

# Punchbowl Primary School

2020 Parent Information



**PUNCHBOWL  
PRIMARY SCHOOL**  
"Dream, Believe, Succeed"

## SCHOOL THROUGH LINES

Success for all – with all community members informed of our successes.

Quality relationships are vital.

The amount of learning is commensurate with the amount of fun.

Independent application of knowledge and understandings to real-life contexts is vital.

**Punchbowl Primary School is a small family school that:**

- \* encourages active partnerships and quality relationships between students, staff and families;
- \* has a focus on the child as an individual learner;
- \* boasts an excellent physical environment for learning, both indoor and outdoor;
- \* encourages students to strive for personal excellence in the academic, sporting and social fields.

Principal:

Assistant Principal:

School Business Manager:

Ms Elizabeth O'Donahue

Mrs Abbi Dean

Mrs Janelle Shaw



## **Philosophy of Punchbowl Primary School**

The general philosophy of a school is the set of common beliefs which guide all policies and practice in that school. At Punchbowl these beliefs are:

- \* The central concern of the Primary School is the child.
- \* Education is not something which takes place only in schools. Rather it is something which takes place over our total life experience. The role of the school is to promote development of positive skills and attitudes so that each child can benefit effectively from learning experiences.
- \* The parental role in the education of the child is vital. Parents are the child's first teachers and are also the continuing link throughout all of the child's school years. The child will benefit most from schooling if there is co-operation and good communication between parents and teachers.
- \* Children are people with feelings, thoughts and opinions.
- \* The school should endeavour to provide experiences which:
  - encourage thought and questioning (Why? What if? What might be?)
  - allow for expression of feelings, opinions and ideas;
  - foster positive attitudes to self and others.
- \* Children are individuals who develop at their own rate. The educational program should take this into account and should, as far as possible, cater for individual strengths and needs.
- \* Direct experiences are those which we actually take part in while indirect experiences are those which we learn about second hand; e.g. when we visit the bush and see, hear and smell the animals and plants we are experiencing the bush directly but when we learn about the bush from a book or a film, we learn about it indirectly. School should provide a balance of direct and indirect experiences as the basis for children's learning.
- \* It is our belief that assessment should provide information about how well a child is learning: what his or her strengths are and what are the next steps. Much of our assessment is carried out through observation: e.g. in order to find out how well a child writes we make observations of his writing. Occasionally, a teacher may use tests of some kind to gain information about a child's learning. When this is the case, it is not the mark which is important. Rather it is the information gained from how the child performed in the test. Assessment is therefore not something which takes place two or three times a year but is ongoing throughout the year.
- \* The provision of a caring, quality learning environment in which children feel that they are important and in which they have a say, is essential.

**The above set of beliefs form the basis of our ideal school environment.  
We seek your support in promoting such a school environment.**

## Term Dates

- \* Term 1: Wednesday, 5<sup>th</sup> February to Wednesday, 8<sup>th</sup> April  
(Tuesday, 4<sup>th</sup> February & Thursday, 9<sup>th</sup> April) – Student Free Days
- \* Easter: Friday, 10<sup>th</sup> April to Tuesday, 14<sup>th</sup> April
- \* Term 2: Monday, 27<sup>th</sup> April to Friday, 3<sup>rd</sup> July
- \* Term 3: Tuesday, 21<sup>st</sup> July to Friday, 25<sup>th</sup> September  
(Monday, 20<sup>th</sup> July - Student Free Day)
- \* Term 4: Monday, 12<sup>th</sup> October to Thursday, 17<sup>th</sup> December  
(Friday, 30<sup>th</sup> October – Student Free Day)



## Statewide Professional Learning/Moderation Days (Student Free Days)

Our professional learning days will be **Tuesday, 4<sup>th</sup> February, Thursday, 9<sup>th</sup> April, Monday, 20<sup>th</sup> July and Friday, 30<sup>th</sup> October.** Students do not attend school on these days.

## School Times

- \* Kindergarten children are offered fifteen hours of schooling per week spread over three days and may be collected at the end of the day from 3:00pm. The days of attendance are published for parents of enrolling Kindergarten children each year.
- \* Prep to Grade 6 children attend at the following times:

Morning:	8.55am-12:40pm
Lunch:	12:40pm-1:30pm
Afternoon:	1:30pm-3:00pm

## Absences/Illness

When a student is absent for any reason the school should be contacted by telephone or note explaining the circumstances. Students should not be taken from school without firstly being signed out at the school office. Should students be absent from school and no notification is received, a SMS shall be sent prior to 10:30am.

It is important to note that the Department of Education does not authorize family holidays during school terms.

When children are sick it is in their best interests that they are kept at home in suitable care. It is appreciated if parents notify the school, either by phone or by letter whenever children are absent from school.

