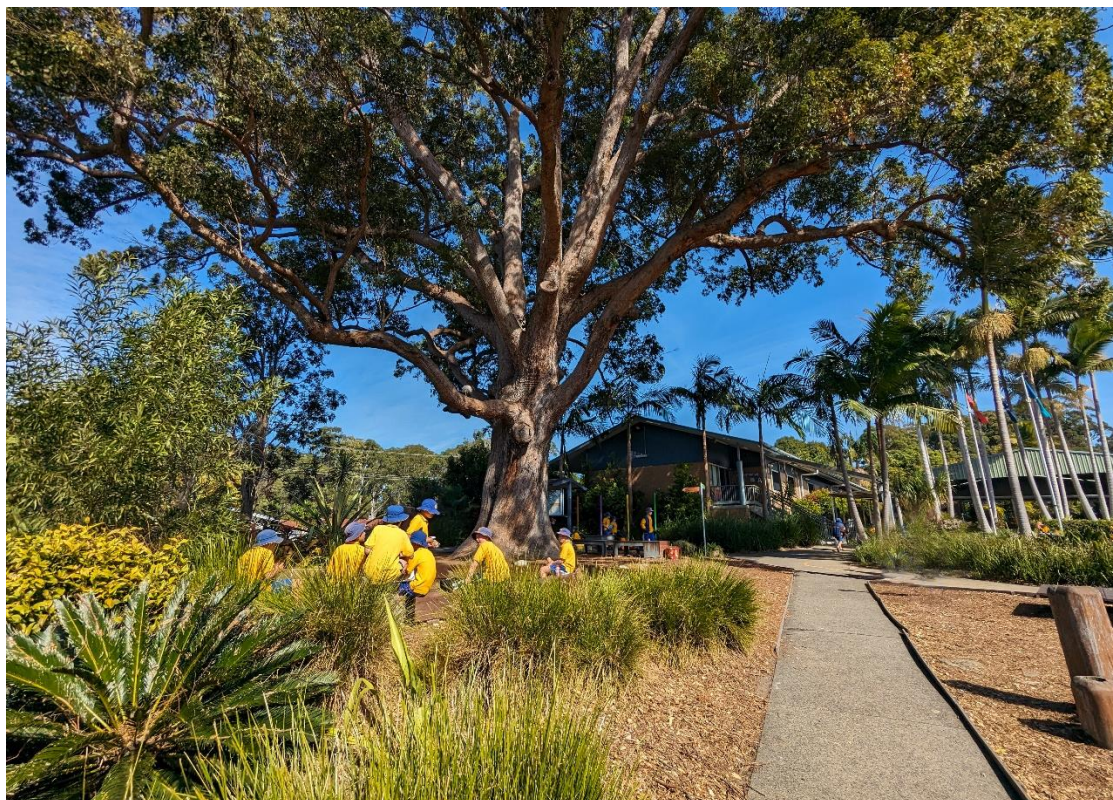




Boambee Public School Information Book



BOAMBEE PUBLIC SCHOOL

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Boambee Public School

Boambee Public School opened as a provisional school on the 13th of February in 1902 with 19 students. By 1907 the school had 28 students and it officially became a public school.

Boambee has always been a unique and special community. From its earliest times Boambee Public School served not only as the educational focus but as the social and cultural hub of the community. Its early inhabitants can be justly proud of their efforts to establish and mould a public school that has long since been acknowledged by the broader community for its strong academic, sporting, and cultural prowess and, equally importantly, for its care and nurturing of each individual child.

Boambee Public School is an excelling school in reading, numeracy, attendance and all KLA's. We have a strong sense of belonging and are connected with our students, families, wider community and our environment. Boambee parents are deeply involved in our school. Better academic outcomes are achieved through this shared responsibility and active participation in the learning and wellbeing of our students.

Through our Professional Learning Community (PLC) Teachers are curriculum experts and ensure that all students and parents are informed, engaged, and excited about learning. Our school-wide systems and processes ensure that our leaders provide all staff with the most appropriate and efficient professional learning. Our effective systems and processes, combined with our collaborative approach to learning design enable our teachers to efficiently assess individual student progress and to deliver differentiated learning where every single student knows their next learning challenge.

