

# BLACKHEATH PUBLIC SCHOOL INFORMATION BOOKLET



BLACKHEATH PUBLIC SCHOOL  
LEICHHARDT STREET  
BLACKHEATH NSW 2785

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FACEBOOK: [facebook.com/BlackheathPS](https://facebook.com/BlackheathPS)

# BLACKHEATH PUBLIC SCHOOL STAFF

## PRINCIPAL

Kristin Hardge

## ASSISTANT PRINCIPALS

Ruth Harris      Tasrah Marshall      Philip Yeong  
Angela Tomiczek (Curriculum and Instruction)

## TEACHING STAFF

Louise Bishop      Jenny Lanyon  
Catherine Corkins      Bonnie McIntosh  
Amanda Gillian      James Musgrave  
Rhiannon Harris      Matthew Kelly  
Cathy Lamond      Kerry Oreleon  
Vanessa Kirkpatrick

PHOTO BY MARTIN R. SMITH

## TEACHER LIBRARIAN

Genevieve Shute

## SCHOOL COUNSELLOR

Gail Sunderland

## SCHOOL ADMINISTRATIVE MANAGER

Sue Cottier

## SCHOOL ADMINISTRATIVE OFFICERS

Rhonda Geddes and Janette Booth

## GENERAL ASSISTANT

Wayne Bissett

## WELLBEING NURSE

Lisa Malone





"STRIVE  
WITH  
HONOUR"

## ABOUT OUR SCHOOL

Blackheath Public School is proud of its 140 year history providing public education for the local community. Our staff are committed to the development of the whole student including nurturing their intellectual, physical, social, creative and emotional abilities in a secure and engaging environment.

Our school is highly regarded for academic achievement and the many valuable opportunities available to our students including band, choir, recorder, dance, sport, drama, performance, debating, coding, film and STEM. There is a strong commitment to intensive learning support, enrichment opportunities, transition and wellbeing initiatives.

The celebration of Aboriginal culture is a priority and the school totem, the crimson rosella, represents connection to Country and community and reminds us to spread our wings and achieve our best.

Our Parents and Citizens Association operates our school canteen, the Wholesome Kids' Café, as a part of the Healthy Schools Canteen initiative, providing nutritious and delicious meals and snacks.

We celebrate the diversity and culture of our community. Our school staff care deeply for all students and strong relationships provide the foundation for a successful learning culture.





**AT BLACKHEATH PUBLIC  
SCHOOL,**



**WE ARE ALWAYS:**

**Safe**

**Respectful**

**Responsible**



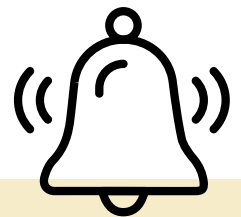
## ABSENCES

All student absences must be explained by parents / carers on the first day of absence. Absence reasons can be provided via a Compass notification, by phone call to the school office, by email or by a handwritten note. Please notify the school of planned extended absences or infectious diseases. Unless sick, all children must be present at school for the whole school day, each day the school is open. All learning builds on previous learning so absences create gaps academically and socially that can be difficult to remediate. Each week the office generates letters for all unexplained absences. Please complete and return absence letters. Continued absences will lead to investigation from the Department of Education's Home School Liaison Officers who make regular checks of all class rolls throughout NSW schools. Please ensure your child is on time every day as arriving late often creates anxiety and is disruptive to their learning.

## ACCIDENTS AND ILLNESS

There are very few accidents at school as every care is taken to keep children safe. Should a child experience illness or accident, every effort will be made to contact the parents / carers by telephone. Each parent / carer must provide the name and phone numbers of the child's doctor on enrolment. Please keep this information up to date.

## BELL TIMES



**8.25 am: Morning bell. Students play on the asphalt area and grass in the back playground.**

**8.55 am: Bell. Assemble for class at designated areas.**

**11.00 - 11.30 am: Recess**

**1.00 - 1.45 pm: Lunch**

**2.55 pm: Afternoon dismissal**

**Supervision begins at 8.25 am and students should not be at school before this time. Once students have arrived at school they should not leave the school grounds before 2.55 pm. If children need to leave the school during the day, a parent / carer must collect their child from the school, notifying the office staff first and signing an early leavers note.**

**Unless required for special activities, children should not remain in the school grounds after school. The adventure playground is not to be used outside of school hours.**

**In extreme weather children are kept indoors before school and during eating times.**

## BICYCLES

Students over 10 years of age may ride bicycles to school. Bicycles should be wheeled into the school grounds. They are always the responsibility of the owner and should be parked in the approved area. All bicycle riders must wear safety helmets. Stage 1 children are not encouraged to ride bikes to school unless accompanied by an adult.