If children become sick at school, or in the event of a serious accident, parents or carers are notified immediately. If prior permission has been given and parents cannot be notified, appropriate medical attention is sought.

In order to facilitate our taking the best care of children during school hours, parents are asked to complete medical emergency information for each child and to keep the information up to date. Such information includes:

- names, addresses and phone numbers of parents and carers;
- emergency contact names, addresses and phone numbers.

If a child requires medication to be administered at school, medication authority forms and medical action plans will need to be completed. These are available at the office.

### **After School Care**

After school care offering a pickup service from school is available through NCN (Northern Children's Network), ☎ 6341 1555. Please contact them for further information.

### **Arrival and Dismissal Times**

Teachers commence duty of care at 8:30am and the school buildings are locked until this time. Students should **not** arrive at school before this time. Students may enter classrooms at 8:30am and are dismissed at 3:00pm.

If a student arrives late they must sign in at the office. If a student needs to leave early they must be signed out by a parent/guardian at the office.

At the end of the school day a duty teacher will supervise students waiting to be collected outside the front of the school until 3:15pm. Students must not play in the playground unsupervised after school.

**If there is to be a different person from normal collecting your child from school, it is vital that you let us know.**

### **Assemblies**

Whole school assemblies are held approximately every third week on a Tuesday at 2:20pm. Times and dates will be advertised in our newsletter. Parents and friends are welcome to attend these assemblies where children's learning is celebrated and examples of educational excellence shared.

### **Banking**

A banking service is provided by the Commonwealth Bank. Students should bring their book to school each Tuesday and will commence on 11<sup>th</sup> February, 2020. Application forms to open a new account are available <https://www.commbank.com.au>

## Bikes, Scooters and Skateboards

Bikes, scooters and skateboards are not to be ridden in the school grounds. Students are able to ride bikes to school and park them in bike racks. Students should wear helmets.

## Book Club

Our school supports Scholastic Book Club. Order forms are sent home with your child. Online ordering is available or if you prefer to pay by cash or cheque, payment should be made via the office.



## Buses

Metro offers a bus service for students travelling from Waverley and Ravenswood. Please contact Metro ☎ 13 2201 for timetable information.

## Bus Pass for Students

Free travel is accessible to students who hold a Student **GreenCard** Bus Pass. The pass is available to students who are dependents of a person who holds a concession card and travel to school on fare paying services. If you require more information ☎ 132201, or visit [www.transport.tas.gov.au/student](http://www.transport.tas.gov.au/student) or [www.metrotas.com.au](http://www.metrotas.com.au)

## Computers

Technology is an integral part of the school program. The school is linked to the Internet. All students have access to multi-media computers in classrooms and the library. In addition, most classrooms have either interactive whiteboards or TV's which can be used interactively. Most classrooms also have at least one iPad with many suitable apps downloaded for student use.



## Curriculum

Teachers follow the Australian Curriculum with an emphasis on maintaining and improving literacy and numeracy outcomes, information technology, thinking skills and social skill development.

The school offers support programs for students, who require further assistance in literacy and numeracy, gross and fine motor skills and handwriting.

We have specialist lessons in Physical Education (which includes Water Orientation for all Grade 2 students, the Swimming and Water Safety Program for all Grade 3, 4 and 5 students) and Music. Students also have



the opportunity to be members of our school choirs and participate in extension and extracurricular activities such as Maths Olympiad, All Schools Cross Country, Dance Fever, Basketball Championships and Schools Triathlon Challenge.

## **Dogs & Cats**

Due to Health Regulations, and some students' medical conditions dogs and cats are not permitted in the school grounds.



## **Enrolment**

The enrolment is approximately 350 children from Kindergarten to Grade 6.

Children are admitted to Kindergarten, Prep and Grade 1 strictly on age basis. Enrolment is based on the age of the child on the 1st January in the enrolling year.

Kindergarten caters for children who turn 4 years of age before the 1<sup>st</sup> January of the enrolling year, i.e. children born in 2015.

Children who are 5 years old before the 1st January of the current school year are enrolled in Prep and attend full time for the year.

## **Kickstart/Launching into Learning**

These provide a natural pathway to formal schooling for children from birth to 4 years of age. Children are accompanied by their parents/guardians. Parents will be informed of the date and times when Kickstart commences via the newsletter. This is a valuable time for parents and children to learn and play together. The session is taken by a teacher. Parents/guardians are required to stay and are responsible for their own child/children.

## **Levies**

A composite levy is charged which provides funds for things such as art materials, pencils, library books, paper, equipment, excursions and performances. For detailed information see our School Levy Brochure.

Levies may be paid by Bpay, Centrepay, cash, cheque, EFTPOS or in instalments if prior arrangements have been made with the School Business Manager or the Principal. Students who receive Student Assistance are exempt from paying levies.

