abilities. 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 applies as part of our excursion policy:

- the educational value of the excursion must take account of the needs and resources of the school, the students and the impact on the continuity of regular teaching and learning programs
- excursions are inclusive and, where possible, all students should have the opportunity to participate in an excursion; this does not prevent schools selecting individual students or groups of students to represent the school at functions, events or competitions
- where a student cannot participate in an excursion, alternate activities must be available that provide for similar learning outcomes, particularly where an assessment task relates to the excursion
- a duty of care is owed to all students whilst on excursions; this duty of care cannot be delegated to parents, caregivers, volunteers or employees of external organisations
- all excursions must be accompanied by a member of staff who possesses current accreditation in Emergency Care
- all overnight excursions must be accompanied by both male and female staff (if co-gender), at least one of whom possesses current accreditation in CPR
- where an excursion involves swimming or water activities the elements of the Water Survival Guidelines must be adhered to:
 - venue selection
 - parent/caregiver consent – parents must be asked to indicate the swimming ability of their children
 - staff supervision – at least one member of staff must possess current accreditation in CPR and Emergency Care
 - risk management – where excursions involve aquatic activity other than swimming such as boating, sailing or board riding, schools should investigate requirements relating to the
 - provision of life jackets and ensure that staff and student comply
 - staff induction
 - student induction
 - testing and classifying student proficiency – staff must determine the aquatic proficiency of students prior to participation in any unstructured aquatic activity (which will take place irrespective of parental permission or indication of swimming ability)
 - a thorough risk management plan must accompany every excursion application, which should include: transport, swimming/water risks (where relevant), overnight excursion risks (where relevant), student behaviour, correct teacher/student ratio, students diagnosed at risk (eg. anaphylaxis), weather (including sun protection) or safety warnings (if relevant) and risks associated with the activities undertaken; for all sport excursions, teachers should refer to the DET Sports Safety Guidelines



- all staff and volunteers are to be briefed prior to the excursion about the expectations, procedures and protective strategies in place as part of the risk assessment
- if an individual or small group of mature students participate in an unsupervised activity (eg. independent travel), it is imperative that parents/caregivers are fully informed of, and agree to, the arrangements
- the Department of Education and Communities and its schools will not accept the responsibility or liability in respect of students or teachers who choose to become involved in privately arranged tours School 7 – 12 Staff Handbook Page 3
- any parents, caregivers and volunteers who attend an excursion must complete a Prohibited Employment Declaration and be briefed on safety and behaviour measures prior to the excursion
- all employers and contractors who provide a service to students during a school excursion must be registered with an Approved Screening Agency (ASA) for the purpose of conducting the Working with Children Check on their employees
- signed consent forms granting permission for students to participate in an excursion and a medical information form are to be obtained from parents/caregivers:
- in exceptional circumstances, verbal permission may be sought as long as a written record of this consent is held
- if it is inappropriate to seek parental or caregiver consent, consent may be sought from another person whom the principal deems appropriate
- if no person is available to give consent, the Principal may approve the student's attendance provided the student themselves gives written permission
- unscheduled local activities, where students leave the school grounds on foot, may occur from time to time; approval is at the discretion of the Principal, who must be satisfied as to the safety, welfare and wellbeing of students
- safe transport or a safe walking route must be organised for all excursions:
- buses/coaches/trains/ferries should be used for transport, where possible
- for excursions close to school, organisation of a safe walking route is appropriate
- if travel involves transporting students in the cars of teachers, parents/caregivers, volunteers or students, the following must be adhered to:
- written permission must be obtained from parents/caregivers, explicitly stating whose car the student will be travelling in (in particular if the driver is a provisional licence holder)
- licence and registration must be sighted by the administration office
- comprehensive insurance is only required if a staff member is authorised and intends to make a claim for mileage for the trip
- Principals may approve air travel for excursions
- if travel is into Queensland or South Australia, parents must be informed that there are no reciprocal rights with New South Wales for emergency ambulance services; parents should be aware that they are responsible for any medical costs incurred
- students must behave appropriately on excursions, realising that they are in public and representing the school:
- the normal school discipline policy and consequences will apply
- prior to the excursion, students must be briefed about the school's expectations of their behaviour, the protective strategies in place and avenues of support available and advice given about any specific activities that they will be undertaking (eg. cultural sensitivity or appropriate handling of animals)
- excursion warning see K-6 Welfare Policy (page 31)

Aboriginal Education Policy

The NSW Department of Education and Communities and Southern Cross School K – 12 is committed to improving the educational outcomes and wellbeing of Aboriginal and Torres Strait Islander students so that they excel and achieve in every aspect of their education.

