



Bundarra Central School

A small school with big hearts and bigger opportunities

Student Handbook



All young people deserve opportunities and support to succeed in life

Revised March 2021

Bundarra Central School (BCS) is a Kindergarten to Year 12 School which is set in a picturesque location beside the Gwydir River. Its grounds, gardens and neat, clean appearance obviously contribute to the tone of an orderly, pleasant and productive school environment. A wealth of H.S.C courses are supported by our own teachers including locally delivered Vocational Training courses and Distance Education.

The school has a family atmosphere with close ties to the community and a history of close student support, whilst achieving at the highest levels of interschool competition. Bundarra Central School is a small school with BIG opportunities where students can excel in sport, academic, leadership and cultural experiences. The school has close ties with the University of New England with some of our Year 12 students gaining early entry.

We are a small school but we have big hearts and bigger opportunities.



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2021 Staff



Mrs Jennifer Cox
Principal



Mrs Vicki Light
Assistant Principal
4/5/6 Teacher



Mr Richard Sowden
Head Teacher,
Teaching & Learning
English Teacher



Mr Shaun Taylor
Head Teacher
Secondary Studies
Careers, VET



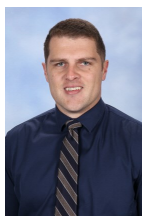
Mrs Jennine Wilson
Instructional Leader
Learning Support
Coordinator



Ms Bonnie West
Administrative
Manager



Mrs Julia Ramsay
Councillor



Mr Brayden Vickery
7-8 Homeroom &
Secondary Teacher



Mr Dale Smith
Yrs 7-9 Advisor
Secondary Teacher



Mr Simon
Gaukroger
Secondary Teacher



Mrs Jill Wagner
Science



Mrs Margaret King
Music



Ms Carolyn Standfield
9-10 Homeroom
Teacher
Girls Advisor



Brad McWhinney
11/12 Homeroom
English/HSIE



Mrs Jenny Dezius
4/5/6 Teacher
Mini Lit Teacher



Mr Bradley Smith
2/3 Teacher



Ms Tanya Sinclair
K/1 Teacher



Mrs Pam Doak
Learning Support
Teacher



Mrs Grace Ryan
Secondary Teacher



Mr Hayden Sims
Secondary Teacher
Yrs 10-12 Advisor



Mrs Nora Beard
Learning Support
Officer



Mrs Karen O'Donnell
Administrative Officer



Ms Nicole Baker
Administrative Officer



Mrs Kerrie Bradbery
Administrative Officer



Mrs Trish Berry
Learning Support Officer



Mrs Jessica Connors
Learning Support Officer



Mr Andrew Pendle
Farm Assistant



Mrs Stacey Reynolds
General Assistant

Bell Times

<p><u>Primary</u></p> <p>Start: 8:50am</p> <p>Recess: 10:30am</p> <p>Recess End: 10:50am</p> <p>Lunch 1: 12:30pm</p> <p>Lunch 2: 12:50pm</p> <p>Lunch End: 1:10pm</p> <p>Finish: 2:50pm</p>	<p><u>Secondary</u></p> <p>Roll Call: 8:40am</p> <p>Period 1: 8:50am</p> <p>Period 2: 9:40am</p> <p>Recess : 10:30am</p> <p>Period 3: 10:50am</p> <p>Period 4: 11:40am</p> <p>Lunch 1: 12:30pm</p> <p>Lunch 2: 12:50pm</p> <p>Lunch End: 1:10pm</p> <p>Period 5: 1:10pm</p> <p>Period 6: 2:00pm</p> <p>Finish: 2:50pm</p>
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If you are running late for school, please see the front office with your reason and to receive a late slip to give to your classroom teacher.