The office will be open for the payment of levies and uniform sales from 9:00am to 1:30pm on 29<sup>th</sup>, 30<sup>th</sup> and 31<sup>st</sup> January, 2020.

## Levies - Financial Assistance

The Student Assistance Scheme (STAS) provides assistance for low-income families towards the cost of school levies. The Minister for Education has expanded the Student Assistance Scheme to provide access for grandparents raising grandchildren.

Income assessment is applied to parents/guardians of dependent students applying for assistance under the scheme. Independent students are required to meet the income test and also provide proof of their independent status. The income test used for the scheme is included on the application form each year.

The income test table used for the STAS 2020 scheme is shown below:

Maximum Total Taxable Parental Income 2018-19		
No. of Dependent Children	Income Per Week	Annual Income
1	\$717	\$37,284
2	\$825	\$42,900
3	\$941	\$48,932
4	\$1063	\$55,276

The majority of STAS applicants, who received assistance in 2019, will be written to directly by the Financial Assistance Unit to finalise 2020 STAS status without having to complete complex forms.

If you are applying for STAS for the first time, or were not receiving STAS in 2019, you will need to complete a STAS Application Form and provide documentation giving proof of income.

Application forms are available from our school office, Service Tasmania and Centrelink offices, the Department of Education's website ([www.education.tas.gov.au](http://www.education.tas.gov.au)).

Completed forms need to be lodged as soon as possible at a school that is attended by one of your children, or sent to:

Financial Assistance Unit  
Department of Education  
GPO Box 169  
HOBART 7001



## Library

Students are encouraged to borrow books from the library on a regular basis during their library lesson time. Students must have a book bag which is provided to Kindergarten students as part of their levy payment. Library bags may also be purchased at the office. If a book is lost or damaged an account for the replacement cost of the book will be sent to the parents/guardians.

## Lost Property

At Punchbowl we operate a self serve lost property system. All articles found are placed in the lost property basket situated in the main corridor.

We operate this system for two main reasons:

1. to encourage children to take responsibility for care of their own property;
2. to allow for efficient use of office staff time.

Parents should encourage their children to look for lost property in the lost property basket. Items of clothing which are named are located more easily than those which are not.

Every term all articles of lost property are displayed, and unclaimed items are added to our second hand clothing pool/wet weather clothing or donated to a charitable organisation.



## Lunch

Punchbowl does not have a canteen. This is seen as an advantage in that:

- \* parents provide children with a packed lunch and therefore know what their children are eating;
- \* children do not compete over lunch money.

We strongly support the Move Well Eat Well program and all teachers provide time for a mid-morning fruit/vegetable break. During Terms 2 & 3 the School Association operate a hot food day once a week. Children order and pay for their chosen food prior to the day.

Children eat lunch under the supervision of their class teacher before having a play period in the school yard.

## Mobile Phones/Personal Devices

Student mobile phones and personal devices are not permitted for use within school between 8:30am and 3:00pm and must be handed to the school office for safe keeping.





## Nut Awareness



Due to students with highly allergic reactions to nuts, we ask everyone to be vigilant in not bringing any nuts or products with nuts in them to school. Your assistance with this is greatly appreciated.

## Newsletter/Facebook

Our school newsletter is distributed electronically fortnightly on a Friday via Schoolzine. Parents will need to download the Schoolzine app. The newsletter includes details of school activities and notices of a general nature. Community groups are welcome to contribute articles or notices. The deadline for inclusion is 9:00am on Wednesday. Activities and notifications will also be posted on Facebook on a regular basis. Every alternate week a calendar will be sent home with the eldest child in each family.

## No Smoking



The whole school is a “Smoke Free Zone”, i.e. no smoking at all within the buildings or grounds. Smoking is also prohibited on the footpath bordering the school.

## Parent Help

Parent help is encouraged throughout the school. Classroom teachers will organise this depending on their individual needs. Please contact your child’s teacher if you would like to assist. All parents and volunteers are required to have Working with Children Registration.

[http://www.justice.tas.gov.au/working\\_with\\_children](http://www.justice.tas.gov.au/working_with_children)

## Reporting to Parents

Parents are encouraged to take an active interest in their child/children’s education and are welcome to visit the school to discuss their progress or any problems or delights at a mutually convenient time.

Formal parent/teacher discussions will be held during the year and written reports will be sent home, (Term 1, mid-year and end of year).

## School Association

The School Association offers the opportunity for parent involvement in activities such as fundraising for the school. Parents and friends are most welcome to attend School Association meetings which are held monthly. Meetings are advertised in our school newsletter and fortnightly calendar.

*Please take the opportunity to be part of the School Association. The school will benefit and, as a consequence, so will your child.*

## **School Uniform**

We strongly encourage and promote the wearing of the school uniform at Punchbowl for the following reasons:

- \* it fosters a strong sense of identity and pride in the school;
- \* it discourages competition amongst children in relation to clothes;
- \* it enables us to quickly see if there is a stranger in our playground.

