Bonville Public School
Innovation And Opportunities

WELCOME
BONVILLE PUBLIC SCHOOL
GENERAL INFORMATION 2013

ADDRESS: 11 Gleniffer Road,
Bonville 2450

Phone: (02) 66534250
Fax: (02) 66534092
e-mail bonville-p.school@det.nsw.edu.au

Executive Director of Public Schools: Mr Frank Potter

Director of Education for Coffs Harbour:
  Kim Taylor
  Coffs Harbour
  Phone: (02) 6690 9500

SCHOOL HOURS:
  School Commences 9.00am
  Recess 11.00am-11.30am
  Lunch 1.00pm-1.45pm
  School Finishes 3.00pm

SCHOOL STAFF:
  Teaching Principal Mr Michael Hepi
  Teachers Mrs Linda Batten
  Mrs Judy Watson (Relieving)
  Mrs Francine Hunter
  Librarian Mrs Carolyn Hart (Part-Time)
  Band / Choir Mrs Linda Batten / Peter Kaukiainen
  School Counselor Zahira Tolhurst
  School Administrative Manager Mrs Trish Henderson
  School Administrative Officer Mrs Glenda Pryce
  School Learning Support Officer Mrs Lisa Kerrigan Mr John Tate Mr Michael Pountney
  General Assistant Mr Alan Went
  School Cleaner Mr Alex Kinning

P & C ASSOCIATION:
  Mr Tony Hely (President)
  Mr Tim Karrasch (Vice President)
  Mrs Kyleen Knight (Treasurer)
  Mrs Melissa Bouboulas (Secretary)
  Mrs Daniele Waitai (Canteen)
  Mrs Trish Morgan (Uniforms)
Welcome to
Bonville Public School

We know that your association with our school will be a valuable and rewarding one, and that your child’s time here will be happy, stimulating and educationally exciting.

Bonville Public School is a small school with a current enrolment of 95 pupils. The teaching staff consists of a teaching principal, and three classroom teachers. Three part-time teachers work at the school providing specialist teaching in creative arts, music and library.

Being a small school, Bonville is able to offer a unique educational environment. Working closely with the community, a friendly family atmosphere is fostered. Strong emphasis is placed on the basic skills. The school has established a technology program that has all children involved in computer activities and using the Internet. A school Student Representative Council is in operation providing student input into school life. The school has an extensive music program featuring both choir and band groups. Sport and physical activities are emphasised and all children are encouraged to develop their sporting talents.

With an experienced staff Bonville Public School is able to offer a stable learning environment where all children are encouraged to achieve their potential. The school provides a blend of tradition and innovation as it prepares to meet the educational needs of each of its students.

This booklet has been written to provide you with all the necessary information regarding this school's organisation and requirements. Should you have any queries please don't hesitate to contact the office.
SCHOOL RULES

THE SCHOOL RULE:

All children should *.....
1. Show respect for themselves and all other children, teachers parents.

All children should *.....
2. Display pride in their school

All children should *.....
3. Take care of school property and equipment.

All children should *.....
4. Take pride in their conduct and progress at all times.

All children should *.....
5. Obey class rules.

HOW TO KEEP IT

* Practise habits of good health.
* Be courteous and considerate to all.
* Take responsibility for your actions.
* Be a good sport.
* Always be honest and truthful.
* Wear a hat in the sun.

* Keep the school environment clean and tidy.
* Help to beautify the school environment.

* Take care of property belonging to self, others and school.
* Return lost property to its correct place.
* Return lost property to its rightful owner.
* Leave others’ property alone.

* Always remember that YOU ARE Bonville School and act accordingly.
* Always do your best.
* Wear your school uniform with pride.
* Always take part.
* Take home notes etc.

* See rules in individual classrooms.

These rules have been formulated for the safety and well-being of all the children in the school. Please discuss them with your child and ensure that they are understood. All teachers at Bonville expect children to abide by all school and class rules. Any child who breaks a rule will be dealt with appropriately.
Awards

Merit Cards and Blue Cards
- presented on a regular basis for recognition of effort, achievement, co-operation and/or courtesy.

