



---

# Boorowa Central School

## HANDBOOK

---



Pudman Street, Boorowa  
Phone 6385 3009  
Email: [Boorowa-c.school@det.nsw.edu.au](mailto:Boorowa-c.school@det.nsw.edu.au)

Excellence through Respect, Responsibility and Participation

# Welcome to Boorowa Central School



Boorowa Central School has continuously delivered comprehensive and inclusive education for children of the Boorowa district since 1870 when the first government school began in what is now the school residence.

Schooling provides opportunities for the development of skills and knowledge necessary for the realisation of each student's potential, and the development of an appreciation of the individual's place in, and responsibility towards society through the provision of a caring and supportive environment.

## School Hours

INFANTS/PRIMARY		SECONDARY		SECONDARY Wednesdays	
Period		Period		Period	
1	9:00-10:00am	1	9:00-10:00am	1	9:00-10:00am
2	10:00-11:00am	2	10:00-11:00am	2	10:00-11:00am
Lunch	<b>11:00-11:40am</b>	Lunch	<b>11:00-11:40am</b>	Lunch	<b>11:00-11:40am</b>
3	11:40-12:40pm	3	11:40-12:40pm	3	11:40-12:40pm
4	12:40-1:30pm	4	12:40-1:40pm	4	12:40-1:30pm
Recess	<b>1:30-2:00pm</b>	Recess	<b>1:40-2:00pm</b>	Recess	<b>1:40-2:00pm</b>
5	2:00-3:00pm	RAGE	2:00-2:20pm	Assembly	2:00-2:20pm
Friday: Sport Day		5	2:20-3:20pm	5	2:20-3:20pm

# Professional and Caring Staff

All teachers are fully qualified at the degree level with many having postgraduate qualifications. The executive members of staff oversee Key Learning Areas (KLAs) within the school and work as a team to develop the strategic plan and directions for the entire school.

**Principal** Mr Graham Jones  
**Deputy Principal (Acting)** Ms Christine Hawkins  
**Instructional Leader K-12** Ms Trudy Mahoney

## FACULTIES:

### K-6

#### Faculty Leader Infants (Relieving)

Ms Mem Brougham

#### Faculty Leader Primary (Relieving)

Mr Jason Stuart

#### Infants – Primary Teachers

Ms Denise Corkhill

Ms Lauren Crockett (Librarian)

Ms Natalie Downey

Ms Sue Dwyer

Ms Emily Friend

Ms Amy Green

Ms Kirsty Miller

Mr Mathew Rowley

### 7-12 Faculties

#### AMPS (Agriculture, Maths, PDHPE, Science)

##### Faculty Leader Mr Andrew Corcoran

Ms Jess Bromfield (Year 7 Advisor)

Ms Claire Johnson (Year 12 Advisor)

Ms Elizabeth Moorby (Year 9 Advisor)

Ms Courtney White

#### English/HSIE (Human Society and Its Environment)/Learning Hub/Library/Learning Support (Secondary)

##### Faculty Leader Mr Rhett Eldred

Ms Shannon Butler

Ms Ingrid Corcoran

Mr John Keighley

Ms Sarah Walls

#### TAS (Technology and Applied Studies)/

#### CAPA (Creative and Performing Arts)/

#### VET (Vocational Education and Training)/Careers

##### Faculty Leaders Mr Stewart Blomfield and Ms Catherine Golden (Year 8 Advisor)

Ms Kelly Armour (Year 11 Advisor)

Ms Willow Bridge (Careers Advisor)

Ms Alison Packwood

Mr Jason Stuart

#### Student Learning Support Teacher

Ms Denise Corkhill (K-6)

Ms Rachael Taylor (7-12)

(Year 10 Advisor)

#### COVID Intervention Support

Ms Carol Harpley (K-6)

#### School Counsellor

Ms Sorubi Thavaratnam

#### SCHOOL SUPPORT STAFF

##### School Administration Manager

Ms Tammie Wales

##### School Administration Officers

Ms Marg Abbey

Ms Mary Corkhill (Primary)

