



TWEED HEADS PUBLIC SCHOOL PARENT HANDBOOK

Good • True • Beautiful

ACKNOWLEDGEMENT OF COUNTRY

Tweed Heads Public School would like to acknowledge the Ngandowal and Minyungbal people of the Bundjalung Nation as the traditional custodians of the Tweed Heads area, and pay respect to Bundjalung Elders, past and present. We would like to extend that respect to all Aboriginal and Torres Strait Islander students and families at Tweed Heads Public School and recognise the continuing connection First Nations people have to the lands and waters of this region.

PRINCIPAL'S WELCOME

Dear Parents and Carers,

Thank you for choosing Tweed Heads Public School for your children and trusting us as your partners in their education. We look forward to sharing their successes, challenges and experiences with you.

We are proud to be an inclusive public school serving a diverse school community. We aim to provide the best possible educational experiences and outcomes for all students from all backgrounds.

We acknowledge that our school is located on Bundjalung land and we pay our respects to Elders past and present. We are committed to delivering improved outcomes for Aboriginal and Torres Strait Islander students in a culturally affirming environment.

Our school motto is 'Good True and Beautiful' and we aim to promote this ethos in all aspects of school life.

This guide contains important information about school operation in the following areas:

1. Enrolment
2. Communication and parent involvement
3. Daily organisation and logistics
4. Student attendance and health
5. Variations to routine
6. Uniform, equipment and food
7. Student wellbeing and support
8. Curriculum and extracurricular programs
9. Safe, respectful, learner behaviours
10. School reporting, planning and evaluation
11. School song and history

Welcome to our school and should you require any further clarification on any information in this guide we are always happy to assist.

Kind regards
Peter Nichols – Principal



1. ENROLMENT

All enrolment applications are now completed online. You can find all information relating to enrolment on our school website.

Eligibility

Children can enrol in Kindergarten if they turn 5 prior to the 31st of July of that school year. All students must start school prior to their 6th birthday.

Enrolment is open to Australian citizens and permanent residents. Temporary residents need to apply via the Temporary Residents Program.

www.deinternational.nsw.edu.au/study-options/study-programs/temporary-residents

Zoning

Enrolment is automatic for students within our school residential zone. Students who reside outside of our zoned areas are unable to enrol at our school unless there are exceptional circumstances.

Should you wish to apply for enrolment as an out-of-zone resident, please contact the Principal to confidentially discuss any circumstances which may be relevant.

Process

When applying for enrolment from another school, parents will need to take part in an enrolment interview prior to their child commencing. This is so we can best plan for the success of your child. You can contact the school to discuss a suitable time. We also offer a short tour of the school's facilities to make the transition smoother.

In addition to the information requested in the enrolment form, all new enrolments at our school will need to provide copies of:

- proof of residential address – such as a council rates notice, rental agreement or electricity bill
- copies of any relevant court orders relating to the child;
- health care plans or documentation relating to any medical condition requiring administration of any medications at school – including allergies; and
- any relevant documentation relating to any disability or additional learning needs.

For children who've never enrolled in a NSW public school, you'll also need their:

- birth certificate or identity documents; and

- Australian Childhood Immunisation Register (ACIR) immunisation history statement. You can enrol a child without an immunisation history statement, but they may be instructed by Public Health officials to stay at home during an outbreak of a vaccine-preventable disease.

Changes to circumstances

We greatly appreciate the school being informed of any changed circumstances relating to your child, including:

- address
- email and phone number changes
- parenting arrangements
- changes to emergency contacts
- expiry or changes to any court orders
- changes to health conditions
- any other relevant information

Any information provided to the school will be managed with sensitivity and confidentiality. Information will be shared with staff only as needed.

2. COMMUNICATION & PARENT INVOLVEMENT



Call us during school office hours on 07 5536 1351 (8:25am-3:30pm)



<http://www.tweedheads-p.schools.nsw.gov.au>



tweedheads-p.school@det.nsw.edu.au



PO Box 60, Tweed Heads, NSW 2485

Effective communication between school and family is essential to all aspects of school life. Below are the various methods we use to communicate with our community.

E-news (email newsletter)

All parents and carers are asked to provide us with an email address at enrolment which is added to our E-news distribution list. E-news is generally sent once a week (usually Monday or Tuesday) or can be sent more frequently when needed. It contains upcoming events and other important school information.

