



Tanilba Bay Public School





**Tanilba Bay
Public School
A-Z 2022**

WELCOME



Minyang nyura wubaliyn?

Welcome.

Nyura yiigu marala barraygu.

What are you doing?

Yii Gathangguba barray.

You have come here.

Gathay nyiirun.

This is Gathang country.

Let us go together.

CONTACT INFORMATION

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Facebook: Tanilba Bay Public School

THE THINGS THAT MATTER....

Our school strategic directions signal the things that matter to our school community. Decision-making about programs, practices and resources occurs with these things in mind. Our strategic directions, as laid out in our 2021-2024 school plan, are:



Over the next four years, we will aim for, promote and invest in:

Student achievement:

- High impact teaching
- Data-informed learning support and enrichment.

Students feeling known, valued and cared for:

- Systems and processes that enable better behaviour
- Improved student attendance.

Mutually supportive, improvement-oriented teams

- Capacity building to strengthen professional teams
- Enhanced home-school-community communication
- Shining a light on school success
- Excellence in Aboriginal Education.



PRINCIPAL'S MESSAGE

Welcome to the beautiful Tanilba Bay Public School, a space where your child will grow and learn surrounded by the natural beauty of the foreshore, a place where even the koalas feel right at home.

Over the last few years, we have gone through so much together as a school community. Team Tanilba has learned to be understanding of one another and super adaptable.

The spirit of generosity that flowed during these tough times will carry us into a bright future, one in which our school is truly carried on the shoulders of its community.

As we look towards the new year, we have three very clear goals. Our first is student success.

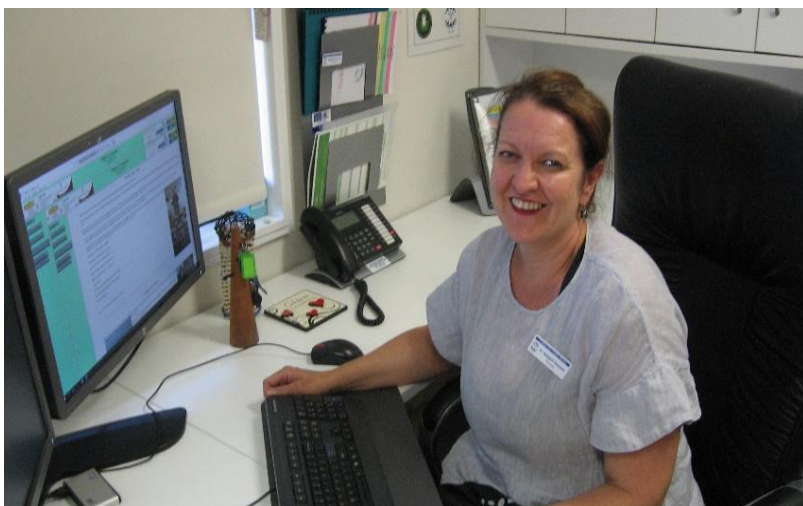
In 2022, we will focus our efforts on supporting every student to progress with their Reading and Maths, catching up for time away and sailing ahead. Our goal is to become a high performing school and we are attacking that goal with all our Team Tanilba Might.

In 2022, we will work hard to help children reconnect with their school community, its routines and traditions, so that every child knows how much we value and care for them here at school.

In 2022, we will continue to build trust, demonstrating daily how invested we are in your child's success.

Your support will speed us on our learning journey. Please keep sharing your feedback and letting us know how we can improve.

There has never been a more exciting time to be a school principal and there has never been a principal as proud and grateful to lead a school.



Dr Abigail Sawyer
Proud Principal

TEAM TANILBA

TANILBA BAY PUBLIC SCHOOL



Staff 2021

www.newcastleschoolportraits.com



COMMUNITY PARTNERS

Canteen Convenor

Mrs Robyn McDermott

Fair Play OOSH Coordinator

Mrs Karen Sheather



TEAM TANILBA

Early Stage 1 (Kindergarten)

Ms Eleanor Ridder: Assistant Principal

Mrs Jennifer Edwards
Miss Amy Waterhouse

Mrs Kelly Coupe: SLSO
Mrs Shay Mowbray: SLSO
Mrs Linda Stevens: SLSO

Stage 2 (Years 3 and 4)

Dr Timothy Marchant: Assistant Principal

Ms Laura Horvath
Miss Kelly Hutton
Mr Harrison Hylands
Mrs Elizabeth Gigengack

Learning Support Team

*Assistant Principal Curriculum and Instruction:
Miss Amy Kennedy*

Mrs Cath Stone
Ms Linda Bergmann
Mrs Lauren Williams
Mrs Jenny Williams

Aboriginal Education Officer

Mrs Sherree Morley

School Administration Team:

Mrs Kerry-Ann Brown: School Administration Manager
Mrs Amanda Brewer
Mrs Sloane Newton
Mrs Elizabeth Wylie

School Executive:

Dr Abigail Sawyer: Proud Principal

Stage 1 (Years 1 and 2)

Mr Brett Humphreys: Assistant Principal

Mrs Courtney Bailey
Miss Lyndsey James
Mrs Karina Monaghan
Mrs Natalie Newton
Mrs Cassandra Ridgeway
Mrs Stephanie Sturgess

Stage 3 (Years 5 and 6)

Assistant Principal: Mrs Clare Ashby

Miss Zita Druce
Mr Luke Henley
Miss Erin Mitchell
Mr Grant Smith

Specialist Teachers

Mrs Cena Alcevski: Teacher Librarian
Miss Alycia Baker: Digital Classroom Officer

School Learning Support Officers

Mrs Meg Irwin
Mrs Jennifer Stephenson
Mr Blake Thompson

Ancillary Staff

Mr Al Beedon (Grounds Assistant)
Mrs Cindy McTiernan (Cleaner)
Mr Damien Seitaridis (Cleaner)

TANILBA BAY A-Z

All things school @ Tanilba Bay

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ABORIGINAL EDUCATION

Guudji Yiigu Danilbaa Ngarralbaa

Welcome to the place of the white flower, place of listening and knowing.

Tanilba Bay Public School respectfully acknowledges the Worimi people as the traditional owners of the land on which the school was built and actively seeks to learn about local Aboriginal history, traditions and culture. All staff are encouraged to attend *Connect to Country* training and demonstrate commitment to positive learning outcomes for all Aboriginal students.

At Tanilba Bay PS, we have around 70 students who identify as Aboriginal. Our school nurtures strong partnerships with our Aboriginal community, guided by our Aboriginal Education Officer (AEO), Mrs Sherree Morley. Our AEO provides staff with cultural advice. She also designs and leads cultural programs and works with individual Aboriginal students to support their learning.

Our Junior Aboriginal Education Consultative Group (AECG) meets regularly to share ideas about how to enhance the experience of Aboriginal students at our school. Members of our Junior AECG also engage with Aboriginal students from other schools by participating in local meetings of the Junior AECG. The Junior AECG has a President, Vice President, Secretary, and Assistant Secretary.

To provide Aboriginal students with authentic cultural learning experiences, our school hosts a K-2 Culture group, where children learn Gathang Language, Art & Dance. Boys in Years 4-6 have a Didge Club, where they learn the basics of playing the Didgeridoo, including circular breathing, while mentored by Aboriginal men from our partner organisations.

In Years 5 and 6, students engage in *Bro Speak* or *Sista Speak*, where they have opportunities to talk about their identities as young Aboriginal people with Aboriginal men and women from the local community. Our school works with mentors from the Murrook Cultural Centre, who extend students' cultural knowledge, model success and help set students on pathways to success.

Our School also holds fantastic NAIDOC celebrations, which celebrate local cultural heritage through activities including Art, Dreaming Stories, Dance, Basket Weaving, and traditional games.