## BOOSH

BOOSH (Blackheath Out of School Hours) provides before school care from 7.00 am to 8.45 am and after school care from 3.00 pm to 6.00 pm each afternoon during school terms.

BOOSH can be contacted via text only on 0438 099 006. Alternatively BOOSH bookings and enquiries can be made through BANC (Blackheath Area Neighbourhood Centre) on 4787 7770 or at [boosh@banc.org.au](mailto:boosh@banc.org.au)

## CANTEEN - WHOLESOME KIDS' CAFE

**Our Wholesome Kids' Café is operated by the Blackheath Public School P&C and is open between 8.30am to 2.00pm, 5 days a week. All food is prepared by hand with quality ingredients. Lunch orders need to be placed at the canteen by 9.30am daily. The café offers a weekly cultural special available on Tuesday for Stages 2 and 3 and Thursday for Kindy and Stage 1.**

**If your child has an allergy or intolerance, please ensure it is included on your child's enrolment form. Parents / carers are welcome to join the café for breakfast, recess or lunch service, assist with food preparation or enjoy a cup of tea or coffee before or after school hours. The café caters for on and off site school events and appreciate and enjoy any assistance. Parents / carers are welcome to come in at a regular time each week or let the cafe know when they're available.**

**Please contact Paul Haber and his team via the office on 4787 8253 or email [wholesomekidscafe@gmail.com](mailto:wholesomekidscafe@gmail.com). You can follow the canteen via [Instagram@blackheathcanteen](https://www.instagram.com/blackheathcanteen), or the Blackheath P&C Facebook page**



## CHILD PROTECTION PROGRAM

All children participate in the NSW Department of Education Child Protection program. This is designed to assist in reducing the incidence of child sexual assault and focuses on developing skills in establishing and maintaining positive relationships. The program is taught in the context of a personal development and health program and involves teaching in areas such as self-esteem, feelings, values, decision-making and relationships.

## COMPASS

**Compass is Blackheath Public School's central portal for communication.**

**Through your Compass login you will:**

- Receive information, alerts and reminders of school activities
- Access our school newsletter
- Initiate contact with your child's classroom teacher
- Access academic reports
- Create absence notes
- Schedule parent/teacher conferences
- Complete excursion notes
- Make payments for scheduled events

**Compass App "Compass School Manager"**

**You can access Compass through the mobile app on your iPhone, iPad and Android device.**



## DOGS

Dogs are not permitted on school grounds. Please do not bring them to school or to off site school activities at any time. Assistance animals are welcome.

## EXCURSIONS / INCURSIONS



Excursions and incursions arranged by the school relate to class or school programs and are of educational value. Uniforms are worn on excursions unless notified by the teacher.



## HANDWRITING

The style of handwriting used in all NSW schools is called the Foundation Style. Please use this style when assisting children to write their names or when assisting with written work.

Parents are encouraged to use upper case letters for the beginning of names followed by all lower case letters eg. "Samuel" when helping your child to practice writing their name.

a b c d e f g h i

j k l m n o p q r

s t u v w x y z

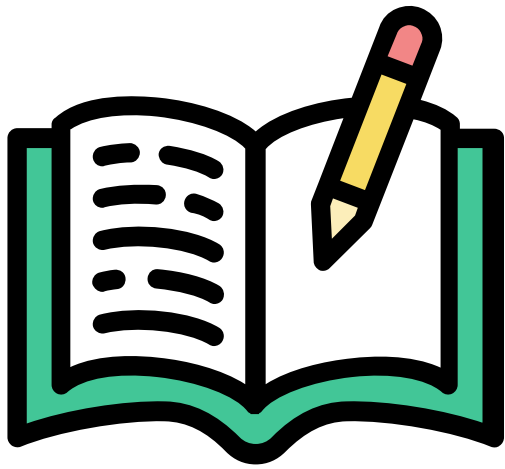
A B C D E F G H I

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S T U V W X Y Z

0 1 2 3 4 5 6 7 8 9

## HOMework PROCEDURE



Homework is an important part of the learning cycle for students and mostly covers the English and/or mathematics key learning areas (KLAs). We encourage regular reading at home for all students. Consisting mainly of practice exercises, homework will also include preparatory and extension exercises at the teacher's discretion.

