

IMPORTANT BASIC INFORMATION

School Times

School doors are opened at 8.30 am. Teacher supervision is provided from 8.20 am on the primary asphalt area where all students who arrive at school early are to go. Lessons commence at 8.40 am and children should not be late. Recess is from 10.55 to 11.10 am. Lunch time is from 12.45 to 1.15 pm. Children are given ten minutes before recess and lunch to eat their food in class. No child may leave during the day without their parents' written permission. Children must be collected from the office and parents must sign them out at this time. Classes are dismissed at 2.40 pm. If a parent usually collects a child and is unable to do so, the school should be notified prior to dismissal so that no confusion arises. From time to time unusual circumstances lead to children being left after school. When this happens children are kept at the office until they are collected.

At the Blair St Kindergarten school doors are opened at 8.50 am and no teacher supervision will be provided before this time. The school day finishes at 2.15 pm and all children need to be collected from the classroom. If someone else (e.g. grandparent, family friend, etc) is collecting your child, the school should be notified prior to dismissal so that no confusion arises.

Teacher Learning Afternoons

Once a fortnight on a Wednesday, children finish school at 12.35 pm (the time missed has been compensated for by starting ten minutes earlier every day). Parents may have children supervised at school if they are unable to arrange other supervision for them at the earlier finish time. This arrangement is reviewed every six terms. Should 25% of families not support it the student free Wednesday afternoons would cease. ***This arrangement does not affect the Kindergarten.***

Assessment, Interviews and Reporting

Teachers may use a number of methods - e.g. oral and written tests, assignments, observations, peer assessment and self assessment, etc, to continually assess each child's work. Good assessment not only informs us of a child's progress, but helps the child understand how to improve and indicates to the teacher areas that need attention. A brief progress report will be sent home in March. Early in second term we will hold a 3 Way Conference involving parents, teacher and child in order to plan actions in areas of need. A written report at the end of the year will provide a summary of progress. Parents should feel free to contact their child's teacher at any time during the year to arrange a mutually convenient time to discuss any matters of concern.

Behaviour Management Policy

The entire staff of New Norfolk Primary School has the goal of establishing an atmosphere throughout the school in which children will feel safe, secure and happy and, in addition,

have a maximum opportunity to learn. We are currently part of a Positive Behaviour Support project.

Student Behaviour (and that of all members of the school community) should promote:

- Being Safe
- Being a Learner
- Being Respectful (in Kindergarten this is modified to Be Kind)

We refer to these as the 3B's.

Playground misbehaviour is reported by the teacher and recorded on the school Behaviour Data Base. Depending on the seriousness of the breach of the school behaviour code the student may lose recreation time, be placed in detention for a period of time and you may be asked to come to school to confer with the Principal. Repeat offenders may be involved in social skilling programmes.

The school combines a number of strategies to combat harassment:

- 1 Children may report harassment using playground report forms, which are followed up by senior staff.
- 2 Children are taught to use "I statements" to assert their rights.
- 3 A bullying survey is conducted each year.
- 4 Social skills are taught in class, based on areas of concern revealed by the Behaviour Database.

Students who are well behaved are awarded 3B cards by staff. They can accumulate the cards and exchange them for prizes. We have regular Reward Days where afternoon activities are organised for students who have had no behaviour reports.

Our 'Aussie of the Month' morning teas are held monthly for students nominated from each class and their parents.

At the beginning of the school year individual Class Discipline Plans are distributed to parents. This is developed by the teachers and students, but based on our overall School Behaviour Policy. When classroom misbehaviours disrupt the learning program students are temporarily relocated to another classroom. Parents are contacted when relocation has taken place.

Parents are encouraged to consult with teachers whenever they have concerns.

Parking

Limited parking space is available for staff and visitors. The parking area is located near the General Purpose Hall. Some parking is available in Pioneer Avenue and Hill Street for visitors requiring access to the main administration area. Parents are asked to heed the Pioneer Avenue signage and not park in areas reserved for buses.

Parents transporting children to and from school should be fully aware of the regulations governing use of school crossings.

Personal Property

All personal items must be clearly named as a lot of unnamed lost property is accumulated in throughout the year unnamed and it makes it very difficult to hand back to children. Lost property is kept near the main office and is accessible to parents for identification and collection.

Mobile phones can be brought to school, but must be left at the office where they can be kept secure. Other valuable items such as MP3 players and iPods should also be left at the office. Unless this is the case the school can take no responsibility for their security.

Absence from School

Attendance at school is compulsory unless your child is ill. In the case of absence, parents are requested to notify the school as soon as possible, either by telephone or a note. This is especially important in the case of children who catch school buses. Parents are legally required to explain their children's absences and may be required to provide a medical certificate.

Visitors to the School

Visitors must report to the school office on arrival at the school before going to classrooms. All visitors are required to sign in and wear a badge whilst on school property.

Admission of Children for the First Time

Applications for enrolment in Kinder and Prep classes for the oncoming year are called for through our weekly school newsletter in Term 3 and in the local newspaper (The Gazette). When accepting enrolments for Kinder, our first obligation is to families that live in our neighbourhood area. The Department of Education defines our neighbourhood area, as the area on the same side of the river as our school. We then accept children who have a family connection with the school. If there is space, we can then accept other children. Early entry is possible for children who have been professionally assessed as gifted and approved by the Department of Education assessment panel, dependent on space being available. The Departmental admission policy now states that all eligible children must attend Prep. Minimum age for entry to Prep is 5.0 years as at 1st January.

When children are admitted to school for the first time it is most important that parents inform us of any physical, emotional or medical problem which their child may have. It is important that we are informed of any changes of address or place of work so that contact can be made quickly in the case of an accident.

Books, Levies, Excursions & Cultural Performances

Parents are asked to pay a levy which will cover the cost of initial allocation of books, materials and equipment necessary for the learning program, a school hat (issued in Kinder, grade 3 and on enrolment), participation in the Learn to Swim Program, excursions and performances. Any additional stationery items required during the year will need to be purchased.

Parent Involvement

The school encourages parent involvement in school activities. Early in Term 1, class teachers may establish contact with parents wishing to be involved in the various aspects of the school program. Parents are invited to participate in many ways throughout the year in general school activities.

Financial Assistance (Student Assistance Scheme)

The Department of Education provides assistance to people experiencing financial hardship. This partly covers levies, books and stationery (supplied at the beginning of the year), excursions, cultural performances and the Learn to Swim Program. Any additional books and stationery needed throughout the year will not be supplied by the school and will have to be purchased. Parents who are unemployed, on a pension of some kind or low income earners may be eligible for student assistance. The Department will send forms to all families that applied in the previous year, whether the application was successful or not. Only one application per family needs to be made regardless of how many different schools the children attend. Families whose circumstances have changed can get an application form from the school office.

Kitchen Garden

We have set up a kitchen garden and outdoor classroom. This provides students and their families with the opportunity to participate in planting, caring for, harvesting, cooking and eating fresh vegetables and fruit.