ASSEMBLIES

Starting Week 2, whole school assembly will be held most Monday afternoons during term time, COVID restrictions permitting.

Whole school assemblies are held in our school community hall. They are led by our student parliamentarians and include teaching about school culture, focusing on the school's PBL message for that week. Assemblies also include the National Anthem, the school song and pledge, PBL and special awards and sometimes performances.

In addition to our whole school assembly, stage assemblies are held every three weeks in our school community hall. At stage assemblies, teachers present class awards and PBL badges. In 2020, stage assemblies will be as follows:

Assembly Type	When	Time	Awards Given
WHOLE SCHOOL ASSEMBLY	Mondays Except Stage Assembly weeks	2.30pm	Platinum Gold PBL Badges
Early Years Assembly (K-2)	Tuesday Weeks 3, 6 and 9	2.15pm	Silver and Bronze Awards Merit Awards
Stage 2 Assembly	Wednesday Weeks 3, 6 and 9	2.40pm	Silver and Bronze Awards Merit Awards
Stage 3 Assembly	Monday Weeks 3, 6 and 9	2.30pm	Silver and Bronze Awards Merit Awards

Kinder students have their own small assemblies at the commencement of the school year but will join in the Early Years Assembly from Term Two.

Special Assemblies are held on occasions such as Anzac Day and Harmony Day, to which all members of the school community are invited. Assemblies are advertised in the whole school newsletter, sent out via our *Skool/Bag* app and available on our school website.

Parents and other members of the school community are warmly invited to join us at Assembly whenever able.

Should your child be receiving a special award, we will let you know. Please sign in at the office when joining us for Assembly or any other event during the school day.



ATTENDANCE

Under NSW law, parents are responsible for ensuring that children attend school on every day for which instruction is provided, unless prevented from doing so by illness or exceptional circumstances.

Department of Education policy requires a written explanation for absences. Parents are asked to provide a written note either before a planned absence or on the first day of school after their child's period away from school. Alternatively, parents may call the school office to explain student absences, with staff then required to record the reason for absences.

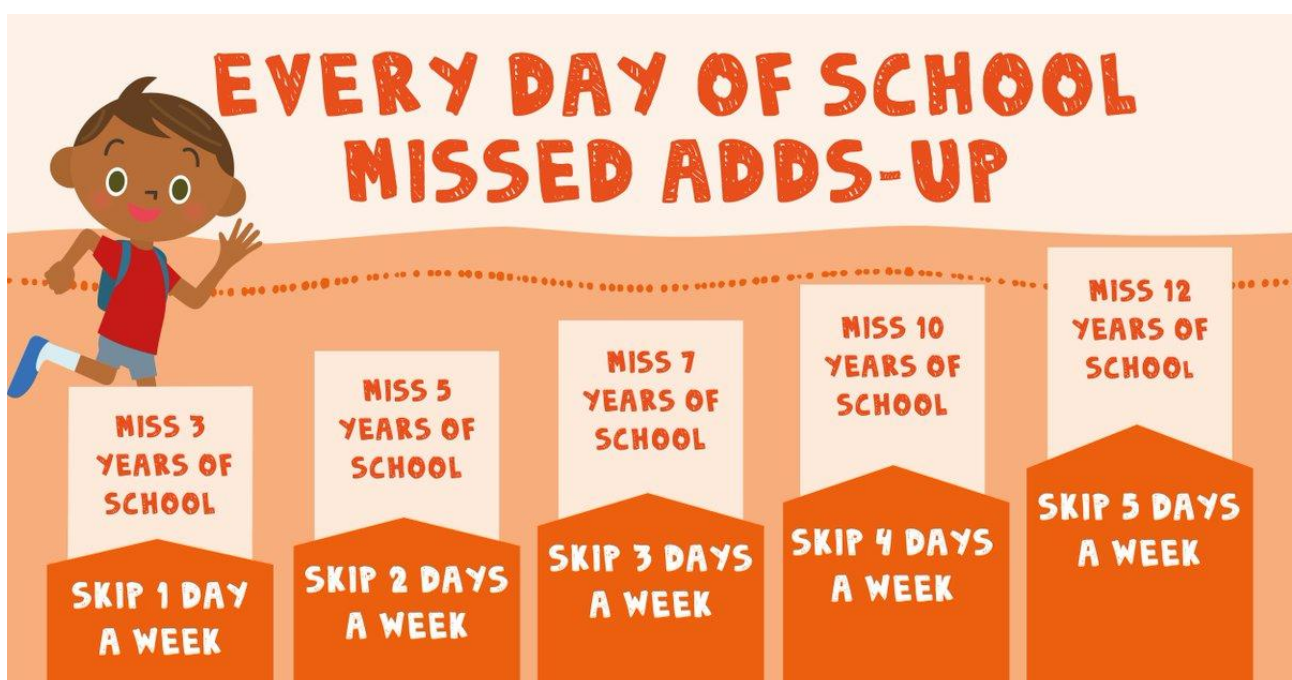
Our school takes a proactive approach to ensuring student safety that also helps parents manage attendance requirements.

If your child is marked absent by their class teacher, and no explanation has been received, you will be sent an automatically generated text message inquiring as to your child's whereabouts. If you text us back, you don't need to send a note. If you don't text back, a note will be required.

If no note, text or telephone message is received, the department requires the absence to be noted as "unjustified". Should a student have repeated unjustified absences, or a pattern of sick days without a medical certificate, they are to be referred to the Home School Liaison Officer.

Why?

Research has shown that regular absences from school have an enormous impact on student achievement and wellbeing. Consider this....



APPROVED LEAVE: TRAVEL

Families are encouraged to travel during school holidays. If travel during school term is necessary, the Department of Education asks parents to discuss planned travel with the school principal. Parents seeking Approved Leave for their child so that they can travel as a family will be asked to complete an Application for Extended Leave.

The Principal may approve leave for travel in limited circumstances, such as for compassionate reasons like attending a family funeral interstate, and is required to ask for documentation of your travel arrangements.



Where leave is not able to be approved, you might still choose to go ahead with your planned travel, but the period of leave is recorded as "Unjustified" on the school roll. Approved absences relating to travel are marked as (Justified) leave on the roll and do contribute to your child's total absences for the year.

In some circumstances, students may be eligible to enrol in distance education for travel periods over 50 school days. This should be discussed with your child's school principal.

AWARDS

Tanilba Bay PS recognizes positive behaviour, effort and achievement in two ways: through our *Positive Behaviour for Learning* (PBL) sticker charts and badges, which teachers use in class, and through a tiered system of awards (Bronze, Silver, Gold and Platinum Awards).

As students earn more and more awards, they are 'traded' for higher level awards that acknowledge students' perseverance and sustained effort.

3 Merit Awards	1 Bronze Award
3 Bronze Awards	1 Silver Award
3 Silver Awards	1 Gold Award
3 Gold Awards	1 Platinum Award

Achieving higher level awards is very special. Merit and Bronze Awards will be presented at stage assemblies, while Silver, Gold and Platinum awards will be presented at Whole School Assembly. PBL badges are also presented at Whole School Assembly. Parents will be invited to attend assemblies when their child is to be presented with a Bronze, Silver, Gold or Platinum Award.

BALL PLAY

Tanilba Bay kids love their ball sports. To keep ball play safe, we play by these rules:

- Children are not to bring their own balls to school (basketball, soccer, rugby league, cricket or golf)
- Only handballs can be brought from home to school (please label the ball with name)
- A variety of sport equipment can be borrowed during lunch play time (basketball, soccer, rugby league, cricket, skipping ropes, handballs, tennis balls). Students use equipment under supervision of teachers
- Rugby league and soccer balls may only be used on the ovals
- Tennis balls and handballs are allowed on the basketball court and small courts just outside NEW COLA
- Basketballs and netballs may only be used on the basketball court
- Some class teachers have their own set of equipment to lend to students in their class. It is the children's responsibility to return it back to the classroom.