Bronze Award
- presented at school assembly after 10 merit cards, assembly cards or blue cards.

Silver Award
- presented at school assembly after three Bronze Awards.

Gold Award
- presented at school assembly after two Silver Awards.
- a medallion is presented to awardees at the annual presentation assembly.

"O" Award
- children who have remained on Level "O" will receive a privilege at the end of the year
  – invited to attend school picnic day.

Annual Awards
- an award for one senior and one junior primary student who has displayed
  outstanding citizenship during the year.
- the Most Caring Student Award
- the Melouney Public Speaking Award
- academic achievement awards
- class awards for outstanding effort during the year.
- an award for application, effort and use of the Library.
- presentation of Competition Award achievers
- sporting achievements and sportsmanship.
- a presentation to each Kindergarten student
- a presentation to each Year 6 student
School Discipline:

Bonville’s School Discipline Code is based on placing children on a series of levels. Those students who remain on Level 0 are rewarded with merit certificates, special privileges and a good reputation.

If children break school rules or cause disruption in the classroom they are issued with a “White Card.” This is a reminder to them that they have caused a problem and they should improve their behaviour before they get into further trouble. White Cards are sent home to make parents aware that there was an issue involving their child. If two white cards are issued within 2 weeks, the student is placed on Level 1.

Children can be placed directly onto any Level for serious misdemeanours.

If a serious discipline incident occurs involving violence, all levels are ‘ignored’ / disregarded - the student is automatically suspended as per DET guidelines.

SCHOOL DISCIPLINE LEVELS

**LEVEL 0**
All students start each year on this level and remain while behaviour is acceptable.

**LEVEL 1**
The student has not sufficiently improved his/her behaviour or attitude and has received two WHITE CARDS within two weeks.

**LEVEL 2**
The student has ignored all efforts to assist him/her and has continued to ignore the rights of other people in the school. Special programs to develop more appropriate behaviour must be undertaken. The student may be suspended and on return to school must agree to a greater effort to improve their behaviour.

**LEVEL 3**
The student’s behaviour has not improved and is causing serious concern. The student will be suspended, and on return to school must agree to a greater effort to improve their behaviour.

**LEVEL 4**
The presence of the student is detrimental to the education and welfare of others. A long suspension will be enforced.
DISCIPLINE CODE

LEVEL 0

Reasons for being on this level:
* You are cooperative
* You try to follow school and class rules
* You respect the rights of others
* You try to work to the best of your ability

LEVEL 1

Reasons for being on this level:
* You have not sufficiently improved your behaviour and/or attitude and have received two white cards within two weeks
* You may have been placed directly onto this level for a major misdemeanour
* The teachers are concerned about your behaviour and effort inside / outside class

Behaviour which might be shown:
* Any of the following major misdemeanors will put you directly on Level 1: disruptive behaviour, stealing, fighting (one off), spitting at people, swearing at people, damaging school property, refusal to follow directions, throwing objects at people, disrupting the learning of others, rudeness to others, playing unsafely, uncooperative behaviour, teasing/bullying, using obscene gestures, throwing dangerous objects (not at people), disobedience.

What happens to students at this level:
* A letter will be sent home stating the problems you are causing
* You will receive an appropriate punishment
* You will be excluded from extra-curricular activities & school representation
* Your misdemeanour will be recorded on your Pupil Profile Sheet
* After 10 school days with no further infringements you will return to Level 0

LEVEL 2

Reasons for being on this level:
* You have failed to respond to corrective strategies at level 1
* You have not improved your effort at level 1 and have continued to receive white cards
* Your behaviour / attitude is still inappropriate and causing concern
* You have continued to ignore the rights of others
* You may be placed directly on this level by the principal

