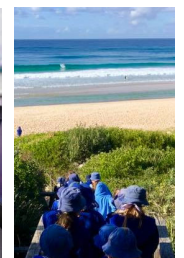
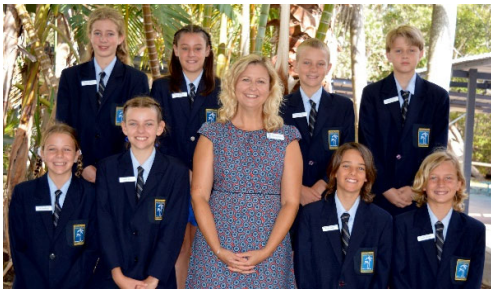




# Pacific Palms Public School Information Handbook



91 Boomerang Drive, Boomerang Beach, NSW, 2428  
Phone: (02) 65540249 Fax: (02) 65540642  
[www.pacificpal-p.schools.nsw.edu.au](http://www.pacificpal-p.schools.nsw.edu.au)  
email: [pacificpal-p.school@det.nsw.edu.au](mailto:pacificpal-p.school@det.nsw.edu.au)



Education  
Public Schools



## Welcome

A warm welcome from Pacific Palms Public School to you and your family. As a parent you naturally want the best for your children, preferring a primary school which has a positive ethos, where children are happy in their schooling, where expectations are consistently high, and where children emerge well-prepared both academically and socially for the challenge of the secondary phase of their education. Our commitment is to create a learning environment in which each child can thrive and become an independent, creative and connected learner. It is through these solid foundations that unlimited potentials will emerge.

At Pacific Palms Public School we work together to meet these high standards. We aim to provide a school environment where children feel secure, where they are involved and excited by their learning and where they expect to work hard and enjoy success.

We believe the education of your child is a partnership and hope, that together through mutual support and participation, we can ensure your child is successful and enjoys their time at Pacific Palms Public School.



*Melissa Merchant - Principal*

## Our Staff

Our teachers are highly qualified, skilled and dedicated. We acknowledge each child as an individual and provide differentiated and engaging learning programs and activities that meet specific needs and interests. Our staff focus on working collaboratively and consistently, regularly updating their professional knowledge, skills and experience.

## School Times

Morning Assembly	8.55 am
Classes commence	9:00 am
Fruit Break	10.00 am approx.
Lunch	11.30 am to 12.20 pm
Recess	1.35 pm to 2.00 pm
Classes finish	3.00 pm



Supervision of students commences at 8.30 am and continues until 3.05 pm.

## Communication

To stay informed, please provide the office with your current email address. "School Happenings" is emailed once a week and our newsletter is emailed three times a term. You can also stay up to date by downloading our Skoolbag App or visiting our website [www.pacificpal-p.schools.nsw.edu.au](http://www.pacificpal-p.schools.nsw.edu.au) or join our private Facebook page.



## Our School's Vision

As passionate educators we provide quality, engaging and challenging learning experiences and nurture positive and respectful relationships. Every student is valued and cared for and is inspired to be an innovative learner. We foster collaborative community partnerships.

## Our School's Strategic Directions (2018-2020)



**Purpose:**

Create a future focused centre of excellence with teachers engaging students in rich learning experiences where individual capabilities are recognised and developed allowing them to flourish.



**Purpose:**

Enhance the capacity of teachers to identify, understand and implement explicit teaching strategies to embed high quality teaching and learning practices which maximise growth for every student in literacy and numeracy.



**Purpose:**

Strengthen our school culture to support wellbeing and enable every student and teacher to succeed, connect, thrive and learn.

### Student Wellbeing - Positive Behaviour for Learning (PBL)

Positive Behaviour for Learning (PBL) is a school-wide behaviour initiative. It employs a whole school systems approach to address problem behaviour and reduce its effects on student outcomes and on the school community as a whole. PBL encourages positive behaviour from students, which has been shown to improve their self-concept and motivation to learn. At PPPS the Code of Behaviour is based on four core expectations: **CARE** for yourself, others, learning and our environment. We endorse a whole school approach.

**CARE FOR YOURSELF:** Taking good care of our minds and bodies to be happy and healthy. Being safe and ensuring that you are protected from harm. Wearing school uniform with pride. Speaking and behaving courteously, following rules, accepting responsibility for yourself and your belongings. Being honest and truthful.

**CARE FOR OTHERS:** Working together and valuing the contributions of others. Being friendly, kind and thoughtful towards everyone. Understanding we are all different and unique. Using respectful behaviour - thinking about how your actions affect others and being optimistic and positive.