Ms Amanda Ingall

Ms Leanne Raynolds

##### Library Assistant

Ms Michelle Cusack

##### Computer Coordinator

Mr Chris Howlett

##### Community Engagement Officer

Ms Laurelle Nosworthy

##### Student Support Officer

Ms Taryn Riles

##### School Learning Support Officers

Ms Haylee Allen

Ms Claire Apps

Ms Rose Arber

Mr Jayden Cutting

Ms Fiona Gorham

Ms Virginia Keighley

Ms Sascha Maley

Ms Kelly Stapleton

Ms Jaimee Waters

##### General/Farm Assistants

Mr Bruce Grey

Mr Paris Maxfield

# Communication

Open contact between the school and parents is of the utmost importance. Functions which enable parents to meet teachers occur throughout the year, but if you feel there is some special concern, interest, or problem you wish to discuss, do not hesitate to give us a call.

Parents seeking an interview with the Principal, or any individual teacher should ring the office. The office is open from 8:30am to 3:45pm daily. Teachers can only be contacted when they are not on class, on playground or other duties. The office can make an appointment with the teacher. Parents are required to report to the office upon arrival at the school.

## Parent Newsletter

Boorowa Central School's newsletter contains information and other details of school functions. It is our principal means of formal communication with you and is issued every 2nd Friday. It is also available on our website, Facebook and via direct subscription.

## Boorowa Central School website, social media, and communication apps

<http://www.boorowa-c.schools.nsw.gov.au>



## Boorowa Central School Song

**Chorus:** Boorowa Central, school on the slopes  
Boorowa Central, gives us our hopes

Each for all, all for each, sportsmanship, goals to reach, all together,  
together for all, academics, we stand tall.

**Chorus:** Boorowa Central, school on the slopes  
Boorowa Central, gives us our hopes

Music, art, drama, dance, creative aspects to enhance. Educated to our best,  
into the world, put to the test.

**Chorus:** Boorowa Central, school on the slopes  
Boorowa Central, gives us our hopes

Proud to say we were there. Life scatters us everywhere, proud to say we were there,  
here at Boorowa Central.

**Chorus:** Boorowa Central, school on the slopes  
Boorowa Central, gives us our hopes

## Supervision and Transport

Active playground supervision by the school staff is undertaken before school between 8:30 and 9.00 am, during recess and lunch breaks and for infants/primary students waiting to catch buses between 3:00 pm and 3:30 pm.

Infants/Primary students who arrive at school between 8:30 am and 9:00 am should remain in the COLA assembly area. Students are not permitted to play on the fixed equipment during this time.

Supervision is not provided, nor responsibility taken by the school or the Department of Education for students in school grounds prior to 8:30 am, nor after 3:30 pm, unless prior arrangements have been made with the school.

## Transport to and from school

All students living 2kms or further from the school are presently entitled to free bus travel.

Conveyance payments for parents who transport their children to and from bus pick-up points are available from the Transport for NSW.

Students who misbehave on the bus are subject to the Code of Conduct issued by the Transport for NSW and can be refused transport. All parents and students should make themselves aware of this code and the procedures to follow when misbehaviour occurs. Information is available from the bus operators, the Transport for NSW, and the school.

Issues relating to bus travel need to be raised with the bus driver then, if not resolved, contact the Transport for NSW. The bus pick-up and drop off zone is located in Dry Street. Students are required to walk carefully to and from buses to prevent accidents from occurring.

We ask parents collecting their children to do this from the Pudman Street entrance to ensure student safety.

### School Bus

The school has two school buses which allows us to provide more affordable learning experiences beyond the classroom and assists moving students to town events in inclement weather.



## Formal Reporting to Parents

In Secondary, parent/teacher interviews are held at the end of Term 1 and Term 3. Infants/Primary interviews are held at the end of Term 2. This is a wonderful opportunity to discuss particular strengths or areas of focus for each child and their teachers.

