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The staff and students of Bateau Bay Public School extend a warm welcome to our new students and their parents. We sincerely hope that your stay will be rewarding and that you will become involved in the activities of the Bateau Bay school community.

Bateau Bay Public School was established in 1980 and provides a quality learning experience for all students from Kindergarten to Year 6. A strong focus is maintained on learning together in a safe and caring environment.

We are fortunate to have excellent facilities. The majority of classroom teaching spaces are readily accessible to the Library, Hall, Canteen, Multi-Purpose Room, Computer Labs and Administration area. The Covered Outdoor Learning Area (COLA) is the major assembly point leading to large, spacious play areas. The beautiful grounds and gardens enhance the school’s environment.

Our school provides quality educational programs that cater for all students’ learning needs. Emphasis is placed on high academic achievement and the promotion of excellence. We believe in offering a wide range of opportunities for students to achieve their potential in academic, social, cultural and sporting areas. Students are actively engaged in learning within a safe, secure and disciplined environment.

Student welfare is a vital aspect of school life. Each child is treated as an individual but is also a member of a series of groups. Each group exerts its own influence upon your child. The development of the whole child is becoming increasingly important in today’s rapidly changing world. At Bateau Bay Public School, the development of self-esteem, courtesy, co-operation, responsibility and respect are promoted regularly.

A school does not function in isolation. If home and school work together, students will achieve greater success in their learning. Home and school can and should assist each other.

An experienced, dedicated and caring staff works closely with supportive parents and community members. Effective partnerships have been established in the best interest of students and their learning outcomes.

Bateau Bay Public School values its students, staff and parents. The school is also a proud partner of Tuggerah Lakes Learning Community.

Deborah Hannon
**BELL TIMES**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30am</td>
<td>Buildings/Playground open</td>
</tr>
<tr>
<td>8:50am</td>
<td>Morning Assembly</td>
</tr>
<tr>
<td>10:50am</td>
<td>Lunch commences</td>
</tr>
<tr>
<td>11:10am</td>
<td>Lunch halftime</td>
</tr>
<tr>
<td>11:30am</td>
<td>Lunch concludes</td>
</tr>
<tr>
<td>1:30pm</td>
<td>Recess commences</td>
</tr>
<tr>
<td>1:50pm</td>
<td>Recess halftime</td>
</tr>
<tr>
<td>2:10pm</td>
<td>Recess concludes</td>
</tr>
<tr>
<td>2:50pm</td>
<td>Dismissal bell</td>
</tr>
</tbody>
</table>

*A bell will ring at 12:10pm on Thursdays to signal the conclusion of Scripture lessons.

**SUPERVISION BEFORE SCHOOL**

Students are not to arrive at school or enter school buildings before 8:30am, as no formal supervision is available. The 8:30am bell marks the beginning of teacher supervision in the playground.

**WET WEATHER PROCEDURES**

The school has a detailed duty roster to cater for wet weather play.

During periods of rain teachers partner each other and share recess and lunchtime duties to ensure adequate supervision of students. Two bells will ring to signal wet weather.

After heavy rain, when the playground is muddy, students are restricted to ‘hard surfaces’ and utilise the basketball and netball courts, and the COLA during playtimes. Three bells will ring to signal hard surfaces.
SCHOOL FACILITIES

Bateau Bay Public School students have access to a range of wonderful school facilities which enhance their educational programs. These facilities include:

School Library

The school library is well equipped with books and other resources including computers. All students visit the library at least once per week for a library lesson that includes returning and borrowing time. All students are encouraged to borrow and read regularly. Lost books need to be replaced. We ask that students provide a library bag to protect books whilst in transit. Library bags are available from the library at a small cost.

Multi-Purpose Room

Our Multi-Purpose Room is a very versatile learning space. In addition to housing our Before and After School Care, the Learning Assistance Support Teacher uses the room daily to run support groups for students requiring extra assistance. Classes use the room for stage meetings, singing sessions and hosting debates. School functions and morning teas are also held in the Multi-Purpose Room.

Computer Rooms

The school has a well-equipped computer room enabling whole class lessons utilising computer technology. Students attend computer lessons with a specialised computer teacher on a weekly basis. Individual classrooms, common areas and the library contain additional computers for individual and small group activities.