It is important that parents and carers read E-news in a timely manner to ensure that they are supporting their children by being aware and acting on all relevant school updates.

Tweed Heads Public School Facebook Page

Our [Facebook page](#) is used to celebrate the achievements of our students and staff, and is also used for urgent communications when needed. We understand that not all parents are on Facebook so essential information will be sent via E-news as well as Facebook.

Our Facebook page is guided by relevant social media policies. Any inappropriate community interactions will be managed accordingly.

If parents ever wish to request the deletion of any online photograph for any reason we are happy to do so.

Facebook messenger should generally not be used for communication purposes with the school as it is infrequently monitored.

Class Dojo

Many of our teachers utilise Class Dojo for more direct communication with parents relating specifically to their class. Your child's teacher will inform you of their processes regarding this at the start of the year.

Please note that Class Dojo usage will vary from teacher to teacher. This is an optional extra and is not a mandated communication method for staff. Some classes will use it extensively, others not at all.

Hard copy permission notes

Notes requiring parental consent will generally be provided as paper copies. Please check your child's bag regularly for notes and return them within the timeframes requested.

Parent/teacher meetings

Formal parent/teacher meetings are scheduled for Monday of the first week of Term 3. The booking process for these meetings will be provided towards the end of Term 2.

Parents who wish to meet with staff at other times should do so via appropriate channels and contact the office in the first instance.

Parents and Citizens Association (P&C)

The P&C is a volunteer-based organisation which hold an essential role in supporting the school as well as providing a formal parent perspective to the school.

The Tweed Heads Public School P&C provides the following functions:

- operation of school canteen
- operation of uniform store
- regular scheduled meetings to communicate with our school as parent advocates
- fundraising
- representation on merit selection panels for vacant staff positions in the school

The schedule for P&C meetings is set by the committee and will be shared via school communication channels.

Parent volunteers

Parent volunteers are greatly appreciated. The school canteen in particular is always looking for new volunteers. If you are interested, please contact the school office.

Parents and volunteers must complete appropriate Working with Children Check Declarations. Our office will guide you through this process.

Aboriginal Education Consultative Group

The NSW Aboriginal Education Consultative Group Inc. (AECG) is a non-for-profit Aboriginal organisation which provides advice on all matters relevant to education and training with the purpose of providing advice that represents the Aboriginal community. The NSW AECG operates at local, regional and state levels that enable effective communication and consultation from the local level up to the state level. This communication is then used to make decisions with the NSW Department of Education.

Our school is positioned within the Upper North Coast regional AECG level and our local AECG is Tweed-Wollumbin. The Tweed-Wollumbin AECG host regular community meetings throughout the year and welcome Aboriginal and/or Torres Strait Islander parents to participate in these meetings.

We are happy to provide more information about the AECG on request and will publish meeting dates and venues throughout the year.

3. DAILY ORGANISATION & LOGISTICS

Bell Times

8:25am	Students can arrive at school. Teacher supervision commences.
8:55am	Whole school morning assembly
9:00am	Morning lessons begin
10:55am - 11:25am	Primary recess break (15 minutes eating/15 minutes play)
11:10am - 11:40am	K-2 recess break (15 minutes eating/15 minutes play)
12:45pm - 1:30pm	Primary lunch break (15 minutes eating/30 minutes play)
1:15pm - 2:00pm	K-2 lunch break (15 minutes eating/30 minutes play)
3:00pm	End of school day

Primary (Years 3-6) and Infants (Kindergarten-Year 2) students have separate eating areas and separate play times. This allows all students to have a safer and more enjoyable play time with greater freedom of movement and access to playground facilities.

Morning welcome

Each morning, a short whole school morning assembly is hosted to welcome our students for the day and share any announcements we might have. Classroom awards are often presented to students to recognise their hard work and commitment to our school values. We also celebrate student and staff birthdays. If for any reason you would not want your child to have their birthday recognised by our whole school, please contact us and we are happy to accommodate your wishes.

Arrival at school

Please note that there is no supervision available at school prior to 8:25am. Students should not arrive prior to 8:25am. Students may arrive any time between 8:25am and 8:55am. There are teachers on supervision duty in the playground during this period. Should students arrive after 9am, they need to sign in at the office prior to going to class either in the company of a parent or the parent should call the office to inform of the late arrival.