Individual reports on student progress will be sent home at the end of Term 2 and Term 4. Parents may wish to contact the school for a meeting with teachers in response to the report.

Parents can request interviews with teachers at any time simply by phoning the office to make an appointment. It is a preference for issues to be raised early so that we may work with parents to support children through their formal schooling. Issues raised may include but are not limited to behaviour, difficulties with schoolwork, willingness to complete homework, home issues that may impact on school performance and behaviour, difficulties in getting children to school and concerns with parenting.

Teachers will be able to assist with the issue on the spot or by making referrals to members of the school executive, the Learning Support Team, School Counsellor, or other agencies.

**Confidentiality:** All employees of the NSW Department of Education adhere to the confidentiality clauses of the Professional Code of Conduct. Whilst it is necessary to discuss matters within the context of the school, information pertaining to your child or details disclosed by you will be treated with confidentiality. Under section 16A of the Child Protection Act, schools may share information with other welfare agencies about children and young people if it relates to matters of wellbeing. When this occurs, the sharing is documented.

### Secondary Assembly

Secondary assembly is held every 2nd Tuesday at 2:00 pm. Students are presented with awards recognising student achievement and classes showcase the learning they have been undertaking.

### Primary Assembly

Infants/Primary assembly is generally held in the hall every 2<sup>nd</sup> Tuesday at 2:40 pm. Times are notified via Facebook, and the newsletter. Students are presented with awards where student achievement is recognised, and classes perform and showcase their work. Parents and community members are welcome to attend assemblies.

## Voluntary School Contribution

Voluntary school contributions provide a major source of school finance. These funds allow the school to purchase texts and library books, general equipment, and resources. These fees are not compulsory.

Kindergarten to Year 12 is \$40 per student, with a maximum of \$120 per family. Fees allow us to continue to provide materials for practical classes.

### Elective fees - compulsory fees

Subject fees are payable depending on the elective subjects studied. These elective fees are compulsory. The fees for each course are outlined in the Course Selection booklet which is distributed to students and parents prior to making subject choices. If any parents are having difficulty in making these payments, please contact the school so that we may work out options for payment. Student assistance funds are available for eligible students who cannot afford fees.

Payment plans must be completed by the end of Term 1 for the student to continue in the elected subject. If students are unable to afford these classes, there are fee free options on all lines. All elective fees must be paid in full prior to participation in extra curricula activities including sporting events, excursions, and formals. If fees are not paid or payment plans negotiated by the end of Term 1, students will be asked to choose a fee free elective.

## Excursions and Cultural Performance

Boorowa Central School aims to provide all students with learning opportunities beyond the classroom. Requests will be made for your permission to allow your child to travel on an excursion or attend a performance at school by selected visiting cultural or interest groups.

Generally, a fee will be charged for transport and/or admission. For non-curricular activities, the school is not in a position to support involvement from Student Assistance Funds. For curricular based activities, families not able to afford the full cost of these activities may apply for assistance with the cost from Student Assistance funds.

Details of such variations to our normal routine will be forwarded to you in writing and advertised in the newsletter. All such excursions or visits are proposed by teachers and formally approved by the Principal and school executive.



## First Aid

All students who feel sick or are injured during the day are sent to the clinic with a note from their teacher. If in the playground, they are to report firstly to the teacher on playground duty. The clinic is located in the administration building. The office will contact parents if a child is sick and needs to go home; students are not to contact parents themselves. In the event of emergency an ambulance will be called to transport the child straight to hospital.

It is important that you maintain up-to-date contact details for yourself and your emergency contacts at the office.

If your child suffers asthma, allergies or anaphylaxis, an individual health care plan will need to be submitted and updated every 12 months. It is the responsibility of parents to provide this document to the school.