In the primary classes, homework is often project based to support learning in other curriculum areas. If you have any issues or questions relating to your child's homework, please talk to the class teacher.

## INTERVIEWS

**Interviews with the class teacher, assistant principals and principal are welcomed but should be arranged by telephone, email or note for a mutually convenient time. In the first instance please talk to the classroom teacher.**

**Please avoid trying to catch a teacher before class as it is a very busy time and the teacher will be unable to give you the appropriate attention you deserve.**

## ITEMS NOT TO BE BROUGHT TO SCHOOL

Skates and skateboards, valuable personal items, mobile phones, smart watches, cameras, jewellery, electronic devices, bubble gum/chewing gum, canned drinks and any item that could be considered a dangerous weapon.

## KINDERGARTEN ENROLMENT

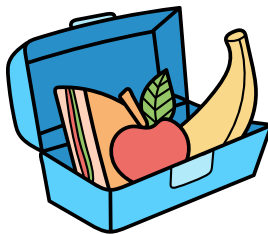
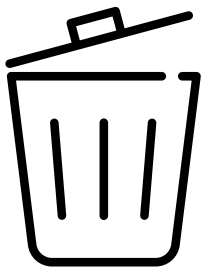
To enrol in Kindergarten, children must be 5 years of age by the 31st July in their first school year. Parents are advised to enrol children for Kindergarten during the previous year and must present original copies of proof of age – birth certificate/passport, proof of residence - 100 points as per NSW Government guidelines and immunisation form (if immunised). As a requirement under NSW Law, if this information is not supplied, a student will not be eligible to enrol.

## LIBRARY

**Each class visits the library once a week. Parents are asked to provide a named bag to protect borrowed books. A complimentary library bag is provided at our Kindergarten Orientation program or are available to purchase from the uniform shop at a very low cost.**

**The library is open during lunch on Monday, Wednesday and Friday.**

**Children are expected to care for library books and return books promptly. Parents / carers may be asked to pay for damaged or lost books.**



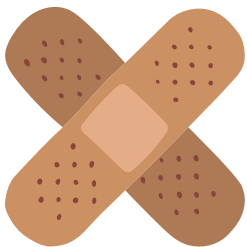
## LITTER

All paper and scraps are placed in the bins provided. We encourage “litterless lunch boxes” to reduce our waste.

## MEDICATION - ADMINISTERING PRESCRIBED MEDICATION

Parents / carers should consult with medical practitioners when medication is being prescribed to determine if medication is required during the school day.

Parents / carers should supply quantities of medication, only on a daily basis for one off illnesses, in an original box clearly labelled with the student's name, details of the medication and dosage. For ongoing prescribed medication, this can be provided in bulk in the original packaging with student's name, details of the medication and dosage. In both cases relevant paperwork must be completed at the school office.





## MONEY COLLECTION

Online payments are available through Compass. Payments can be made at the school office using cash or Eftpos. Please be aware that event payments have a 'due by' date and cannot be processed through Compass after this date. Late payments can however, be made at the school office.

If it is necessary to send money to school, please place correct money in an envelope clearly labelled with the child's name, class, the purpose and amount. This envelope is dropped into the safe payment box in the office and payment will be processed.

A cost recovery model is adopted for incursions and excursions. Service providers need to be paid even if your child(ren) is unable to attend on the day, and regrettably a credit or refund cannot be processed.

## MUSIC



**All students participate in weekly class music lessons with a specialist music teacher. Students sing, move to music, play instruments and create their own compositions. During class music lessons students prepare for regular visits by touring musicians as well as student concerts at school. As they progress through school grades they are able to join school choirs, the school band and the recorder group. Private teachers visit the school to deliver before and after school instrumental lessons for students wanting to learn a band or other instrument.**

## NEWSLETTER

The school newsletter is completed every 2nd week and is available on the school's website and sent out via Compass. The newsletter keeps parents / carers informed of what is happening at our school. Please take some time to read it and perhaps discuss with your children items of interest. Student work, award recipients and pictures of children undertaking activities are included. A letter is sent home at the start of school seeking permission from parents to publish these pictures..

