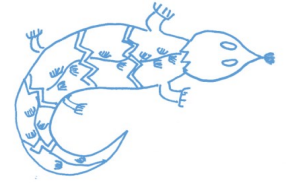




# Bunmurra Byala



*Here, there, everywhere. Blue Tongue Lizard talk*

Dear Families,

Welcome to Week 8 of Term 4.

The student leadership council interviews held last week were a resounding success and allowed us to speak with our potential leaders about their leadership goals and aspirations. Congratulations again to all the students involved in the process. The final results were tallied, and we now have 6 excellent leaders elected for the 2022 Student leadership Council. Their names and photos can be found further in the newsletter.

3-6 students continue to engage in check-in assessments to assist us in monitoring student learning. The check-in assessments supplement existing school practices to identify how students are performing in literacy and numeracy and help teachers tailor their teaching more specifically to student needs. This is the final week for these assessments.

Today we had our first small group of new Kindergarten students and their parents tour the school. It was so lovely to see the school through these children's eyes. Their delight at all our playing spaces, their awe of our library, their excitement about the classrooms and the kindergarten teachers. We will have two more of these tours next week and will see all our 2022 kindergarten students again in the first week of school for several transition sessions.

This will be the final week to have your say about the representative sports school shirt design. Please make sure you click on the survey monkey link and have your say. We only have 12 responses so far, so getting a more representative sample would be wonderful. <https://www.surveymonkey.com/r/JQLFBCB>

Stage 3 students have their Yarramundi excursion this Thursday, and we hope the weather is kind to them, but regardless we know they'll have a fantastic time. So please make sure they pack a change of clothes because rain, hail or shine, it will go ahead!

Next Monday, we have Dalmari returning to the school to work with our Year 4 students on some art projects, including painting the water tank on Quad and completing more custodian poles. We can't wait to see the fabulous work we know they will do, and for this amazing cultural experience our students get the privilege of experiencing.

We have been updating several school policies and procedures lately in line with Department of Education guidelines and will be sharing these with the community via the newsletter each week. Included in this newsletter is our 'Use of Technology' policy. Please have a good look at it and discuss it with your child before implementation begins next year. Discussions with students around this policy have, and will continue to be, an ongoing part of its implementation. As with every new policy or procedure implemented at school, this is a draft, and we will review it throughout the year, making adjustments as necessary. After reviewing the policy yourself, please don't hesitate to contact the school and share any suggestions or queries with us. They will form part of the overall review.

Please take care, look after your health and well-being, and remember we are only a phone call away and are happy to assist in whatever way we can.

Lesley Lowe

Relieving Principal

## 2022 Student Leadership

I am very pleased to announce the 2022 Student Leadership Council members are:



**Sarah**



**Zoe**



**Rose**

We are incredibly proud of the students who made it into the Student Leadership Council and the students who unfortunately were unsuccessful. They all did an amazing effort with their nomination forms, speeches, and interviews.



**Ruby**



**Jacob**



**Charlotte**

We will be conducting a badging ceremony in 2022.



# HAZELBROOK PUBLIC SCHOOL

## USE OF TECHNOLOGY POLICY

### PURPOSE

Electronic technology, when used appropriately, offers students and staff many advantages. Our school acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student well-being. However, electronic technology can have a negative impact on the learning environment and the safety and well-being of students. We acknowledge that we need to support our students to use technology in safe, responsible and respectful ways. If electronic technology is used inappropriately, action will be necessary. This document aims to establish guidelines for using electronic technology within the school environment and to set out the responsibility of staff, parents and students.

### SCOPE

This procedure provides a consistent framework for the safe, responsible and respectful use of digital devices and online services by staff, students and parents and carers in our school. It sets out the shared responsibilities of school staff, students and parents and carers. It also provides a framework to manage potential risks to student safety and well-being. Generally, electronic technology is used inappropriately if it:

- disrupts or is likely to disrupt the learning environment or interfere with the operation of the school,
- threatens or is likely to threaten the safety or well-being of any person or is in breach of any law.

This procedure covers staff, student and parent and carer use of digital devices and online services in school-related settings, including on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and the conduct of the individual. In addition, this procedure covers the use of school-provided and personal digital devices and all online services.