We have a number of staff trained in Prescribed Medications Handling to attend to students who may require medications throughout the day. If your child requires ongoing medication, or a medication for a short period of time, it is important that the medication be handed in at the office. Medications are required to be documented in our medication first aid book. Parents are required to note the number of tablets given to the first aid officer and sign them in. Parents are also required to bring any documentation from the medical practitioner especially in regard to asthma and anaphylaxis. Ms Marguerite Abbey is the First Aid Officer at the school.

Parents should note that we are not allowed to administer paracetamol or other over the counter medications without a doctor's note. Students should not be given similar medications to keep in their school bag for self-administering.

All teaching and administration staff are trained in first aid, cardiopulmonary resuscitation (CPR), anaphylaxis and asthma.

### Immunisation and Infectious Diseases

Parents are required to provide a child's immunisation certificate on enrolment in accordance with the NSW Public Health Act 1991.

It is not compulsory for children to be immunised but if there is an outbreak of a vaccine-preventable disease at school, unimmunised children may have to stay home for the duration of the outbreak for their own protection.

Under the Public Health Act, some common infectious diseases require children be kept from school to prevent the spread of infection. A report must be made to the Principal if your child has diphtheria, haemophilus influenza type b (Hib), meningococcal disease, polio, tetanus, German measles, measles, mumps, or whooping cough.

**Please notify the school immediately if your child has been diagnosed with, or is suspected of having, any of the reportable diseases above.**



# Student Wellbeing and Support

Student welfare is the concern of all members of staff at Boorowa Central School. Young people often have difficulty in negotiating relationships with peers in the teen years. Misunderstandings with work requirements may also occur and these can leave students upset or less confident. We would like to know when things are not going well so that we may monitor or take action to remedy the situation.

The following people are especially concerned with student welfare, and students and parents should not hesitate to contact one or all of them if a problem arises:

- Class teachers or the faculty leader of a key learning area may assist with any issues that may arise in the classroom or are work related.
- Girls Advisor can be contacted if you have any issues with your daughter/s.
- Boys Advisor can be contacted if you have any issues with your son/s.
- Secondary Year Advisors
- Deputy Principal
- Principal

## Support Services

The school is supported by a number of visiting professional personnel. A significant range of support services are available in the district to support children, adolescents, and their families. Brochures can be requested from office staff.

**The School Counsellor's** role is to assist the teaching staff in assessing students in need, offering advice to students, parents, and staff on matters of a social, welfare and academic nature, and to provide a link between the school and other agencies to improve the development of all students.

The school counsellor is available at Boorowa Central. Please contact the school office for information or an appointment. All information/visits are strictly confidential. Younger students require parental permission to access this service whereas secondary students may self-refer. Referral forms are available from the front office.

**The Community Nurse, Speech Therapist and Occupational Therapist** visit our school regularly. Providing a service for children from 0 – 18, these specialists are employed by NSW Health. Providing specialist services at class and individual student levels, they produce programs for teachers and parents to support the child between visits. The school may assist families to access these services prior to children attending school to address delays with speech or gross and fine motor skills to provide children with the best possible start to their learning. Appointments to see these visiting personnel are made through your child's teacher or Community Health in Boorowa or Young.

**Early Intervention** – Lambing Flats Enterprises operates Early Intervention services for children from 0-5 prior to them attending school if they have a NDIS signoff or are referred for a support program. Preschool or other agencies may refer children to this service.

**The Life Education Van** along with Healthy Harold visits the school each year.

---

## Buddy Bears

Buddy Bears is a time when the Infants and Primary school meet to build a network of friendships. Year 6 student leaders work with Kindergarten students to:

- talk about school and what they have learned
- learn that they can solve problems together
- understand how others feel
- build friendship groups
- ask for help in the playground
- help others.



## Special Religious Education

Special Religious Education (SRE) is provided in public schools during school time by authorised representatives of approved religious groups for instruction in that faith. Special Religious Education (scripture) is voluntary, and schools organize SRE according to parent preference.

