OUR MISSION STATEMENT

Together we provide opportunities for all students to achieve their personal best and to become confident lifelong learners, so preparing them for participation in a rapidly changing world.

At Bowning School we value quality, respect and responsibility.
Established in 1849, Bowning Public School continues a proud tradition of providing public education. The school offers a friendly, attractive learning environment. The buildings are well maintained and surrounded by spacious gardens and grounds.

Teaching Principal, Clare Pritchard, leads a team of committed, caring and experienced teachers who cater to the individual needs of all students. We are committed to providing a supportive environment in which all children reach their full potential, broaden horizons, develop self-discipline and learn skills for life-long learning. Our active Parent and Citizen’s Association plays an integral role in many aspects of life at school.

Our school focuses on quality teaching and student engagement. The quality of our programs in literacy, numeracy, ICT and performing arts is reflected in the many successes and achievements of our students within the school and district. Our involvement in additional activities such as community service, public speaking, regional sports representation, our highly successful band program and our award winning “Active After Schools” sports initiative promote a high level of motivation, strong values and a sense of pride in our school and the community we serve.

Bowning Public School offers all the benefits of a small country school and the full range of programs and resources available to students within the NSW Department of Education and Training’s public school system.

Our Contact details:

Telephone:  (02) 6227 6093
(02) 6227 6043

Fax: (02) 6227 6121

Email: bowning-p.school@det.nsw.edu.au

Address: 147 Bowning Road, Bowning NSW, 2582
ORGANISATION

Bowning School is part of the Public Schools of New South Wales.

**Director**
Tel: 62005000 (131536)
Public Schools OF NSW
Queanbeyan Office
PO Box 1933
Queanbeyan NSW 2620

**STAFF:**
Principal: Ms. Clare Pritchard
Teacher: Mrs. Estelle Wilson
Librarian/P-Time teacher: Mrs. Esmay Armour
Support Teacher: Mrs Michelle Manautu
School Admin. Manager: Mrs. Desnee Pack
Cleaning Staff: Ms. Renee Simkus
General Assistant: Mr. Rodney Pack

**STRUCTURE OF CLASSES**
There are 2 class groups as follows:

Upper Division: Years 3 – 6
Lower Division: Kindergarten, Year 1 & Year 2

This structure may be varied from year to year depending on the number of pupils per grade.

**SCHOOL TIMES**
School commences at 9.00am *
Recess is from 11.00am to 11.30am
Lunch is from 1.15pm to 2pm
Lessons conclude at 3.00pm.

*A fruit break is held in the classroom during the morning session

**SCHOOL NEWSLETTER**
A school newsletter is sent home every Wednesday with the eldest child in the family. As well as information on school matters, the newsletter is available for advertising community events.

**SCHOOL ASSEMBLY**
School assemblies are held each term. Parents are advised of dates and times of each assembly in the weekly newsletter and are most welcome to attend.

**CONVEYANCE**
Parents are eligible for a conveyance subsidy if they live more than 1.6km from the bus pick-up point. Applications are available from school.
BANKING
Children may open a Commonwealth Savings account at the school. Banking day is Thursday.

BOOKCLUB
Once a month brochures of the Scholastic Book Club are sent home and books may be purchased through the school. The school earns bonus points which contribute towards the purchase of library books.

TUCKSHOP
A tuckshop is conducted by the P&C once a month. Orders are taken for lunches the week prior to tuckshop.

CARS IN GROUNDS
Parents are able to park at the front of the school on Airy Street when transporting children or visiting our school. Parents may also park in the turning circle of the school inside the school gate off Bowning Road between 3 and 3.30pm for the purpose of collecting children after school. Parents are asked to park cars on the curb only – around the circle. No car is to enter the school grounds beyond the bus shelter at any time.

COLLECTING STUDENTS
All parents must collect their child/ren from the COLA area after school and escort them to their parked car. The teacher on duty will supervise the collection of students.