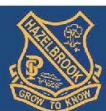
### OUR SCHOOL'S APPROACH

Hazelbrook Public School complies with the Department of Education's Student Use of Digital Devices and Online Services Policy. This means that the school must restrict the use of digital devices by primary school students during class, at recess and lunch unless: use is approved by a teacher or Principal for an educational purpose; an exemption applies or use of digital devices and online services is required for medical reasons or for reasonable adjustments made as part of a student's individual education plan. As per this policy, we acknowledge that some students may be exempt from this policy to meet their learning, health or support needs. All students are required to hand in all digital devices to the school's front office or an appropriate school staff member if the front office is not available, as may be the case with excursions. Devices are not to be retrieved from the school's front office, or the school staff member, before the conclusion of the school day unless a student is collected early.

### EXEMPTIONS

Exemptions to any part of this procedure may apply to some students in some circumstances. Parents and carers can request an exemption, and these will be considered on a case-by-case basis and granted when required by law or at the Principal's discretion.





# HAZELBROOK PUBLIC SCHOOL

## CONTACT BETWEEN PARENTS AND STUDENTS DURING THE SCHOOL DAY

Should a student need to make a call/contact with an adult (parent/carer) during the school day, they must approach the front office and ask for a phone call to be made. This request will be considered case-by-case and granted when required by law or at the Principal's discretion. During school hours, parents and carers are expected only to contact their children via the school office.

## RESPONSIBILITIES AND OBLIGATIONS - WHAT DOES A SAFE DIGITAL LEARNER, WHO IS TECHNOLOGICALLY RESPONSIBLE AND RESPECTFUL, LOOK LIKE?

### For parents and carers

- Recognise their role in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services.
- Support implementation of the school procedure, including its approach to resolving issues.
- Take responsibility for their child's use of digital devices and online services at home, such as online services with age and content restrictions.
- Communicate with school staff and the school community respectfully and collaboratively as outlined in the 2018 School Community Charter.
- Switch off or put their digital devices on silent when at official school functions, during meetings and when assisting in the classroom.

### For the Principal and teachers

- Deliver learning experiences that encourage safe, responsible and respectful use of digital devices and online services. This includes:
  - Establishing agreed classroom expectations for digital devices and online services, in line with this procedure and departmental policy.
  - Reading and abiding by the Terms of Service for any online services they use in teaching, including those limiting use by age.
  - Educating students about online privacy, intellectual property, copyright, digital literacy and other online safety-related issues.
- Model appropriate use of digital devices and online services in line with departmental policy.
- Respond to and report any breaches and incidents of inappropriate digital device and online service use as required by school procedures, departmental policy and any statutory and regulatory requirements. This includes:
  - Reporting the creation, possession or distribution of indecent or offensive material to the Incident Support and Report hotline as required by the Incident Notification and Response Policy and Procedures and consider any mandatory reporting requirements.
  - Working with the department and the Office of the eSafety Commissioner (if necessary) to resolve cases of serious online bullying and image-based abuse.
  - Following the school's behaviour management plan when responding to any incident of inappropriate student behaviour relating to the use of digital devices or online services.
- If feasible and particularly as issues emerge, support parents and carers to understand strategies that promote their children's safe, responsible and respectful use of digital devices and online services.
- Participate in professional development related to the appropriate use of digital devices and online services.



# HAZELBROOK PUBLIC SCHOOL

- Switch off or put their digital devices on silent when at official school functions, during meetings and when possible in the classroom.

## For non-teaching staff, volunteers and contractors

- Be aware of the department's policy, this procedure and act in line with the conduct described.
- Report any inappropriate use of digital devices and online services to the Principal, school executive or school staff they are working with.

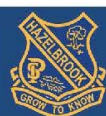
## For students

### To be a safe digital LEARNER, you must:

- Protect your personal information, including your name, address, school, email address, telephone number, pictures of you and other personal details.
- Only use your usernames and passwords, and never share them with others.
- Ask a teacher or other responsible adult for help if anyone online asks for your personal information, wants to meet you or offers you money or gifts.
- Immediately let a teacher or other responsible adult know if you find anything online that is suspicious, harmful, inappropriate or makes you uncomfortable.
- Never hack, disable or bypass any hardware or software security, including virus protection, spam and filter settings.
- Safely hold the technology when moving around the room or school.

### To be technologically RESPONSIBLE, you must:

- Follow all school rules and instructions from school staff, including when using digital devices and online services.
- Take care with the digital devices you use. You must:
  - Make sure the devices are fully charged each day and are stored appropriately when not in use.
  - Not change the background, keyboard, mouse or files on the desktop.
  - Understand that you and your parents/ carers may be responsible for any repairs or IT support required if you have purposefully caused damage to the technology.
  - Take care with devices you share with others and leave them better than how you found them so that other people can use them after you.
  - Restart the device when you have finished, not just log out or close the laptop lid.
- Use online services in responsible and age-appropriate ways. You must:
  - Only use online services, applications, and hardware in the ways your teacher agrees and do not use these without teacher permission.
  - Only access appropriate content and websites, including when using the school's filtered network and personal, unfiltered networks.
  - Not use online services to buy or sell things online, gamble, or do anything that breaks the law.
- Understand that everything done on the school's network is monitored and used in investigations, court proceedings, or other legal reasons.