BEHAVIOUR

Our school takes a positive and proactive approach to enabling student behaviour, which is just one of the ways in which we work to promote student wellbeing and achievement.

We are a proud PBL school, which means our management of student behaviour is guided by the evidence-based principles of *Positive Behaviour for Learning*. PBL at Tanilba Bay is made up of:

- Our matrix of PBL expectations (the school rules)
- Classroom procedures (what happens when students are not focused on learning)
- Consistent responses to behaviour (Guidelines to help teachers make judgements that are consistent and fair).

A copy of our PBL matrix is provided at the back of this handbook.

BEST START

Upon commencing Kindergarten, all children participate with their class teacher in a Best Start interview. At the interview, your child's teacher asks questions and engages children in activities designed to gather information about their personal learning capabilities and needs. Information gathered during Best Start interviews helps us plan personalised learning programs that respond to the unique characteristics of each learner.



BIRTHDAYS

Class teachers would be delighted to help your child celebrate their birthday with their classmates. If you wish to send along a birthday treat, you are welcome to, but not obliged.

If you wish to send along birthday cake, please send enough cupcakes for your child's class. Cupcakes are best because no knife is required to share them out. Due to COVID restrictions, cupcakes cannot be home-made, but must be store-bought in sealed wrap.



If you are planning to send cake along, please let your child's class teacher know at least a day ahead. Class teachers are aware of any students with allergies or food intolerances. When given notice, teachers can make arrangements so that those children also have a treat provided.

BOOKS AND OTHER SCHOOL REQUIREMENTS

Each year, our school purchases books and school requirements needed for each student, then invoice parents the cost per child. For 2022, this cost has been set at \$50 per student. Book packs are not purchased or supplied.

The school requirements fee covers all stationery requirements your child has for class such as exercise books, glue sticks, pens and pencils. It also covers subscriptions to online learning programs in use in various classes and other learning resources.

Your child may need a few personal items, such as a pencil case and headphones. Your child's teacher will let you know what they might need.

Books are sent home for covering early Term One. Your child's class teacher will provide information about how to cover books.

BUS BIZ

All K-2 children are entitled to travel by bus at no cost. Students in Years 3-6 who live more than 1.6km from the school are also eligible to travel without cost. Travel passes are now issued in the form of Opal Cards.

[Applications for Opal Cards are made via the Transport NSW website.](#)

Term passes are available on request for children in Years 3-6 who live within 1.6km of the school. These passes incur a charge. Families who do not wish to purchase a term pass but who want their child to travel to school by bus will be charged a daily fare each way. Our school office can assist with applying for an Opal Card or temporary bus pass.

A Code of Conduct is in place for bus travel. This code is laid down by the bus service and stated on applications for Opal cards and travel passes. Students who do not comply with this code may be suspended from bus travel by the bus service.

[Please see the section on Travelling To/From School for information on expectations for behaviour while travelling by bus.](#)



CANTEEN

Our school offers a canteen service 5 days/week. Our fabulous Canteen Convenor, Robyn McDermott, works with the Canteen Committee to ensure that canteen menus meet nutritional guidelines, are reasonably priced and appetising.

Orders may be placed for hot food or other healthy meals for lunch and recess. Since COVID, all orders are placed online via *Flexischools*, with no cash sales at this time.



Volunteers to assist with serving and food prep are always needed. Your continued support means that our school can continue to run this service for families.

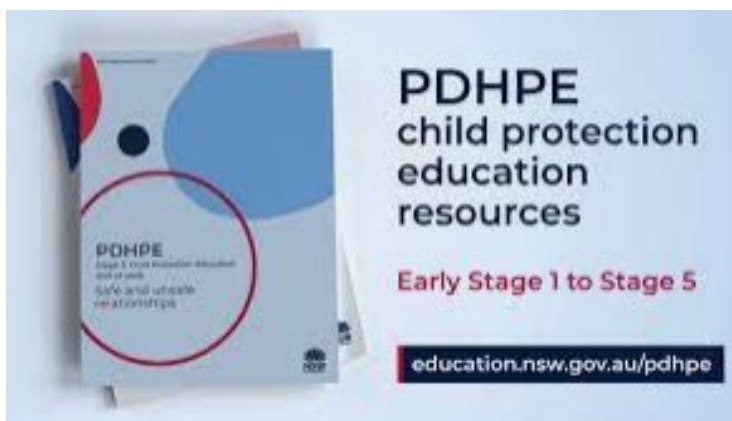
CHILD PROTECTION EDUCATION

Tanilba Bay Public School is committed to protecting children and young people from harm and risk of harm. That is, from sexual, physical or emotional abuse as well as neglect, ill treatment or improper conduct of a sexual nature.

The NSW Department of Education provides the school with curriculum materials to assist us to teach students of all ages (K-6) protective behaviours. These materials can help prevent child sexual assault by alerting students to potentially dangerous situations and teaching them how to respond if ever in such a situation.

Key behaviours taught:

- Say NO
- Walk AWAY from trouble: Leave a risky situation immediately
- Report to parents, teachers or other trusted adults.



COMMUNITY SERVICE

Tanilba Bay PS works to build and maintain strong partnerships with our local community and students are encouraged to play an active part in community life. Student leaders represent the school at a variety of community events, including commemorative services. Each year, our school benefited from the generous support of community groups including the RSL, our local Bowls Club and the Lions Club.

Our very generous community also supports organisations including the Rural Fire Service, the Smith Family and towns affected by bushfire, with students leading fundraising drives and events.



COMMUNICATION

To keep in touch with parents, caregivers and community members, our school uses a variety of communication resources:

Newsletter

THURSDAY is NOTES DAY
SCHOOL NEWSLETTER goes home THURSDAY

Each Thursday, the school sends out a newsletter with our latest news and event information.

Our newsletter goes home with the youngest child in the family. Wherever possible, any other notes that need to go home are sent home on Thursdays as well.

If you miss a copy of the newsletter, you can find copies of all our newsletters by going to our school website and clicking on the "Newsletter" button at the top right (use the burger menu of on a Smart Phone).

LEARNING
TANILBA BAY
PUBLIC SCHOOL
CARING-SHARING
EST. 1992

Creating the difference
Tanilba Bay
PUBLIC SCHOOL

2nd September 2021 Term 3 Week 8
Phone: 49824762 Email: tanilbabay-p.school@det.nsw.edu.au
Online: www.tanilbabay-p.school.nsw.edu.au

Art by Kaleb, 5H

STAY-AT-HOME Orders
REMAIN IN PLACE

New Take Home Learning Packs available Monday:

Broughton	9.00am
Caswell	9.30am
Oxley	10.00am
Stephens	10.30am

Dear Team Tanilba

They've done it again! Our wonderful P&C leapt to the shopping rescue, so that Tanilba Bay dads wouldn't miss out this year on their special presents. The P&C delivered shopping loot to the school today, and most has now gone to its home. If you weren't able to collect your order today, it will be waiting for you to collect at school tomorrow. Thank you so much P&C for being so flexible and committed to serving our students and community. There were over 100 orders, so that's lots of happy dads! We'll be drawing our Father's Day Art Prize tomorrow....

COVID is taking up a lot of our attention, but many of our families are facing other challenges as well. This week, two of our families have been touched by personal loss, and there are others for whom Father's Day will be a difficult day. Our hearts go out to you all. Please know that we are here to help if you need us.