School Hall

Our School Hall is the setting for many school and extra curricular activities. Assemblies, stage meetings, visiting shows, school discos and various physical education activities are conducted in the hall. Outside organisations use the hall for lessons after school.
Audio-Visual (A.V.) Room

The A.V. Room is a hive of activity in our school as it plays host to a range of creative activities and contains our Connected Classroom. Classes use the room to participate in video conferences and interactive lessons. Our junior and senior choirs use the room weekly to rehearse, and classes stretch their vocal chords during singing sessions in the room.

Canteen

The school canteen is run by the Parents and Citizens Association and staffed by a manager and volunteers. Students can choose from an extensive menu that follows the Healthy Canteens policy as recommended by the Department of Education and Communities.

Sports Oval, Playground, Basketball and Netball Courts

Students at BBPS have the use of a netball court, a basketball court, a large oval, smaller oval and fixed playground equipment during lunch and recess. Classes use the facilities for physical education lessons. Our sporting teams train on the oval and courts before and after school, and at lunchtime.

Covered Outdoor Learning Area (COLA)

Our COLA provides an area where students are protected from the sun, wind and rain. It is used during wet weather play periods and as a place for students without a hat to play safely. Daily morning assemblies are held in the COLA, which is large enough to contain the entire school. Individual classes use the COLA for outdoor lessons and special school events.

Before and After School Care

This service is located at the school and utilises the Multi-Purpose Room. It provides care for students who attend BBPS. This award-winning centre has a ‘High Quality’ rating and provides students with outstanding recreational activities. Kindergarten students are delivered to and collected from classrooms at the beginning and end of each school day. Casual bookings are available on request. Please contact Caroline on 4333 5168 for further details.

[www.bateaubayschoolcare.com.au]
CURRICULUM

The Board of Studies NSW sets the learning requirements for each stage of primary school. Most students will be working towards the outcomes for their stage. Outcomes are clear statements of knowledge, skills and understandings within the six Key Learning Areas. Some students will be working towards outcomes that are above or below their stage.

The four stages are:

- Early Stage 1 (Kindergarten)
- Stage 1 (Years 1 and 2)
- Stage 2 (Years 3 and 4)
- Stage 3 (Years 5 and 6)

KEY LEARNING AREAS

ENGLISH – In English, students learn to read, write, talk and listen. They learn about English language and literature, how language varies according to context and how to communicate to a range of audiences for different purposes. They learn to read for information and for pleasure. They learn about poetry, novels and plays. They gain a sound grasp of language structures, punctuation, spelling and grammar.

MATHEMATICS – Mathematics develops students’ thinking, understanding, competence and confidence with numbers, shapes and measurement. Students learn to add, subtract, divide and multiply whole numbers, fractions and decimals. They learn to measure time and calculate with money. They learn geometry, algebra and how to work with data and graphs. Students are encouraged to work mathematically by reflecting upon the processes they use during mathematics activities.

SCIENCE & TECHNOLOGY – Science and Technology develops students’ skills in thinking, investigating and problem-solving. It gives them knowledge and skills in scientific investigation, design and applied technology. This subject builds on the curiosity children have about their natural and built environments.

HSIE – In Human Society and Its Environment (HSIE) students learn about history, geography, civics and citizenship. They investigate their personal and community identity, and gain an understanding of their nation and its place in the world. They learn to participate effectively in maintaining and improving the quality of their society and environment.

CREATIVE ARTS – Creative Arts gives students experiences in the visual arts, music, drama and dance. They perform and express themselves through the visual arts, music, drama and dance.

PDHPE – Personal Development, Health and Physical Education (PDHPE) develops the knowledge, skills and attitudes students need to lead healthy, active and fulfilling lives. Students learn about the importance of good food and regular exercise. They learn how bodies grow and change over time. They learn skills to play individual and team sports, and the values of sportsmanship and teamwork.
SPECIALIST SCHOOL PROGRAMS

READING RECOVERY
Reading Recovery is an early intervention program for Year One students who are experiencing difficulty in attaining age appropriate reading and writing skills. The Reading Recovery teacher is specially trained to implement the program. The Reading Recovery program supports students in becoming successful readers and writers. It is an individual program where students and the Reading Recovery teacher work together for half an hour every day in addition to the normal classroom literacy program.

COMPUTER TECHNOLOGY
The school has a computer rooms, computer pods in each wing and at least one computer in each classroom. Each student has Internet and word processing access and access to a wide variety of interactive software. Every classroom has an Interactive Whiteboard, as well as the Library, Multi-purpose Room and AV Room.