# HAZELBROOK PUBLIC SCHOOL

To be technologically **RESPECTFUL**, you must:

- Respect and protect the privacy, safety and well-being of others.
- Not share anyone else's personal information.
- Get permission from both the person and a teacher before you take or share a photo or video of someone.
- Not harass or bully other students, school staff or anyone, including cyberbullying using a digital device or online service.
- Not send, share, open or download messages or content that could cause harm, including things that might be:
  - Inappropriate, offensive or abusive;
  - Upsetting or embarrassing to another person or group;
  - Considered bullying;
  - Private or confidential;
  - A virus or other harmful software;
  - From an unknown source

## CONSEQUENCES FOR INAPPROPRIATE USE - WHAT HAPPENS IF YOU ARE NOT A SAFE DIGITAL LEARNER WHO IS TECHNOLOGICALLY RESPONSIBLE AND RESPECTFUL?

The Department of Education's Behaviour Code for Students and Hazelbrook Public School's Minor and Major Incident Guidelines and Behaviour Management Procedures will address inappropriate use of digital devices and online services. Please refer to appendix 2.

### Minor

If students receive a minor behaviour incident, they will lose access to technology for 48 hours. Two repeated minor behaviour incidents may result in a major incident and follow the expectations of major behaviour.

### Major

If students receive a major behaviour incident, they will lose access to technology for a negotiated timeframe dependent upon the circumstances. Students will receive a white slip and time out with the Stage Supervisor.

### Damage to technology

If students purposely damage technology, parents will be contacted with an expectation that students will need to fix or pay for any damage caused to the technology or make up for this in some other suitably alternative way. This reflects HPS restorative practices policy.

### Inappropriate use of technology

Students and families need to be aware that the school's network is monitored. Any behaviour incidents that break the law can be used in investigations, court proceedings, or other legal purposes.





# HAZELBROOK PUBLIC SCHOOL

## COMMUNICATING THIS PROCEDURE TO THE SCHOOL COMMUNITY

Education for students around this policy will occur through classroom and computer lessons. Staff will undergo professional development around this policy. Parents and carers will be advised via the school newsletter. In addition, this procedure can be accessed electronically via the school's website and in hardcopy at the school's administration office.

## COMPLAINTS

If a student, parent or carer has a complaint under this procedure, they should first follow our school's complaint process. If the issue cannot be resolved, please refer to the department's guide for students/ parents/ carers about making a complaint about our schools.

## REVIEW

The Principal or delegated staff will review this policy and procedures annually.



# HAZELBROOK PUBLIC SCHOOL

## APPENDIX 1: KEY TERMS

**Digital citizenship** refers to the skills and knowledge a person needs to effectively use digital technologies in a positive way so they can participate in society, communicate with others, and create and consume digital content.

**Digital devices** are electronic devices that can receive, store, process and share digital information and connect to applications (apps), websites and other online services. They include desktop computers, laptops, tablets, smartwatches, smartphones and other devices.

**Digital literacy** is the set of social, emotional and technological skills and competencies that people need to understand to use digital devices and online services, and to expand their opportunities for education, employment and social participation, including entertainment.

**Educational purpose** is any use approved by school staff that supports student learning, well-being and educational outcomes.

**Image-based abuse** occurs when intimate, nude or sexual images are distributed, or threatened to be distributed, without the consent of those pictured. This includes real, altered and drawn pictures and videos. This is a crime in NSW.

**Online bullying** involves using technology such as the internet or mobile devices to bully someone. Bullying behaviour has three key features. It involves the intentional misuse of power in a relationship. It is ongoing and repeated, and it involves behaviours that can cause harm. Bullying behaviour can also involve intimidation, victimisation and harassment, including that based on sex, race, religion, disability, or sexual orientation.

**Online safety** is the safe, responsible and respectful use of digital media, devices, other technology and online services.

**Online services** are any software, website or application that can gather, process or communicate information. This includes digital classrooms, chat and messaging, online games, virtual reality, social media and other online spaces.

**Reasonable adjustment** is a measure or action taken to assist a student with disability to participate in education and training on the same basis as other students.

