Bert Oldfield Public School

Safe, Respectful, Responsible Learners

Information Book for Parents and Caregivers 2015

Creating 21st Century Learners
MISSION STATEMENT

The staff and community of Bert Oldfield Public School strive to provide a safe, caring and effective teaching and learning environment which meets and enhances the diverse needs of every child.

WELCOME

The staff and parents of Bert Oldfield Public School work harmoniously to provide a safe, caring, stimulating and supportive environment in which students are encouraged to achieve their full potential and to conduct themselves with respect, consideration and compassion for others.

We acknowledge the important partnership between the school and parents in providing for the total education of each child. In this, we must show concern for, and understanding of, the uniqueness of each child.

We sincerely welcome you to our school and to our vibrant learning community and seek your help, your knowledge, your wisdom and passion for making a difference to our children’s lives.

Bert Oldfield Public School
Oldfield Road,
Seven Hills NSW 2147
Ph: 9622 2122    Fax: 9621 2521
Email: bertoldfie-p.school@det.nsw.edu.au
Website: www.bertoldfie-p.schools.nsw.edu.au
ADMINISTRATION

ASSEMBLIES

- K-6 Assemblies are held fortnightly on a Friday afternoon. Parents are welcome and strongly encouraged to attend and join in our learning celebrations. Our K-6 assemblies showcase our class talents in Key Learning Areas, as well as celebrate our fantastic student achievers. It is also an opportunity each fortnight to demonstrate developing leadership skills and to remind students of our school expectations.
- Students are expected to sit still, pay attention, listen carefully, applaud when appropriate, sing the National Anthem, and say the School Pledge enthusiastically and appropriately, as well as displaying good manners when receiving awards.
- We also have assemblies each day, at the beginning of each session. Students are expected to be ready, quiet and attentive when the second bell sounds.
- Students are expected to enter and leave the assembly areas quietly and orderly.

ATTENDANCE

- Regular attendance and punctuality at school are legal requirements.
- All attendance is monitored daily and concerns regarding attendance will be followed up with parents.
- Written notes are required for all absences, clearly giving reasons.
- Doctor’s appointments should, wherever possible, be made out of school hours.
- Overseas trips and absences from school require permission from the School Principal and Department of Education and Communities. Parents need to ask for the appropriate forms at the school office and seek the consent of the Principal.
- All students should be in attendance at 9.00am and we encourage you to ensure that your child is here well before the bell so they can spend some time with their friends before school.
- Students who are late and arrive after morning assembly ends must report to the school office for a late note. A record of lateness is kept and is noted as a partial absence in the class roll.
- School finishes at 3.00pm.
- Early leave is only granted in exceptional circumstances. Early leave notes must be obtained from the school office. Notes must be given to the child’s class teacher before a child leaves the school. Early leave is recorded as a partial absence in the class roll.

BANKING

- Students may open a school bank account with the Commonwealth Bank and bank at school every Wednesday. The P and C do a wonderful job organising and monitoring school banking.
- Students are encouraged to bank regularly to develop life-long habits of saving.
- Banking applications can be obtained at the school office.
BEFORE AND AFTER SCHOOL CARE

- We have entered into a care service with an accredited service provider, “The Helping Hands Network”, to provide a before and after and vacation care option for our school. The selection of an accredited service provider governed by the National Quality Framework is an acknowledgement that all children are unique individuals with their own needs, interests and strengths.
- As an accredited provider, our OOSH service will operate with a play based program. Children learn best through play and the “Helping Hands” educators will further support their development by providing experiences that are meaningful to the children and, most importantly, reflect their interests. Learning is promoted through experimentation, investigation and role play.
- The service will also include children with additional needs, working in conjunction with the family and other support services and agencies.
- The “Helping Hands” staff will support each child’s emotional development through the Principles of “Belonging, Being and Becoming” and its practices.

When working with Families and Community:

- At Bert Oldfield Public School, we acknowledge that families are the most important people in their child’s life and have valuable information to share with us. We have a diverse and complex community with a multitude of support needs. Our partnership with Helping Hands is about providing an additional, cost effective service for our families, about making parents feel welcome and encourage them to become involved in the life of the school. The inclusion of an OOSH service is about making our school more flexible and able to support families in their many shapes and forms and with their many needs.
- We recognise that families are active members of the larger community. We are aiming to establish and further develop our collaborative partnerships with both families and the community through our “Community Hub” program and the “Helping Hands Network”.
- Families need to feel secure in knowing that their child is cared for in a nurturing environment.

When delivering an educational program:

- Bert Oldfield Public School believes that the OOSH service provider be guided by the principles of the National Quality Framework. To this end, our school community require an OOSH program that encourages children to make choices and have control of their own learning through individual interests and their ‘voices’ being recognised. The service also needs to have a program that provides opportunities for indoor / outdoor play that promotes child initiated small group experiences and fosters nurturing relationships.
- “The Helping Hands Network” program is based on the National Quality Framework where the children’s interests are the focus, and educators work within these interests to assist with the child’s development.
- The adults within the OOSH centre are facilitators that guide and encourage children’s learning at their own level.

Contact Help Desk PH: 07 5438 9549
**BREAKFAST CLUB**

- The breakfast club program operates on Mondays and Wednesdays from 8.30am to 8.55am, manned by a group of parent volunteers and teaching staff. It provides a nutritious breakfast for those that may be feeling a little hungry. Toast and spreads are the order of the day but we occasionally have fruit to offer our students. We thank many of our local business partners in this venture, who donate products to our school.
- Students are encouraged to bring a gold coin donation. The donation allows us to restock our breakfast supplies. Breakfast club is available to all students.