Secondary Book Requirements

Years 7 and 8:

All Subjects: Pencil case, ruler, eraser, glue, lead pencils, biros (black, blue & red), coloured pencils, homework diary and scientific calculator - Casio FX82AU (calculator can be purchased from the front office), Mathematical set (compass, protractor etc.) and 16GB USB storage device. 1 A4 Display folder.

Subject	Books
English	2 x 128 or 4 x 64 Page A4 Book
Mathematics	8 x 64 page Exercise Book (2 per term)
Science	1 x 240 Page A4 Book or 4 x 64 Page A4 Books
HSIE	1 x 128 Page A4 Book
Technology Mandatory	2 x 128 Page Botany Book
Projects	1 x 128 Page A4 Book
Visual Arts	A3 Visual Art Diary with Black Cover 1 x 128 Page Exercise Book
PDH	4 x 64 Page A4 Book (1 per Term)
Music	1 x 96 Page Exercise Book
STEM	1 x 64 Page Exercise Book

***Some Projects and STEM subjects attract fees.**

Enclosed leather shoes are compulsory for all practical subjects

Years 9 and 10:

All Subjects: Pencil case, ruler, eraser, glue, lead pencils, biros (black, blue & red), coloured pencils, homework diary and scientific calculator - Casio FX82AU (calculator can be purchased from the front office), Mathematical set (compass, protractor etc.) and 16GB USB storage device. 1 A4 Display folder.

Subject	Books
English	2 x 128 or 4 x 64 Page A4 Book
Mathematics	8 x 64 page Exercise Book (2 per term)
Science	1 x 240 Page A4 Book or 4 x 64 Page A4 Books
HSIE	1 x 128 Page A4 Book
Projects	1 x 128 Page A4 Book
STEM	1 x 128 Page A4 Book
Visual Arts	A3 Visual Art Diary with Black Cover 1 x 128 Page Exercise Book
PDH	4 x 64 Page A4 Book (1 per Term)
Careers	1 x 64 Page Exercise Book

***Some Projects and STEM subjects attract fees.**

Enclosed leather shoes are compulsory for all practical subjects



Positive Behaviour for Learning

Positive Behaviour for Learning (PBL) is a school wide system designed to promote and reward positive behaviours. PBL is a system designed to explicitly teach expected behaviours, boost engagement of students and improve the learning environment for all students.

At Bundarra Central School we have developed four core values that we believe are important in improving our school. The core values are modelled, taught, reviewed and monitored through all learning situations.

Our core values are:

Responsibility, Involvement, Success and Excellence

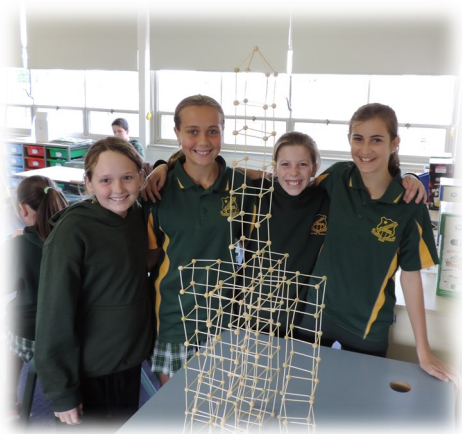
Award System

PBL Raffle Tickets:

Green PBL raffle tickets were implemented as a 'free and frequent' reward for students. These tickets are awarded by all members of the staff in any/all settings as a means of instantly rewarding favourable behaviour. At each assembly (both primary and secondary) a raffle ticket from each class is drawn out and the winner receives a \$5 canteen voucher. All other tickets are entered into the school computer as a positive event against the students name for future reference.

PBL Certificates:

The certificate merit system is accumulative throughout the year and is restarted at the beginning of the next year. These certificates are awarded during weekly assemblies. When a student receives a Merit Certificate it is worth 1 point, a Commendation is worth 2 points and a Principals Award is worth 3 points. When they have accumulated 5 points they will need to bring their certificates back to their classroom teacher to be signed and they will receive their bronze, silver or gold certificate at the following assembly.