## School Canteen

The canteen is proactive about providing a healthy and nutritious service in the school. It is managed by a supervisor and a roster of parents who volunteer their time and energy. The canteen operates in accordance with the approved 'Guidelines for School Canteens' and was incorporated in 2001.

The school's fully equipped canteen provides an excellent service at a reasonable cost. Lunches are to be ordered before 9:00 am.

At break times, students will need to queue to make purchases, then move outside the canteen area when they have made their purchase.

Each Infant or Primary student who wishes to buy lunch at school is required to bring the lunch order in a paper bag which displays the class teacher's name, child's name, lunch order and correct money if possible. Lunch orders are placed in class bags which are sent to the canteen - orders are returned to their classrooms.

Students are asked to remember that the canteen volunteers give up their time to serve students. They deserve both respect and courtesy. The Canteen reserves the right not to serve any student who is unruly or disrespectful. The P&C welcomes any new volunteer helpers.

## Mobile Phones

For secondary students, mobile phones have become an integral part of communicating with and being connected to the world. We acknowledge their use in this way, but we are also aware that they can be a distraction to students and their learning.

Boorowa Central School has implemented a procedure allowing students to have their mobile phones with them at school. Students are expected to turn the phones off and put them away during lesson times.

Students who fail to abide by the policy will have to turn their phone off and take it to the Principal's office. The phone may be collected from the Principal at the end of the day. If the issue is ongoing, the Principal may negotiate another arrangement with parents so that teachers can ensure that use of a mobile phone during lessons does not interfere with student learning.

Mobile phones are not to be used in the Infants/Primary school.

Misuse of mobile phones to bully or harass other students is taken very seriously in accordance with the Department's policy and the laws of NSW.

## The School Library

A teacher/librarian is responsible for the operation of the library.

All students have access to the Library. Secondary classes use library facilities as determined by teachers and their studies. Primary and Infants classes have formal lessons in the library each week. These children will need a library bag to protect borrowed books as they are carried home.



Books are available for loan from the library. Fines are imposed for overdue books, and it is expected that students will pay for lost or damaged books.

---

# School Uniform

Boorowa Central School is a uniform school. The wearing of school uniform is strongly endorsed by our Parents and Citizens Association. All articles of clothing and footwear should be clearly labelled with your child's name. School leaders are expected to be in full school uniform at all times. Failure to wear uniform will result in their position being awarded to another student.

Black leather school shoes are compulsory on regular school days. Black canvas topped shoes do not meet the requirements and students will be recorded as out of uniform if they choose to wear them. Students not in correct footwear will not be allowed to work in specialist classrooms. It is a Department of Education requirement that all students who are not wearing flat and fully enclosed shoes with leather uppers be excluded from participating in practical classes including: cooking, gardening, science, art, agriculture, woodwork, and metalwork classes.

Boorowa Central School is a 'Sun Smart' school. It will be necessary to have a school bucket hat or cap and sunscreen. No hat no play is compulsory during Term 1 and Term 4, and highly recommended in Terms 2 and 3. The school hat is required for all school and sporting excursions.

**Modesty:** all uniform items need to have respectable coverage. Plunging necklines, low waistbands, exposed midriffs or very short skirts and shorts are not acceptable. No inappropriate slogans or images are allowed. Coloured underwear should not be visible through clothes.

## **If your student is out of uniform:**

1. Send in a note explaining the reason they are out of uniform for that day. If it is an accepted reason, they will not be recorded as being out of uniform. Please include the date, student's name, reason and when the issue will be resolved.
2. The student will be notified that they are out of uniform and may see the Deputy Principal at one of the breaks to appeal the decision.
3. The Clothing Pool has uniform items that may be borrowed.
4. Regular failure to wear full school uniform will affect your eligibility to participate in extra-curricular activities including socials, excursions, and some representative fixtures.  
(Students start each term with a clean slate)

If you are having difficulty in obtaining the correct uniform, you should contact the Deputy Principal or Principal who will be able to assist you in getting your child/ren the full school uniform.