Departure from school

All students depart each afternoon under the supervision of staff. Bus travellers board buses from the Stuart Street gate closest to the Griffith Street end of the school. Bike travellers also exit from the same gate as bus students. Walkers and students being collected by parents exit from the main gate in Stuart Street at the front of the school. Parents are welcome to enter the grounds prior to 3pm and wait on the grass area for their children to be dismissed.

Please ensure that children are collected from school on time. Should there be times when you are going to be unavoidably late, a courtesy call to the school office is greatly appreciated. Students who have not been collected on time are supervised in the office until they are collected.

Should students need to be collected early from school for an approved reason, please go to the office so that we can sign them out.

Visitor protocols

All visitors to the site (including parents) should visit our office to sign in and comply with any relevant protocols. This is essential to ensure the safety of our students and staff. At drop off and pick up times where parents enter the grounds at the front of the school briefly, or to visit the canteen or uniform store, there is no requirement to sign in at the office.

All visitors (including parents) are expected to behave in a respectful and safe manner at all times.

Parents wishing to speak to a staff member about any issue of concern should not approach staff within the school grounds without first going through appropriate channels.

Parking and road safety

Parents should follow all local parking and traffic rules. Infringement notices are often enforced by Tweed Shire and fines can be significant. Please drive and park as cautiously as possible to support the safety of our students.

Please use the supervised pedestrian crossing to cross Stuart Street when arriving or leaving school. We have a crossing supervisor on duty in the mornings and afternoons.

Out Of School Hours Care (OOSH)

Our school does not have Out of School Hours Care on site; however, we are serviced by 2 OOSH providers who also provide bus travel to school in the morning and collect students from school in the afternoon. Parents should contact the following providers directly:

- Tabatinga OOSH - located at Seagulls Leagues Club, Tweed Heads West
www.tabatinga.com.au/the-experience/out-of-hours-school-care/tweed-heads-oosh
- PCYC OOSH - Florence Street, Tweed Heads
<https://pcycoosh.org.au/location/tweed-heads/>

Bus travels

Bus travel applications can be completed via Transport NSW. You can apply at this link:

www.transportnsw.info/school-travel-apply

4. STUDENT ATTENDANCE & HEALTH

Attendance

Daily attendance at school is mandatory and all absences need to be explained. Whenever a child is absent without an explanation, a parent will be sent an SMS seeking an explanation. It is essential that this SMS is responded to.

Where ongoing attendance concerns are identified, parents will be invited to attend a meeting to discuss a case management approach to support improved attendance.

When school interventions have been unsuccessful, referral to the Home School Liaison Program may occur. This is a formal process and involves the additional resources of the Department of Education. This would also involve referral to other agencies to look at additional support for the family.

The school greatly appreciates advance notice of upcoming absences where possible.

In general, parents should avoid making extended holiday plans within school term times.

Medication at school

If your child needs to take regular medication at school, there are very clear protocols to be followed which will be discussed during the enrolment process.

This also applies to conditions such as asthma or anaphylaxis requiring potential emergency use of puffers or EpiPens.

Sick or injured children

If your child becomes sick during the day requiring them to be placed in our 'Sick Bay' for an extended period, you will be contacted as soon as possible.

Should your child be injured at school, the following actions are taken:

- A teacher will assess the level of the injury and decide whether to seek additional support from the office.
- If referred to the office, further assessment or treatment will take place.
- If the injury is significant or involves a head impact, the school will immediately contact you and/or seek the assistance of the NSW Ambulance Service.

Head lice and contagious diseases

In the event that head lice is identified, parents will be notified and further advice will be provided. All children in the class will also receive advice relating to the management of head lice. There are a variety of contagious diseases which can appear in school environments. We will provide advice relating to these when appropriate.

Dental Clinic

A school Dental Clinic is located at the Tweed Hospital (phone number: 1300 651 625). The clinic operates between the hours of 8:30am and 4:00pm Monday to Friday and provides free dental treatment for children (0-16 years) who have a Medicare card and attend primary school.