Whole school assemblies are held at 9am Wednesdays in Week B.

PBL Certificate Overview:

5 Points = **Bronze Award**

10 Points = **Silver Award**

15 Points = **Gold Award**

20 Points = **Platinum Award**

PBL Reward Day:

Students with a Silver Award and above will have the opportunity to be invited to a PBL fun day at the end of each year. This invitation will be based on students' behaviour in all school settings (including school excursions, sporting events and camps). If students have been on a red or yellow monitoring sheet or been suspended will not be invited. Instead they will need to attend a PBL workshop at school to further reinforce our school expectations during that day.

Behaviour Management Overview

Yellow Plan (Teacher Level)

This is for moderate misbehaviours, persistent disobedience or for failure to follow school expectations and will be issued by an executive member. The parents/caregivers are to be contacted via phone and a letter to indicate their child will be on a plan.

Students are issued with a formal **Check-in/Check-out** monitoring sheet, signed every lesson by staff and to be collected by the executive who will scan the plans at the end of the assigned period. The card will be signed each day by the issuing executive. If the student has demonstrated an improvement in their behaviour the parent/carer will be contacted and notified, likewise if the behaviour has not improved consequences will be put in place to assist the student to modify their behaviour

Red Plan (Executive Level)

This is issued by the Executive/Principal and students will be monitored daily. A suspension may be issued. Parent/caregivers will be contacted by registered post.

This is for serious misbehaviours, persistent disobedience or aggression. Students will be issued with a Red Plan and will be monitored by the principal or delegate. It will be signed every lesson by staff (who will still attempt to use standard classroom management, but will refer student to principal over other executives if assistance required).

Students may be removed from the playground and may be excluded from excursions, sporting events and other privileges.

Suspensions – Short, Long, and Expulsion

The principal makes determination if a suspension is to be imposed and follows DoE guidelines.

Short suspensions are for “Continued Disobedience” and “Aggressive Behaviour”

Long suspensions are for “Physical Violence”, “Use or Possession of a prohibited weapon, firearm, or knife”,

“Persistent or Serious misbehaviour”, “Possession, supply, or use of a suspected illegal substance”, “Serious criminal behaviour related to the school”, and “Use of an implement as a weapon” Long suspensions need the Directors approval.

Principal convenes suspension resolution interviews, and the school facilitates those resolutions.

The student is placed on a Red Plan on return.

CODE OF RESPONSIBLE BEHAVIOUR

This is the Code of Responsible Behaviour for all **students** at Bundarra Central School. All students and teachers have the responsibility to respect the rights of other teachers and students.

Right	Responsibility
1. I have the right to be happy and to be treated with understanding.	I have the responsibility to treat others with understanding and to not offend their feelings.
2. I have the right to be treated with respect, politeness and fairness.	I have the responsibility to treat others politely and with respect. If necessary, I should be able to disagree without being disagreeable. I have the responsibility to be truthful and to treat others fairly.
3. I have the right to be safe.	I have the responsibility to make the school safe by not threatening, hitting or damaging others.
4. I have the right to expect my property to be safe.	I have the responsibility to respect the property of others by not stealing, damaging or destroying the property of others.
5. I have the right to obtain the maximum benefit from all activities offered by the school; other students will not deprive me of this through their behaviour.	I have the responsibility to co-operate fully with teachers and other students to ensure that all activities proceed in a harmonious fashion.