**School-related settings** include school grounds, school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This connection may exist in situations where: there is discussion about school taking place outside of school hours; a student is wearing their school uniform but is not on school premises; a relationship between parties commenced at school; students are online in digital classrooms; and where online contact has flow on consequences at school and duty of care requires the school to respond once an incident is reported.

**School staff** refers to school personnel who have some level of responsibility for implementing policy and the school digital devices and online service procedure. This includes principals, senior staff, teachers, non-teaching staff, school administrative staff, volunteers and contracted staff engaged by schools.





# HAZELBROOK PUBLIC SCHOOL

## APPENDIX 2: MAJOR AND MINOR TECHNOLOGY BEHAVIOUR PROCESSES

Minor negative behaviour incidents	Observe negative behaviour	Major negative behaviour incidents
<ul style="list-style-type: none"> <li>Accidentally damaging technology</li> <li>Not sharing a device for group activities</li> <li>Accessing appropriate content and websites that aren't about the topic that is being taught e.g. games, streaming videos or sites</li> <li>Not looking after technology e.g. leaving it in the wrong location, not putting on charge</li> <li>Being unsafe with technology when moving around the room or school</li> <li>Changing another student's digital work without permission.</li> <li>Repetitively not leaving technology with the appropriate settings in place e.g. desktop background changed</li> <li>Accessing technology at inappropriate times, including mobile phones.</li> <li>Accidentally accessing sites or material that results in the downloading of a virus or malware.</li> </ul>	<p><b>Implement HPS classroom / playground behaviour management procedures</b></p> <p><b>1</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Redirect</li> <li><input type="checkbox"/> Tactically ignore</li> <li><input type="checkbox"/> Provide calm down time</li> </ul> <p><b>Behaviour stops</b>      <b>Behaviour continues</b></p> <p><b>Give praise</b></p> <p><b>2</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide 1<sup>st</sup> warning with visuals</li> <li><input type="checkbox"/> Provide 2<sup>nd</sup> warning with visuals</li> <li><input type="checkbox"/> Short in class / playground timeout</li> <li><input type="checkbox"/> Verbally reflect on behaviour</li> <li><input type="checkbox"/> Longer in class / playground timeout</li> <li><input type="checkbox"/> Verbally reflect on behaviour</li> <li><input type="checkbox"/> Buddy class / off playground time out</li> <li><input type="checkbox"/> Verbally reflect on behaviour</li> </ul> <p><b>Behaviour stops</b>      <b>Behaviour continues</b></p> <p><b>Give praise</b></p> <p><b>Restorative practice implemented</b></p> <p><b>3</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Time-out with supervisor</li> <li><input type="checkbox"/> Issue white slip and verbally reflect on behaviour</li> <li><input type="checkbox"/> Time out with Principal (or delegate)</li> <li><input type="checkbox"/> Call parents</li> </ul> <p><b>Implement HPS repetitive major behaviour incidents procedure</b></p>	<ul style="list-style-type: none"> <li>Using someone else's username and password or sharing it with others</li> <li>Repeatedly changing the background, keyboard, mouse, or files on the desktop</li> <li>Hacking, disabling, or bypassing any hardware or software security, including any virus protection, spam, and filter settings.</li> <li>Being aggressive with tech in the classroom or school</li> <li>Purposefully causing damage to tech</li> <li>Accessing inappropriate content and websites e.g. games, streaming videos or sites that are of a mature or explicit nature</li> <li>Using online services to buy or sell things online, gamble, or do anything that breaks the law.</li> <li>Use of inappropriate language, messages, images, or content</li> <li>Intentionally uploading a virus or other harmful software</li> <li>Cyberbullying, bullying, and harassing using digital devices or online services</li> <li>Repetitive or abusive back chatting / arguing while using technology</li> <li>Repeatedly accessing technology at inappropriate times, including mobile phones.</li> <li>Uploading social media content that negatively reflects the school.</li> <li>Repeatedly not looking after technology e.g. leaving it in the wrong location, not putting on charge</li> <li>Repeatedly and/or inappropriately changing another student's digital work without permission.</li> </ul>



**November 2021**

Mon	Tue	Wed	Thu	Fri
22 Stage 3 Camp Yarramundi money and note due	23	24	25 Book Fair Stage 3 Camp Yarramundi	26 Book Fair
29 Book Fair	30 Book Fair			

**December 2021**

Mon	Tue	Wed	Thu	Fri
		1 Book Fair	2 Book Fair	3
6	7 Celebration of Learning	8	9 Year 6 Farewell	10 Bunmurra Day
13	14	15 K-6 Class Parties	16 Last day for students	17 Last day for staff

\* As per Covid guidelines, at this stage no family members are permitted on site. If this changes, we will notify families.