5. VARIATIONS TO ROUTINE



Excursions

At enrolment parents will be asked to sign a general consent form which provides ongoing consent for local events such as sports carnivals or field trips within walking distance. Parents will be informed of each event in writing but do not need to provide a specific permission note for each event.

Where the event involves travel by car or bus, overnight or out of school hours arrangements, swimming or water activities, contact sports or any other activity involving additional risk, then a specific permission note will be issued for that event.

We understand that excursions can be expensive and aim to keep the costs manageable for families. Excursions are never organised to 'make a profit' and we aim to subsidise the cost of excursions where appropriate.

Payments

Where an excursion or school event requires a payment we provide 3 options:

- POP (Parent Online Payment) – This is the preferred method. Please visit our website www.tweedheads-p.schools.nsw.gov.au and follow the 'Make a Payment' option. The students name, activity and amount are the only required fields. When you have completed the payment, add the reference number on the permission note before returning it to the office.
- EFTPOS – Please visit the office to use this facility and bring your completed permission note with you.
- Cash – Please ensure that the completed permission note and correct money are sent in a firmly sealed envelope which is clearly labelled with your child's name, class and activity/event.

Assemblies and special events

We enjoy hosting assemblies and special events to welcome our community into the school and to celebrate the achievements of our students.

Our Gold Award assemblies are held once a term to present student awards for various themes.

We also greatly look forward to annual events such as Education Week, NAIDOC Week, Presentation Day, Book Week, the Easter Hat parade and various other events which are organised. These events are a great opportunity for our parents to join us and be involved in our school.

Our school participates annually in the Tweed ANZAC Day march and ceremonies. It is a great privilege for us to pay our respects to those who have served our country and remember those who have lost their lives.

MUFTI Days are frequent events planned throughout the year. These are often just for fun to enjoy a particular theme or sometimes are more meaningful with a gold coin donation requested for fundraising purposes. MUFTI Days are always enjoyed by students and staff and are great for school morale and wellbeing. MUFTI Days are optional and parents may choose to send children in school uniform if desired.

6. UNIFORM, EQUIPMENT & FOOD

Labels and lost property

It is essential that all students clearly label their school hat, jumpers and jackets, lunch boxes and drink bottles with their first and last name. These items are the most frequently misplaced. When they are clearly labelled, they are easily returned to their owner.

Items which are unidentifiable and misplaced are stored in our lost property area located in the undercover walkway/corridor area to the left of our car park (facing from the street). Parents are welcome to browse the items in the lost property.

School uniform

We encourage all students to wear their full school uniform on daily basis. On Monday to Thursday regular school uniform applies. On Friday students also have the option of wearing their sports house T-shirt.

Students at THPS will never be made to feel embarrassed when not in uniform or subject to disciplinary actions. Where students are frequently out of uniform, a discreet conversation may be held with parents to discuss options and support available.

Our uniform shop is managed by our P&C and is usually open on Tuesdays from 8:30am-10:00am plus additional times when there is peak demand. Current uniform shop price lists are available from the office and the uniform shop. Our office also has second-hand uniforms for sale at any time.

Sun safety

In line with NSW Department of Education policies, students must wear a broad brimmed hat to play on the oval or play equipment. Please ensure your child brings their hat each day or they will need to play in the undercover areas at recess and lunch.

Valuables at school

Students should avoid bringing valuable personal items to school. The loss of or damage to such items can be distressing and the school cannot take any responsibility for such items. This includes jewellery, electronic devices, valuable collector cards, money, watches, toys and sports equipment. These items are best left at home in a safe place.

Mobile phones

Students who bring a mobile phone to school must comply with our guidelines. This means they deposit their phone at the school office immediately on arrival and collect it at 3pm. Please strongly consider whether your child needs to bring a phone at all, or whether it is best left at home.

Classroom equipment

K-2 students will be supplied with all the school supplies they need; including exercise books, pencils, rulers, scissors, etc. Years 3-6 will only be supplied with exercise books and will need to bring the requested equipment in the list provided to students at the end of each school year (or on enrolment).

Permanent markers and liquid paper should not be brought to school by students.

Food at school

Parents are responsible for ensuring their children have adequate and nutritious food for recess and lunch breaks. Our role is not to mandate what food is provided; however, when there is insufficient food provided or the food is obviously inappropriate (e.g. all junk food) then a respectful discussion will need to occur with parents. Information around healthy lunches and nutrition is provided via E-news and social media at various times.