Primary Uniforms

Primary Girls:



- School Primary Unisex Polo Shirt *(white skivvies may be worn under shirt on very cold days)
- White shirts for formal occasions
- Black Shoes
- White Socks
- Tartan (the tartan is being phased out over a 2 year period)/ Green Skort
- Bottle Green Slacks/Leggings **(Winter)**
- Bottle Green School Hoodie/ School Jacket **(Winter)**



Primary Girls Sport:

- School Primary Unisex Polo Shirt *(white skivvies may be worn under shirt on very cold days)
- Sports Shoes
- White Socks
- Black Shorts/Skort
- Black Tracksuit Pants **(Winter)**
- Bottle Green School Hoodie/ School Jacket **(Winter)**



Primary Boys:



- School Primary Unisex Polo Shirt *(white skivvies may be worn under shirt on very cold days)
- White shirts for formal occasions
- Black Shoes
- Black Socks
- Grey Shorts
- Grey Slacks **(Winter)**
- Bottle Green School Hoodie/ School Jacket **(Winter)**



Primary Boys Sport:

- School Primary Unisex Polo Shirt *(white skivvies may be worn under shirt on very cold days)
- Black Shorts
- Sports Shoes
- Black Socks
- Black Tracksuit Pants **(Winter)**
- Bottle Green School Hoodie/ School Jacket **(Winter)**



Primary Students are expected to wear a bottle green brimmed hat, any time they are outside.
Black Bucket Hats are available for Secondary Students from the front office.
Primary and Secondary Unisex Polo Shirts are available from the front Office.

Secondary Uniforms



Secondary Girls:

- School Secondary Unisex Polo Shirt
- White shirts for formal occasions
- Black Shoes
- White Socks
- Black Dress Shorts/A Line Skirt/ Skort
- Black Stockings (**Winter**)
- Black Slacks (**Winter**)
- Bottle Green School Hoodie School Jacket (**Winter**) * (Representative sports jumpers are to be worn on sports days only)



Secondary Girls Sport:

- School Secondary Unisex Polo Shirt
- Sports Shoes
- White Socks
- Black Shorts
- Black Tracksuit Pants (**Winter**)
- Bottle Green Sloppy Joe/School Jacket (**Winter**) * (Representative sports jumpers are to be worn on sports days only)



Secondary Boys:

- School Secondary Unisex Polo Shirt
- White shirts for formal occasions
- Black Shoes
- Black Socks
- Black Dress Shorts
- Black Slacks (**Winter**)
- Bottle Green Sloppy Joe/ School Jacket (**Winter**) * (Representative sports jumpers are to be worn on sports days only)



Secondary Boys Sport:

- School Secondary Unisex Polo Shirt
- Sports Shoes
- Black Socks
- Black Shorts
- Black Tracksuit Pants (**Winter**)
- Bottle Green Sloppy Joe/ School Jacket (**Winter**) * (Representative sports jumpers are to be worn on sports days only)



Primary Students are expected to wear a bottle green brimmed hat, any time they are outside.
Black Bucket Hats are available for Secondary Students from the front office.
Primary and Secondary Unisex Polo Shirts are available from the front Office.

Appropriate footwear:

Shoes for normal school days should meet the following requirements:

- Have laces or a similar securing mechanism that is functional (slip on shoes are not permitted)
- Leather or strong vinyl upper
- Have a substantial sole
- Be black in colour
- WORKSAFE shoes are required for all industrial practical subjects.



Example - Preferred Normal School Shoe



Example - Preferred Sport Shoe

Shoes for sports and PE activities should meet the following requirements:

- Have laces (that are functional and suitably fastened)
- Have a solid covered toe point and supporting structure
- Have supportive arches
- Have a substantial sole suitable for athletic activity

Uniforms can be purchased from the following suppliers:

- Primary and Secondary, Shirts, Jumpers and Jackets: Bundarra Central School
- Primary tartan skorts: Intersport - Armidale 67712344
- Primary green skorts: Best & Less
- Primary green slacks: Premier Store Inverell 67221822
- Primary black sport shorts, Secondary black tailored skirt/shorts/slacks - Most Department stores
- Primary Grey Shorts/Slacks - Most Department stores

Subjects offered at Bundarra Central School:



- Mathematics
- English
- Science
- Human Society and its Environment (HSIE)
- Photography
- Art
- Timber Projects