## PARENTS AND CITIZENS ASSOCIATION

Many parents take the opportunity to participate in school affairs by joining the P&C Association which plays an important part in school life. The Blackheath P&C meet twice a term on a Monday evening.

The aims of the association are:

- to encourage a working relationship between parents, students and staff in bringing to fruition their shared ideas and goals;
- to promote the interests of the school;
- to bring parents, students and staff into closer co-operation;
- to assist in providing desirable aids to teaching staff and students;
- to assist the Department of Education by making the school grounds and buildings a better place for the children in which to live and learn;
- to provide funds for the benefit of the school programs.



## ROAD SAFETY



Parents / carers are requested to observe road safety rules around the school at all times. Please do not double park or park in bus or accessible parking zones. Parents / carers should insist that children observe road rules when crossing roads and not be called across to the family car. Parents / carers are asked not to drop children in no-stopping and pedestrian crossing zones as illegally parked cars obstruct the view of other cars and pedestrians. Please cross only at pedestrian crossings.

## SNOW AND BUSHFIRE EMERGENCY PROCEDURE



### **Before school start time:**

- Please check the Compass app for details and updates
- If snow has fallen or there is a threat of fire, please do not send children to school in the morning
- If roads are open and threat has passed, bring your child to school at the first break (11.00 am)
- Please do not leave children at school until you confirm that teachers are supervising.

### **Evacuation Procedures:**

- 1) School is contacted by SES to signal that evacuation is necessary
- 2) School calls parents of bus children to ensure there will be supervision for each child when they get off the bus. Children will not be put on the bus if parent or nominee cannot be contacted unless being moved to an Evacuation Centre.
- 3) If you think an evacuation may be imminent, please come and collect your child. Please do not call the school to see what's happening as we have two phone lines and these are required to be available to contact parents.
- 4) Remaining children will be brought together and can be collected from the school hall. Please ensure that your child is signed out so each student is accounted for.
- 5) Staff will be evacuated if possible. The school will ensure that there is adequate supervision for remaining students.
- 6) Staff ring parents of remaining children to arrange for students to be collected by a parent or nominated person or to give parental permission for a child to walk home. Permission to walk home will, of course, depend on the age and maturity of the child and the weather conditions.

\* The canteen will not operate on snow/bushfire days. No lunch orders can be filled on snow/bushfire days.



## SPECIAL RELIGIOUS EDUCATION AND SPECIAL EDUCATION IN ETHICS

Students attend half an hour of SRE/SEE each week. Three scripture groups are facilitated – Combined, Catholic, and Ethics. Provision is made for non-scripture children. Classes for different religions can be held if arrangements are made for a teacher and the class is approved by the Department of Education.

## SPORT

All children participate in regular sport and fitness opportunities. Weekly sport for Stages 2 and 3 is on Fridays. Generally, activities are held at school, though some sports are played at local venues. All children are given the opportunity to participate in a wide range of activities with the emphasis on participation, good sportsmanship and skills development. Each child is allocated a house group: **Kangaroo**, **Koala**, **Platypus** or **Wombat** and house points are awarded throughout the year.

### Carnivals

Swimming, Athletics and Cross Country Running Carnivals are held annually for children turning 8 years or older. Other opportunities for sporting Gala Days occur throughout the year. **Swimming Lessons** In summer, Stage 1, 2 and some Stage 3 children participate in the 'Swim and Survive' Program. This program targets weaker swimmers or non-swimmers. Places are limited and selection is made starting with the eldest students.

### Awards

Sports awards are given after weekly sports sessions in Stages 2 and 3.

### Fitness program

Organised on a Stage basis, Stages 2 & 3 spend 30 minutes three times per week on an exercise program on Tuesday, Wednesday and Thursday. Early Stage 1 and Stage 1 students participate in fitness throughout the week in class groups.