HEALTH AND SAFETY

MEDICINE
If your child needs to take any medication at school, (including asthma medication) the school requires a signed request form for “administering prescribed medication to students” (available from the office) explaining details of dosage to be administered and time it is to be taken, preferably during recess or lunchtime.

INFECTIOUS DISEASES
Chicken pox - exclude for 5 days
German Measles (Rubella) - exclude for 4 days after the onset of rash
Hepatitis A - exclude until medical certificate of recovery is received
Measles - exclude for 5 days from appearance of rash
Whooping cough - exclude for 14 days from onset of illness or until a 5 day course of antibiotics is completed
Mumps - exclude for 9 days or until swelling goes down
Ringworm - exclude until the day after appropriate antifungal treatment has commenced
Conjunctivitis - exclude until eye discharge has ceased
Impetigo - exclude until appropriate antibiotic treatment has commenced
Head lice - exclude until hair is completely free of eggs and lice
INFORMATION FOR STUDENTS

SUPERVISION
A member of staff is on site to meet students arriving to school by bus. Formal supervision of students begins at 8.30am, a half hour before lessons commence. During this time a teacher is available on site, but not necessarily present in the playground. Similarly, a teacher is available from 3.00pm to 3.50pm, but only directly supervises lining-up of pupils and boarding of the bus. Students, who are not bus travellers should be collected at 3.00pm or walk home. Only in exceptional circumstances will supervision be provided after 3.50pm.

ATTENDANCE
At Bowning Public School, parents are asked to notify the school by phone call or note (prior to 9:30am) if a child is to be absent from school. When a child is not in attendance at school without notification on any school day, the designated officer (SAM, Classroom Teacher or Principal) will make contact with the family to confirm the wellbeing of the child.

SUNSAFE POLICY
In 1994 the school adopted a “no hat, no play” policy for Terms 1 and 4. All students are expected to wear a broad brimmed, school hat whenever outdoors during fitness, sports or play. At play times, students without their school hat will be required to play in shaded areas as specified by the supervising teacher.

ACTIVE AFTER SCHOOL PROGRAM
Through funding support provided by the Commonwealth Government, Bowning Public School hosts an Active After School Sports Program two afternoons per week, seven weeks per term. All students are invited to participate at no cost. Consent forms are forwarded each term advising of days, dates and activities. All students are encouraged to take part in this award-winning program.

SCHOOL REQUIREMENTS
Each student is to have a school bag, a library bag, and a painting smock. In addition we ask students in Years 3 to 6 have coloured pencils, an eraser, a ruler, a red pen, a blue pen and lead pencils. The school provides exercise books and worksheets as required. Textbooks are purchased by parents through the school. A list of requirements and costs is provided at the beginning of each school year.

SCHOOL PLEDGE
Students recite the school pledge at each assembly.

This is our school,
Let love abide here;
Love of one another,
Love of mankind
And love of life itself.
Let us remember
That as many hands make a house
So many hearts make a school.
PARENT PARTICIPATION

opportunities for parents and community members

Parents have many opportunities to be involved in school life at Bowning. These include:

- attendance at assemblies and school events
- helping with reading and other lessons
- monthly tuckshops
- P&C Association meetings and activities, including working bees
- membership of committees
- assistance at sports carnivals
- taking student electives
- assisting on excursions
- opportunities to attend various parent/teacher courses.

There is wide consultation with parents through the P & C and with individuals as resource persons.

parents & citizens association

The P & C Association meets at the school on 2nd Monday of each Term at 3.15pm. Notice is given in the school newsletter. Copies of the Constitution are available if required. Minutes of each meeting are published through the school bulletin.

The Bowning Parents and Citizens’ Association (P&C) plays an integral role for those parents and community members wishing to take an active role in supporting the school. The Parents and Citizen’s Association carries out a range of successful fund-raising activities each year.

These successful projects include: catering at the Small School’s Athletics Carnival, a pie drive, a manure drive, a Mother’s Day raffle and a Christmas Hamper raffle.