The current Stay-at-Home Orders remain in place. We eagerly anticipate each day's 11.00 Briefing with the Premier – keen to hear decisions about the regions. For now, we urge you to keep your children home unless it is absolutely necessary for them to be at school. From Monday, all children at school will be strongly encouraged to wear masks.

Website

On our school website, you'll find copies of breaking news stories, safety alerts, newsletters, notes, information about our school and public education in New South Wales.



School website: <https://tanilbabay-p.schools.nsw.gov.au/>

The front page of our website is also the very best place to go for information on upcoming events, as each event has its own Event Tab on the front page, with links to consent forms and other useful information.

Upcoming events

[Go to all events](#)

- | | | | | | |
|--------------------------------|---|--------------------------------|---|--------------------------------|---|
| Mon
11
OCT | Kindergarten 2022 - Pre-School Visits
📅 11-29 October 🕒 All day
📍 1A King Albert Ave, Tanilba Bay N...
Getting to Know You, Pre-School Visits Term 4 - weeks 2,3 & 4 (11th - 29th October) AP Early Stage O... | Mon
25
OCT | Kindergarten 2022 - Kindy Orientation Activities
📅 25 October-26 November
🕒 All day
📍 1A King Albert Ave, Tanilba Bay N...
Kindergarten Transition Activities Term 4 - weeks 4,5,7 & 8 (25th October - 26th November) Four morn... | Tue
26
OCT | Game Changer Challenge
📅 26 October 🕒 All day
📍 Virtual
The Game Changer heats have been postponed and will now commence on October 26 - Week 4, Term 4. The... |
| Wed
27
OCT | Kindergarten 2022 - Transition Activities Visit 1
📅 27-28 October 🕒 Time TBA
📍 1A King Albert Ave, Tanilba Bay N...
Kindergarten Transition Activities Visit 1 (Wednesday 27th October & Thursday 28th October) Meet the... | Wed
03
NOV | Kindergarten 2022 - Transition Activities Visit 2
📅 03-04 November 🕒 Time TBA
📍 1A King Albert Ave, Tanilba Bay N...
Kindergarten Transition Activities Visit 2 (Wednesday 3rd November & Thursday 4th November) Classroom... | Wed
17
NOV | Kindergarten 2022 - Transition Activities Visit 3
📅 17 November 🕒 Time TBA
📍 1A King Albert Ave, Tanilba Bay N...
Kindergarten Transition Activities Visit 3 (Wednesday 17th November) Classroom activities Parent Act... |

Facebook

On our Facebook page, the school shares photos and posts about school programs and extra-curricular activities, information about upcoming opportunities for students, emergency updates, breaking news. Remember to read the guidelines when you sign up to ensure a safe space for everyone.

Images of students are published only with the consent of parents, which is sought upon enrolment. Should you wish to revoke permissions to publish your child's image or name, please advise the school in writing or visit the school office.

It is important to remember that modes of school communication can be accessed by anyone via the internet.

We love to include photos of students and examples of student work, identifying students only by their first names, so it is important to remember that information and images posted will be widely visible. Never tag a child who is not your own.



Skoolbag and School Bytes

In addition to sending home paper notes, digital copies of all notes are posted on our school website (under the “Notes” tab) and sent out via *Skoolbag* app, to which parents can subscribe to receive updates, alerts and notes from the school. To subscribe to *Skoolbag*, just go to the App Store and follow the prompts or ask our helpful office team for assistance.

From time to time, we also send out important updates via email, using our *School Bytes* system.

CREATIVE AND PERFORMING ARTS

Tanilba Bay PS has a proud tradition of supporting students to excel in the Performing Arts, with students enjoying many special opportunities to perform. These include school performance nights, competitions and community events.

Class teachers ensure that all students have opportunities to engage in Creative and Performing Arts activities.

In addition, students in Stage 3 can also choose from a range of electives covering three curriculum strands, one of which is CAPA.



CURRICULUM PROGRAMS

Class programs are designed in line with New South Wales' Board of Studies syllabuses and align with the Australian Curriculum. The philosophy underpinning these documents is outcomes-based.

	Proportion: Time	Hours: Min	Hours: Max
English	25% - 35%	6.25	8.75
Mathematics	20%	5	5
Science and Technology	6 % - 10%	1.5	2.5
PDHPE	6 % - 10%	1.5	2.5
HSIE	6 % - 10%	1.5	2.5
Creative Arts	6 % - 10%	1.5	2.5
TOTAL		18.25	23.75

DRUG EDUCATION

Drug Education is a mandatory part of the NSW curriculum and forms part of the PDHPE Syllabus. Education about the safe use of medications begins in the early years of schooling. Lessons on the risk and effects of tobacco are taught in the middle years of school, with issues related to alcohol introduced in Years 5 and 6.

ELECTIVES

TBPS teachers cooperate with community volunteers and support staff to offer elective studies to students in Stage 3. The purpose of these elective studies is to:

- help students feel excited about coming to school
- support deep engagement in learning
- prepare students for the high school environment, where they make subject choices.

Each Wednesday, Thursday and Friday afternoons, students in Years 5 and 6 participate in the elective of their choice. Students participate in one elective from each of the following subject areas:

- Creative and Performing Arts
- STEM (Science, Technology, Engineering and Maths); and
- Sport

Each elective has specific curriculum links. Teachers report on each student's participation in elective studies via their end-of-semester report card.

Stage 3 students tell us that electives are one of the best things about coming to school, and love the variety of experiences on offer: Lawn Bowls, Fishing, *Kids in the Kitchen*, Bike and Scooter Group, Yoga, *Wakakirri*, *Minecraft*, Tennis Coaching, Coding, Clay Sculpture...just to name a few!

ENROLMENT

Kindergarten

Children starting school for the first time are eligible to commence school at the beginning of the school year if they will turn 5 years old on or before July 31st of that year. Children are required by law to be enrolled at school by the time they turn 6 years old.



Enrolment procedures

The school requires the following documentary evidence upon enrolment:

- Date of Birth (Birth Certificate)
- Immunisation History Statement (provided by the Australian Childhood Immunisation Register)

Transferring to another school

Students transferring to another school should notify us in advance. Where possible, the school should be provided with the family's new address. On the second last day of attendance, the student will take a "Student clearance" form to teachers. This enables teachers to collect children's belongings and forward information on to the new school, assisting students to make a smooth transition.

EXCURSIONS AND EVENTS

At Tanilba Bay, we believe that children learn best when classroom learning is connected to real-world experiences. Students across all stages participate in educational outings, including camps for older students, with specific links to our school curriculum.

We also hold a variety of special school events. These build a shared sense of belonging as children learn our school traditions.

Special events held each year include our Easter Hat Parade (K-2), Book Week Parade and Harmony Day.



FEEDBACK

All feedback is valued and valuable: compliments, suggestions, concerns and complaints.

Our teachers receive many compliments and acknowledgements for their work. Many staff go 'above and beyond', taking students on outings and events and investing many hours in making their classroom programs engaging. While none of our staff expects thanks, it's still lovely to receive. Saying thank you sets a great example to our students, who we teach to show gratitude to those who work for their benefit (mums, dads, canteen volunteers to name a few).

While it would be great if all feedback was positive, there may be times when you need to raise a concern or make a complaint. We strongly encourage you to raise any concerns you have about your child's learning or wellbeing, and how we are supporting them, sooner rather than later. We would prefer to hear from you when your feedback is a concern that we can work together to address, rather than a complaint.

Should you not be satisfied with the way in which our school responds to your concern, the Department of Education has a procedure for managing complaints. In the first instance, you are encouraged to direct your complaint to the staff member involved, whether that be your child's class teacher or a specialist teacher. If you're not comfortable doing that, or you've already tried, please contact the Assistant Principal for their stage, the Deputy Principal or the Principal. Our leadership team is highly accessible and ready to speak with you and work together to address issues impacting your child.