Behaviour which might be shown:
* Continued violations at previous level
* Violent and/or aggressive behaviour
* Serious verbal assault of a student, teacher or visitor
What happens to students at this level:
* Your parents will be requested to attend an interview at the school to discuss your behaviour
* You may be suspended
* You will attend interviews with the School Counsellor
* A negotiated documented improvement plan will be implemented
* You will receive ‘time out’ from the playground for 20 school days
* You will be excluded from extra-curricular activities and school representation
* You will not be eligible to receive merit awards or certificates
* After 10 school days at this level with no further infringements you will return to level 1

LEVEL 3

Reasons for being on this level:
* Your behaviour has not improved and is causing serious concern

Behaviour which might be shown:
* Continued persistent violations of school rules
* An extremely serious action which has risked your safety or the safety of students, staff and/or visitors
* Possession / dealing with illegal drugs (police called)
* Possession / dealing with illegal weapons (police called)

What happens to students at this level:
* You will be suspended from school for a period of up to 4 days
* You will be provided with work to complete during your suspension
* Your parents must meet with Principal to negotiate your return
* The District Superintendent will be informed of your suspension
* On your return to school you will be placed on level 2

LEVEL 4

Reasons for being on this level:
* Your behaviour is totally unacceptable and you have made no effort to improve

Behaviour which might be shown:
* Your presence in the school is detrimental to the education and welfare of others

What happens to students at this level:
* Long term suspension will be sought (20 days)
* Special programs placement will be considered
* Your parents must meet with the Principal. Your continued enrolment will need to be negotiated
Bonville Public School promotes leadership among all students from Kindergarten to Year 6 – *all our students are leaders*!

Our school has two School Captains, two School Vice-Captains, Sport House Captains, Sport House Vice Captains, Class Captains (Yr3-6) as well as peer mentoring leaders (Kindergarten and Year 5) who work closely with Hopscotch Preschool as part of the Preschool Program.

Currently our student leaders are developing a *‘Leadership Framework’* based around ‘HEADS, SHOULDERS, KNEES and TOES’.

**HEADS** – Using your head to make good decisions, think about environmental sustainability, think about one-self and think about others.

**SHOULDERS** – Carry your own weight and the weight of others. Think not what your school can do for you, rather what you can do for your school.

**KNEES** – Always moving forward in everything you do, leading the way. Being resilient and strong in everything you do.

**TOES** - Being well balanced and having the ability to balance responsibility. Taking responsibility for your own learning and actions.
GENERAL INFORMATION

ATTENDANCE/ABSENCES:
Regular school attendance is COMPULSORY by law, and is essential for satisfactory educational progress. Any pupil absences must be supported by a written note or personal message to the school office or child's teacher within seven days of a student’s absence. Regular absences without satisfactory reason will be reported to the Home School Liaison Officer for follow-up.

BANKING:
Pupils may make deposits with the Commonwealth Savings Bank at school each Friday. The school receives a small commission for each transaction made.

BOOK CLUB:
Twice a term children have the opportunity to buy books through the Scholastic Bookclub. Orders and money should be returned to school by the date indicated on the brochure.

CANTEEN:
Lunches are available from the school canteen on FRIDAYS. Parents are asked to provide a paper bag which contains your child's name, class, order and money. Lunches are prepared by volunteer workers on a roster basis. Workers are always needed for the canteen, so if you can offer your services one day a month please let the school know. The canteen is open at recess and lunch on Friday. Price lists are available from the office.

CHANGE OF ADDRESS OR FAMILY CIRCUMSTANCES:
Any changes in address, phone contacts or family circumstances must be notified to the office so that school records can be kept up to date.

CHILDREN WITH LEARNING DIFFICULTIES:
The School Learning Support Team helps develop an individual program for each child who needs help with learning difficulties. Parents are informed if their child is in need of such assistance. The School Counselor also helps assess and monitor children with learning difficulties.