Through our school wide Social and Emotional Learning Framework we are persistent, resilient, and respectful learners. This school wide approach to wellbeing and learning design ensures that all students are cognitively engaged and emotionally equipped to embrace the challenge of their next learning goal.

Boambee Public School enrolments for 2024 are 38 students. Of this school population, approximately 11% are proudly Aboriginal. The school works to support our indigenous students and to promote the unique characteristics and culture of the Gumbaynggirr Nation through environmental education, creative arts and excursions.

Boambee Public School is a proud member of the Bongil Bongil Community of Schools. Close working relationships have been created with schools including Bonville, Crossmaglen, Sawtell, William Bayldon, Toormina Public School and Toormina High School. The schools have designed enrichment sessions and creative arts performances bringing together students from across the Bongil Bongil Community of Schools and Coffs Harbour Learning Centre.

The tallowwood tree has long been the central point of the school and is now referred to as *the meeting place*. This living history reminds us of the importance of having strong foundations giving the ability for all students to grow and reach for the stars.

Location and Special Features

- Located 7km south of Coffs Harbour, set in 4 hectares of picturesque rural land
- Large playing field
- Modern hall and canteen
- Multi-purpose court, soccer field and cricket pitch
- Attractive gardens
- Large COLA areas
- Outdoor play equipment

Staff

- The staff consists of:
 - a non-teaching Principal
 - 4 Assistant Principals
 - 1 Assistant Principal Curriculum and Instruction
 - a team of experienced and dedicated classroom teachers
 - 12 School Learning Support Officers.
 - 3 Administrative Staff
 - a General Assistant
 - 2 School Counsellors (1 1/2 days per week)



School Curriculum

- Quality programs in the six Key Learning Areas
 - Mathematics (TEN)
 - English (L3)
 - Creative Arts
 - PDHPE
 - Science & Technology
 - History & Geography
- Supported by
 - Learning and Support Staff
 - Parent Reading Tutors
 - School Counsellors 1 1/2 days per week
- Library/Information Skills
- Music

Special Programs

- Smiling minds
- PBL
- Music
- Kinder orientation
- Student Clubs (Wellbeing, Sport, Reading, Passive Play, ICT, Environment, Citizenship, CAPA, Aboriginal Education and Buddy Bench, Signing Club)
- Daily fitness and sport programs
- Interactive technology within all classrooms
- Debating and public speaking
- Kinder Buddies
- Environmental education
- Intensive literacy and numeracy programs
- Gumbaynggirr Language
- Sport
- Student Leadership through SRC
- PBL (Positive Behaviour for Learning)
- Mindfulness through Smiling Minds
- Choir
- Dance

School Profile

Exit Outcomes for Students of Positive Behaviour for Learning

At Boambee we are engaged in developing a Positive Behaviour for Learning framework that will guide student expectations and behaviour. PBL is an evidenced based whole school approach to improve the learning outcomes for all students. PBL aims to teach the desired behaviours with the goal of making school a safe, effective learning environment that will enable all Boambee students to be happy, successful resilient and productive learners.

Our aim is that in all settings, Boambee students will be:

- **Safe**
- **Respectful**
- **Resilient**
- **Learners**

On those rare occasions when students need disciplinary action the school follows NSW Department of Education policy. This unique program helps students develop a strong sense of personal balance and respect.



Inclusion

In line with the NSW Department of Education policies on the inclusion of students with special needs and disabilities into mainstream schools, we provide opportunities for such students where we have the support to cater for and meet their needs.

Parents/caregivers of students with special needs should contact the principal prior to enrolment to ensure that the school has appropriate facilities to support the enrolment.

Student Welfare

Student Welfare encompasses everything that the school community does to meet the academic, personal, and social needs of children, to enhance their wellbeing. It involves recognising, valuing, and developing each student as a total and unique person in the context of society.

Our welfare programs at Boambee Primary School are based on the belief that **all** children have the right to a safe and caring learning environment, in which **everyone** is treated with respect.

To promote and maintain co-operative behaviours and positive self-esteem in the classroom and playground the programs we design are maintained and regularly reviewed. Programs emphasise the essential attributes for personal growth in a climate of firm, yet fair, discipline.