Tips for giving quality feedback/raising a concern:

- Sooner rather than later
- Be specific: What happened or what's wrong and how you would like things to be addressed/change
- Be courteous: We all want the same thing, the best outcomes for Tanilba Bay students.

Should you be dissatisfied with the outcome after making an initial complaint to the school, there are a variety of options available to you to lodge a complaint. A guide to making a complaint is available at our school office. The guide is also available online at:

<https://education.nsw.gov.au/about-us/rights-and-accountability/media/documents/complaints,-compliments-and-suggestions/Making-a-complaint-about-our-schools.pdf>

(Or just google "NSW education complaints")

FOOD

Fifteen minutes of each break is designated as Eating Time. During Eating Time, teachers supervise students inside or nearby their classrooms. Lunch orders are brought to the classrooms by class helpers. In addition to these food breaks, all classes offer a “Crunch and Sip” break, when children who have brought a piece of fruit or vegetable to class for this purpose pause for a snack. Yoghurt, jelly or other messy foods are not suitable for Crunch and Sip.

Expectations for eating at school:

- Healthy choices please: Lollies are not suitable food for school
- Healthy food first: Chips and sweet treats only after healthy food
- No chips before school
- Leave no trace: Eating areas are to be left clean and tidy
- Children unable to finish their lunch during Eating Time go to the COLA.

All children are encouraged to be mindful of the waste they generate each day. Each class has a recycling regime and organic waste is composted. We encourage children to bring lunches that are as ‘nude’ as possible – that is, no plastic wrap if possible with food wrapped in biodegradable material such as paper towel or baking paper.

HEAD LICE

Young children like to get up close and personal...Perfect conditions for sharing head lice. Parents are encouraged to check their child’s hair regularly. If head lice are found, please treat your child and notify the school.

When we become aware that a student in your child’s class has head lice, we will send a note home asking that you check your child’s hair and treat as necessary.



HOME READING

Helping children develop a home reading habit provides:

- a positive link between home and school
- a form of learning and relaxation
- an extra opportunity for children to experience a wealth of books and stories
- the chance to establish a ‘good’ habit that may remain with the children throughout their lives.

Teachers, students and parents all play a role in enabling the development of a home reading habit.

Tanilba Bay Teachers

- Foster a love of reading
- Make resources available for Home Reading
- Establish a class monitoring system for borrowing Home Reading resources
- Establish classroom routines that are consistent across the stage
- Invite parents to assist with changing Home Readers, based on stage needs
- Establish a reading culture and promote links with the wider community
- Celebrate achievements and share children's enjoyment of reading
- Offer advice and guidance where necessary, such as supporting children and parents/carers who have difficulties establishing a home reading habit.

Tanilba Bay Students

- Read at home every day
- Treat books with care, carrying books in their blue 'Notes' folder or school bag
- Return all Home Reading resources to school
- Take responsibility for changing their Home Reader regularly
- Where able, record their progress and opinions on the books they read in activities set by classroom teacher.

Tanilba Bay Parents

- Encourage a love of reading
- Listen to their child read for at least 10 minutes a day
- Share in their child's learning and development
- Assist their children to return Home Reading Resources to school in good condition
- Attend parent Information events offered to assist with developing a home reading habit.

HOMework

Homework enables students to practise, extend and consolidate work done in class. Homework also provides training for students in planning and organising time and develops a range of skills in identifying and using information resources. It assists in strengthening partnerships between parents/caregivers and the school and is designed to support each child in developing the attributes of a lifelong learner.

When setting homework, teachers take care that:

- Homework set is appropriate for each student's age and ability
- Students' other commitments, such as sport, cultural activities and home responsibilities, are considered
- Homework set practises, extends or consolidates work done in class
- Students without access to particular technologies are not disadvantaged.

The amount of homework set for students (per day) varies according to age:

Early Stage 1:	10 minutes
Stage 1:	10 to 20 minutes
Stage 2:	15 to 20 minutes
Stage 3:	20 to 30 minutes.

Homework may include completion of work, additional bookwork and tasks, reading, research, observation and data collection, designing and making as well as practising online activities.

In general, students are not expected to complete formal homework in Kindergarten. Students may be given books to read at home as appropriate.

In Years 1 and 2 some formal homework may be set. For example, students might be asked to read and write, learn words for spelling and complete some mathematical activities.

Homework in Years 3-6 can vary and students can be expected to work more independently. Students could be encouraged to read and practise mathematical concepts learnt at school. Other homework may also be set across areas of the curriculum.



INJURY OR ILLNESS

Where a student sustains a minor injury or becomes unwell at school, they are sent or taken to our Sick Bay (Front Office), where office staff will provide assistance and first aid as necessary.

Only basic first aid is provided at school. Parents are advised and asked to collect students who would need further medical assistance, who might be more comfortable at home or who might be at risk of infecting others.

Should a student sustain a major injury at school, the school will call an ambulance to transport that child to the [hospital](#). The school is covered for ambulance travel and parents will not be required to pay should an ambulance be called.

LIBRARY

We love it when children engage in beautiful borrowing, remembering to return their library books and take new ones home each week.

Our fabulous school library is open each day at Lunch for student use and students K-6 will all have the opportunity to participate in lessons with our specialist Teacher-Librarian during the year.

Students in Kindy and Year 1 may borrow up to 2 books/week. Students in other years may borrow up to 5 books/week. Children must each have a library bag to protect the books they have borrowed.



LOST PROPERTY

Tanilba Bay students are encouraged and supported to take responsibility for their belongings. Parents can help them to do this by clearly naming hats, bags, shoes and all other personal belongings.

Lost property is stored in tubs near the office and cleared at the end of each term. Unclaimed items are washed and placed in the spare uniform pool or donated to charity.

To avoid disappointment and distress, please discourage your child from bringing expensive or very special toys, books or other belongings to school.

MEDICATION

Strict rules govern the administration of medication at schools. Only trained staff can administer medication.

When a medical practitioner has prescribed medication that must be administered during the school day, parents/carers must:

- notify the school office team in writing
- provide up to date information as required
- supply the medication and anything necessary for its administration.

Parents/carers of children who require prescribed medication to be administered at school must complete a written request (forms available from our office). Students must not carry medications unless there is a written agreement between the school and the student's parents/carers.

Medication to be given at school must be clearly labelled with the student's name and accompanied by written advice from a medical practitioner in relation to the dosage and administration schedule. **This written advice must be provided directly to our school office by parents – please do not email or give to class teachers – as the office staff must record directions and ensure they are followed.**

Non-prescription medication (eg: Panadol) is not kept on site and cannot be given to students unless the office team has been provided with written instructions from a medical practitioner.

Students who are asthmatic or have been diagnosed with anaphylaxis may be required to have their own medication and to carry it with them at all times. These students will have a health plan in place, with regular updates to be completed by their medical practitioner and forwarded to the school.



MOBILE PHONES @ SCHOOL

We understand that family life is complicated, so parents often need to communicate with children after school. Children may bring a phone to school, provided it is 'checked in' with office staff or a teacher. We even have a special mobile phone hotel. Each phone gets its own room, some with penthouse views!

Why do phones have to be checked in? Under NSW Department of Education policy, primary school students are not permitted to have or use a mobile phone at school during lessons, recess or lunch, unless they have permission from the principal.

If your child needs to bring a mobile phone to school, it must be 'checked in' each morning and 'checked out' at the end of each school day.

Students with mobile phones can choose to bring them to the office, where they will be given a room at the mobile phone hotel, or give to their teacher, who will lock the phone away for safekeeping. Students may not leave their phones in their school bags.