COMMUNICATION:
Close contact between the school and parents will ensure children gain the most from their school experience. Parents are encouraged to visit the school and talk with teachers. As all staff are teaching it would be appreciated if an appointment could be made through the office for interviews during school hours. A newsletter is sent out each Monday which details school activities and highlights recent happenings. Make an effort to read the newsletter and find out what is happening at your school.
COMMUNITY INVOLVEMENT:
When school and home work together children learn at their best. Community members are encouraged to become involved in the school sharing their skills and helping the children. If you have time to spare and feel you would like to help why not volunteer your services? People are always needed to listen to children read, share craft skills, assist with musical activities, help with excursions, work with computers or teach sports. No special skills are required, just some spare time and a desire to help children. Contact the school for more information. Each person who works with children at the school will be required to complete a "Prohibited Employment Declaration" form.

COMPUTERS:
All students are provided with access to computers and the Internet. A school web page provides information about the school and is a showcase for student achievements.

DENTAL CLINIC:
Free dental treatment is available to all Primary age children (K - 6) by the Coffs Harbour Dental Clinic situated at Coffs Harbour Health Campus, Coffs Harbour. Phone: 1300 651 625 and select option 1.
Dental Nurses visit the school annually for full check-ups for Years K - 2 - 4 and 6.

ENROLMENT:
Parents must complete an application for enrolment form which is available from the school office. Evidence of age will be required for any child who has not previously been enrolled in a N.S.W. Department of School Education school. A transfer form should be presented when transferring from another N.S.W. Public School. Please notify the school immediately if any of the details on the enrolment form change at any time eg. address, phone number, emergency contact details or student medical details.

EXCURSIONS, VISITS & CAMPS:
Each year the school organises excursions to places of educational interest for the children. These visits are planned as an integral part of the school curriculum and all children are expected to participate. Special arrangements can be made for children who may find the cost of attending prohibitive. No child will be prevented from attending an excursion or performance because of financial difficulties.
The school is required to have a consent form signed by you which grants permission for your child to attend any activity outside of the school.

HOMEWORK:
Homework is an essential element in a child's success at school. In the first year at school there is a range of homework but parents are mainly encouraged to help with reading, writing, creating and generally showing an interest in what is happening at school. In the senior classes homework is set to be completed each week. Set homework is expected but parents may elect to exempt their child by writing a note to the class teacher concerned.
IMMUNISATION:
Under the Public Health (Amendment) Act 1992, parents are required to provide documented evidence of a child's immunisation status on enrolment in schools, preschools and child care centres. From 1994 it has been mandatory to provide the school with an Immunisation Certificate when children enrol in kindergarten. The certificate from the doctor needs to be sighted and a record kept of those children who have, or have not been immunised. A situation may arise that requires the parents of non-immunised children to be advised of health risks.

INFECTIOUS DISEASES:
The school should be notified if your child contracts an infectious disease. Regulations regarding infectious and contagious diseases have been formulated in the interest of all families. Please refer to the brochure supplied by the Better Health Centre which is obtainable from the school office.

LIBRARY:
The school has an excellent library with a growing stock of books. To borrow from the library children will need a library bag for carrying books home safely. These can be made at home from a pillow case or other suitable material, or a thick plastic shopping bag can be used. Library books are expensive to replace and parents are asked to ensure books are looked after while at home. Our library is open for home borrowing on days when the librarian is present. Library days will be notified in the school newsletter. Books may be borrowed for up to two weeks.

LOST PROPERTY:
Every year we accumulate a large amount of unclaimed clothing and property. Please make sure that ALL school jumpers, hats, lunch boxes, drink bottles, textas etc. are clearly marked with your child's name, and please check the lost property box regularly. After some time unclaimed lost property is donated to a charity or, if school uniform, washed and placed in the clothing pool.

LUNCHES:
Lunches are eaten under supervision. Please ensure you provide your child with a nutritious lunch. Bringing lollies or soft drink to school is discouraged.

MEDICATION:
Children on short-term prescription medication requiring a dose to be administered at school must give their medication and an explanatory note to the office. Please label the medication clearly. Parents of children requiring long-term medication must see the Principal and complete the necessary forms.