WEEKLY SPORT
Sport is an integral part of the school’s educational program. Age appropriate and developmental sport programs operate for all students from Kindergarten to Year 6. As students’ skill levels increase they participate in more team-oriented sports. The school competes in a variety of state-wide competitions with the bulk of coaching undertaken by school staff before, during and after school hours. Trained instructors conduct regular coaching clinics in a variety of sports.

EXTRA-CURRICULAR ACTIVITIES
Staff members and parents at Bateau Bay generously dedicate time to training and mentoring students in a variety of extra-curricular activities. These activities cater for students who demonstrate strong potential in these areas and allow all students to gain a well-rounded education. Some activities include:

- **PSSA Sporting Teams**
  Students have opportunities to represent BBPS in a variety of sporting teams including hockey, soccer, rugby league, cricket, touch football, netball and basketball.

- **Dance Group**
  Dance groups from BBPS perform at the Central Coast Dance Festival in addition to being invited to perform at an array of school and community events.

- **School Choir**
  Our school choirs perform at a range of school and community events including the Central Coast Choral Festival. Both choirs attend rehearsals on a weekly basis.

- **Koori Choir**
  Aboriginal students are invited to join the Koori choir, which performs at school functions and events held by the local Aboriginal community.

- **Debating Team**
  Senior students are invited to participate in various debating competitions against other schools.

- **Public Speaking**
  Students are given opportunities to enter a variety of public speaking competitions.
COMMUNICATION

Communication between students, parents and staff is crucial to the success of the students at BBPS. Open and honest communication is encouraged and parents are most welcome to be partners in their child’s learning.

OFFICE STAFF
Our office staff provide the first contact for most parents and visitors, either in person or over the phone. They can often answer questions concerning enrolment and other general school enquiries.

TEACHING STAFF
Parents are encouraged to keep in close contact with their child’s class teacher. To arrange an interview, please leave a message with the office staff or send a note to your child’s teacher. School Executive staff are also available to discuss your child’s progress and you may make an appointment with them through the front office.

Please keep in mind that the member of staff with whom you wish to speak may currently be teaching. Classes cannot be interrupted unless there is an emergency. Any messages for students will be sent to their teacher at an appropriate time.

SCHOOL WEBSITE & SCHOOL NEWSLETTER
Every Wednesday the school newsletter is sent home with the youngest sibling in each family. It is also published on our website. The newsletter contains information about upcoming events, past events, welfare news and student achievement. It is important that the newsletter is read each week so families are aware of all planned school activities.

STUDENT LED CONFERENCES
Student Led Conferences are held when the half yearly reports are sent home. All parents are encouraged to attend these evenings with their children. Parents or teachers may request a separate interview at any time throughout the year.
PARENTS & CITIZENS ASSOCIATION

Bateau Bay Public School’s P&C Association enables parents and citizens to meet together to determine the needs and aspirations of our school community.

We aim to:

- promote the interests of the school by bringing parents, citizens, students and teaching staff into close co-operation;
- assist in providing equipment required by the school;
- report to the Minister the material requirements of the school; and
- assist the teaching staff in a range of programs and activities.

The P&C Association meets in the staffroom on the second Tuesday of each month during the school term. It is open to all members of the school community: parents, teachers and citizens.

The office bearers of the P&C Association are:

- President
- Vice President(s)
- Secretary
- Treasurer

The following sub-committee members are also represented on the P&C:

- Canteen
- Uniform Shop
- Fundraising
- Before and After School Care Service.

Bateau Bay P&C Association has been instrumental in assisting the school to enhance its’ facilities. The Association has also provided additional educational resources for our students. Major contributions include:

- Covered Outdoor Learning Area (COLA)
- Multi-Purpose Room
- Computer Laboratories
- Air conditioning in the Library
- Interactive Whiteboards in every classroom
- Library Resources
- Grounds Improvements
- Playground Equipment
- Literacy, Numeracy and Technology Resources
- Sports Uniforms
TRANSITION PROGRAMS

STARTING KINDERGARTEN

Starting Kindergarten is one of the most memorable times in a child’s life. The transition from home and pre-school is seen as one of the most important events a child will experience at school.

The Kindergarten orientation program is called NEWBEES. The program, for students and parents, assists in the transition from home and pre-school to school. The program begins in Term 3 with the Teddy Bears Picnic followed by a parent information evening.