Some children have smart watches. If they have internet connectivity (can make calls or send messages), they should be switched to 'school mode' or similar throughout the day.



MONEY MATTERS

The school's preferred method for receiving payments is via our online payment gateway (Parent Online Payment system or POP).

Our POP system is accessed via our school website, where you will find a tab titled "Make a Payment" at the top of the front page. Should you need assistance to access POP, please speak with a member of our friendly front office staff.

Payments of more than \$10 (eg: camp payments) should be made via POP or in person by parents at our school office.

Where cash is sent to school to pay for low-cost excursions, sporting levies or other school costs should be sent in an envelope clearly marked with your child's name, what the money is for and how much is enclosed. Cash is collected by a member of the office staff and is taken to the office where receipts are issued.

Where students bring small amounts of spending money to school (eg: for canteen), it should never be left in students' school bags or under desks but carried in a pocket.

MULTICULTURAL PERSPECTIVES

Tanilba Bay Public School places a high value on inclusion and actively teaches children to value and respect difference and diversity. Each year, we celebrate Harmony Day, a day to reflect on the importance of understanding and supporting one another. Class teachers also strive to embed a range of cultural perspectives in their teaching programs, for example, by including stories and songs of various cultures.

OOSH

Our school is very fortunate to offer quality before and after school care. The provider for our outside-of-school-hours care services is FAIR PLAY and the Director of the program is Mrs Karen Sheather.

Parents wishing to register interest in attending OOSH @ Tanilba Bay should visit our school office and collect an OOSH enrolment form. For information on fees or operating hours, you are welcome to call our OOSH Director Karen on 0415 981 314 or email tanilbabay@fairplayoosh.com.au



Should you be collecting your child from OOSH, please use our paths rather than walking through the car park.

PERSONALISED LEARNING AND SUPPORT

All public schools receive an allocation of funds to enable the provision of learning support for students with additional learning needs. The way in which these funds are used depends on the particular needs of the current student group and individuals.

Parents of students who have been identified as having additional learning needs are involved in decision-making. If you feel your child is struggling with an aspect of their schooling, please speak with your child's teacher who will share information about how their needs are being met. You may also request access to the school counsellor or to speak with our school's AP Curriculum and Instruction.

PLAYGROUP



Play2Learn runs a free playgroup for children 0-5 years each Tuesday during term time in the beautiful grounds of Tanilba Bay PS.

Parents interested in joining in with some playgroup fun should contact emma.bint@savethechildren.org.au

PICK UP TIME

At the current time and due to COVID restrictions, parents collecting students from school are asked to wait outside the school gates.

Students in Kindergarten through to Year 2 are escorted by their teacher to 'The Green' the area near our front gate, where they are collected by their parents at 3.05pm.

Children whose parents have advised teachers that they will be collected from the back gate, or who attend OOSH, are escorted by teachers to their rendezvous point.

Children who catch buses wait in bus lines, from where they are escorted by teachers to buses.

Please keep an eye on our school communication, especially notes and newsletters, for changes to pick up time and arrangements as COVID restrictions ease.

POSITIVE PLAYGROUND PLAY

Our school has designated play spaces for students in Years K-3 and 4-6.

Juniors may play on the oval adjacent to the basketball courts, the sandpit and adventure playground. Seniors may play on the basketball court and the large oval.

The COLAs adjacent to the hall and the canteen are supervised spaces where Positive Options for Play (POP) like Lego, Matchbox Cars and Colouring In are provided.

Children of any age may also visit the Library during Lunch (not Morning Tea).

One of our PBL messages is "Hands and Feet to Yourself".

Students are not permitted to play rough games at school ever.

Rugby League is not permitted at break times unless under the supervision of a teacher/coach.



P&C

The Tanilba Bay P&C meets on the last Thursday of each month, soon after school finishes (3.15pm). Attendance at the P&C helps the smooth running of the school, as this is an important place to raise questions or concerns and to participate in decision-making about matters such as uniform policy, school programs and priorities. Financial membership costs \$2 and is a requirement to vote at meetings.

This year, we hope to trial some alternative times for P&C so that parents who work during the day might attend.

REPORTING ON STUDENT LEARNING

Reports detailing student progress against outcomes for each of the required Key Learning Areas are sent home with at the end of each semester.

Parent-Teacher meetings are held annually. Parents are also welcome to request an appointment with their child's teacher at any other time of the year to discuss any questions or concerns about their child's learning or wellbeing.



RUNNING LATE/LEAVING EARLY

Students who arrive at school late must report to the office on arrival, where they will be given a note for their class teacher.

If you are collecting your child early, please report to the front office. Our friendly office staff will telephone your child's classroom so that your child can be sent to the office. Parents are asked not to go directly to classrooms if arriving late or collecting early.

SCHOOL COUNSELLOR

Tanilba Bay PS is fortunate to have an experienced school counsellor at school 2.5 days/week. Our counsellor works cooperatively with other members of our team to assess the learning capabilities and needs of individual students experiencing difficulties (eg: through cognitive testing), to counsel students in need of support and assist with the development of risk and behaviour management plans.

Students meet with the counsellor with the consent of their parents. Should you wish to initiate an appointment with our school counsellor for your child, please speak with your child's teacher who will provide a referral form. Following a student visit with the counsellor, an interview with parents is arranged to discuss outcomes.

SCHOOL COMMUNITY CHARTER



School Community Charter

Collaborative. Respectful. Communication.

The following School Community Charter outlines the responsibilities of parents, carers, educators and school staff in NSW public schools to ensure our learning environments are collaborative, supportive and cohesive.

What our schools provide

NSW public schools work to create positive environments for students, staff and the entire school community that support student learning. We strive to ensure that every student is known, valued and cared for.

The best education happens when parents and schools work together.

The School Community Charter aligns with the NSW Department of Education Strategic Plan 2018 – 2022.



Positive environments

It is important that our NSW public schools are positive environments and that parents and carers are kept informed of students' progress and school announcements.

Parents and carers can expect:

- To be welcomed into our schools to work in partnership to promote student learning.
- Communication from school staff will be timely, polite and informative.
- Professional relationships with school staff are based on transparency, honesty and mutual respect.
- To be treated fairly. Tolerance and understanding are promoted as we respect diversity.

Ensuring respectful learning environments for all members of NSW Public Schools communities.

We treat each other with respect

We prioritise the wellbeing of all students and staff

Unsafe behaviour is not acceptable in our schools

We work together with the school

© NSW Department of Education

The NSW Department of Education has released a new *School Community Charter*, which sets expectations for collaborative, respectful communication between home and school. The Charter states that respectful communication is a right for parents as well as those for whom the school is their workplace.

Using aggressive or intimidating language, including the use of obscenities, making sexist, racist or derogatory comments or using a rude tone with school staff is not acceptable.

Should a parent adopt an aggressive or intimidating stance, either on the school grounds, or on the telephone, that parent will be asked to leave the school or staff will advise that the call is to be terminated. Further information about the Charter is available online.