*2021 Term Dates***Term 4**

**Thursday 16th December**—Last day of Term 4

*2022 Term Dates***Term 1**

**Tuesday 1st February:** Years 1-6 Students return to School

**Thursday 10th February:** Kindergarten starts school

**Friday 8th April:** Last day of term

**Term 2**

**Wednesday 27th April:** Students return to school

**Friday 1st July:** Last day of term

**Term 3**

**Tuesday 19th July:** Students return to school

**Friday 23rd September:** Last day of term

**Term 4**

**Monday 10th October:** Students return to school

**Monday 19th December:** Last day of term



## PBL



### Week 8

ES1	Elizabeth	KH
	Parker	KH
S1	Laycee	1/2HS
	Amy	1/2HS
	Ashton	1/2HS
	Alice	1/2BG
S2	Olive	3/4M
	Frank	3/4A
	Wyatt	3/4A
	Saffron	3/4M
	Amy	3/4A
S3	Lia	5/6S
	Taylor	5/6S

### PBL Rule

**I am a learner if I fuel my body with nutritious food and water so my brain can work well.**



## Staff Blueys



### Week 8

#### Mrs Aurisch

For her commitment to the SRC

#### Mrs Hewett

For being the person who celebrates all things for everyone!

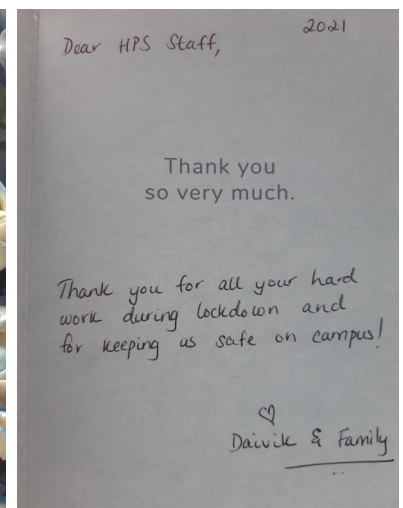
#### Mrs Holliday

For a well organised and smooth check-in process plus great work for the year 5 leadership.

Each week, we will celebrate the work of our staff and their contribution to making Hazelbrook Public School such a great place to be

### Appreciation Post

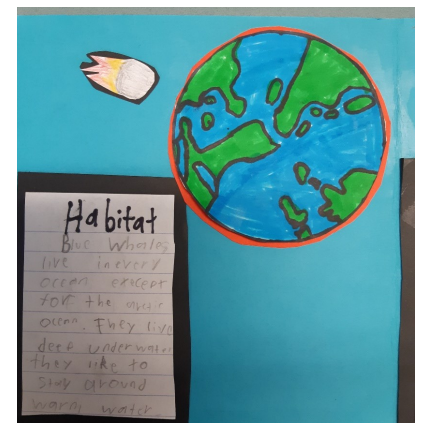
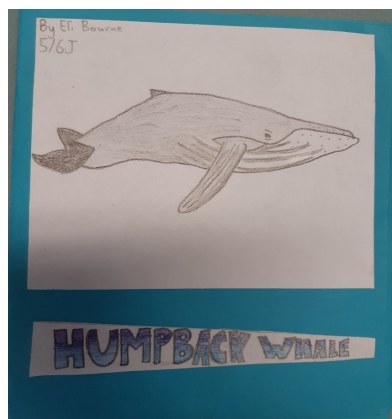
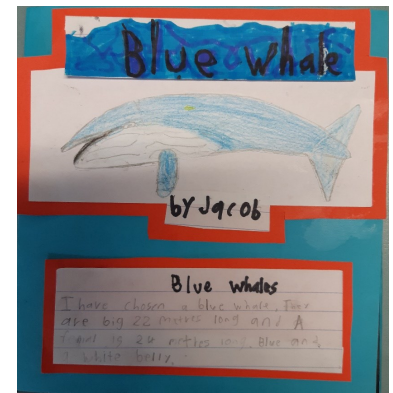
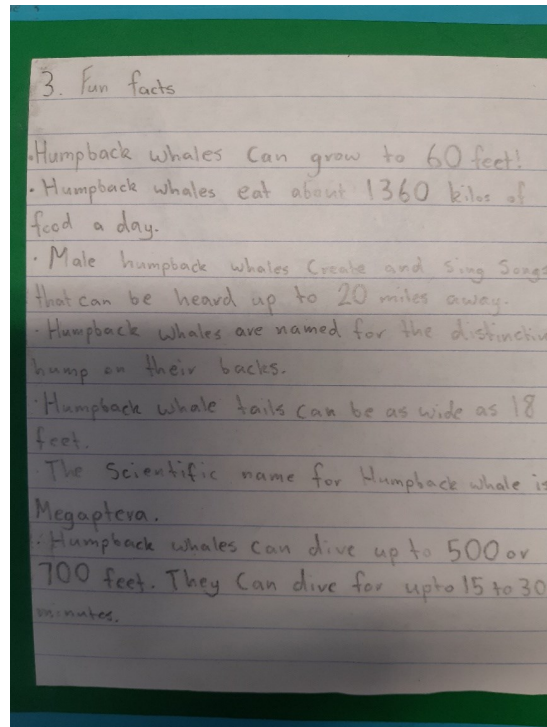
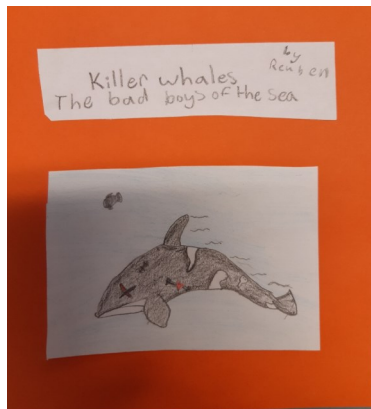
Thank you to one of our wonderful families who spoilt the staff with an appreciation morning tea. It was a nice little surprise and we thoroughly enjoyed the treat.