- Agriculture
- Hospitality and Food Technology
- Construction
- Automotive
- Personal Development, Health (PDH)
- Sports Lifestyle and Recreation (SLR)
- Music
- Languages other than English (LOTE)
- Multimedia
- PASS
- Industrial Technology Metal
- Careers
- Drama
- Technology Mandatory
- Community and Family Study



- Biology
- Primary Industries
- Exploring Early Childhood
- Engineering
- Creative & Performing Arts
- Textiles & Design

PEOPLE WHO CAN HELP

To help ensure the Policy is understood and met, a number of people in the school community can help and support. They are:

The Class Teacher: Your teacher is there to help you. Do not be afraid to ask if you require guidance with any aspect of your school work activities or life. All staff in the school share responsibility for ensuring that the school is a caring and supportive environment, conducive to working and learning for all students.

Supervisor of Girls: Is there to help with problems that relate particularly to girls. Mrs Carolyn Standfield

School Counsellor: The Counsellor is available to help with personal or educational challenges. Students or parents can make an appointment, through the office to see the Counsellor, teachers or the Principal. Mrs Julia Ramsay

Careers Adviser: An important resource person for information and advice on careers, subject choice, study patterns, work experience, School to Work programs and traineeships. Mr Shaun Taylor

Principal: Is available to assist in any aspect of student learning and wellbeing. Students, families or staff wishing to discuss aspects of the Welfare Policy should contact the Principal by arranging an interview. Our Principal is Mrs Jennifer Cox.

The Student Representative Council (SRC): The members of the SRC are elected by the student body to represent all students. Through the SRC, students have a say in the running of the school.

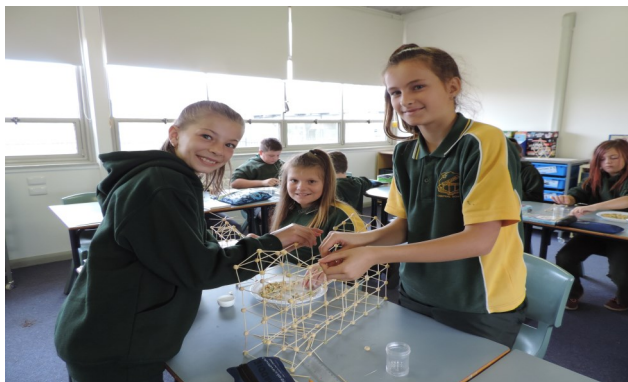
Assistant Principal and Head Teachers

These people can often sort problems out or help with information relating to school organisation. Mrs Vicki Light, Mr Richard Sowden and Mr Shaun Taylor.



Anti Racism Contact Officer (ARCO):

The ARCO is available to discuss issues which relate to positive relationships between all students and staff.
Mrs Vicki Light



Student Leaders:

These students can help the student body to understand and meet the Code of Behaviour. We have an elected student leadership SRC and teacher identified Peer leaders.

Parents/Guardians: Play an essential role in working with Bundarra Central School to ensure that their children have full access to all opportunities which the school has to offer.

P & C: This body can discuss matters related to the development and interpretation of school policies and programs. Their invaluable fundraising, working bees and event coordination enhance student, staff and community welfare.

School Learning Support Team: Teaching staff are able to refer wellbeing and learning issues relating to students to the School Learning Support Team which then looks at appropriate ways of supporting students' needs. The Committee includes an executive teacher, primary representative and SASS representative,



supervisor of girls and the Principal. The co-ordinator is Mrs Jennine Wilson.

Year 11/12 Coordinator:

This person can assist in promoting general student well being by promoting sound strategies in approaching senior school. Mr Shaun Taylor

Mobile Phones and other electronic devices

Bundarra Central School understands that consideration must be given to the permissible use of electronic devices which are providing an increased sense of safety and security and parents.

- Bundarra Central School advises that mobile phones and electronic devices are not to be used at school unless under teacher direction.