## **Bucket Hats**

All students are required to wear a sun-safe hat during Terms 1 and 4 to protect children from over exposure to the sun. Hats are available for purchase from the school office.

## **Summer Uniform**

- \* Pink and white check dress
- \* White socks
- \* Black shoes

## **Winter Uniform**

- \* Grey/maroon/blue checked tunic with detachable bodice and pleated skirt.
- \* Sky Blue skivvy or sky blue blouse with Peter Pan Collar
- \* Maroon and royal blue rugby top or maroon polar fleece jacket
- \* Navy stockings
- \* Black shoes
- \* School track pants and Punchbowl polo shirt

## **Summer Uniform**

- \* Grey shorts
- \* Short sleeved blue shirt or Punchbowl polo shirt
- \* Grey socks
- \* Black shoes

## **Winter Uniform**

- \* Grey trousers
- \* Blue shirt or Punchbowl polo shirt
- \* Maroon and royal blue rugby top or maroon polar fleece jacket
- \* Grey socks
- \* Black shoes
- \* School track pants

## **Unisex Jacket**

- \* Maroon fully lined and showerproof (optional)

## Physical Education Uniform

- \* Maroon shorts or skorts
- \* Punchbowl polo shirt
- \* School track pants
- \* Maroon and royal blue rugby top or maroon polar fleece jacket



## Uniform sales

New uniforms are available for purchase from the school office during office hours. There is a small range of pre-loved uniforms.

Uniforms can also be purchased at the school office from 9:00am to 1:30pm on the 29<sup>th</sup>, 30<sup>th</sup> and 31<sup>st</sup> January, 2020.

## Student Details

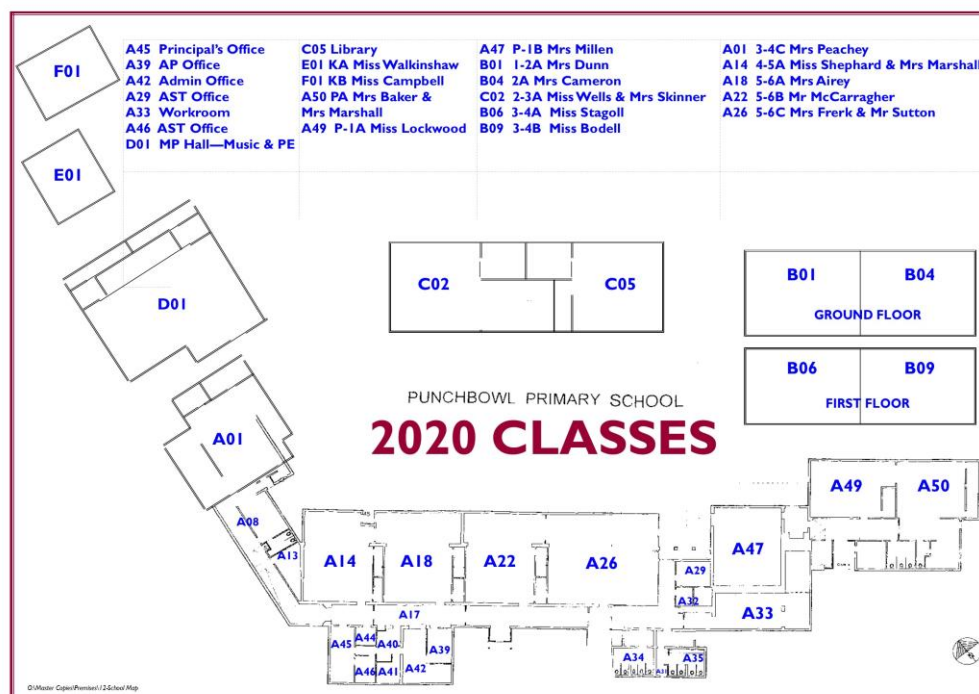
Student details are entered into a student database when students are enrolled. Please advise the school immediately if your family circumstances change, e.g. you move house or change your telephone number.

## Support Services

A Social Worker, Guidance Officer and Speech Pathologist visit the school on a regular basis. If you need to see them please contact the office or your child's class teacher.

## Student Forum

We have a Student Forum whose representatives are elected by the students. The representatives liaise between the students and the teachers. They also do a wonderful job of fundraising for our school.



### CONTACT DETAILS

146 Punchbowl Road, Punchbowl, Tas, 7249

PO Box 95, Newstead, Tas, 7250

Phone: 03 6344 1382

Email: [punchbowl.primary@education.tas.gov.au](mailto:punchbowl.primary@education.tas.gov.au)

Web: <http://punchbowlprimary.education.tas.edu.au>



Tasmania

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