Each day, students have a fruit break at 10am and parents should provide a piece of fruit daily for this purpose.

As we are an allergy-aware school, we request that students do not bring nut products such as peanut butter to school.

Students are not permitted to share food with other students.

School canteen

The Tweed Heads Public School canteen operates for recess and lunch on Wednesdays and Fridays and is run by our school P&C. Students order recess and lunch by writing their order on separate paper bags or envelopes. Correct money is to be enclosed at the time of the order. A copy of the menu can be obtained from the school canteen and the school office. Updates to the menu will be provided via E-news.

Volunteers at the canteen are always very welcome. Please contact our office if interested and they will be happy to guide you through any relevant paperwork.

Borrowing library books

All classes have an allocated time each week to use the school library. Students are guided towards books that are at their appropriate reading level. Students require a library bag to borrow books. These can be purchased at the Uniform Shop. Alternatively, you can provide any bag that is plastic/waterproof and big enough to protect any book borrowed from the school library. Students should always bring their library bag to school on their class borrowing day.

Book Club

Scholastic Book Club catalogues are distributed to all students once per term. Parents and carers can order and pay online using a credit card via LOOP (Linked Online Ordering and Payment platform). After the nominated cut-off date, orders are processed and packaged then sent to the school for distribution to students.

Book Club provides a fun and easy way of bringing books into a child's home. It provides families with an affordable and convenient way to access the best in Australian and international children's literature. For every Book Club order placed, Scholastic gives back 20% of the order spend to our school to spend on valuable educational resources via its Scholastic Rewards program.



7. STUDENT WELLBEING & SUPPORT

Learning and Support Team

Where a student is identified as requiring additional learning support, they will be referred to our Learning and Support Team. On a case-by-case basis students may be provided with additional literacy and numeracy support from our Learning and Support Teacher (LAST) or other staff. We may also seek the involvement of external agencies when appropriate.

School Learning Support Officer (SLSO)

Our school employs a number of SLSOs (non-teaching staff) who provide additional support for students with additional needs. Most of our SLSOs are employed to work specifically with individual students with diagnosed disabilities but also provide support to all students as required.

Students with disabilities

All students with disabilities at our school are integrated into mainstream classes. We do not have separate special education or support classes. When a student with a disability presents for enrolment, we will discuss what support is available. An "Access Request" process may be undertaken to apply for additional funding called "Integration Funding Support" which can be used to support the student in the mainstream setting.

Sometimes a placement at our school may not be possible or in the best interests of the student. In this case we will support parents in exploring alternative options including enrolment at other schools with the appropriate facilities or specialised staffing to best support the student.

School Counsellor

Currently we have access to a school counsellor one day per week. Students can be referred to the counsellor by teachers, parents, or may self-refer. The counsellor is able to support students with personal issues around wellbeing and mental health and is also an integral part of the process for seeking additional support for students with disabilities. Parents who would like further information around accessing the counsellor can contact the Principal directly.

Support for Aboriginal and Torres Strait Islander students

Our school receives annual recurrent funding to support students from Aboriginal and Torres Strait Islander backgrounds. These funds are generally used to release a teacher for a number of days per week to coordinate:

- community engagement with families
- cultural activities for students
- support teaching staff with curriculum
- wellbeing and academic support for targeted students

English language support

We also receive annual funding on a needs basis to support students from English as an Additional Language backgrounds. These funds are used to employ a teacher to provide intensive English language support to individuals or small groups.

Mandatory reporter

Please note that all of our school staff are mandatory reporters. This means they must report any identified child wellbeing concerns relating to suspected or alleged negligence or risk of harm of any child to the Principal.

8. CURRICULUM & EXTRACURRICULAR PROGRAMS



Our school follows the standard NSW curriculum as mandated by the NSW Education Standards Authority. More information can be found at this link: www.curriculum.nsw.edu.au

Our goal is to provide students with a well-rounded educational experience which provides them with the skills they need to succeed.

Most of all we want our students to develop a love of learning, critical thinking skills, empathy and an understanding of the world around them.