**BOOK CLUB**

- Order forms go home approximately twice a term and parents may purchase suitable children’s books at reasonable prices.

**BUS PASSES/STUDENT TRANSPORT**

- Applications are available for all K - 2 children if required. However, once a child progresses to Year 3 they are only made available if a child lives more than 1.6 kilometres from the school. Application forms are available at the school office.
- Teachers may, from time to time, need to transport students to events at other locations e.g.: inter-school debates or public speaking competitions. In all cases written permission will be sought from parents.

**CANTEEN**

- Follows the NSW Healthy School Canteen Strategy.
- Open on Fridays from 8.30am to 2.00pm.
- Lunch orders must be placed in the box attached to the canteen door before 9.00am.
- Ordered lunches are collected by class monitors at the beginning of lunchtime.
- Children may purchase snacks at recess and lunchtime.

**CHARITABLE COLLECTIONS**

- The school supports several charities on a regular basis through fundraising and appeals.
- The school’s main charity is Stewart House, which is supported by the teachers and students of NSW public schools. A used clothing and rag collection is held twice a year for Stewart House.
- On occasions, we have a Mufti Day when students can come to school out of uniform. They are asked to donate a gold coin which is then donated to the identified charity.

**COLLECTION OF CHILDREN DURING SCHOOL HOURS**

- Children will be released only to their custodial parent or legal guardian and identification may be required.
- Parents who wish their child to leave school during the day should send a note to the Principal.
- Parents or carers who wish to collect their children during school hours must report to the office to collect Earl Leaver’s Note before going to the child’s class.
COMMUNITY INVOLVEMENT

- Parents and community members are encouraged to become involved in the school and are highly valued for their contribution. There are many ways of being involved.
- Parents and Citizens Association: advised by P&C Bulletin in the newsletter of meeting times.
- Classroom helpers: reading, maths, craft, sport, special activities.
- Library: Cataloguing and repairing books.

COMMUNITY HUB

- “Community Hubs” is a national program that links families and their preschool children to services and support, learning opportunities and the wider community. Community Hubs makes it easier for families to access the assistance they need by bringing local education, health, community and settlement information and services into a familiar and friendly place. In Hubs, their children can also enjoy activities tailored to advance their learning, development and wellbeing. Being a part of a Hub gives families a sense of belonging and creates friendships and support networks. Mothers, fathers and carers also connect at their local Hub with volunteer, education and training pathways that can lead to employment.
- While Hubs are open to all families in the local area, many activities can be of particular benefit to families who may face extra challenges in linking with services, learning opportunities, or the wider community.

The Hub Leader at Bert Oldfield School is employed to:

- create a welcoming environment for children and parents.
- link parents and carers to services.
- connect education, health and community service providers.
- establish a local community partnership group to plan and offer activities tailored to the needs of local children and their families.

- Our Hub leader helps to oversee the journey of families’ participation, starting from creating awareness of the Hub; to building trust and helping families to feel comfortable approaching and connecting with the Hub; to facilitating their participation in the best learning opportunities and services for their needs. Hub leaders and local community partnership groups play a pivotal role in creating a holistic Hub that is right for the time and place. With this tailored approach, the school’s students and their mothers, fathers and carers become more involved in the life of the school.

- We are very excited to introduce Mrs. Claire Raitt to the Bert Oldfield PS community as our Hub Leader. Please make sure you come and say hello to Claire and talk about ways you can both contribute to and receive support from the Hub.
COURT ORDERS

• The school must be informed immediately of any court orders relevant to any child enrolled at the school.

CRUNCH AND SIP/ FRUIT BREAK

• We are committed to improving children’s health through education, by supporting children to establish healthy eating habits at school and the Crunch and Sip program.
• At 10.00am each day, all children have the opportunity to eat either a piece of fruit or vegetable and drink water in their classroom.
• Please provide your child with a bottle of water and a small piece of fruit or vegetable each day (peeled if necessary) wrapped in either cling wrap or foil.

DANGEROUS ITEMS

• Students are not to bring any items to school which may cause injury or damage to other students.
• Any item which may be constructed as a weapon will be confiscated and the student’s parents notified.
• The possession of a weapon may result in a suspension.

DOGS AT SCHOOL

• By law, dogs are not permitted at school.
• Parents are requested to take all necessary measures to keep pets at home.

EMERGENCY CONTACTS

• Parents are requested to advise the office promptly if they change their address or telephone number, or if any of the details have changed since enrolment was completed.
• An emergency contact name and number is also required if parents cannot be contacted.
• It is most important that all parents keep school records up to date when changes occur.

EMERGENCY PROCEDURES

• Our school has a school emergency evacuation plan.
• Practice evacuations are organised on a regular basis to ensure familiarity by all staff and students.