## 5/6J Whale Project

5/6J have been learning about whales and have been exploring such topics as habitat, diets and fun facts. We hope you enjoy some examples of their work.



### News from the Office

If you have changed your contact details, please inform the Office so we can maintain accurate records.

Uniform shop is open for online orders. Order forms can be accessed via the school website or the Sentral Parent Portal. Once payment has been received, your order will be sent home with your child. If any items are on backorder, you will receive a notification.

### Returning of Musical Instruments

Unfortunately, due to the Department of Education Covid-19 guidelines, Instrument Tutorials and Band will **NOT** recommence this term.

**Please return your school instruments and your red music books in person to Mrs. Schmidt this week.**

Thank you for your involvement in our music programs, whilst we were able to play.

# Hazelbrook PS P&C News

STAY IN TOUCH WITH US

Email us: [hazopandc@gmail.com](mailto:hazopandc@gmail.com)

Follow us on facebook: [@hazelbrookpublicschoolPC](https://www.facebook.com/hazelbrookpublicschoolPC)

**We have 2 fundraising events on December 4 and we still need helpers for both events. We would greatly appreciate your time to help out.**

## ELECTION BBQ – 4 DECEMBER

### **VOLUNTEERS NEEDED**

Saturday December 4 is local council elections and Hazelbrook Public School is a polling place.

We are hoping to feed the voters of Hazelbrook with a great election BBQ – but..... we can only run the BBQ if we have enough volunteers to help. If we don't have enough helpers signed up this week, we unfortunately won't be able to go ahead with this fundraiser

If you can help – please sign up here:

[volunteersignup.org/T8PXQ](https://volunteersignup.org/T8PXQ)

Or send us an email to:

[hazopandc@gmail.com](mailto:hazopandc@gmail.com)

## PLANT SALE – 4 DECEMBER – **VOLUNTEERS NEEDED**

Our plant sale will be going ahead on Saturday 4 December from 9am to 3pm at 92 Railway Parade Hazelbrook.

Come along and purchase some plants for yourself or for xmas gifts and support the P&C.

Thanks to those who have volunteered their time so far. We still need volunteers

to help the day prior to the sale for set up and also on the afternoon shift for the plant sale day.

If you can help – please sign up here:

[volunteersignup.org/XW4AX](https://volunteersignup.org/XW4AX)

## CANTEEN

Thanks to everyone for your support of the canteen over the past couple of weeks.

You can place orders for Mondays and Fridays. All orders via Quick Cliq only and orders close at 9.30am on the day.

[www.quickcliq.com.au](https://www.quickcliq.com.au)

We are needing some volunteers for Fridays in particular. Volunteers need to be fully vaccinated against COVID 19 and have a working with children check. It's a great way to help out and lunch is provided.

If you can help – please sign up here:

[volunteersignup.org/LPEA4](https://volunteersignup.org/LPEA4)

or get in touch with Bec in the canteen [hazocanteen@gmail.com](mailto:hazocanteen@gmail.com)

**\*\*Please note – a message was sent out on Sentral last week that has clickable links to all these sign up sheets.\*\***



## Library News Term 4 Week 8!

### *The Book Fair arrives this week!*

The book fair will arrive on Thursday 25th November and leave on Thursday 2nd December.