Primary school curriculum in NSW is based on stage levels, as follows:

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

We will often run composite classes to give us greater flexibility and to ensure class sizes are kept below maximum levels. This is very normal practice in schools and there is absolutely no disadvantage to any students.

Assessment and reporting

Formal reports are issued twice annually to parents, generally in the final week of Term 2 and Term 4. These reports meet legislated requirements and include information about academic achievement, social development and involvement in school activities.

Currently we are revising our assessment practices from Kindergarten to Year 6 and this section will be updated in due course.

Our students participate in NAPLAN in Years 3 and 5.

Scripture and ethics

Subject to availability of volunteers, our students may be offered the opportunity to participate in weekly lessons in these areas. Students may have the option of doing either:

- a) Scripture – religious based lessons
- b) Ethics – non-religious based lessons about decision making and treatment of others
- c) Neither – students remain in class and continue with alternate activities

We will communicate with parents regarding these options when available.

Student leadership

We encourage students in all year groups to display leadership qualities. More formally we have processes to elect the following annually:

- school captains and vice captains (elected from Year 5 in Term 4 for the following year)
- sport house captains and vice captains (elected from Years 4 and 5 in Term 4 for the following year)
- K-6 Student Representative Council (SRC) members (elected from each class at the start of each year)

Further information will be provided to parents as required.

Sporting activities

We are very enthusiastic participants in a wide variety of sporting activities including:

- annual swimming, athletics and cross-country carnivals
- additional physical education and sports lessons at school
- PSSA representative opportunities in the above sports plus athletics, swimming and cross-country
- PSSA knockouts and gala days in sports such as rugby league and union, touch football, basketball, soccer and others

Our 4 sports houses are named after 4 famous Australian sporting icons:

Bradman - GREEN

Freeman - BLUE

Fraser - RED

Perkins - YELLOW

Students may wear their sports shirts on Fridays. We also encourage students to dress up in house colours for our sport carnival days.



Dance

Our school has a long established, highly regarded and successful dance program. Students compete at various Eisteddfods and competitions each year as well as performing at school assemblies and other events. Our dance program is choreographed by a specialist dance instructor. We have separate boys and girls groups and students can audition to be involved.

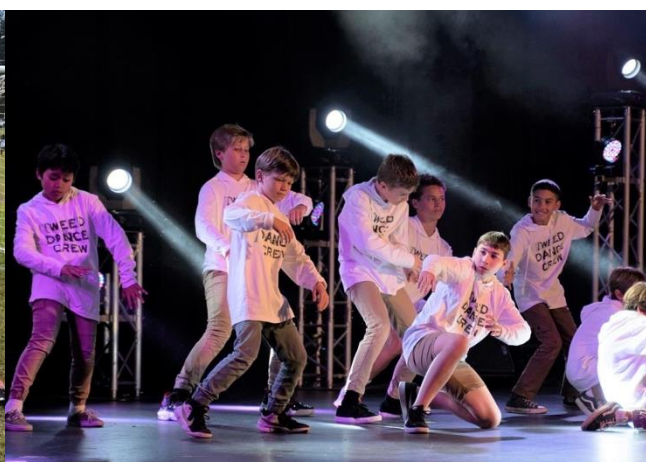
Buddy program

Each year our Year 5 and 6 students support our incoming Kindergarten students in a structured Buddy program. This has positive wellbeing and social development benefits for all students involved.

Other extra-curricular activities

Students have opportunities to participate and represent our school in structured events such as:

- Spelling Bee
- Public speaking
- Debating
- Choir
- Community engagement
- Various lunchtime clubs



9. SAFE, RESPECTFUL, LEARNER BEHAVIOURS

All students have the right to a safe, respectful environment where learning can take place without unnecessary disruption. All staff have the right to a safe, respectful workplace where teaching and support for students can take place without unnecessary disruption.

Our behavioural expectations for students are very simple and follow our basic principles that students:

BE SAFE

BE RESPECTFUL

BE A LEARNER

Of course, there will be times when students may need additional guidance or interventions to support them in these areas.