ENROLMENTS

• Local enrolment areas (boundaries) exist for all public schools.
• Children living within the school’s boundaries should enrol in their local school.
• To enrol in Kindergarten, a child must turn five years of age on or before 31 July in the year of enrolment. A Birth Certificate or Passport must be shown as evidence of date of birth.
• Eligible students can be enrolled at any time.
• Children transferring from one school to another school must have a transfer certificate.
• All information regarding enrolments can be obtained from the School Office.
• Kindergarten orientation takes place in Term 4 each year.
EXCURSIONS/PERFORMANCES

- A varied K - 6 Excursions Program operates throughout the year.
- All children are expected to attend excursions and Performances.
- Prices are kept to a minimum.
- Letters are sent home well in advance, providing all the relevant Information.
- Payments must be sent in an envelope, clearly labelled with your child’s name and class, then must be placed in the payments shute in the School Office. Correct money is appreciated.

FINANCIAL ASSISTANCE

- Financial assistance is available through the Student Assistance Scheme to ensure that all children can participate fully in all school activities. Requests for assistance can be made in confidence to the Principal.

HEALTH

Medicines and Drugs

- When children take prescribed medicines and drugs, the staff will assist ONLY if a written parent request is sent with the child.
- All medicines must be taken to the office for safe keeping. No drugs or medicines are to be kept in school bags.

Sick or Injured Children

- When children are sick or injured, they are to tell their teacher or the teacher on playground duty or get someone to do this. Then, with the teacher’s knowledge, they report to the office for first aid.
- Parents/caregivers will be contacted if their child has sustained a head injury or if medical advice needs to be sought.

HIGH SCHOOL PLACEMENTS

- Parents can choose from a range of local and non-local high schools for their child to attend.
- Students may sit for the Selective Schools Test in Term 1. Applications for Selective High School are completed 2 years prior to the commencement of enrolment.
- Most high schools have open days for parents and students to attend early in the year and orientation days in late Term 4.
- Several local high schools send teachers and students to talk to Year 6 students about their schools.
- Transition programs and enrichment programs are available for identified Year 6 students in negotiation with the Stage 3 supervisor, school counsellor and Year 7 coordinator.
- Applications for special placement in high school can be made through the school counsellor.
**HOME READING**

- The program is designed to encourage all students to read for 10-15 minutes each night; seven days a week.
- Regular practise of reading at home reinforces skills taught at school, develops all areas of language, encourages the implementation of structures and routines and promotes life-long learning.
- Students will be provided a reading log where they record 25 nights of reading. This log needs to be signed by parents.
- After completion of each lot of 25 nights of reading, students will be presented with a certificate of recognition and a reward for their efforts.

**HOMEWORK**

- Homework provides students with an opportunity to consolidate their classroom learning experiences.
- It is also a means for parents to follow the experiences and progress of their child at school.
- Please support your child in reading every night and completing homework expectations.

**INTERPRETERS**

- Non-English speaking parents and carers may ask the school for a telephone interpreter or an on-site interpreter to be present when discussing matters involving their children.

**LIBRARY**

- The Library is open each week from Monday to Wednesday.
- Children may borrow books each week if they have a library bag.
- The Library Program includes guided enquiry through laptop, IPAD tablet technologies and the internet.
- Lost or damaged books must be paid for.

**LOST PROPERTY**

- Children should have their names clearly marked on all personal property.
- Ask at the office and you will be directed to where the lost property box is kept.
- At the end of the term unclaimed articles are given to Stewart House or the second hand uniform shop for sale if there is no identification.

**MOBILE PHONES**

- Students are to present their phones before school to the office where they will be turned off and secured until collection at the end of the school day.
- Students will sign in their phone when leaving it at the office and sign out their phone upon collection.
MONEY PAYMENTS

- Money payments can be for excursions, PSSA sport, visiting performances, discos, concerts, special programs, class activities or fundraising.
- Notes will be sent home with details of events.
- Payments must be made by placing the correct money and permission note in a sealed envelope, clearly marked with the child’s name, class and name of excursion/activity, which is to be placed in the payment shute in the School Office.
- Early payments are encouraged.
- Large payments, such as camp payments, can be paid off over a period of time.

MULTICULTURISM

- Bert Oldfield has students from more than 35 national and cultural backgrounds. All effort is made to respect religious and cultural beliefs. The school has an excellent record for encouraging multiculturalism and harmony.

NEWSLETTERS

- Newsletters are published fortnightly and placed on our website.
- Distributed to each family at the school upon request, either as a soft copy or hard copy.
- The newsletter contains important information about what’s happening at school and what events will be forthcoming.

ORIENTATION PROGRAMS

- Kindergarten Orientation - Students and parents are invited to attend the orientation program to build familiarity with the school during Term 4 prior to commencing school. Our Orientation program consists of five days where the students are integrated into the Kindergarten program and where parents participate in a number of information sessions. We are fortunate to have many health and early childhood services as part of our orientation program, including Speech Pathologists, Occupational Therapists, Chiropractors and Community services, all providing invaluable information about this important milestones in your children’s lives.
### OPPORTUNITY CLASSES and SELECTIVE HIGH SCHOOL
- Students are able to apply for entry into an Opportunity Class when they are in Year 4.
- Students can apply for Selective High Schools when they are in Year 5.

### PARENTS & CITIZENS ASSOCIATION
- The P & C meets regularly on the third Wednesday morning of each month to discuss what’s happening at the school, fundraising activities, uniform issues and educational issues.
- The P & C runs the uniform shop and assistance is always welcome.
- The P and C operate the school Canteen, which currently opens on a Friday. They are always looking for more assistance to open on other days.
- Meetings are advertised in the newsletter.