MONEY COLLECTION:
When it is necessary to send money to the school for any reason, the money should be placed in a sealed envelope clearly labeled with your child's name, amount and purpose.
PARKING:
Parking is available for parents and visitors in Gleniffer Road and East Bonville Road. After school, children MUST be picked up from the school grounds and escorted to their car. Do not park in the bus zone before or after school. Do not park in the school car park.

PARENTS & CITIZENS ASSOCIATION (P&C):
P. & C. Association - Meetings are held at the school at 7.00pm on the 2nd Tuesday of each month. All parents are encouraged to attend and are very welcome.

PERFORMANCES:
At various times visiting artists are invited to perform at the school. These performances are always of a very high standard and children are encouraged to attend.

PRIMARY SCHOOL SPORTS ASSOCIATION (P.S.S.A):
We are members of the Toormina & District Zone P.S.S.A. The PSSA provides opportunities for all primary children to represent their School, District, Area and State in a variety of sports.

PUPIL SAFETY:
Supervision is provided in the playground from 8.30 – 9.00am, during Recess and Lunch and after school until buses have departed at 3.20pm.

RELIGIOUS INSTRUCTION:
Scripture lessons are given each week by visiting lay teachers on a non-sectarian basis. Children may be exempted from these lessons on a written request from parents.

REMOVAL OF SCHOOL PAINT:
Wet paint can be washed out immediately in cold water. If paint has dried, soak garment in cold soapy water then hand wash in lukewarm water using ordinary soap. Do not use hot water, laundry detergent or spray-on stain removers. Do not machine wash.

SAFE ENVIRONMENT:
Bonville Public School has a policy of maintaining as chemical and toxin free an environment as possible for our children.

SCHOOL CONTRIBUTIONS:
To assist us with purchasing extra items for your child's education, we ask for a small voluntary contribution of $25 per child. This is due at the beginning of the school year or may be paid by regular installments. A reduced rate may be considered for anyone in financial difficulty. If this is the case, please contact the Principal. Such communications are strictly confidential.
SCHOOL COUNSELLOR:
Our school counselor visits the school regularly to liaise with parents and teachers and to assess children. Parents may request the service of the Counselor by contacting the Principal. The Counselor will not test a child without prior written consent of parents or guardians.

SCHOOL DEVELOPMENT DAYS:
Three times each year a pupil-free day is held to enable all staff to meet and formulate policies, learn new curricula, discuss future plans for the school etc. Parents are given notice of School Development days and are invited to participate where appropriate.

STUDENT REPRESENTATIVE COUNCIL:
Years 3, 4, 5 and 6 elect class captains. These students, along with our school captains represent our students as the Student Representative Council - SRC.

SCHOOL PHOTOS:
School photos are taken each year. Photos are ordered on a pre-paid system. Envelopes and instructions are sent home before the date. A separate envelope must be completed for each child who wants an individual photo. Correct money must be enclosed.

SCHOOL REQUIREMENTS:
Pencils are provided for children in Kinder and Year 1 only. Children in Years 2 - 6 will need to provide their own pencils, biros, rulers and rubbers, as these are not supplied by the school. From time to time your child's teacher will inform you of any extra items, such as text books which you may be required to purchase.

SCHOOL SOCIALS:
During the year we try to hold at least two socials. An annual concert is also held during the year. These functions are held in the Bonville Hall or at the school.

SCHOOL ZONES:
All Public and High Schools in NSW have designated local zones and places will always be available for students living in the local area to attend their local school. Schools may accept students from outside their zone provided they keep room for local students and non-local enrolments do not make it necessary to increase staffing.

High Schools accept local enrolments based on the address of the student, not the primary school they have attended. All students living in the Toormina school zone will have a place at Toormina High. Students who live outside the Toormina zone (even if they attend a local primary school) are non-local and have to rely on the High School having places available.

SICKNESS / ACCIDENTS:
Facilities at the school to cater for sickness and accident are limited. Where immediate action is deemed necessary an ambulance will be called. In all cases an attempt will be made to
contact parents as soon as possible and before action is taken if the need is not urgent. Parents should ensure the school has up to date emergency contact phone numbers and is aware of any relevant medical history and instructions on medical attention to be sought. Children should not be sent to school if they are sick. If a child becomes sick during the day they will be cared for by the class teacher and parents contacted to collect them.