Unauthorized use of such devices is not permitted at any time while at school. It is a breach of the child Protection Act to take unauthorised photographs or video of students whilst in school care.

- This applies to students, staff, parents/caregivers, volunteers, service providers and all visitors to Bundarra Central School.
- Staff will notify students and parent/caregivers in cases of emergency.
- When not permitted for use, all electronic devices must be turned off and out of sight while on school grounds.
- Staff may confiscate any electronic device when permission has not been given for use. A phone call by classroom teacher will be made. If this behaviour continues the phone will be placed in the front office for parent collection.
- Parents/caregivers need to contact the front office directly concerning alternate arrangements. Should your child bring a mobile phone to school, the following arrangements will in in place
 - * K-8 hand phones to homeroom teacher
 - * 9-12 remain in bags
- If a student, staff member or other visitor to the school uses the internet or other technologies to threaten, harass or demean another member(s) of the school community they may be subject to disciplinary procedures. Parents may be contacted in the case of a student. Police will be contacted.

Bundarra Central School personnel are not responsible for lost, stolen or damaged electronic devices.



Stage 6

Stage 6 students have the opportunity to study a variety of subjects. Students wishing to obtain an ATAR must study a minimum number of Board Developed Courses. Bundarra Central School offers the following Board Developed Courses- Mathematics, Mathematics Standard, English Advanced, English Standard, Modern History, Biology, Personal Development Health and Physical Education (PDHPE), Community and Family Studies (CAFS) and VET courses in Primary Industries, Hospitality and Construction.



At Bundarra Central School, there is also a selection of Board Endorsed and Life Skills Courses, which count towards the students HSC but not their ATAR. These courses are Mathematics Life Skills, English Life Skills, Exploring Early Childhood, Photography and Sport, Lifestyle and Recreation Studies (SLR).

Students wishing to undertake other studies that are not available internally at Bundarra Central School have the availability of subjects through distance education providers including AURORA College and Dubbo Distance Education as well as TAFE delivered courses.

Those students wishing to take the VET pathways have the opportunities to complete Certificate courses including automotive, Metals and Engineering, Construction, Primary Industries and Hospitality. These courses involve industry work placement components, which assists students to become work ready. An integral part of the program is also targeted Literacy and Numeracy support helping students to obtain their qualifications. We have state of the art facilities with ample workshop space allowing students to fulfil both course requirements and their creative needs. We endeavour to offer skills and training for work-readiness, for example: White Card, Trade Certificates and Civil Construction Qualifications.



Extra Curricular Activities



Variety Night
Fete (bi-annual)

Play Night

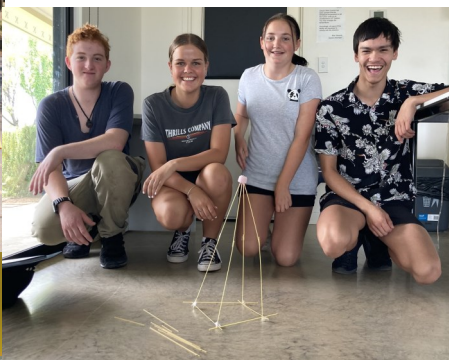
Excursions

Dance Festival

Debating

Chess

As well as other various performances throughout the year.



Representative Sporting Teams

Bundarra Central School has a proud history of both individual and teams representative sport.

Touch Football

Rugby League

Athletics

Cross Country

Swimming

Netball

And more.....



Weekly Sport at Bundarra Central School

Sport is held throughout the week for Primary and Secondary. Students participate in sport at school and/or at the Bundarra Sport and Recreation Centre.

Students are expected to participate in sport each week unless they are sick or injured. In this case, a note from a parent or caregiver must be provided.

Bundarra Central School Sporting Carnivals.