**All parents and caregivers are welcome to attend.**

### PERSONAL POSSESSIONS
- Students must take responsibility for their own possessions.
- Items **NOT** to be brought to school include - mobile phones, iPods, handheld games, valuable toys, knives or weapons of any kind, water pistols, water bombs, chewing gum, make-up and nail polish.
- Labels - All clothing, school bags, lunch boxes, drink bottles and all removable items should be clearly labelled with child’s name and class. Clearly marked items are easily able to be returned. **SO PLEASE CLEARLY MARK ALL ITEMS.** Unclaimed clothing is sent to Stewart House.
- Jewellery - Should not be worn at school, except for studs for ears if a child has pierced ears. The school cannot be responsible for the loss of expensive jewellery. Dangling earrings and necklaces should not be worn, as accidents can occur.

### PLAYGROUND SUPERVISION

#### Supervision Times

**Morning**
- No supervision before 8.30 am.
- Students arriving before 8.30 am must attend before and after school care.
- From 8.30 am, students may play in the morning assembly area only.
- All other areas are out of bounds.
- Running, kicking, or throwing big balls are not allowed.
- Handball is allowed.
- Teacher supervision of the playground is from 8.30 – 9.00 am.

**Recess**
- Students are allowed to play on the asphalt near the covered outdoor area or on the oval.
- Students are allowed to go to the Canteen when it is open.

**Lunch**
- Students are allowed to play on the asphalt near the covered outdoor area or on the oval.
- Students are allowed to visit the library on the days that it is opened.
- Students are allowed to go to the Canteen when it is open.
After School
- Students are to go straight home unless waiting for a parent / caregiver or older sibling or attending after school care.

PARKING IN SCHOOL GROUNDS
- Parents are to drop and pick up their children outside school grounds.
- Parking on school grounds is strictly for staff and deliveries only.
- Please observe the traffic signs and signals in the streets around our school as they are often monitored by Blacktown Council Staff and the NSW Police.

SECURE INTERNET BROWSING
- Students are provided with a personal laptop, access to IPAD tablets and Windows laptops, as well as having weekly access to the Computer Lab. They will also be allocated an internet and email account to enable learning opportunities in a protected and secure environment.
- Students must abide by the school’s policy when using the Department of Education and Communities Internet and email services.
- Parents will need to inform the school in writing if they do not want their child to have access to the NSW DEC Internet and email facility.

SCHOOL CONTRIBUTIONS
- Parents are asked to pay for school requisites and work books. The school contribution levy is set at the beginning of each new school year.

SCHOOL DEVELOPMENT DAYS
- The State Government has declared the first school day of the first three terms as School Development Day.
- The school is open for students of parents and caregivers unable to make other arrangements, but normal classes do not take place.
- Teachers engage in professional learning activities on a school, or occasionally, a district basis
- Two additional School Development Days have been included at the end of Term 4.

SCHOOL PHOTOS
- Class and individual photographs are taken by professional photographers each year in March.
- Special group photos are available, as well as pre-arranged family photographs.
SCHOOL SECURITY

- The school has an electronic surveillance system connected to a 24-hour Security Control Room.
- Unauthorised entry to the school buildings or grounds is an offence under the Inclosed Lands Act and is punishable by law.
- Reports of trespassers, suspicious or illegal activity in school grounds, can be made to School Security on 1300 880 021 or to Blacktown Police.

SCHOOL TIMES

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.30am</td>
<td>Children arrive at school</td>
</tr>
<tr>
<td>9.00am</td>
<td>Starting time</td>
</tr>
<tr>
<td>10.00am</td>
<td>Fruit and Vegie Break</td>
</tr>
<tr>
<td>11.00am</td>
<td>Eating Time</td>
</tr>
<tr>
<td>11.05am</td>
<td>Recess Play</td>
</tr>
<tr>
<td>11.25am</td>
<td>End of Recess Play</td>
</tr>
<tr>
<td>11.00am</td>
<td>K-6 Assembly</td>
</tr>
<tr>
<td>11.00am</td>
<td>COLA Area</td>
</tr>
<tr>
<td>1.10pm</td>
<td>Eating Time</td>
</tr>
<tr>
<td>1.20pm</td>
<td>Lunch Play (1st Half)</td>
</tr>
<tr>
<td>1.40pm</td>
<td>Lunch Play (2nd Half)</td>
</tr>
<tr>
<td>2.00pm</td>
<td>End of Lunch Play</td>
</tr>
<tr>
<td>3.00pm</td>
<td>Home Time</td>
</tr>
</tbody>
</table>

SCRIPTURE

- Half an hour is set aside each Tuesday for scripture lessons by religious groups.
- Parents decide on scripture classes. A note is required if parents wish to make a change.

SUN SMART POLICY

- As part of our Sun Safe policy children are required to wear a school hat.
- No Hat, No Play policy applies for all students.
- Any student without a school hat must sit down under the weather shed during play periods.
- Hats can be purchased from the school.

WEBSITE

- The website contains information about our school, term calendars, newsletters and photographs.
REPORTING TO PARENTS

ANNUAL SCHOOL REPORT

- Each government school in NSW is required to compile an Annual Report.
- This report is written by staff members and parents, and provides members of our school community with information regarding budgets, curriculum and teaching practices.
- The Annual School Report can be accessed on the school website.

INFORMATION NIGHTS

- Class information nights are held during an evening early in Term 1.
- At these meetings the teacher will detail work to be covered in that particular year, standards of work expected, teaching methods and homework expectations.
- All classes will have an allocated time on the night and it is hoped that all parents can attend.
- This is not a time where individual information about pupil progress can be discussed.