In negotiation with the school staff and P&C members, the funds raised each year are used to purchase vital resources such as library books, Maths resources and sports equipment. A subsidy for the swimming scheme bus and cross-country bus are also provided.

All parents and community members are encouraged to become active members of this dynamic organisation.

parent / teacher evenings

Formal interviews between parents and teachers are scheduled at the close of Term 2 each year. Parents may also request interviews at any time throughout the year by contacting the office or their child’s teacher to make an appointment.

progress reports to parents

Reports are distributed on a half yearly/yearly basis for all students.
CURRICULUM

**KEY LEARNING AREAS**
Teaching and learning programs are provided for all students in the 6 mandated Key Learning Areas of:

- English
- Mathematics
- Science and Technology
- Human Society and its Environment
- Creative and Practical Arts
- Personal Development, Health and Physical Education

**HOMEWORK**
Assignments are given at the discretion of the class teacher. Tasks may include:

- regular learning of spelling words and number facts;
- completion of work unfinished at school;
- practice in a specific aspect of work that needs attention;
- research

All students are expected to read each school night. A home reading program is established to support this endeavor. Parents are asked to assist in ensuring the completion of all homework tasks.

**HOME READING**
Students are expected to read each school night to rehearse and consolidate their skills in reading. Students from K-4 are provided with levelled readers, which are to be read aloud to parents and/or carers. Students in Years 5 and 6 are encouraged to read novels of their choice, assisted by the library borrowing program. All students are issued with a Home Reading Record. Parents are asked to sign this record to support the home reading program. Students are rewarded at the completion of each 20 nights of home reading.

**LIBRARY**
Borrowing from the school library takes place under the supervision of Mrs. Armour. Library bags **must** be used to bring books to and from school.

**PHYSICAL EDUCATION AND SPORT**
Students participate in a daily physical fitness activity such as cross-country running, vigorous games and social dance. Friday is nominated as sports day; Sports uniform is to be worn on sports day. In accordance with Departmental Policy, Public Schools Sports focuses on the development of fundamental skills and enjoyment of physical pursuits.

There are house teams, Lawson House (Yellow) and Paterson House (Green) for intra school carnivals. The Small Schools Athletics carnival is held early in Term 2 each year.

Better athletes and swimmers are selected to represent the school at Yass District carnivals and may go on to represent at the South Coast Regional carnival according to their performance against peers across the schools of our district. The school also takes part in an Intensive Swimming Scheme in Term 4 each year.
PUBLIC SPEAKING
The school has achieved wide recognition for its public speaking program. All children in years 1-6 are encouraged to participate. A public speaking day is held during Term 3 each year. The finals of the annual school public speaking competition are part of this program.

COMPUTERS
Bowning Public School provides all students K-6 with access to computer technology. Students are taught typing skills and navigation of the internet, word-processing, publishing and spreadsheet programs. Each student is provided with an e-learning account allowing them secure access to internet resources and an email account. Email accounts are password protected. Email addresses usually take the protocol of: firstname.lastname@education.nsw.gov.au

For further information please contact Mrs Armour or your child’s teacher.

BAND
Bowning Public School provides opportunity for students in Yrs. 4 – 6 to participate in the band program. The Yass High School band master, co-ordinates this program.

UNIFORM
To encourage a sense of unity and school pride, pupils are encouraged to wear correct school uniform at all times; parental co-operation is sought in ensuring correct attire. Uniforms are available for sale at school. All tops have the school logo. All shorts, skorts and culottes are plain navy blue. The Bowning sport polo is only available from through the school.