## STUDENT ASSISTANCE

At Blackheath Public School we value participation in school activities including excursions. Should you be experiencing financial difficulties, please contact the Principal as we may be able to assist you through our Student Assistance fund. All requests will be handled confidentially.

## SMOKING

No smoking is permitted on Department of Education property at any time.



## TERM DATES

School commences for students on Thursday 1st February 2024. However, Kindergarten will start school on Tuesday 6th February 2024. Kindergarten children will be required to attend individual sessions by appointment between 31st January and 2nd February.

### **Term 1: Tuesday 4 February to Friday 11 April**

*(Holidays Monday 14 April to Thursday 24 April)*

### **Term 2: Wednesday 30 April to Friday 4 July**

*(Holidays Monday 7 July to Friday 18 July)*

### **Term 3: Tuesday 22 July to Friday 26 September**

*(Holidays Monday 29 September to Friday 10 October)*

### **Term 4: Monday 13 October to Friday 19 December**

*(Holidays Monday 22 December to Monday 26 January 202)*

## TRAVEL

A high standard of conduct is expected from all children when they are travelling to and from school. Poor conduct reflects badly on the high standard of our school.

Children awaiting buses in the afternoon are under direct supervision of teachers.

All Stage 1 children are entitled to free bus travel. Primary children must live in excess of 1.6km from the school to gain free bus travel. Once school enrolment has been confirmed, parents / carers can apply for their child's School Opal Card online at <http://transportnsw.info/school-students>. Notification of this application is sent to the school for approval and a School Opal Card will be sent to the address provided. Lost Opal Cards must be replaced online.

Students who live more than 1.6km from the nearest bus pick-up point may be eligible for a conveyance subsidy. Children whose behaviour is not of a satisfactory standard (e.g. having any part of the body outside the bus, standing or jumping on the seats, throwing objects, fighting, disobeying the bus driver, running up or down the aisles, disturbing other travellers) may have their bus pass revoked.

## UNIFORM

Students are expected to wear their uniform to school every day. A 'No Hat No Play' rule is enforced all year, with beanies acceptable in Terms 2 and 3. Our school colours, green and gold (yellow), represent our school in the community and assists student safety by allowing clear identification of our children. Please ensure that all items of clothing are labelled with your child's name.

### Summer Uniform

Short sleeved polo shirt

Dark green skort, shorts, pants or checked dress Dark green or white socks

Dark green broad brim or bucket hat

### Winter Uniform

Long sleeved polo shirt

Checked skirt, dark green bootleg pants, track pants or drill pants

Dark green tights, dark green or white socks

Dark green sloppy joe or polar fleece top

Dark green winter jacket

Black shoes or black trainers are the required footwear

### Sport Uniform (Stages 2 and 3)

Sports shirt and dark green knit short can be worn on Fridays

### House Colours

Sport shirts in house colours are available at the Uniform Shop , as well as reversible bucket hats.

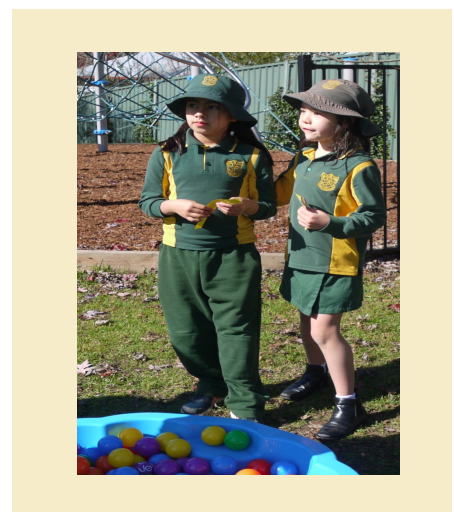
### Purchasing Uniforms

There are two ways to purchase uniforms:

The Uniform Shop – located in the Canteen area and open during term time on Mondays between 8.30 am and 9.00 am.

Cheque, eftpos and cash payment and a 50% deposit is required at time of ordering.

The School Office – uniforms can be ordered by completing the form available from the Office and paying a 50% deposit.





## VISITORS

**All visitors must check in at the front office and wear a visitor sticker when volunteering at the school.**



## VOLUNTEERS

All school volunteers are required to hold a current working with children check and provide identification. Please see office staff for details.