Boambee Teaching Staff

PRINCIPAL

Mr Phillip Maunder

EXECUTIVE TEAM

Ms Carolyn Jones

(Assistant Principal of Curriculum and Instruction)

Ms Laurie Boyd (Assistant Principal)

Mr Chris Shipman (Assistant Principal)

Mr Trent Doyle (Assistant Principal)

Mr Nathan Pike

(Assistant Principal Instructional Leader - Numeracy)

2024 Kindergarten Teaching Staff

- Miss Emily Hollman KH
- Mrs Amanda Webb KW
- Ms Natasha Morrow (Mon-Wed) and Mrs Tessa Browett (Thurs/Fri) KMB

2024 Stage 1 Teaching Staff

- Mrs Sue Davis 1D
- Mrs Natalee Lang 1L
- Ms Laurel Boyd 2/3B
- Mrs Natalie Rowe (Mon-Wed) and Ms Alisha Franco (Thurs/Fri) 2RG

2024 Stage 2 Teaching Staff

- Ms Laurel Boyd 2/3B
- Ms Jenny Nitschke 3N
- Mrs Kristina Martin (Tues-Fri) and Mr Daley Lemaire (Mon) 3ML
- Mr Chris Shipman 4S
- Mr Anthony Moore 4M
- Mrs Cheree Watt 4/5WP

2024 Stage 3 Teaching Staff

- Mrs Cheree Watt 4/5WP
- Mrs Amanda Barden (Mon-Thur) and Mrs Karen Grumley (Fri) 5BG
- Mr Trent Doyle 6D
- Mrs Trish Glover 6G

Sport - Mr Daley Lemaire

Hearing Support - Mrs Simone Watson

School Psychologist - Michelle Hart and Mrs Deborah McFadden

Learning and Support Teacher - Mrs Karen Grumley

Library - Ms Tracy Adams

Music - Mrs Melanie Sciortino

General Information

School Hours: 8:50am – 2:50pm

8:25am - 8:45am	Morning Duty
8:45am - 10:50am	Session 1
10:50am - 11:00am	Lunch - eating
11:00am – 11:40am	Play break
11:40am – 1:40pm	Session 2
1:40pm-1:50pm	Recess - eating
1:50pm-2:05pm	Play break
2:05pm – 2:50pm	Session 3

Child Collection

Please refer to the parent information pages for parking, pick up and drop off zones.

Bus Travel

Bus passes are required for students to travel on a bus to and from school. To apply for a bus pass please visit: transport.nsw.gov.au/ssts

Duty of Care:

1. Teachers are officially on duty at 8:25am. We ask that **no child** be at school before 8:25am as teachers don't officially commence duty until that time.
2. Children are not permitted to leave the school premises without the permission. Parents and carers must acquire a printed pass out slip from the school office before collecting their child/ren.
3. Late Arrivals: When arriving late at school, parents and carers are required to accompany their child/ren to the office to receive a printed late pass before attending class.

Visitors

Visitors are to sign in at the office.

Canteen

The P&C run canteen operates in the mornings and lunch times on Wednesdays, Thursdays, and Fridays. The Canteen Committee provides a variety of nutritious, healthy food at a reasonable price. We strongly discourage children from bringing packaged 'junk food' and ask that parents respect students with anaphylaxis and do not include nuts in school lunches and afternoon tea. The canteen is always looking for volunteers. If you can spare any time at all, please contact the canteen supervisor in the canteen or the school office.

The school canteen is now taking online orders through an app named Spriggy Schools. Please refer to the following for more information:

Spriggy

If you would like to order from our online system, the steps are as follows:

Go to www.spriggyschools.com.au

[Spriggy Schools - Reliable Online Canteen Ordering](#)

Spriggy Schools is a modern online lunch ordering app, used by Aussie families to conveniently pre-order food at the school canteen for their children.

1. Register and download the app.
2. Add a profile for each of your children, making sure you select SCHOOLNAME and your child's class.
3. Please place orders **before** 8:30am on the day that you require your lunch.

Lunches

To support our environmental policy, we ask that packaged food is kept to a minimum. There are many fantastic lunch boxes to keep school lunches fresh and tasty. It is cheaper and healthier to pack a “no waste” lunch.