During Term 4 new students visit the school once a week over a five-week period where they participate in structured activities. They get a chance to meet some of the teachers and become familiar with ‘Big School’.

Kindergarten Orientation Day is held as a culmination of Newbees. Parents hear a range of informative talks given by school personnel and parent representatives of the P&C Association as an introduction to the Bateau Bay School community.
BBPS is a proud member of the Tuggerah Lakes Learning Community. All primary schools involved in the learning community feed into Tuggerah Lakes Secondary College.

BBPS enjoys close links with its partner primary schools and high schools. Staff members from these schools meet regularly to discuss the implementation of common programs including transition from primary school to high school.

As part of the transition program students in Year 6 participate in a range of activities with students and teachers from the Tumbi Umbi Campus. During these activities Year 6 students also have the chance to meet Year 6 students from other local schools who will be attending Tumbi Umbi Campus.

These transition activities are designed to provide students with opportunities to meet the teachers and classmates they will have in Year 7, and to familiarise themselves with the high school.

Orientation visits to relevant high schools by Year 6 students are just one part of the transition to high school program. Students are also visited by staff from the high school in their primary schools. Information sessions are held at the Tumbi Umbi Campus for parents.

This effective transition process includes teachers from the primary and high schools sitting together to discuss the transition needs of individual students. Students who will need additional support are identified and catered for, both during the transition program and upon their arrival at high school.
UNIFORM

The BBPS school community is strongly committed to the wearing of a school uniform. It is expected that all students will wear the correct uniform at all times. Parents are asked to encourage their children to take pride in their appearance and ensure the uniform is worn every day.

<table>
<thead>
<tr>
<th>GIRLS’ UNIFORM</th>
<th>BOYS’ UNIFORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green and white check tunic</td>
<td>Dark green shorts</td>
</tr>
<tr>
<td>Light green polo shirt</td>
<td>Light green polo shirt</td>
</tr>
<tr>
<td>Dark green culottes</td>
<td>Dark green trousers</td>
</tr>
<tr>
<td>Dark green pants</td>
<td>Dark green tracksuit with zip jacket or jumper</td>
</tr>
<tr>
<td>Dark green tracksuit with zip jacket or jumper</td>
<td>White socks</td>
</tr>
<tr>
<td>White socks</td>
<td>Black shoes</td>
</tr>
<tr>
<td>Green stockings</td>
<td>School hat</td>
</tr>
<tr>
<td>Black shoes</td>
<td></td>
</tr>
<tr>
<td>School shoes</td>
<td></td>
</tr>
</tbody>
</table>

**SPORTS UNIFORM**

- Dark green and black sports polo
- Black sports shorts
- Green tracksuit
- Green zip jacket or spray jacket
- School hat

**SUN SAFE HAT POLICY**

Sunsafe hats are part of our school uniform and as such should be worn at all times when playing outside at school. Hats are available from the uniform shop. The school supports the Sunsafe Policy “no hat, play in the shade”.

**UNIFORM SHOP**

The school uniform is available from the uniform shop, which is operated by parent volunteers. The shop is open on Wednesday and Friday mornings before school. It is located on the eastern side of the school hall.

If you are unable to get to the uniform shop during these times you may fill in an order form and send it to school with full payment (credit card or cash). The uniform shop will then package up your order and deliver it to your child’s class.

**LOST PROPERTY**

The lost property container is located inside the glass doors leading to the COLA. Labelled items are returned to their owners. All children’s belongings and clothing should be labelled clearly with their name and class.
**GENERAL INFORMATION A-Z**

**ASSEMBLIES**
Assemblies are held on a regular basis. The whole school assembles every morning at 8:50am in the COLA. K-2 has an assembly every Friday at 2:10pm. Years 3 – 6 assemblies follow a rotating roster and are held at 12:50pm on Friday in the hall. Assemblies aim to promote school events, encourage student excellence and celebrate achievement.

**ATTENDANCE**
Attendance at school is compulsory. All absences must be explained in a note addressed to the class teacher on the day that the student resumes school, clearly stating the reason for the absence. It is advisable to let the class teacher know, in advance, when children are going on holidays during school term. Any students arriving late or leaving early should report to the office. A form must be completed, signed, and handed to the class teacher.