SPORTING HOUSES:
For school sport and other activities, students are placed in one of three House Groups: GOLD Wattles, BLUE Kingfishers, and RED Kangaroos. Children are encouraged to wear their House colours for special sporting events.

STUDENT ASSISTANCE SCHEME:
Money is available through this scheme to assist parents having difficulty meeting the cost of uniforms, excursions, books etc. Parents must be prepared to make some contribution. Please contact the Principal if assistance is required. The limited funds are administered by a small committee and strict confidence is maintained.

STUDENT REPORTS:
Reports are issued in Term 2 & 4. Teachers and/or parents may request an interview when it is convenient and/or necessary. Please contact the office to arrange meetings.

SUN PROTECTION:
We have a "no broad-brimmed hat, no play in the sun" policy in the school. Please reinforce the need to wear a hat and ensure that your child brings a hat to school each day. Children without broad-brimmed hats will be required to sit in the shade. This policy is important to protect children from the dangers of exposure to the sun.

TAKING CHILDREN FROM SCHOOL:
A note should be given to the office if you wish to take your child home early. Parents need to “sign in” or “sign out” their child if they are late or leaving early.

TEACHER RELEASE TIME:
Each teacher is allocated two hours per week release from class for lesson preparation, curriculum development, parent interviews etc. Should the need arise for an interview with your child's teacher the school will arrange a mutually agreeable time.

TRAVEL:
BUS – Busways Coaches, and Sawtell Buses transport children to and from school. Free bus travel is available to all children in Kindergarten, Year 1 and Year 2 and to any other children who live further than 1.6km (radius) or 2.3km (by road) from the school. All other children must pay to travel on the school bus. Forms for bus travel are available from the school office.
PRIVATE CAR - Under certain circumstances, when not on a bus route, subsidy may be available for children who have to be brought to school by private car. Forms are available from the office.

CYCLING/WALKING - Children living on the other side of the old Pacific Highway who walk or ride bikes to school, MUST cross the highway via the overhead bridge, and must behave sensibly at all times. Bike safety helmets must be worn.

VALUABLES:
Toys, mobile phones, jewelry or other valuable items should not be brought to school. Any mobile phone brought to school by a student is to be left at the office on arrival to be collected at the end of the school day.
UNIFORMS:
Bonville PS has high expectations of our students wearing their full school uniform everyday with pride. If, on occasion, this should not be possible, pupils should be suitably attired.

Due to Work Health and Safety covered footwear must be worn and jewelry is discouraged.

UNIFORMS:
Boys Uniform
Royal blue gaberdine shorts
Royal blue track pants
School polo shirt
Royal blue jacket
Royal blue "V" neck sloppy-joe printed with school badge
White socks
Royal blue broad brimmed hat
Black Joggers or black school shoes (black shoe laces)

Boys Sports
Royal blue sport shorts

Girls Uniform
Royal blue shorts or Royal blue skorts
Royal blue track pants
School polo shirt
Royal blue jacket
Royal blue "V" neck sloppy-joe printed with school badge
White socks
Royal blue broad brimmed hat
Black Joggers or black school shoes (black shoe laces)

Girls Sports
Royal blue sport shorts

Bonville PS school uniform is available from the school’s uniform store. Please see Trish in the office for more details.
SCHOOL SONG

Beneath the misty mountains
That reach out to the sand
We stand up young Australians
Proud of our school and land.

In all we do at work and play
Though we may travel far,
We'll treasure the days we have to share
At our own Bonville School.

We care for the environment
And the people of our school
We learn by concentration
And obey the golden rules.

In all we do, at work and play
Though we may travel far,
We'll treasure the days we have to share
At our own Bonville School

We'll treasure the memories held so dear
We love our Bonville School

Thank you for choosing our wonderful school!
Bonville Public School
2014