INTERVIEWS

- Formal parent-teacher conferences are held at the end of Term 1.
- Booking sheets are sent home during the Term.
- Parents and teachers are welcome to arrange interviews at other times of the year to discuss student progress or any concerns that have arisen.
- It is in everyone’s interest that both parents and teachers are prepared for an interview and that it is held in an atmosphere and time conducive to good communication.

Therefore, it is important to either call the office on 9622 2122, or contact the teacher through a written note, who will then ring you to organise a suitable time.

REPORTS

- Parents receive a formal report on their child’s progress at the end of each semester.
- The report includes teacher comments about the child’s progress in each key learning area.
- Additional information is provided in regards to each student’s social development, commitment to learning and involvement in other school activities.
PROBLEMS
- For classroom problems, initial contact is with the class teacher who often can clarify situations which may be causing concern.
- Problems arising from the broader school environment are often best resolved by making an appointment with an Assistant Principal, or the Principal.
- Should you need to contact any of the school staff, please make an appointment for a mutually convenient time.
- We can arrange Telephone Interpreter Services for those parents who cannot speak English.

BEST START
- Best Start has been developed by early learning experts in the Department of Education and Communities.
- Best Start gives our teachers, and those teaching Kindergarten across New South Wales, a common set of high quality assessment tools and professional training.
- We believe that Best Start will build on the strengths of our teachers and give your child an even better start to school.
- It is very important to emphasise that the Best Start Kindergarten Assessment is not a test.
- Its purpose is to help the teacher gather information to guide the teaching of your child.
- The teacher will observe each child and use tasks, such as talking about a book that has been read, and record what their students know and can do.
- The teaching of your child will be based on the information gathered in these ways. You will be given feedback about what your child’s teacher has learned about your child, which you are welcome to discuss if you wish, in keeping with our usual practice.

NAPLAN
- The National Assessment Program for Literacy and Numeracy (NAPLAN) is conducted in Term 2.
- The tests assess aspects of literacy including spelling, grammar, punctuation, writing and reading, as well as all aspects of numeracy.
- All students in Years 3, 5, 7 and 9 will sit the national tests in literacy and numeracy.
- Results are sent at the end of Term 3.
- Information about student achievement and performance will be reported back to schools, students and parents.
SCHOOL SUPPORT SERVICES AND SPECIALIST PROGRAMS

LEARNING AND SUPPORT TEACHER (LaST)

- A specialist teacher works with identified students and assists classroom teachers to develop and implement programs for students who are having difficulties with their learning, or who require extension in their learning. Bert Oldfield has a full time LaST who consults with staff re the students in their classrooms, and organises learning support across Key Learning Areas to assist those students achieve to their potential.

ENGLISH AS AN ALTERNATE LANGUAGE OR DIALECT TEACHER (EALD)

- This is a specialist teacher whose task it is to support students with the acquisition of English and assist classroom teachers in catering for the needs of students whose first language is one other than English. Bert Oldfield has a full time EALD teacher as well as additional teaching allocation to support students from refugee backgrounds.

READING RECOVERY

- This program assists children in Year 1 who are having difficulty learning to read, to catch up with other children in their class, by giving them extra help while they are still very young, i.e. in their second year at school.
- A specially trained Reading Recovery teacher works with individual children.

MULTILIT

- MULTILIT Reading Tutor Program is used for students who require help with reading accuracy.
- Component skills such as phonic word attack skills and sight words are taught to mastery and reinforced through the reading of real texts. In addition, spelling and comprehension programs are added if warranted.
QUICKSMART

- QuickSmart was designed to enhance students' fluency in numeracy by improving their information retrieval times. Individually designed intervention programs are developed and implemented as part of QuickSmart in order to strengthen students' problematic skills - for example, recall of number facts, and basic computation.

PEER TUTORING

- Senior students guide the younger students through reading sight words and a book to develop their word recognition and fluency. This has resulted in a supportive and nurturing learning environment that develops respect, understanding, and responsibility.

CLASSROOMS WITHOUT BORDERS

- Our association with the Australian Literacy and Numeracy Foundation has enabled us to participate in the Classroom Without Borders Program.
- Through the program we were able to develop links with the University of Western Sydney (UWS) Bachelor of Art Primary Education students. The program was delivered by the UWS students who tutored refugee and high support needs students, providing them with one-on-one assistance, specifically targeting literacy and numeracy skills.
- This initiative has provided invaluable assistance for our students in gaining vital literacy, numeracy and language skills.

121 NUMERACY SUPPORT PROGRAM

- The school is fortunate to be involved in a partnership with the Australian Business Network Community. The “SPARK” and “121” program is a literacy and numeracy mentorship program. Selected students participate in a targeted mathematics or reading program with mentors every Wednesday. The mentors who generously gave up their time to assist our students were from Microsoft.
- The program was very successful with the students in developing their confidence in numeracy. Both students, and mentors, find the program very rewarding.
STUDENT WELFARE

POSITIVE BEHAVIOUR FOR LEARNING

- Positive Behaviour for Learning (PBL) is a school wide support system proven to reduce disciplinary incidents, increase a school's positive environment and improve academic outcomes and social success of all students.

- PBL is not a program but a process that supports the school to design, implement, and evaluate effective school-wide, classroom, non-classroom, and individual student discipline strategies. It links with, and supports, other strategies used to improve learning and behaviour.