School Voluntary Requisites and Payments

The fee for school voluntary requisites is \$50 per student. These funds will be used to upgrade our technology and help with classroom supplies.

This year the school provided all students with workbooks. Parents will need to supply a library bag for their child/ren. Kindergarten will be supplied with all their stationery needs.

Students in Years 1 to 6 will need to supply their own rulers, erasers, glue stick, coloured pencils, pens, pencil case, sharpener etc. Consumable items may need to be replenished during the year.

Parents will be advised of any additional equipment provided by the school that requires payment.

Payments can be made at the office by cash, cheque or by EFTPOS. Payments can also be made using either a Visa or MasterCard online. Online payments are made via our new finance system – School Bytes. The School Bytes payment portal is accessed from the front page of the school's website (www.boambee-p.schools.nsw.edu.au) by selecting and clicking on “Make a Payment”.

P&C Voluntary Contributions

P&C voluntary contributions are reviewed by the P&C at the beginning of each year. Current contributions are: \$40.00 per student or \$100.00 per family for 3 or more students. This contribution is payable to the P&C via the school office and helps support resource acquisition for students and the school.

Enrolment

Children are eligible to be enrolled in kindergarten at any time from the beginning of the school year to the end of Term 2 providing their 5th birthday occurs on or before 31st July in that year. An enrolment application form must be completed for enrolment. These can be obtained from the school office or online by going to <https://Boambee-p.schools.nsw.gov.au>

Each Kindergarten child enrolling must present a History of Immunisation letter from Medicare and a Birth Certificate (or other proof of birth), and 100 points of evidence

for the students place of residence in the form of a rates notice, lease agreement, or electricity bill etc. All other children can be enrolled at any time during the school year.

Communication with Parents

Because we believe that education is a partnership between home and school it is important that teachers and parents regularly communicate with each other. We have several ways that this can happen. Our fortnightly newsletter is the most important way that we communicate to parents about what is happening in our school. It is essential for parents to read our newsletter to find out what has happened, what will happen, important dates, educational issues, and community happenings. The newsletter is available online on the school's website and a link from our Facebook page.

Teachers communicate regularly with parents through Seesaw. Seesaw is a classroom app allowing students to document their learning. Your child's teacher will send home a QR Code to enable you to gain access.

Written reports on each child's progress are sent home twice a year. At times during the year there may be formal interviews or Learning Support Team meetings requested with parents/caregivers to inform them of their child's progress. We encourage parents/caregivers to contact their child's teacher if they ever have any concerns about their child at home or at school. This can be easily done by phoning the school office and leaving a message for the teacher to arrange a suitable appointment time.

Contact Details

It is of vital importance that parents/caregivers keep their personal contact details up to date, along with their child's emergency contact details. If these change at all, please let the office staff know as soon as possible.

Absence from School

The expectation is that children will attend school every day except in circumstances which are exceptional such as illness or a family crisis.

If a child is away from school, you will need to send an explanation to the classroom teacher on their return. A text message will be sent on the day of the absence. If your child returns to school and you have not supplied an explanation, you will receive a letter requesting an explanation for your child's absence. It is a legal requirement that we have an explanation for all absences. Any absences five days or more must have either a doctor's certificate or approval from the principal. If your family takes extended leave, you must apply for an exemption. Please contact the school office to obtain an exemption form.

If your child is late to school, they are required to come to the school office accompanied by their parent/caregiver for a late note before attending class. If leaving school early, the person who is collecting your child must first come to the office to receive a pass out slip.

School Assemblies

Assemblies are an important part of our whole school organisation. The coming together of students is vital to developing relationships, co-operation and cohesiveness across grades and classes as well as providing an opportunity for classes to share the work that they have been doing. Assemblies are held in the school hall. Our parents, caregivers and community members are welcome to attend. Assemblies are once a fortnight for the whole school.

Library

The school library is available to the children for borrowing books. It is the central resource area for the school. To borrow from the library students, need to bring a waterproof library bag each time they wish to exchange books. Each class has a weekly lesson in the library. This is when children may return and borrow books. The library is also open during lunch break. Books seriously damaged or lost are to be replaced by the parent/caregiver.