SCHOOL HOLIDAYS AND TERM DATES 2022

Term 1	Monday 31 st January to Friday 8 th April
Autumn Vacation	Monday 11 th April to Tuesday 26 th April (SDD)
Term 2	Wednesday 27 th April to Friday 1 st July
Winter Vacation	Monday 4 th July to Monday 18 th July (SDD)
Term 3	Tuesday 19 th July to Friday 23 rd September
Spring Vacation	Monday 26 th September to Friday 7 th October
Term 4	Monday 10 th October to Tuesday 20 th December

SCHOOL ROUTINES

8.35am	<p>Musical bell sounds: Teacher supervision commences</p> <ul style="list-style-type: none"> • Supervised play areas are ovals and COLAs • COLA: Walking only, ball play only on oval • Classrooms, walkways, grass and painted asphalt are out of bounds • No hat, no play
9.00am	Musical bell sounds: Students move to class
9.05am	<p>Musical bell sounds: Classes commence</p> <p>MORNING SESSION (Includes Crunch N Sip Time)</p>
11.00am	<p>Musical bell sounds</p> <p>MORNING TEA BREAK</p> <ul style="list-style-type: none"> • 15 minutes Eating Time, 15 minutes Play
11.30am	<p>Musical bell sounds: Classes commence</p> <p>MIDDLE SESSION</p>
1.00pm	<p>Musical bell sounds</p> <p>LUNCH BREAK</p> <ul style="list-style-type: none"> • 15 minutes Eating Time, 30 minutes Play
1.45pm	<p>Musical bell sounds: Classes commence</p> <p>AFTERNOON SESSION</p>
3.05pm	<p>Musical bell sounds: School concludes for the day</p> <ul style="list-style-type: none"> • Last bus departs approximately 3.30pm

The school day commences at 8.35am, when teachers first go on duty. There are two play breaks, Morning Tea and Lunch. At both breaks, students have 15 minutes supervised eating time before they head off to play in allocated areas.

Children are discouraged from arriving before 8.35am unless booked in to Outside Hours School Care (OOSH). Students who do arrive before 8.35am and do not attend OOSH are not supervised. Any children who arrives before 8.35am must sit in the designated area, until a teacher arrives. They must then take their bags and place them outside their classroom.

Students are permitted in classrooms only when a teacher is present.

During breaks, students who wish to return to their classrooms (eg: to collect something from their bag) may only do so with the permission of the teacher on duty.

When the musical bell sounds at the end of breaks, children 'freeze', then listen for instructions from the teacher on duty. Students walk purposefully to their classrooms or outdoor learning space and wait for their teacher.

SCHOOL SONG

Words and Music by Mrs Anne Hall, Teacher Librarian Tanilba Bay 1986-1990

***Our school is surrounded by beautiful things
That make it a glad place to be
Where we come together to learn and to grow
In friendship for all to see
Learning and caring and sharing
At work and when we play
Learning and caring and sharing
At school at Tanilba Bay***

SCHOOL PLEDGE

At Tanilba Bay School we try to:

Be happy

Be kind

Help one another

Be considerate

Be friendly

Learn

Care for other children

Keep the playground and buildings clean and tidy and look after our equipment.

SPORT

Tanilba Bay Public School loves its sport. Tanilba Bay students enjoy a wide variety of sporting activities and coaching, including Jump Rope for Heart, Scooter Skills, Bike Safety, Oztag, Soccer, Rugby League, Cricket, Netball, Basketball, Yoga, Indoor Games and Fitness Circuit.

As well as being a part of the school curriculum, we view Sport and Physical Education as integral to student wellbeing. Sport provides a valuable opportunity for social, physical, emotional and moral learning and is an important expression of our culture.

From Kindergarten to Year 2, students participate in Sport and Physical Education activities delivered at school by class teachers.





Students in Years 3 to 6 also participate in activities at school, and may also participate in inter-school, representative and other special events, such as the school's swimming, cross country and athletics carnivals.

As a NSW public school we benefit from opportunities to play with and compete against other schools. Tanilba Bay Public School is a member of the (PSSA) and is in the Port Stephens zone. Student participation in PSSA events is governed by the policies and guidelines of the PSSA, which can be accessed on the PSSA website.

Students who are 8 years of age in Year 2 may participate in events for 8 year olds at the swimming and athletics carnivals. Students who are successful at these carnivals are also given the opportunity to advance to zone, regional, state and national representative levels.

SPORTING HOUSES

Tanilba Bay PS holds several sporting carnivals each year. Students are assigned to a sporting house upon enrolment. They remain in that house, competing under its banner, for the duration of their time at Tanilba Bay PS.

HOUSE NAME	COLOUR
Broughton	Red
Caswell	Green
Stephens	Blue
Oxley	Purple

STAFF DEVELOPMENT DAYS

A Staff Development Day is held on the first day of Terms 1, 2 and 3. Staff negotiate to attend two other professional learning days, either on the two days after students finish school for their December holidays or on agreed dates after hours during the year.

On these days, staff engage in quality professional learning and collaborative planning activities to enhance our capacity to deliver quality, high personalised 21st century learning programs.

STUDENT LEADERS

Tanilba Bay PS offers students multiple opportunities to develop leadership skills in supported environments. These include in roles such as:

Parliamentarian

Each year, an election is conducted to choose student parliamentarians for the following year. Procedures are outlined in the section that follows.

Class Representative

Every year each class elects two students (1 girl, 1 boy) as class representatives.

These representatives attend Parliament and report back to their class on matters of school business.

House Captain

Each year, two Sporting House Captains (1 girl, 1 boy) and two Vice Captains (1 girl, 1 boy) are elected by majority vote within each Sporting House: Broughton, Caswell, Oxley and Stephens.



STUDENT PARLIAMENT

Tanilba Bay PS' Student Parliament was established in 2002 and is a vital part of the life our school.

Through parliamentary processes, students play an authentic role in school decision-making. Parliament also helps students learn about the procedures underpinning Australian democracy. Each year, an election is held to determine who will serve as parliamentary ministers and officers. Positions available are:

Senior Ministers	Shadow Ministers
<ul style="list-style-type: none"> ● Prime Minister ● Deputy Prime Minister ● Minister for Environment ● Minister for PBL ● Minister for Transport ● Minister for Education ● Minister for Sport and Rec ● Minister for the Arts ● Minister for Technology ● Minister for Communication 	<ul style="list-style-type: none"> ● Shadow Minister for Environment ● Shadow Minister for PBL ● Shadow Minister for Transport ● Shadow Minister for Education ● Shadow Minister for Sport and Rec ● Shadow Minister for the Arts ● Shadow Minister for Technology ● Shadow Minister for Communication
<p><i>Speaker of the House</i></p> <p><i>President: Junior AECG</i></p>	



The selection process for selecting ministers and other parliamentary officers is as follows:

- Year 5 students are invited to self-nominate for a Senior Minister position for the following year by submitting a Letter of Nomination to the School Leadership Co-ordinator. Nominations must be received by the due date (as determined by the Co-ordinator) in Term 4. No late submissions will be accepted after the due date
- Within the Letter of Nomination, it is expected that each Year 5 student describes the personal qualities they can bring to the role and outline how they demonstrate the characteristics required of a Senior Minister
- The Leadership Coordinator shortlists nominations to a list of no more than 20 applicants. This short listing procedure includes detailed contemplation of past behaviour and planning room attendances. Consultation with the Stage 3 Assistant Principal and Principal is undertaken
- Successful nominees are invited to prepare an election speech to support their nomination
- Candidates present their election speeches at a whole school special assembly (excluding Kindergarten). Parents are invited to attend
- A secret ballot is arranged by the Leadership Coordinator following election speeches. Students in Years 2-5 participate in the vote. Each staff member also votes
- In the case of a tied ballot, the Principal casts the final vote and this vote may determine the role of Prime Minister/Deputy Prime Minister
- Allocation of Ministerial roles will be made at the discretion of the Student Leadership Coordinator in consultation with the Deputy Principal and Principal and will be based on suitability for the role.
- Results from the vote will be announced on the Annual Presentation Day to the candidates involved and Ministers will be presented with their badges for the following year. Parents of successful nominees are formally invited to attend.



SUN SAFETY

Tanilba Bay PS is a *Sun Smart* school. All students must wear a broad brim hat whenever they go outdoors to play or learn.