- PBL is intended to support all students and staff across the school setting and incorporates a team-based process that is designed for systemic problem solving, planning, and evaluation.

SCHOOL EXPECTATIONS

- Be in the right Place
- Keep hands and feet to yourself
- Wear your school hat
- Walk safely
- Be a good listener space.
- Hand up, think before you speak
- Speak politely
- Respect the environment
- Respect others and their belongings
- Allow others to work
- Be honest
- Look after your property and the property of others
- Pay attention to the bell
- Think BEFORE you act
- Place all rubbish in the bin
- Try your best
- Be a quiet worker
- Allow others to learn
- Come to school with a positive attitude
- Listen carefully and follow instructions
RECOGNITION OF POSITIVE BEHAVIOUR

PRESENTATION ASSEMBLIES

- Each year in December, a presentation assembly is held to recognise student achievement.
- Major awards are presented and school leaders for the following year are announced.

PRINCIPAL AWARDS

- At the end of each term students’ achievements in each class are recognised by the Principal.
- Awards are presented for student achievement in Literacy, Numeracy and Citizenship.
**ANTI-BULLYING**

- Students at Bert Oldfield Public School attend school to participate in a quality of education that provides them with skills and knowledge to contribute to the wider community.
- Each student has the right to feel safe and secure at all times within the school. Bullying will not be tolerated.
- Students, teachers and parents have a shared responsibility to create an environment that is conducive to learning and is free from bullying; allowing everyone to work and learn in safe, secure environment.
- The school’s Anti-Bullying Policy is available to all parents from the Administration Office or on the school’s website.

**SCHOOL COUNSELLOR**

The school counsellor attends the school one day each week and supports teaching, learning and welfare programs through educational testing, counselling, referrals and advice. The counsellor works with students, parents or carers and teachers in a variety of ways. The counsellor’s work includes:

- counselling students.
- assisting parents or carers to make informed decisions about their child’s education.
- assessing students’ learning and behaviour.
- assisting schools to identify and address disabilities that affect students’ learning.
- liaising with other agencies concerned with the well-being of students.

School counsellors are members of schools’ student welfare and learning support teams (LST). With the agreement of parents or carers, school counsellors will pass on to teachers, information that will assist them to better meet the needs of their students.

Referrals to the counsellor may be initiated by the student, their parent or carer, or by their teacher. Where the parent or carer refers their child, additional information may be sought from the class teacher or LST.

School counselling is a confidential service and school counsellors will check with students, parents or carers before passing on information (such as the results of tests for learning difficulties) to others. This presumption of confidentiality can be overridden only by specific legal requirements (e.g., child protection legislation) or where someone may suffer harm if information is withheld.

**CHILD PROTECTION**

A staged program of lessons on Child Protection is presented to K - 6 students each year. Participation by all students is encouraged.

The aim of the program is to assist in:

- reducing the incidence of child sexual assault in our society. The program is designed to help our children, not frighten them. The units operate on the basis that an informed child is a safer child.

**LEARNING SUPPORT TEAM (LST)**

- This team consists of the support teachers, executive and school counsellor
- The team meets fortnightly to discuss teacher referrals about students having difficulty with learning or their behaviour.
LEADERSHIP OPPORTUNITIES

BEE BOPS

• The Stage 3 students are trained to deliver activities to small groups that support our school expectations and social skill development
• All students K-6 participate in these multi-aged fun activities.

CAPTAINS

• Girl and boy school captains and vice-captains are elected at the end of each year for the following year, and the election results are announced at the annual Presentation Assembly.
• These students are chosen because of their proven ability to display exemplary behaviour, and to act as positive role models for the rest of the student body and as ambassadors for our school.

PLAY PALS

• Play Pals is a program where older students assist younger students in learning new games, playing cooperatively with others and playing together fairly.
• Play Pal leaders undergo training on how to play the games, how to deal with conflict, turn taking and sharing and how to include all students wanting to be involved.
Members of our Student Representative Council (SRC) are elected by their class peers. Each class selects two representatives.

Our SRC is made up of our School Captains, School Vice Captains, House Captains and House Vice Captains. There are also two representatives from each class.

Issues for school improvement are brought to the meetings and discussed. The suggestions and recommendations of the SRC are highly valued and are used in developing school policies and procedures.
KEY LEARNING AREAS (KLAs)
The school provides a stimulating learning environment to meet the individual needs of every child. Educational programs are provided in the following six Key Learning Areas:

- English
- Mathematics
- Science and Technology
- Human Society and Its Environment
- Creative and Practical Arts
- Personal Development, Health and Physical Education.

THE STAGES OF LEARNING
Teaching and learning programs are delivered to students in stages of development.

- Early Stage 1: Kindergarten
- Stage 1: Year 1 and Year 2
- Stage 2: Year 3 and Year 4
- Stage 3: Year 5 and Year 6

EXTRA CURRICULA ACTIVITIES

PRIMARY SCHOOL SPORTS ASSOCIATION (PSSA)

- Students in Years 3-6 are able to participate in a variety of sports across summer and winter periods.
- Students wishing to participate are encouraged to trial for selection in the school team.

CHOIR

- Children in Years 3-6 may become members of the choir.
- The choir has performed for special occasions at school and district events, including the Blacktown City Festival.

DANCE

- Children in Years 3-6 may become members of the dance group.