**CARE FOR LEARNING:** Being a lifelong learner, eager to learn, asking questions, seeking and sharing ideas, solving problems and doing your personal best. Being prepared for learning, sharing ideas, making mistakes and taking risks. Producing work you are proud of and making connections with learning and real life.

**CARE FOR OUR ENVIRONMENT:** Respecting the world around us and taking on responsibility. Being a global citizen with an understanding that the natural world and human world are connected. Sharing the planet and our finite resources with people and other living things.

### Promoting Positive Relationships

At Pacific Palms Public School we aim to establish a learning community in which everyone feels valued and safe, and where individual differences are appreciated, understood and accepted.

To promote this we implement several initiatives including:

- Kinder/Year 6 Buddy Program
- Leadership Program for Year 5 students
- Year 6 Leadership Team
- Sport House Captains
- Green Team Environmental Group
- GRIP Leadership



## Enrolment Forms

These forms should be completed and returned to the administration office as soon as convenient. As part of the enrolment process you may be asked to provide documents to establish your child's identity, home address, immunisation status and if necessary any medical/healthcare plans or family order orders. It is also important you provide up to date contact details, email address and an emergency contact.

## Student Details

Changes made to a student's details, such as change of address, parent phone numbers or email address, should be notified to the administration office as soon as possible to ensure up to date information.

## Fees - Voluntary Contribution and Resource Levy

Each year, we ask for a voluntary school contribution and resource levy to enhance our school's educational programs.

**Resource Levy - \$50 per child**, which covers such things as exercise books (Years 3-6), classroom art supplies (K-6), hands on mathematics equipment (K-6), classroom supplies (K-2) and sporting equipment. We ask that each child pays the resource levy.

**Voluntary Contribution - \$35 per child**, capped at \$70 per family and includes school magazines (Years 3-6), reading material for all classrooms, including home readers and access to Reading Eggs. Voluntary contributions also contribute to our learning support staff, who assist with reading groups in K-2 classrooms each day.

**Please note** that while the funds from the Resource Levy and Voluntary Contribution are extremely helpful in supporting our school budget, they are not compulsory.

## Library

Children visit the library for lessons throughout the year, learning how to use the library, find information and to enjoy books and reading. Children may borrow books at this time. To protect the books we ask that your child has a library bag. (The library is open regularly at lunch and recess if students require a more 'chilled out' option.)

## Homework

K-2 homework consists of regular reading of home readers with the support of parents and optional activities. Year 3-6 homework is given to reinforce class lessons. A regular approach to homework will encourage students to be more familiar with developing positive homework habits leading to secondary school.

## Technology

All classes have interactive whiteboards which are used as teaching tools to support concepts taught, show examples and enable students to share their understanding in a more interactive way. Most classes have a bank of laptops that students utilise independently and in small group situations. The library also has a bank of computers and laptops for research and internet information.

## Medical Conditions and Medications

If your child has to take any prescribed medication while at school, it must be handed to the office by an adult with name, directions & permission note from parent. Administering of regular medication will require completion of information and permission forms.



If your child has a medical condition, such as an allergy, a health care plan will be implemented with input from your family doctor, school staff and parents.








## Uniforms

School uniforms are available for purchase online using the Qkr! App or by completing an order form and making payment via EFTPOS or cash at the canteen through our P&C representatives.



**Please ensure all uniforms are marked with your child's name.**

Pacific Palms Public School Uniform Shop		
UNIFORM		
	Shirt	\$25.00
	Hat	\$15.00
	Hoodie	\$25.00
	Polar Fleece	\$35.00
	Lunch Bags	\$10.00

## Girls Uniform

Summer - black skorts with school polo shirt, white socks, black shoes and school hat.

Winter - school jacket or hoodie, black pants or tracksuit pants or black tights under black skorts.

## Boys Uniform

Summer - black shorts with school polo shirt, white socks, black shoes and school hat.

Winter - school jacket or hoodie, black tracksuit pants or long black trousers.

**Hats** are available for purchase through the P&C or on the Qkr! app.

## Lost Property

Please ensure your child's uniform, hat, lunch boxes and equipment are clearly marked with their name. Initial enquiries for lost property should be made at the administration office or classroom.

## Transition Programs

Our **Kindergarten transition** program 'Happy Start' is a four week orientation program for pre-school students, culminating in a teddy bears picnic. The program is a fun and engaging series of activities including a tour of the school, meeting important people in the school, classroom routines and school expectations. The students also eat lunch with a Year 5 buddy student.

Our **Year 6 to Year 7 transition** program consists of a number of visits from Great Lakes College Forster Campus staff. These visits include meeting the year advisors and other staff, workshops about timetables and school orientation and map reading. Peer leaders come along and conduct team building sessions and our students visit the high school for a day, taking part in lessons and mixing with students from other schools.