Students will be placed in a house team:

COPETON (yellow & black), **GWYDIR** (blue & purple)

We hold 3 major sporting carnivals throughout the year, approximate times are as follows:

Swimming Carnival: Early Term 1



Cross Country: Early Term 2



Athletics Carnival: Late Term 2



All students are expected to participate in these carnivals.

School Café:

Wednesday's and Friday's - Lunch Time only. Please write lunch orders on a paper lunch bag with your money and give to your roll call teacher at the start of the day.



Good for kids
good for life



Bundarra Central School Pop-Up Café Menu 2021

Weekly Special (when available): Students will be advised each Monday and will also be advertised on Facebook

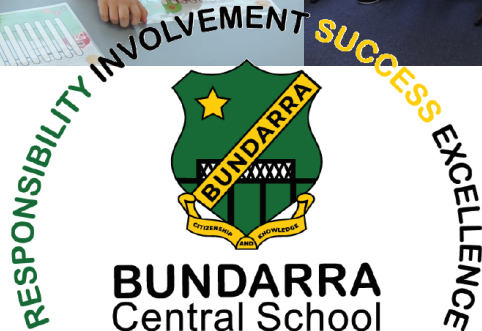
Pop-Up Café open - Wednesday & Friday at LUNCH TIME ONLY

Sandwiches,	White or wholemeal Bread		Vegemite/Honey/Jam	\$2.00
Wraps &	Cheese	\$2.50	Ham	\$2.50
Rolls	Egg	\$3.00	Ham & Cheese	\$3.50
EXTRA-Rolls 50c	Chicken	\$3.00	pickles	50c
Wraps \$1.00	Egg/lettuce/mayo	\$3.50		
TOASTED- 50c	Ham/cheese/tomato	\$4.00		
	Salad only	\$4.00		
	Salad with Ham or Chicken or Tuna	\$4.50		
Salad Tubs	Lettuce, cucumber, tomato, Cheese, carrot, beetroot, egg and pineapple	\$4.50	Salad Dressings	.50c
fruit Salad Cups when available \$2.00	With Chicken/Ham or Tuna	\$5.00	French or Mayo	
Hot Food	Hot Wrap/chicken/BBQ s	\$5.00	Large Pie	\$3.50
	Hot Wrap/chicken/cheese/ sweet chilli sauce	\$5.00	Sausage Roll full	\$3.20
			half	\$1.60
	Chicken Tenders each	\$1.50	Noodle Cup	\$2.20
	Chicken Cackles each	.60c	Hot Wrap/chicken tenders/lettuce/cheese/mayo	\$5.00
			Hot Chicken/mayo/gravy roll	\$4.00
			Hot Dog	\$3.50
			Chicken Cackle Roll/Gravy/Sauce	\$4.00
Snacks	When Available: Watermelon/Rockmelon etc. (will be advertised on Facebook)	\$1.00	Plain chips, honey soy, grain waves	\$1.00
			Popcorn	\$1.00
Drinks	MILSHAKES (chocolate, strawberry, caramel or vanilla flavours)		WATER	\$1.00
			Cup of Plain Milk	\$1.00
			Pop top 100% Apple Juice 200ml	\$2.00
			Poppers/just juice	\$1.40
	Large	\$3.00		
	Small	\$1.20		
			PLEASE NOTE: NO POP TOP MILKS OR FM MILKS ARE AVAILABLE (ONLY MILKSHAKES)	
Frozen Treats	Quelch Sticks/fruit flav full	.80c	Yogurt Icy poles	\$1.00
	half	.40c	Ice Cream in cup	\$1.00
			Ice Cream in a cone	\$1.00

Lunch Orders: Need to be given to home room teachers at roll call. Please make sure that your name and class is written clearly on a paper lunch bag and money is secure. All items are subject to availability especially seasonal items.

*No reheating of food items from home thank-you!

Cutlery / Cups etc are supplied with the foods that are ordered- if more is required @ a price of 10c each.



BUNDARRA
Central School