**Our full uniform is available from Young Embroidery Service (YES) in Boorowa Street, Young.**

**The Boorowa Central School P&C stocks navy polo shirts and navy school jackets. Purchases can be made at the canteen.**

## School Uniform - Kindergarten - Year 6

Girls Uniform	Boys Uniform
<ul style="list-style-type: none"> <li>• Red and white dress with a white collar</li> <li>• Navy polo shirt with crest and red stripe on collar and sleeves</li> <li>• Navy undershirt or polo is permitted – no other colours</li> <li>• Red sloppy joe with the school emblem- (fabric may be polar fleece, cotton fleece or wool)</li> <li>• Navy school jacket (no other colours, stripes, or ‘hoodies’)</li> <li>• Navy shorts, navy trousers or navy skirt/skort, (length to knee or below) tracksuit pants and denim are not acceptable.</li> <li>• White socks, flesh or navy stockings or tights</li> <li>• Black leather shoes or black leather joggers (practical classes require flat and fully enclosed shoes with leather uppers)</li> <li>• School hat, navy beanie and/or navy scarf</li> <li>• For formal representation students may wear a white business shirt with tie, long navy pants or skirt and school blazer.</li> <li>• Navy school jacket with crest</li> </ul>	<ul style="list-style-type: none"> <li>• Navy polo shirt with crest and red stripe on collar and sleeves</li> <li>• Navy undershirt or polo is permitted – no other colours</li> <li>• Red sloppy joe with the school emblem- (fabric may be polar fleece, cotton fleece or wool)</li> <li>• Navy school jacket or blazer (no other colours or stripes or “hoodies”)</li> <li>• Grey shorts or grey trousers (tracksuits pants, football shorts and denim are not acceptable)</li> <li>• Grey socks</li> <li>• Black leather shoes or black leather joggers (practical classes require flat and fully enclosed shoes with leather uppers)</li> <li>• School hat, navy beanie and/or navy scarf</li> <li>• For formal representation students may wear a white business shirt with tie, long grey pants, and school blazer.</li> <li>• Navy school jacket with crest</li> <li>•</li> </ul>



Summer uniform



Winter Uniform



School Jacket

# School Uniform - Senior - Years 11 and 12

## Senior Uniform - Years 11- 12

Senior students have additional uniform options

### Girls

- Senior school approved jersey
- Grey skirt, shorts, or long trousers
- White dress shirt
- Black stockings (with grey skirt and white shirt)
- Navy school sloppy joe
- Navy School Jacket with Crest

### Boys

- Senior school approved jersey
- White dress shirt
- Navy school sloppy joe
- Navy School Jacket with Crest



# School Uniform - Years 7-10

Girls Uniform 7-10	Boys Uniform 7-10
<ul style="list-style-type: none"> <li>• Navy polo shirt with crest and red stripe on collar and sleeves.</li> <li>• Navy undershirt or polo is permitted – no other colours</li> <li>• Navy sloppy joe with the school emblem- (fabric may be polar fleece, cotton fleece or wool – no hoodies).</li> <li>• Navy school jacket (no other colours)</li> <li>• Navy shorts, navy trousers or navy skirt length to knee or below, (tracksuits pants and denim are not acceptable)</li> <li>• White socks, flesh or navy stockings or tights</li> <li>• Black leather shoes or black leather joggers (practical classes require flat and fully enclosed shoes with leather uppers)</li> <li>• School hat, navy beanie and/ or navy scarf</li> <li>• For formal representation students may wear a white business shirt with school tie, long navy pants or navy skirt and school blazer</li> <li>• Navy School Jacket with Crest</li> </ul>	<ul style="list-style-type: none"> <li>• Navy polo shirt with crest and red stripe on collar and sleeves.</li> <li>• Navy undershirt or polo is permitted – no other colours</li> <li>• Navy sloppy joe with the school emblem- (fabric may be polar fleece, cotton fleece or wool – no hoodies).</li> <li>• Navy school jacket or blazer (no other colours or stripes)</li> <li>• Grey shorts or grey trousers (tracksuits pants, football shorts and denim are not acceptable)</li> <li>• Grey socks</li> <li>• Black leather shoes or black leather joggers (practical classes require flat and fully enclosed shoes with leather uppers)</li> <li>• School hat, navy beanie and/ or navy scarf</li> <li>• For formal representation students may wear a white business shirt with school tie, long grey pants, and school blazer</li> <li>• Navy School Jacket with Crest</li> </ul>