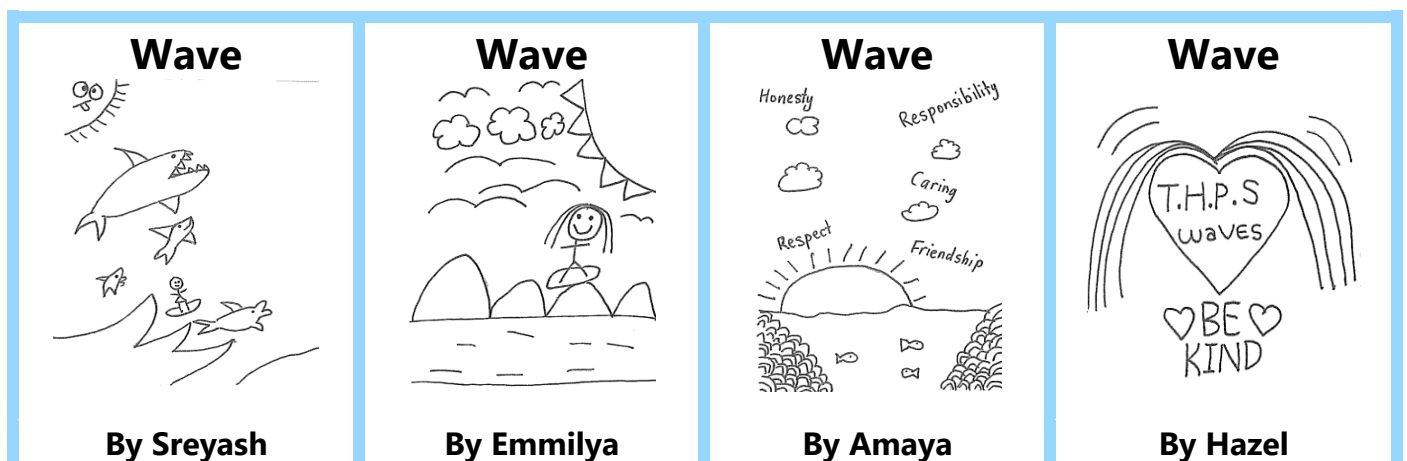
Our philosophy is that the vast majority of student behavioural challenges should be managed in the first instance with an educational and supportive approach. This means we explicitly teach positive behaviours and provide additional support for students who have difficulty in meeting these expectations.

Where student behaviours persistently impact on the safety or learning experiences of others, additional support may take the form of:

- Responsible Thinking Program (RTP) where students can reflect on behavioural choices and constructively plan to avoid poor decisions in the future
- additional intensive monitoring to identify situations which may trigger poor choices
- restorative justice actions which rectify the impact of behaviours and restore relationships
- School Counsellor support
- additional School Learning Support Officer support
- support of parents where appropriate in developing their children's capacity to be safe, respectful learners

In serious and persistent cases, the removal of privileges such as representation in school sporting teams may occur.

Waves of Success can be issued by teachers to positively reinforce the appropriate behaviours of safe, respectful learners. Waves earned by students go into a draw where students can win small prizes. The object of the exercise is not the winning of prizes, but the whole school recognition and visibility of school values. Twice a year our students have an annual competition to design our next batch of "Waves".



Social media

Many students will begin using social media platforms and online technology in their primary years. These are decisions for parents as to their child's access to devices and technology.

To encourage and promote safe online experiences, our school provides curriculum-based guidance with the support of external providers to deliver additional educational experiences where appropriate.

Please note that when students engage in online behaviour involving other students which is not safe or respectful and that has a negative impact on other students, the school will be involved in the management of this issue regardless of when or where this behaviour occurs.

Bus travel

Students are expected to behave in a safe and respectful manner on buses to and from school. Students who persistently create concerns in this area risk having their bus travel privileges withdrawn as well as school disciplinary action.

Anti-bullying processes: Kindness Culture

Bullying is any physical, verbal or social behaviour which:

- involves misuse of power in a relationship
- is intentional and repeated
- causes harm.