**BEFORE AND AFTER SCHOOL CARE**
See page 7. Contact Caroline on 4333 5168 or visit [www.bateaubayschoolcare.com.au](http://www.bateaubayschoolcare.com.au)

**BICYCLES**
As recommended by the RTA, children 10 years of age and over can ride bicycles to school. They must observe all road rules, particularly the wearing of helmets. Bicycles must be walked while on school property. All bicycles are the responsibility of the rider and must be chained up. Due to safety concerns, scooters and skateboards are not to be ridden to school under any circumstances.

**BUS TRAVEL**
The Red Bus Company services our school with four buses. Route details are available from the school. All students from K-2 are eligible for a free bus pass. Students in Years 3-6 living within a 1.6 kilometre radius of the school are not eligible. Non-eligible students may use the bus, but must pay a fare. Application forms for bus passes may be obtained from the school office.

Supervision is provided each afternoon for bus departures. All children travelling by bus must be well-behaved, and students who misbehave may lose their pass. It is a strict requirement that each student shows their bus pass to the driver when travelling on school buses, or pays the fare. Applications and fees to replace a lost or damaged passes are made to the Red Bus Company. For enquiries contact the Red Bus Company on 4332 8655. Website: [www.redbus.com.au](http://www.redbus.com.au)
CANTEEN
The canteen is run by the P&C and relies on the generosity of our volunteers. It operates on a daily basis and all profits are returned to the school. Volunteers are always welcome. Lunch orders must be handed in before school commences and lunches are delivered to classrooms.

CHOIR
The school choirs perform at assemblies, other school activities and local community events. Students audition early in the school year. Choir practice is held once a week during normal lessons and at other times as required. Students from Years 2 - 3 participate in the junior choir, and the senior choir draws students from Years 4–6.

COUNSELLOR
The school counsellor is available for advice on a variety of issues. Class teachers and parents may refer students to the counsellor. The counsellor is at the school on a part time basis so appointments are essential. Parental permission will be sought for students to be seen by the school counsellor.

EMERGENCY CONTACT DETAILS
It is crucial that the school office has current contact details for each family in case of sickness or accident. Any change of name, address, telephone number or emergency contact details must be notified to the school office as soon as possible.

EMERGENCY EVACUATION PROCEDURES
The school holds evacuation and lockdown practices each term. Students are trained in what is expected for these safety procedures. Emergency procedures are regularly revised and updated.

EXCURSIONS
Students participate in excursions as an important part of their educational programs. In years 4–6, students have the opportunity to attend overnight camps. Excursions provide students with wonderful experiences to consolidate their learning, and valuable opportunities to develop social skills.

GIFTED AND TALENTED PROGRAMS
The school offers many programs to cater for our gifted and talented students. These programs are advertised in the newsletter. For further details please speak with your child’s class teacher or senior school executive.
HATS
Sunsafe hats are part of our school uniform and as such should be worn at all times when playing outside at school. Hats are available from the uniform shop. The school supports the Sunsafe Policy “no hat, play in the shade”.

HOMEWORK
The school’s homework policy is discussed at Information Evenings at the beginning of the school year. Homework is important for students of all ages, as it helps them consolidate their learning in class and develop sound study habits.

HOME READING
Home reading operates throughout all years. A reward program for consistent readers is in place to recognise student achievement in reading. These awards are presented at assemblies.

LOST PROPERTY
The lost property container is located inside the glass doors leading to the COLA. Labelled items are returned to their owners. All children's belongings and clothing should be labelled clearly with their name and class.

MEDICAL
Children who are sick or injured at school must inform a member of staff, who will arrange for further assistance. The school will contact parents when a student needs to be taken home. According to our duty of care, an ambulance will be called if necessary. It is very important that emergency contact numbers are kept up to date at all times in the school office.

Any student with a medical condition must inform the school so a medic alert can be completed. This ensures that all staff members are aware of the condition and required treatment. A register is also kept of all students affected by asthma. Asthma puffers may be kept in the school bag or on the student.

If students need to take prescribed medication during school hours it must be handed in at the front office, clearly labelled with instructions. Staff will only administer prescribed medications.

MONEY COLLECTION
Payments can be made on any day of the week. Money must be sent to school in a sealed, labelled envelope and handed to the class teacher in the morning. A closing date for the payment of money for excursions, shows or other similar activities will be communicated to parents in information sent home. Stage 3 sport money is paid on a weekly basis on sports day.
NATIONAL ASSESSMENT PROGRAM – LITERACY AND NUMERACY

In 2008, the National Assessment Program – Literacy and Numeracy (NAPLAN) was introduced for all Australian students in Years 3, 5, 7 and 9. Students undertake assessments in Language Conventions, Reading, Writing and Mathematics. The test results provide useful information for teachers and parents about each student’s level of achievement in these areas, and inform future teaching programs. Parents receive a report about their child’s achievement compared to agreed national benchmarks of student achievement. See www.naplan.edu.au for more information.