The dance group has performed for special occasions at school and district events, including The Blacktown City Festival and at Blacktown Westpoint during Education Week, and as part of Blacktown City Festival.
DRUMMING

- Children in Years 2-6 may become members of the drumming group. The drumming group has performed for special occasions at school, neighbouring schools and district events.

ICA S

- Children in Years 3 – 6 have the opportunity to participate in the International Competitions and Assessments for Schools in English, Mathematics, Computers and Science.
- The competitions, run by Educational Assessment Australia, are national competitions.
- A fee is payable and a comprehensive analysis of the results is provided for each student.

SWIMMING SCHEME

- The Swimming Scheme is an elementary learn to swim program of two week’s duration.
- It develops water confidence and provides students with basic skills in water safety and survival.
- The scheme focuses on non-swimmers in Years 2 and 3, but also provides programs for non-swimmers in Years 4 - 6. It is expected that all students who are unable to swim will attend these classes.
INFORMATION TECHNOLOGY

COMPUTERS

- Each classroom has networked Internet computers which can be used by the children in their classrooms.
- All classes have an allocation of IPADS, dedicated to their room that access the World Wide Web through our wireless network.
- Our computer room has 28 networked online machines.
- Students work through a sequential computer studies program, including basic word processing skills, desktop publishing, research and presentation skills and Web 2.0 tools.

INTERACTIVE CLASSROOMS

- Our interactive classroom has been operating since the beginning of 2011.
- Video Conferencing is utilised by both students and staff to connect them with organisations and colleagues from around the state.
- Eight of our classrooms, and our Library, have interactive whiteboards, allowing the integration of technology into the learning environment, providing additional teaching and learning opportunities for the students.

TABLET TECHNOLOGIES

- Bert Oldfield has purchased a number of IPODS and Window based TABLETS for use in the classrooms and Library. We hope to have at least 10 devices in each classroom by the end of 2014, accessing our wireless DEC network for guided enquiry and problem solving.
Bert Oldfield participates in the One Laptop Per Child program, (OLPC) whereby every student enrolled at the school receives their own personal laptop/tablet device for the duration of their enrolment. The XO laptop is a unique touch screen and internet capable device that students use to enhance their learning, and collaborate with each other on targeted e-learning projects. Other features of the devices include:

- Designed to be easily repaired, even by children.
- The XO-duo has an interactive touchscreen and can also be easily converted to tablet mode. It also comes with HDMI output and Bluetooth 2.0.
- Custom built software improved for Australian classrooms (XO system) to create an engaging learning experience.
- Highly energy efficient with easy-to-recharge battery.
- USB and memory ports to connect to other devices.
- Backlit display that's readable in direct sunlight.
- Screen can be rotated for versatility.

The XO device also comes with an array of inbuilt apps that range across all grades. The devices also auto save students' work automatically, and creates a comprehensive record of their e-learning.
SPORT

All children in the school are allotted to a House team for in-school sport. Each year the student body elects House Captains to lead house sporting activities and encourage team members during all sporting carnivals.

Our Houses and colours are:-

- FRASER Blue
- BRADMAN Yellow
- ELLIOT Red
- COURT Green

- Sport is a valued and accepted part of our school’s curriculum and it contributes to the development of the whole child.
- Children participating in sport are required to wear the school sports uniform, including a school hat.
- Although swimming is not a weekly sport, a swimming carnival is held in first term. All children who are competent swimmers from 8 years of age are eligible to compete.

- The Athletics Carnival is held each year and all children are given the opportunity to represent their sports house. The next step is the Zone Carnival then Regional Carnival.
- Parents are always welcome at all carnivals and are urged to barrack for their children’s house.
- The school has a proud record or success at all levels of sport and students have represented at State level.

WEEKLY SPORT

- PSSA (Primary Schools’ Sports Association) - interschool sport for Years 3 – 6.
- Summer Teams - cricket, softball, T-Ball.
- Winter Teams - netball, soccer games are held on Friday mornings, with bus travel involved.
- School Sport - held on Friday mornings for Year 3 - 6 students not involved in PSSA.
- Fitness programs support our other sporting programs.
# INFECTIOUS DISEASES AND CONTAGIOUS SKIN CONDITIONS

<table>
<thead>
<tr>
<th>DISEASE</th>
<th>ABSENCE FROM SCHOOL: Children who have the disease</th>
<th>ABSENCE FROM SCHOOL: Unimmunised children who are in contact with the sick child</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diphtheria</td>
<td>Stay at home until a doctor has given a certificate of recovery.</td>
<td>Keep household contacts at home until cleared to return by a Medical Officer.</td>
</tr>
<tr>
<td>Tetanus</td>
<td>Stay at home until fully recovered.</td>
<td>Can attend school.</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>Stay at home for 14 days from the start of illness or until 5 days of a 14 day course of antibiotics have been completed.</td>
<td>Unimmunised contacts in Primary School (K-6) can attend school.</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Stay at home until a doctor has issued a medical certificate of recovery</td>
<td></td>
</tr>
<tr>
<td>Tetanus</td>
<td>Stay at home until fully recovered</td>
<td>Can attend school.</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>Stay at home for 14 days from start of illness or until 5 days of a 14 day course of antibiotics has been completed</td>
<td></td>
</tr>
<tr>
<td>Measles</td>
<td>Stay at home for 4 days from the appearance of the rash</td>
<td>Can attend school.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Stay at home for 9 days from the appearance of the swelling</td>
<td>Can attend school.</td>
</tr>
<tr>
<td>Rubella</td>
<td>Stay at home for at least 4 days after the rash appears</td>
<td>Can attend school.</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Stay at home for at least 14 days from start of illness and until a doctor has issued a medical certificate of recovery</td>
<td>Can attend school.</td>
</tr>
<tr>
<td>Chicken Pox</td>
<td>Stay at home for after first spots appear</td>
<td>Can attend school.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SKIN CONDITION</th>
<th>ABSENCE FROM SCHOOL: Children who have the disease</th>
<th>ABSENCE FROM SCHOOL: Unimmunised children who are in contact with the sick child</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impetigo</td>
<td>Your family doctor should be consulted. If sores are being treated and are properly covered by a clean dressing, children are allowed to attend school</td>
<td>Can attend school.</td>
</tr>
<tr>
<td>Head Lice</td>
<td>Until appropriate treatment has begun</td>
<td>Can attend school.</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Until appropriate treatment has begun</td>
<td>Can attend school.</td>
</tr>
<tr>
<td>Scabies</td>
<td>Until appropriate treatment has begun</td>
<td>Can attend school.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Until all discharge has ceased</td>
<td>Can attend school.</td>
</tr>
</tbody>
</table>
**SCHOOL UNIFORM**