A video and photo post will be made on our school facebook page of the books that students can purchase with prices.

Students will have an opportunity to view and purchase from the book fair during their class library lesson and one lunchtime during the week.

NB Mac M, 1/2BG, 5/6J and KL will only have the opportunity to purchase during their lunchtime day as the fair will be set up and packed up on the Thursdays.

Payments can also be made online by filling out the wish lists & book fair brochures. These can be sent to the library each morning, the books will be processed and given to students to take home.

### Book Fair Raffles!

With every book purchased, students will go into a stage draw to win a \$15 book prize from the fair



Stay updated with all things Library by following us on instagram [hps\\_library](https://www.instagram.com/hps_library)

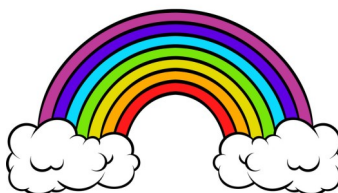
### Book Fair Times!

Friday 26th November;  
Library 3/4I, 3/4H, 3/4A, 5/6S  
& Stage 2 lunch

Monday 29th November;  
Library KR, 1/2L, 1/2PJ, 1/2G  
and Stage 3 & MacM lunch

Tuesday 30th November;  
Library 3/4M  
& Kindy lunch

Wednesday 1st December;  
Library KH, 1/2HS, 5/6H  
& Stage 1 lunch



### Library Incentives

Students and classes will be rewarded for their borrowing habits throughout the year and returning of overdue books.

This week is the last chance for students to borrow books from the library. All books need to be returned by the end of week 9.



### Changes to Library Days Week 8-10

Monday: KR, 1/2L, 1/2PJ and 1/2G

Tuesday: 3/4M

Wednesday: KH, 1/2HS, 5/6H

Thursday: MacM, 1/2BG, 5/6J and KL

Friday: 3/4I, 3/4H, 3/4A and 5/6S



### Rewards in Week 10

- Students who have 20 or more Dojo points will go into a draw for a book prize. There will be 3 draws for each stage!
- The first class on each stage to return all their books will get an ice-block
- Students in years 3-6 will have their free time rewarded on their last library lesson with quiet activities in the library, including lego and board games.





## Setting up Oliver Library on your personal device for students & staff



Access Oliver Anywhere, Anytime to

- search the Library
- check out what's new
- make a reservation
- access links

### Step 1:

Download the Library Link app for Apple or Android devices.

### Step 2:

Open Library Link on your mobile device.

### Step 3:

Press the 'Setup' button, then press the 'Scan setup code' button and then scan the above QR Code.

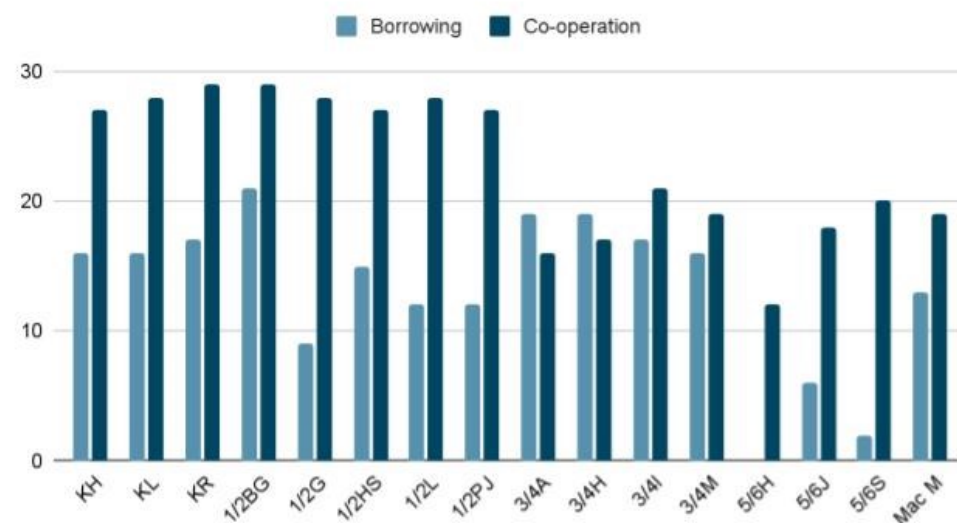
### Step 4:

You will need to enter the username and password that you use for Oliver and your student portal login



## Library Borrowing Term 4 Week 7 2021

Points scored



Winners!  
KR, 1/2BG,  
3/4I, Mac M



Week 8 is the last week to borrow. All books must be returned by the end of week 10!