Sick Bay

If your child is sick at home in the morning, please do not send them to school, they are better off being at home. We do not have the facilities to look after sick children for any length of time. If your child becomes sick during the school day, we will contact you so that you can make arrangements to collect your child. An up-to-date contact number for parents is essential so we can contact you if needed.

SCHOOL SONG

Pupils of Boambee School we are
With every heart sincere and true.
We're here to sing about the school we love
The school we honour through and through.
Let's be happy in our work and play
Let us always try our best
To improve ourselves and help our friends
In our Boambee School.

SCHOOL PLEDGE

In our hands lies the future of this great land.
If we all work together doing our best
For the common good,
There is no limit to what we may achieve.

Term Dates for 2024

Term	Dates	Staff Development Days	Special events
1	Year 1 to 6 Students commence: Thursday 01.2.24 Kinder Students commence: Monday 05.2.24 Term ends: Friday 12.4.24	Tuesday 30.1.24 Wednesday 31.1.24	School Swimming Carnival 15.2.24
2	Students commence: Tuesday 30.4.24 Term ends: Friday 05.7.24	Monday 29.4.24	
3	Students commence: Tuesday 23.7.24 Term ends: Friday 27.9.24	Monday 22.7.24	
4	Students commence: Monday 14.10.24 Term ends: Thursday 19.12.24	Friday 20.12.24	

Term Dates for 2025

Term	Dates	Staff Development Days	Special events
1	Year 1 to 6 Students commence: Tuesday 4.2.25 Kinder Students commence: Wednesday 5.2.25 Term ends: Friday 11.4.25	Friday 31.1.25 Monday 3.2.25	School Swimming Carnival Cross Country
2	Students commence: Tuesday 29.4.25 Term ends: Friday 04.7.25	Monday 28.4.25	Athletics Carnival
3	Students commence: Tuesday 22.7.25 Term ends: Friday 26.9.25	Monday 21.7.25	
4	Students commence: Monday 13.10.25 Term ends: Thursday 18.12.25	Friday 19.12.25	

P&C Committee

President Tasanee Alam

Vice President Kirralee Eade

Uniform Shop

Co-Ordinator Wendy Gallagher

Fundraising

Co-Ordinator Tasanee Alam

Canteen Supervisor

Leanne Larnach

P&C meetings are held in Week 3 of each term on Monday at 6pm at the school.

Fund Raising

At Boambee Public School the Parents & Citizen's Association actively support our school with various fundraising activities. Funds generated each year assist our school in purchasing resources and equipment that is not funded directly by the Department of Education. These resources enhance the quality of every child's education.

Your support will ensure our school continues to prosper from these valuable fundraising activities



Uniforms

BOYS

- Royal blue shorts
- Gold polo shirt
- White socks
- Black joggers / shoes
- Royal blue school bucket hat

GIRLS

- Skorts – a skirt joined like shorts
- Gold polo shirt
- White socks
- Black joggers / shoes
- Royal blue school bucket hat

Winter uniform for both girls and boys is the same as above with the addition of a fleecy jacket.

There is no special uniform for sport.

We have a new Aboriginal Design Shirt that may be worn on Fridays only. This shirt was designed by one of our parents, Kevin Naden-Dumas. Kevin's designed tells the story of learning at Boambee Public School.

The uniform shop is located next to the canteen and stocks all uniform requirements.

Uniform concerns should be addressed to the Uniform Co-ordinator (see the office for more information).

Hats must be worn in the playground – rule is

“No hat - play in the shade”



Uniform Price List 2024

<u>Skorts (size 4-16)</u>	<u>\$20.00</u>
<u>Shorts (size 4-16)</u>	<u>\$15.00</u>
<u>Polo Shirt (size 4-16)</u>	<u>\$22.00</u>
<u>Aboriginal Design Shirt (size 4-16)</u>	<u>\$45.00</u>
<u>Fleece Jacket (size 4-16)</u>	<u>\$35.00</u>
<u>Hat</u>	<u>\$12.00</u>
<u>Library Bag</u>	<u>\$12.00</u>



The Uniform Shop is attended on Monday mornings from 9.00am until 10.30am

Orders may be placed at the school office at any time and will be filled on the following Monday and sent home with your child.