Girls – Summer
- navy culottes or shorts (gaberdine)
- sky blue polo shirt (with emblem)
- navy blue fleece top with hood/bomber jacket (with emblem)
- navy or white socks
- black shoes or joggers
- blue school hat

- Winter
- sky blue polo shirt – short/long sleeve (with emblem)
- navy blue, straight leg, fleece track pant
- navy blue fleece top with hood/bomber jacket (with emblem)
- blue bomber jacket/ blue hooded jacket
- navy or white socks
- black shoes (leather or jogger style)
- Sport
  Bowning sport polo
  navy blue, A-line skort or navy blue, microfibre sport short
  white socks
  sport shoes
  blue school hat
  navy blue, straight leg, fleece track pant
  navy blue fleece top with hood/bomber jacket (with emblem)

Boys - Summer
  navy shorts (gaberdine)
  sky blue polo shirt (with emblem)
  navy blue jumper/hooded /bomber jacket(with emblem)
  navy or white socks
  black shoes (leather or jogger style)
  blue school hat

- Winter
  sky blue polo shirt – short/long sleeve (with emblem)
  navy blue, straight leg, fleece track pant
  navy blue fleece top with hood/bomber jacket (with emblem)
  navy or white socks
  black shoes (leather or jogger style)

- Sport
  Bowning sport polo
  navy blue, microfibre sport short
  white socks
  sport shoes
  blue school hat
  navy blue, straight leg, fleece track pant
  navy blue fleece top with hood/bomber jacket (with emblem)
CORE RULES FOR STUDENTS IN NSW GOVERNMENT SCHOOLS

Students in NSW Government schools are provided with a high quality education so that they may learn to the best of their ability and become self-disciplined, tolerant, enterprising and contributing members of the school and community.

Core rules for student behaviour have been developed to establish consistent expectations in all government schools in support of these aims. These rules are based on our core values of integrity, excellence, respect, responsibility, cooperation, participation, care, fairness and democracy.

The critical role of parents and care-givers is recognised as the primary influence on each child's character and behaviour and as essential partners in supporting the core rules and the successful education of their children.

The Department is committed to supporting principals and school staff in the implementation of these rules through statewide policies and programs, together with regional support staff, professional learning and alternative provisions, in order to promote the highest standards of behaviour and learning in our schools.

THE CORE RULES

All students in NSW 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 and 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.
Positive Behaviour for Success (PBS) is a school-wide behaviour initiative currently in use at a number of NSW public schools. PBS was introduced at Bowning Public School in 2008. PBS encourages positive behaviour from students, which has been shown to improve their self-concept and motivation to learn. PBS operates as a systemic umbrella for a broad range of programs in our school, including values education (focusing on respect, responsibility and safety), anti-bullying, student welfare, learning support and peer support programs.

“At Bowning Public School we are respectful, responsible and safe.”

SCHOOL RULES IN SUPPORT OF THE CORE RULES FOR STUDENTS IN NSW GOVERNMENT SCHOOLS

HEALTH & SAFETY
1. Before and after school the students must keep in areas designated by supervising teachers.
2. Students are encouraged to eat a small snack of fruit or vegetables and to take a drink of water. Parents are asked to provide only nutritious and healthy food and drinks for consumption at school.
3. There will be a 10 minute eating time at the beginning of recess and lunch. Students will not begin playing until the supervising teacher releases them.
4. The playground equipment is out of bounds before and after school.
5. Dangerous games should not be played on fixed equipment, concrete/asphalt areas or around buildings.
6. Students should stay within school grounds unless they have teacher permission to go outside.
7. As a ‘sunsafe’ school, it is school policy for students to wear the broad brimmed school hat when outdoors during terms 4 & 1.

RULES FOR PEOPLE
1. Students should obey the directions of teachers.
2. Students should be considerate and respectful towards each other, as well as school property and the property of others.
3. Good manners should be extended to all.
4. To encourage a sense of pride in the school it is important that all students wear correct school uniform

RULES TO HELP THE RUNNING OF THE SCHOOL
1. Students are encouraged to use the toilet at recess and lunch times rather than during teaching and learning periods.
2. Students should show respect for the school environment
3. Only persons directed by a teacher will be allowed in the sports shed. Equipment is to be handed out at recess and lunch. It must be returned promptly when the bell goes at the end of play.
4. When the bell goes after a break pupils will immediately stop playing, move to the bubblers and toilets before moving to lines.
5. During recess and lunchtime students are not allowed in the classrooms or library at any time without permission.