# School Community Charter

## Collaborative. Respectful. Communication.

The following School Community Charter outlines the responsibilities of parents, carers, educators and school staff in NSW public schools to ensure our learning environments are collaborative, supportive and cohesive.

### What our schools provide

NSW public schools work to create positive environments for students, staff and the entire school community that support student learning. We strive to ensure that every student is known, valued and cared for.

The best education happens when parents and schools work together.

The School Community Charter aligns with the NSW Department of Education Strategic Plan 2018 – 2022.



### Positive environments

It is important that our NSW public schools are positive environments and that parents and carers are kept informed of students' progress and school announcements.

Parents and carers can expect:

- To be welcomed into our schools to work in partnership to promote student learning.
- Communication from school staff will be timely, polite and informative.
- Professional relationships with school staff are based on transparency, honesty and mutual respect.
- To be treated fairly. Tolerance and understanding are promoted as we respect diversity.

We treat each other with respect

We prioritise the wellbeing of all students and staff

Unsafe behaviour is not acceptable in our schools

We work together with the school

Ensuring respectful learning environments for all members of NSW Public Schools communities.

© NSW Department of Education



We create collaborative learning environments

We all play our part

We work in partnership to promote student learning

### Communicating with our schools

Our staff will find a time to talk to you when they can give you their full attention. Please remember that while our staff are in class or dealing with other matters, they may not be available to answer your questions immediately.

Our schools and communities will make sure that written communication is appropriate, fair and easy to read. We encourage you to use email and social media appropriately to connect with your school and stay up-to-date with up-coming events in the school community.

Our guide for parents, carers and students provides useful information about the complaints process: [education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions/guide-for-parents-carers-and-students](https://education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions/guide-for-parents-carers-and-students).

### Respectful communication is a right

In all workplaces people have the right to feel respected. Unacceptable and offensive behaviour has no place in our school communities.

To ensure the wellbeing of students, staff and the community in our schools, steps will be taken to address unacceptable behaviour. This may include restricting contact with the school community or, in more serious cases, referral to NSW Police.

### Unacceptable behaviour may include but is not limited to:

- Aggressive or intimidating actions, such as violence, threatening gestures or physical proximity.
- Aggressive or intimidating language, including the use of obscenities, making sexist, racist or derogatory comments or using a rude tone.
- Treating members of the school community differently due to aspects such as their religion or disability.
- Inappropriate and time wasting communication.



Collaborative.  
Respectful.  
Communication.

School Community Charter

[education.nsw.gov.au](https://education.nsw.gov.au)

## Approaching the school

CONCERN	APPROPRIATE ACTION	WHO
The academic progress of your own child	<ul style="list-style-type: none"> <li>• Directly contact the child's teacher either by note, by phone or at an appropriate time to discuss any issues.</li> </ul>	Classroom Teacher
The welfare of your own child	<ul style="list-style-type: none"> <li>• For minor issues directly contact your child's teacher to clarify information.</li> </ul>	Classroom Teacher
	<ul style="list-style-type: none"> <li>• For more serious concerns, contact office. State nature of concern and arrange a suitable time to talk with class teacher or appropriate staff member.</li> </ul>	School Office 4758 6120
	<ul style="list-style-type: none"> <li>• To convey information about change of address, telephone number, emergency contact, custody details, health issues etc. Please contact the office.</li> </ul>	School Office 4758 6120
Actions of other students	<ul style="list-style-type: none"> <li>• Contact the class teacher for a classroom problem.</li> </ul>	Classroom Teacher
	<ul style="list-style-type: none"> <li>• Contact the Assistant Principal for your child's stage.</li> </ul>	AP ES1 & S1 = Lesley Lowe AP S2 = Michelle Schmidt AP S3 = Kerrie Hawkes
School policy or practice	<ul style="list-style-type: none"> <li>• Contact office. State nature of concern and make an appointment to see the appropriate member of staff or assistant principal.</li> </ul>	School Office to make an appointment
Actions of a staff member	<ul style="list-style-type: none"> <li>• Contact the teacher directly or their supervising Assistant Principal for an appointment.</li> </ul>	Classroom Teacher or the appropriate Stage Assistant Principal
	<ul style="list-style-type: none"> <li>• Contact Principal if matter relates to an Assistant Principal's actions</li> </ul>	Melinda Williams, Principal