Girl's Uniform



Navy School Jacket



Boy's Uniform

# Sports Uniform

## Girls and Boys

- Red sports polo shirt with white trim (available only at YES)
- White undershirts permitted
- Navy sports shorts with BCS embroidered on leg or plain navy shorts (with no visible brand logo)
- Navy tracksuit pants (no black tracksuit pants; no stripes)
- White sport socks
- School hat
- Joggers



## Make-up and Jewellery

### Make-up:

- Sunscreen, tinted sunscreen, foundation and powder allowed
- Clear lip-gloss allowed
- No eye make-up including eye shadow, mascara, or eyeliner to be worn.
- No glitter make-up allowed

Students wearing make-up will be asked to remove it.

### Jewellery:

All jewellery is to be removed for practical classes, sports, and playtime sport for safety reasons.

- Earrings:
  - Dangly earrings to be no longer than 1 cm
  - Sleepers to be of a diameter of a 5-cent piece or less
  - Studs are preferred
- No bracelets
- A watch is allowed
- One ring allowed – low profile – no sharp pointed sections
- One necklace – no sharp pointed sections (must be tucked in)

Pendants or images on jewellery must be appropriate to the school setting (no alcohol or drug images). It is important to note that the school cannot be held responsible for the loss of valuable items, and it is preferred that students not wear valuable items of jewellery.



## Removal of Children during School Hours

Any person wishing to take a child from school during school hours must first come to the office. Only parents may remove a child unless the school has advice from the family in writing. Parents are advised to make an appointment to discuss any concerns relating to this matter.

### Notes explaining absences

It is the responsibility of the parent/caregiver to inform the school of all student absences. This can be provided in writing, by phoning the school or via the Skoolbag app. If an explanation is not received our computer system will generate a letter requiring a reason for absence to be sent to the school. If a reply does not arrive at school within 7 days, the date will be recorded as unjustified regardless of the reason. Parents need to also be aware that some explained reasons for absence will not be recorded as justified if they do not meet the Department's guidelines.

Formal school reports indicate the number of days and partial days of justified and unjustified leave a student has had in the school year to date. Parents should note that regular lateness does lead to educational disadvantage over time and even 5 minutes late is recorded as a partial absence.

**LEAVE:** families need to apply for leave to take their children out of school for any extended period of time exceeding 3 days. This may be to allow travel overseas or to be involved in an activity outside the confines of regular education. The school principal can approve leave for shorter periods, but the application is forwarded to the Director of Education for longer periods. All applications for leave should be submitted well in advance of making final bookings and payments. The front office can provide a copy of the leave application. A regular pattern of leave and non-attendance will result in applications for extended leave being recorded as unjustified.

Students who receive Centrelink benefits need to know that the school provides attendance data for all students who receive payments and deductions can be made for partial and whole day absences.

## Custody of Children

### Advice of Custody Arrangements

The school should be advised **in writing of any special custody arrangements** concerning students. If a family is split, or a divorce has occurred, and one parent is denied access to a child through a Court Order, this information should be provided to the school. In all cases the Principal needs to retain a copy of any relevant documentation. Confidentiality will be maintained unless otherwise advised.

---

# Homework Procedures

The purpose of homework, like schoolwork, is learning.