## Sport

Each year students in Years 3-6 participate in a swimming carnival, cross country and athletics carnival. Some students progress to zone, regional and state. We also participate in PSSA sports (soccer, touch and netball). Pacific Palms performs strongly across the region.



## Excursions

One day excursions may be organised by class teachers to enhance student learning.

Our major excursions are:

- K-2 day trip to nearby educational attractions.
- Year 3 and 4 attend a 2 night camp (alternate years-odd). This camp is great for helping to develop leisure skills and positive social development.
- Years 5 and 6 - Canberra (alternate years-even). An amazing experience for four days and three nights.



## What bus to catch?

Children are issued with a bus pass after submitting an online enrolment form.

Our school buses are serviced by Forster Buslines who provide three bus runs (bus schedules are available from Forster Buslines website <http://www.buslinesgroup.com.au/forster> ) the Coomba Bus, the Rocket Bus and the Smiths Lake Bus.

## Canteen - Slinkys by the Sea

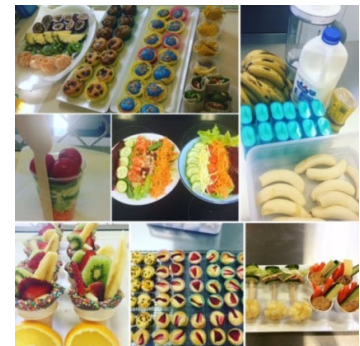
The canteen offers a wide range of nutritious meal options and homemade snacks. Check out our latest seasonal menu. Our canteen manager is Alexis Smith. Online canteen orders are available on the Qkr! App.

The canteen operates on the following days:

Monday (lunch only)

Tuesday (closed)

Wednesday / Thursday / Friday (lunch & recess)



## Student Wellbeing Officer

Our wellbeing officer, Melissa Shoesmith, works with children individually and in groups three days per week. Ms Shoesmith leads our Green Team environmental group and lunch time activities such as comic club, dance club, environmental groups, chess and paper plane club.

## School Counsellor

The school counsellor is a specially trained educational psychologist who supports our families, teachers and students. Our counsellor conducts specialised individual assessments and visits the school every Wednesday.



## What if my child is away from School?

Regular attendance at school for every student is essential if students are to achieve their potential, and increase their career and life options. Schools in partnership with parents are responsible for promoting the regular attendance of students. While parents are legally responsible for the regular attendance of their children, school staff, as part of their duty of care, record and monitor part and whole day absences.

*To explain an absence parents/carers may:*

Send a note, email, text or Skoolbag notification to the school, telephone the school or visit the school.

If your child is late to school, please visit the administration office with your child to obtain a “blue card” and have your child marked in attendance for the day. If you are picking up your child early, please come via the front office where your child will be signed out and you will be issued with a “blue card” so you can collect your child from their classroom.

### **PARTIAL ABSENCE**

The student/parent has been to the office. Please see Sentral for details.

If the normal “going home” arrangements are to be altered, even for only one day, please send a note to your child’s teacher informing him/her of the change or call the front office before 2.30 pm. If you are planning a holiday or are aware of an absence for a period longer than five school days a ‘Certificate of Extended Leave’ form must be obtained then submitted for approval by the Principal.

1 or 2 days doesn't seem much but....			
If your child misses....	That equals....	Which is...	Over your child's school life that is....
1 day per fortnight	20 days per year	4 weeks per year	Nearly <u>1 ½ years</u>
1 day per week	40 days per year	8 weeks per year	Over <u>2 ½ years</u>
2 days per week	80 days per year	16 weeks per year	Over <u>5 years</u>
3 days per week	120 days per year	24 weeks per year	Nearly <u>8 years</u>





## P&C Association

The Pacific Palms Public School P & C Association is an integral part of our school and works in partnership with the school's leadership team to:

- Promote the interests of the school by bringing parents, citizens, students and teaching staff together.
- Ensure students have access to quality learning materials and equipment through fundraising.
- Manage our canteen and uniform shop and run a number of activities throughout the year for our families such as Mother's Day and Father's Day stalls, BBQ/s and Fete.
- Provide consultation as valued stakeholders for effective school policy implementation and management of school activities.

Being involved in the P & C is a great way to get to know other parents and families, and gives you a chance to see how our school works. P & C success lies with the support of parents and carers, and the willingness to contribute ideas, expertise, time and enthusiasm towards making our brilliant school even better. Research shows that children benefit when their parents are actively involved in their education and school life.

P & C meetings are held once a term on Mondays in Week 5. All parents are welcome to attend and are encouraged to take up formal membership. As a member, participants are entitled to vote at meetings and are also covered by insurance when involved in P & C activities.