Children who do not have their own hat will be required to play under the COLA or indoors during breaks.

Caps are not *Sun Smart*-approved and should not be worn to school.



TRAVELLING TO/FROM SCHOOL

To ensure safe travel to/from school, parents and teachers share the following expectations for students:

OOSH

- Children attending our OOSH program walk directly to the Hall, where OOSH staff will greet them

Walking/riding

- Walk straight to school: No detours without parent permission
- Be polite to those you meet: You are representing your school
- Be on time
- Bike riders are to wear their helmets and follow road rules
- Children from Tanilba Bay walk bikes from the pedestrian crossing along paths to bike racks
- Children from Mallabula/Lemon Tree Passage walk bikes from the school gate along the paths to the bike racks
- In the afternoon, students walk bikes to and across crossings and paths, waiting until they pass parents and students before getting on
- Report any problems to parents or teachers.

Taking the bus

- Children catching a bus line up under COLA with teacher on duty
- Noise no louder than 4/10 in the line and on the bus (inside voices)
- Let the driver do their job: Be sensible on the bus
- Once in your seat, stay there
- Respect others' personal space: Hands and feet to yourself

- After getting off the bus in the morning, walk straight to your classroom, place your bag and move purposefully to a supervised play space

Travelling by car

- In the morning, parents who bring their child/children to school by car may 'drop' them in the Kiss N Go area
- There is no parking in the Kiss N Go. Council officers have advised that you may not exit your vehicle except to assist a child to get out
- After school, children travelling by car are to wait at the front or back gates, well away from the road
- Parents are to park in designated parking bays or other legal parking spaces, then walk to collect their child/children
- There are no legal parking spaces directly at the front of the school
- The Kiss N Go area is only for drop-off in the morning. At other times, this area is frequently patrolled by police and council parking officers
- Parents waiting to collect students should leave the paths free for traffic
- In case of emergency evacuations, where the school might be directed to cease operations (eg: in line with bushfire plan), we will activate our Emergency Valet system (see Bushfire Plan).

Our school receives frequent complaints from community members about the conduct of parents bringing and collecting students to/from school. Many parents have also expressed concern about safety at the front and back gates.

Our school leadership team is working with local officers of the Police, Council and Department of Education, as well as the school community to enhance student safety, including by advocating for a crossing supervisor.

We appreciate the support of parents who take an extra few minutes to park their car legally and walk to collect their children.

All actions taken by school staff to manage safety at the gates are to prevent tragedy and to maintain our good relationships with our school community.

Please obey all road signage and directions and remain courteous to teachers on duty who are working to keep your children safe.

UNIFORM



Imagine if players from Manchester United turned up in odd socks...or a Wallaby (as in Rugby, not kangaroo) showed up in his dad's old jersey. Teams wear uniform to say "I belong" and "I am part of something special". We encourage and support all students to wear school uniform.

Tanilba Bay school uniform items are available from the P&C Uniform Shop, situated in our School Community Hall. Opening hours are Mondays 9.00-10.00am and Wednesdays 2.30-3.00pm.

Tops	Tanilba Bay polo shirt (new style preferred) Tanilba Bay fleece jumper *Children may wear a plain navy blue turtleneck/skivvy under their polo shirt if they wish
Bottoms	Plain navy shorts or skorts (Without logos or branding) TBPS navy straight leg pants with light blue side panels OR Plain navy long pants <i>** Any student whose shorts/skirts/skorts are too short will be given a spare pair of uniform shorts to wear at school</i>
Footwear	Navy cotton socks (Without patterns or logos) Black enclosed leather shoes Sports Days: White Sports Shoes optional
Hats	Tanilba Bay Broad Brim Hat <i>**TBPS caps are not Sun Smart approved and are no longer available</i>
Accessories	Navy or white hair accessories <i>**Bare nails or clear nail polish only: Acrylic nails or nail extensions are a safety hazard and unsuitable for school</i>

A few important Workplace Health and Safety requirements:

- Students with long hair are encouraged to tie hair back neatly
- Hair styles should be suitable for school (Crazy Hair is for Crazy Hair Day) and not make it difficult to wear a hat
- Students are not to wear chokers, necklaces or dangling earrings.
- Simple studs or sleepers are suitable for school.
- Exceptions to the “no jewelry” rule include students required to wear Health Alert bracelets or similar
- Nail extensions or very long nails are not suitable for school as they can cause injury to self and others
- Caps are not Sun Smart-approved and are no longer part of our school uniform.



UP TO DATE

It is vital that the information kept on file for your child is up-to-date. If there has been a change in respect to any of the following, please call in to our school office or email the school with advice:

- Custody arrangement (formal or informal agreements)
- Address
- Family Court Order (Latest copy required)
- Apprehended Violence Orders or other court orders (Latest copy required)

VISITORS AND VOLUNTEERS

Our school runs on the good will of visitors and volunteers who support delivery of education programs and additional activities.

All offers of assistance are gratefully received. Should you wish to volunteer as a classroom helper, or to assist in some other way, please speak with your child's teacher first, then office staff, who will help you to fill out a Working with Children Check Form.

All volunteers and visitors, including parent volunteers, must sign in at the office every time they are on the premises. The school is regularly audited to check that we are complying with this requirement.

WELLBEING

At Tanilba Bay PS, we understand that children learn best when they are happy at school, so we implement a variety of strategies to promote student, teacher and community wellbeing.

As part of our commitment to student wellbeing, we actively reject all forms of bullying and implement a series of actions to prevent and respond to student bullying. As part of our renewed focus on student wellbeing, we will be revising our Anti-Bullying Plan and look forward to your input.



WET WEATHER

When it is not safe to play outside (eg: wet weather, high winds), our school activates its Wet Weather Plan.

A special musical bell sounds, notifying classes that wet weather arrangements are now in place.

If the weather is wet upon arrival, K-2 students gather in the Hall and 3-6 students gather in the COLA. Students are collected from these areas once the bell sounds for classes to commence.

During breaks, teachers cooperate so that students are supervised in classrooms, where they engage in quiet play activities such as games or drawing.

Thank you





Tanilba Bay Public School Values

Respect Friendliness Safety Personal Best

PBL VALUES	Universals	Learning Spaces	Play Spaces	On the Move	Toilets & Bubbblers	Entries, Exits & Bus	Assembly	Canteen	Office	Digital Learning Spaces
Be Respectful	First time, Every time Leave no trace Look after our equipment Use your manners	Active listening Raise hand and wait	Play by the rules Tell the truth	SHARP lines Knock before entering	Respect privacy In/do/flush/wash/out	Opal card ready SHARP Bus Lines	Enter & exit silently Stand & sit silently	Collect & return clean tub	Wait at the window Enter quietly	Consider others
Be Friendly	Communicate kindly Include and encourage others Do the kind thing Tell the truth	Cooperate	Play for fun	Say hello Offer help	Report any problems – inside voices Be patient	Smile and greet others	Listen & look Applaud sensibly	Wait quietly Offer to help	Wait quietly	Be kind online
Be Safe	Right place, right time Safely on the move Keep me to me	Use equipment safely	Hats on outside Use equipment safely	Keep to the paths	Keep games and food outside	Keep to the paths Walk your wheels Seated on the bus	SHARP lines Leave a path	Behind the line	Sit on the seat Sick bay for sick people	Protect your personal information Not sure? Ask
Do your Personal Best	Make the better choice Stand up for what is right	Ready to learn Have a go	Stop, walk, report Move on the music/bell Own your actions	Shortest way Move on the bell	Use during breaks Water is for drinking Use good hygiene	Safely out the gate	Wear best uniform Proud singing	Show patience	Show patience	Strive to thrive online