NEWSLETTER

Every Wednesday the school newsletter is sent home with the youngest sibling in each family. It is also published on our website. Please read the newsletter thoroughly as it contains information about upcoming events, past events, welfare news and student achievement. Advertising space in the newsletter can be arranged through the school office for a small fee.

PARKING

Parents are advised to carefully observe all parking restrictions that apply in the streets surrounding the school, particularly bus and drop off zones, as well as pedestrian crossings. Police patrol this area regularly to ensure student safety. Parking is not available on school grounds during school hours. Disabled drivers need to contact the office for assistance.

REPORTING PROCEDURES

BBPS uses the DEC template for written reports. Student achievement is measured against the NSW standards and is reported in writing to parents twice a year. Student led conferences take place at the end of Semester One. Teachers will contact parents if concerns arise, and parents are most welcome to contact teachers to discuss their child’s progress. Please make an appointment through the office.

SCRIPTURE

Scripture is held each Thursday during term. Lessons are taught by approved members of different religious denominations who volunteer their time.
SMOKING
All public schools are smoke free zones. All staff and visitors to the school must refrain from smoking whilst within the boundaries of the school.

SPORTING HOUSES
All students are placed into a sporting house for sporting activities. Houses are arranged on a family basis. Swimming, cross-country and athletics carnivals are keenly contested each year. Our four houses are Boorooma (yellow), Cooyong (red), Koolewong (green) and Warrimoo (blue).

STAFF
The school is staffed by classroom teachers, specialist teachers, teacher’s aides, teaching and non-teaching executive, a school counsellor, office staff, and a general assistant. The school executive works in consultation with teaching staff to provide teaching and learning activities appropriate for each stage.

STEWART HOUSE
Stewart House is a respite centre for NSW public school students. The program focuses on developing self-esteem, social skills, team building, personal hygiene, development of healthy and active lifestyles, peer relationships and most importantly FUN! During the children’s twelve-day stay at Stewart House, children are provided with medical, dental and optometric assessment, treatment and counselling. These services are provided free of charge to nearly two thousand children a year who attend this unique facility. Stewart House is funded by donations from NSW public schools, students and teachers. www.stewarthouse.org.au

STUDENT ASSISTANCE SCHEME
This scheme provides financial assistance to families in need, allowing students to attend activities that form part of their educational program. The amount available is limited and is distributed at the discretion of the Principal. Contact the office for more information.

STUDENT REPRESENTATIVE COUNCIL
School Leaders and House Captains are elected each year. They have many responsibilities around the school and often represent BBPS in the Tuggerah Lakes Learning Community and the wider community at various functions. Each month all classes from Years 2 – 6 nominate one student for the Aussie of the Month Award for outstanding citizenship. Aussie of the Month certificates and a badge are presented to the winning students.
SWIMMING SCHEME
Each year the school participates in an Intensive Swimming Scheme in Semester Two. The scheme is primarily aimed at Years 2 and 3 students, and students in years 4–6 identified as being in need of extra swimming tuition.

TEXT BOOKS
Requirements for textbooks will vary between stages, and from year to year. Parents will receive advice on this issue very early in the school year.

UNIFORMS
It is expected that students will wear the correct school uniform at all times. Details of our uniform are on page 12.

USE OF SCHOOL FACILITIES
Community groups may hire the school hall and grounds for supervised activities by contacting the Deputy Principal. A fee applies to cover costs of basic services and maintenance of these facilities. Students must not be on school property outside of school hours unless they are participating in an approved, organised activity.

VOLUNTEERS
Volunteers help our school in many ways including fundraising, working in the canteen, coaching sporting teams and assisting students in classrooms. We are always grateful for new volunteers, as there are many jobs to be done! All volunteers must complete a prohibited declaration form before they begin, and sign the register located in the school office at the start of each visit.

WELFARE
BBPS uses a range of strategies to respond to good and inappropriate behaviour. Further details are listed in our School Discipline Policy booklet, available from the front office, or the Deputy Principal – Welfare.