The policy of the school is that the wearing of school uniform is to be encouraged at all times. Any student who arrives at school without the correct school uniform must have a written explanation from his/her parents as to why he/she is not wearing it.

It is expected that students will wear their winter uniforms during Term 2 and Term 3 and the summer uniform during Term 4 and Term 1.

Children representing the school in sporting or other activities must be in correct school uniform. All clothing and equipment should be labelled.

---

**NO HAT, NO PLAY – A blue school hat is to be worn at all times.**

---

**SCHOOL UNIFORM REQUIREMENTS FOR BERT OLDFIELD PUBLIC SCHOOL**

<table>
<thead>
<tr>
<th>BOYS</th>
<th>GIRLS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer Uniform</strong></td>
<td><strong>Summer Uniform</strong></td>
</tr>
<tr>
<td>• Grey shorts</td>
<td>• Box Pleat pinafore in school material with Peter Pan collar and short sleeves</td>
</tr>
<tr>
<td>• Light blue polo shirt</td>
<td>• White socks</td>
</tr>
<tr>
<td>• Grey socks</td>
<td>• Black school shoes (leather)</td>
</tr>
<tr>
<td>• Black school shoes (leather)</td>
<td>• A royal blue school hat/cap</td>
</tr>
<tr>
<td>• A royal blue school hat/cap</td>
<td>• Light blue polo shirt</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Winter Uniform</strong></th>
<th><strong>Winter Uniform</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Grey trousers or royal blue track pants</td>
<td>• Blue and Maroon tartan box pleat pinafore</td>
</tr>
<tr>
<td>• Grey socks</td>
<td>• White socks or Maroon tights</td>
</tr>
<tr>
<td>• Black school shoes (leather)</td>
<td>• Black school shoes (leather)</td>
</tr>
<tr>
<td>• Royal blue sloppy Joe or jacket</td>
<td>• Royal blue sloppy joe or jacket</td>
</tr>
<tr>
<td>• Light blue polo shirt</td>
<td>• White shirt or skivvy</td>
</tr>
<tr>
<td>• A royal blue school hat/cap</td>
<td>• A royal blue school hat/cap</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Sports Uniform</strong></th>
<th><strong>Sports Uniform</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Royal blue shorts</td>
<td>• Royal blue skirt or royal blue shorts</td>
</tr>
<tr>
<td>• Royal blue collared t-shirt</td>
<td>• Royal blue collared t-shirt</td>
</tr>
<tr>
<td>• White socks</td>
<td>• White socks</td>
</tr>
<tr>
<td>• Joggers</td>
<td>• Joggers</td>
</tr>
<tr>
<td>• A royal blue school hat/cap</td>
<td>• A royal blue school hat/cap</td>
</tr>
</tbody>
</table>
ACKNOWLEDGEMENT OF COUNTRY

An “Acknowledgement of Country” is a way that all people can show respect for Aboriginal culture and heritage and the ongoing relationship the Traditional Custodians have with the Land. This acknowledgement occurs on various occasions including assemblies, social and formal occasions, when guests are introduced, at presentation or awards’ functions.

I would like to acknowledge the Dharug people who are the Traditional Custodians of this Land. I would also like to pay my respect to the elders past and present and extend that respect to other Aborigines present.

THE SCHOOL PLEDGE

Bert Oldfield is my school
in work or play I will strive to do my best
to meet the expectations
and set a good example to others.
I will be a credit to myself, my teachers and my fellow pupils.
I will endeavour at all times to keep my school a peaceful place,
So that we can “Learn to Live”.

ADVANCE AUSTRALIA FAIR

Australians all let us rejoice
For we are young and free.
We've golden soil and wealth for toil,
Our home is girt by sea.
Our land abounds in nature's gifts
Of beauty rich and rare.
In history's page, let every stage
Advance Australia Fair.
In joyful strains then let us sing
Advance Australia Fair.

Beneath our radiant Southern Cross
We'll toil with hearts and hands;
To make this Commonwealth of ours
Renowned of all the lands;
For those who've come across the seas
We've boundless plains to share;
With courage let us all combine
To Advance Australia Fair.
In joyful strains then let us sing
Advance Australia Fair.