Parent Information

Parking

The following information is to outline parking areas and pick-up procedures at Boambee Public School. The school has worked with Coffs Harbour City Council and the Safer Routes to School Officer for some time to make changes to:

- Improve parking facilities for the school
- ensure our students are picked-up from school in a safe and orderly manner

The following information is to provide parents with the knowledge of the four dedicated areas for cars and buses.

Area 1 – Drop – off and Pick – up Zone



This area is dedicated at certain times of the day for the purpose of delivering and collecting children to and from school. During the drop-off and pick-up times, drivers are not to stop for more than two minutes, you must remain in or within 3 metres of the vehicle.

The procedure for the afternoon pick-up is as follows:

- first vehicle on the scene to drive to the end of the designated area
- wait for teachers to send your child to the car
- when safe exit this space



- next driver moves forward to fill up the space
- teachers will attempt to fill cars quickly so there can be a smooth flow of vehicles



Afternoon pick-up zone, cars pull into curb and wait. As teachers fill cars from the front vehicles move forward and out to the road allowing other waiting vehicles to move forward.

Please do not cut in and take the space of vehicles that have been waiting in the pick-up zone. Think of it like a taxi rank. As the cars in front move forward others follow and fill the space from the end of the queue. There should be enough space for 8 cars to queue in the designated area illustrated above.

Please do not queue up in the NO STOPPING zone.
Area 2 – Bus / Parking Zone



On the southern side of Lindsay's Road is a bus zone during certain times of the day. This area becomes available for unrestricted parking outside these times.

From 3:00pm parents can park along this side of the road and walk to the crossing to collect children. This area extends for some way over beyond the curb and gutter with parks on the edge of the grassed area.

To ensure that our pick-up zone and parking zone can be used effectively and safely we ask that parents wait until 3:00pm to collect children from school. This gives time to organise children onto buses and gives teachers clear access to organise children into cars.

Area 3 – School Car Park



Schools have designated car parks for staff and deliveries. To ensure student safety parents are not to use the school parking area as a drop-off or pick-up zone. The school car park is for authorised vehicles only including:

- school staff cars
- delivery vehicles
- contract work vehicles
- postal service
- after school care mini bus

There is one disabled parking area within the school car park. This is for vehicles of students with a disability.

Area 4 - Meeting Area

The tallowwood tree has long been the designated meeting place within the school.

We ask that parents wait at the tree for the children to be delivered. Teachers will walk children who are being picked up from school to meet parents under the tallowwood tree. These



would be parents who **walk, ride or are able to access a legal park outside of the drop-off and pick-up zones.**

We ask that parents who come to meet their children under the tree move out of this area promptly once children have been delivered. This area needs to be clear for pick-up organisation.

Parents who choose to use these areas incorrectly or who park illegally will be fined according to RMS authority rules. Regular visits from the RMS rangers occur in school zones.

Please be mindful when parking near the school:

- **Garden Mania – please do not use Garden Mania car park as an extension of the school parking zone or as a turning circle. Please do not park along the driveway or on adjacent grassed**

verge areas. This is private property and needs to be left clear for delivery trucks and customer parking.

- Bus Company – the turning circle and grassed area at the entrance to McAlpine way is not a parking zone. This is a designated bus stop and bus turning bay. Please do not queue in this area.
- Neighbours – concerned about the queuing along Lindsays Road in the NO STOPPING zone. This forces cars to go over the double lines to pass on the crest of the hill. This is illegal and dangerous.

Solution?

We cannot increase the parking around the school!

The only solution is to stagger the pick-up time. The traffic flows best after 3:05pm when buses have left the area. Students are always supervised and are happy to wait. It would be great if parents could hold off until after 3:00pm to arrive in the queue. We are confident that we can reach this point again soon if everyone is aware and respectful of the system.

Thank you for your cooperation and support. With over 200 students to deliver safely to cars each afternoon the process will take a few minutes longer during these first few weeks

Key Reminders

Queue in the drop-off and pick-up zone when delivering or collecting your child from school

Vehicles can only queue legally for 3 minutes

Parents are not to leave their vehicles and walk to collect their child when queued in the drop-off and pick-up zone

Parking is available on the southern side of Lindsays Road after 3:00pm when buses have gone

The bus zone directly in front of the school is not available for pick-up before 3:00pm



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