## **Homework:**

- ✓ allows for practising, extending, and consolidating work done in class
- ✓ provides training for students in planning and organising time
- ✓ develops a range of skills in identifying and using information resources
- ✓ establishes habits of study, concentration and self-discipline which will serve students for the rest of their life
- ✓ strengthens home-school links
- ✓ reaffirms the role of parents and caregivers as partners in education
- ✓ provides parents and caregivers with insights into what is being taught in the classroom and the progress of their children
- ✓ challenges and extends gifted and talented children.

There is a clear link between the time spent by students on homework/study and student achievement.

## **Infants/Primary**

Homework will be distributed to students on Monday and collected either Thursday or Friday of each week. Please refer to your child's teacher. Homework will be distributed according to each child's ability level and stage level.

- a) If a child is having difficulty with the work and is taking more than the recommended time, parents are requested to stop the student and sign the homework sheet at the appropriate place to indicate how much work the student has completed.
- b) If a child completes the set work in a very short period of time, parents are requested to indicate the time spent working on the tasks.

Parents are encouraged to contact the school if they require assistance in supporting their child with homework.

# Student Representative Council

The Student Representative Council of Boorowa Central School consists of a secondary council and a primary council.

From the representatives we elect a Treasurer and a Secretary and posts of special responsibility e.g., technical, financial.

## **The Role of the Student Representative Council:**

1. To represent the students by making submissions to the school administrator on procedures and policies.
2. To run functions e.g., socials, to raise money which is spent on the students at the school. In addition, the Student Representative Council has provided financial support to students who represent the school in sport.
3. To support various charities.

The Student Representative Council meets each week and is the link between the students and the school administration. It informs the executive of students' views and suggestions about the school environment and from these, improvements and alterations can be made to benefit students.

## House System

When enrolled at Boorowa Central, students are automatically allocated to one of two sport houses: **Green or Blue**.

## Discipline and Learning Procedure

For our children to gain the best possible education we must ensure that students are free to learn and play. The school has implemented the comprehensive Core Rules of the NSW Department of Education. This is based on rights and responsibilities. Copies of this document are available from the school.

### Core Rules

#### Student Discipline in NSW Government Schools

---

All Students in NSW

Government schools are expected to:

- Attend every school day, unless they are legally excused, and be in class on time and prepared to learn.
- Maintain a neat appearance, including adhering to the requirements of the school's uniform or dress code policy.
- Behave safely, considerately, and responsibly, including when travelling to and from school.
- Show respect at all times for teachers, other school staff and helpers, including following class rules, speaking courteously and cooperating with instructions and learning activities.
- Treat one another with dignity and respect.
- Care for property belonging to themselves, the school, and others.

Behaviour that infringes on the safety of others, such as harassment, bullying and illegal or anti-social behaviour of any kind, will not be tolerated.

### Anti-Bullying Procedure

In classes from K-12 various strategies are taught to students so that bullying, harassment, abuse, and discrimination are minimised. Severe penalties apply to students who engage in bullying. All instances of bullying should be immediately reported to a member of staff. Bullying is repeated patterns of behaviour. Isolated incidents do not constitute bullying, but still require following up.

---

# Parents and Citizens Association (P&C)

The Parents and Citizens Association meet on the first Tuesday of the month in the Administration Block at 7pm. This valuable group is the principal fund-raising agency for our school. Parents are particularly welcome to attend meetings and support the P&C in its activities. If you are not keen to attend meetings but would like to help with other fundraising activities, keep watch for the newsletters or our Facebook page for updates when help is needed.

## 2023 P&C Committee Members

- President - Bec Driscoll
- Vice president - Craig Southwell
- Secretary - Annelise Wilson
- Treasurer - Laticia Hignett
- Fundraising coordinator - Kimberley Overhall
- Canteen Supervisor - Di Walsh

## Family Events

The school hosts two barbeques each year. A welcome meet and greet barbeque at the commencement of the year. An end of year barbeque is provided for all our students, families, and community members to celebrate the year's hard work and dedication. We encourage everyone to attend these free family events.