Bullying is not acceptable behaviour. It can be complex to identify, manage and eliminate. Ways that we address bullying include:

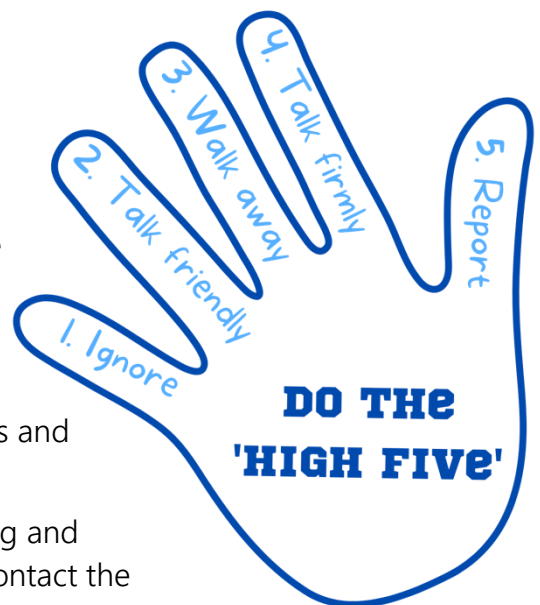
- actively promoting and celebrating a whole school Kindness Culture
- creating awareness of what bullying is (and what it isn't)
- maximising staff awareness by informing all staff of the issue so it can be monitored
- provision of wellbeing or counselling support to any students affected
- explicitly teaching strategies to respond to bullying behaviours (e.g., the High Five)
- developing school community awareness with events such as Anti-bullying days
- seeking support of parents where appropriate
- using school disciplinary processes where necessary.

High Five Program

The High Five program teaches students a simple 5 step process to help them manage any perceived or real negative interactions with others. It is an effective strategy to develop problem-solving and assertiveness strategies for our students.

The High Five is referred to frequently at whole school events and when individual support is being provided.

If you believe your child is experiencing what may be ongoing and unresolved bullying behaviour from other students, please contact the Principal.



10. SCHOOL REPORTING, PLANNING & EVALUATION

As a NSW Public School our school is subject to various systemic reporting, planning and monitoring requirements.

Each year our school undertakes a self-assessment process utilising the School Excellence Framework. This examines all aspects of school operation including curriculum delivery, student wellbeing, leadership, resource management and community engagement. Every 4 years a comprehensive External Validation process is conducted in collaboration with Department personnel to support this.

Every 4 years our school is also required to produce a Strategic Improvement Plan in consultation with all key stakeholders including parents, students and staff which includes targets for success, strategies and resource allocation. Our next plan will be developed for 2023-2026 and will be published at the end of Term 1, 2023.

Each year our school produces an Annual School Report at the end of Term 1, which is also published on our website.

The NSW Department of Education website also has a section for parents and carers which includes significant additional information about all aspects of school operations and existing policies.

<https://education.nsw.gov.au/parents-and-carers>

11. SCHOOL SONG AND HISTORY

*Good and true and beautiful
May all our young lives be.
While we can work and play and learn
Beside the sapphire sea.
School beside the River Tweed
School beside the sea.
No matter where our feet may roam
Our hearts will yearn for thee.*

*High above Wollumbin
Surveys the peaceful scene.
The beaches woods and winding lakes.
The green land and serene.
School beside the River Tweed
School beside the sea.
No matter where our feet may roam
Our hearts will yearn for thee*



Tweed Heads Public School was originally opened as a provisional school under the name of Point Danger on the 10th of May in 1876. The first school was a slab building 20ft x 9ft in size (approximately 6m x 3m).

Mr Angus McInnes, a thirty-five-year-old Scot, was the school's first teacher and he had an enrolment of twelve students. A teacher's salary in 1886 was only seventy pounds (\$140) per annum and from this he had to pay one pound (\$2) a week for board.

By 1892 the school's enrolment had jumped to fifty-two. The occupations of the students' parents reflected how the township had developed. The town had a tailor, and a tobacconist as well as farmers and fishermen. In 1895 seventeen children travelled by river steamer from Cove Point (Fingal) to the school.

In 1903 a portion of the school land was resumed for a railway from Brisbane. Because of this, the Inspector of Schools Mr McCoy, recommended the acquisition of the Old Pilot Station at the northern end of Stuart Street and the adjoining allotment. A new school was built in 1908 and pupils attended this school at the beginning of 1909. Thomas McAuley was appointed Principal in 1914, and he was remembered for the establishment of swimming classes which were taken by William Smith. A seaside camp school for forty boys from inland was established in 1921.

Tweed Heads became a Central School in 1944 and by 1955 the school population had grown to over six hundred students. The pupil population in 1960 had reached seven hundred students before Tweed River High School was opened in 1961.



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