Following are our goals:

- close the achievement gap between Aboriginal and non-Aboriginal students
- increase knowledge and understanding of the histories, cultures and experiences of Aboriginal and Torres Strait Islander people as the First Peoples of Australia
- respect, value and promote the strength, diversity, ownership and richness of Aboriginal cultures
- ensure Custodianship of Country is respected, valued and promoted
- collaborate with parents/caregivers and families over decision making
- collaborate with our local AECG over decision making, including inviting the representation of an Indigenous person on all merit selection panel for new staff

The Department will provide Aboriginal cultural education for all staff and education about Aboriginal Australia for all students. Aboriginal education and training is core business for all staff. These commitments affirm the inherent right of Indigenous students to fair, equitable, culturally inclusive and significant educational opportunities so that all students can obtain a high quality education as a platform for enriching their life chances and achieving their full potential.

Anti-Bullying Plan

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 a student participates in bullying behaviour, they will be interviewed by the Assistant Principal Wellbeing and the incident recorded on Sentral. Students may be expected to complete a workbook on bullying as part of a detention. Bullying behaviour is a part of our school's behaviour management process and as such, repeated entries on Sentral may result in suspension.

Teachers have a responsibility to:

- respect and support students
- model and promote appropriate behaviour
- understand school and departmental policies related to bullying behaviour
- respond in a timely manner to incidents of bullying
- provide curriculum and pedagogy that supports students to develop an understanding of bullying and its impact on individuals and the broader community

Students have a responsibility to:

- behave appropriately, respecting individual differences and diversity
- behave as responsible digital citizens
- behave as responsible bystanders
- report incidents of bullying

Parents and carers have a responsibility to:

- support their children to become responsible citizens and to develop responsible online behaviour
- assist their children in understanding bullying behaviour
- support their children in developing positive responses to incidents of bullying
- notify the school of incidents of school related bullying at the earliest possible moment
- work collaboratively with the school to resolve incidents of bullying when they occur



Anti-Harassment Policy

- Southern Cross Public School has a zero tolerance policy in regard to bullying and harassment.
- There is a strongly developed pro-active component involving a social skills program (PBL) taught in class.
- Identified students are supported through structured play opportunities at lunch time.
- PDHPE support the policy in their programming.
- Students are encouraged to support the school's approach via peer mentoring, reporting incidents of harassment, being involved in mediation.
- Communication is maintained via, Assistant Principals, Deputy Principals and wellbeing meetings.




Staff Procedures:

- Staff will make clear that harassment is a serious and unacceptable behaviour.
- Students will be informed that the situation will be referred to the Assistant Principal Student Wellbeing.
- Staff members will complete an incident report that will be entered on Sentral by the relevant Deputy Principal.
- Where a resolution is not reached or the incident is repeated – a Deputy Principal is to be notified.
- Such students will be registered on SENTRAL and will be placed onto a daily monitoring blue book.
- If the behaviours persist – suspension from school will be considered.
- School Counsellors and parents will be involved where relevant.



School Site Plan

Key:

-  K-6 Buildings
-  Staff Rooms
-  Out of Bounds

AREA 7 GATE

| K-6 Classes | |
|-------------|------------------------|
| Class | Teacher |
| KB | Butt,Llewenna |
| KC | Crowley-McHattan,Sally |
| KP | Piccoli,Kristin |
| 1/2T | Tolley,Deidre |
| 1G | Groves,Jessica |
| 1V | Vaughan,Alisha |
| 2L | Layzell,Brett |
| 3/4R | Robb,Amanda |
| 3C | Copeland,Paula |
| 3F | Faulks,Joanne |
| 4W/F | Weaver,Sue |
| 5C | Conte,Nick |
| 5T | Tuck,Lauren |
| 6F | Finlay, Patrese |
| 6W | White,Andrea |
| SCB | Wilson,Bronwyn |
| SCC | Rossi,Clare |
| SCJ | Maguire,James |
| SCM | Burnett,Margaret |
| SCS | Felsch,Susan |



Chris Porter is based in K-6 Library.