



Narrabri West Public School

Parent Information Handbook

2009

...opportunities and challenges for our students...

Welcome to Narrabri West Public School

Narrabri West provides a caring and supportive teaching and learning environment. We offer a variety of educational programs which provide opportunities and challenges for all children. Our staff are dedicated, highly qualified and proudly serve our school community.

Literacy, numeracy and technology are emphasised within learning programs, whilst each child's intellectual, social, emotional, cultural and physical development is our major focus. As well as challenges in the classroom, opportunities exist to foster talent in the creative and performing arts and in our comprehensive sport program.

We place strong emphasis on the positive recognition of student achievements and our focus on student well-being ensures fairness and safety for all students.

Our school is an acknowledged leader in technology. Three computer labs, fully networked classrooms, video conferencing facilities, mobile computers, fourteen laser printers and interactive whiteboards enhance student learning.

Well maintained and spacious playgrounds, shade areas and sporting facilities further enrich the quality educational environment that we provide.

We believe in a close relationship with all parents. If parents and teachers can work together and communicate productively, our students will develop positive attitudes towards school and learning. As parents, you are always welcome to visit the school and participate in all of the school's activities.

Stephen Maher
Principal



School Contact Details

Telephone: 6792 2377
Fax: 6792 4395
Pre School: 6792 4585
Canteen: 6792 1452

Web: www.narrabriw-p.schools.nsw.edu.au/
Email: narrabriw-p.school@det.nsw.edu.au

Principal: Mr. Stephen Maher

Assistant Principals: Mrs Di Moore, Mrs Tania Nichols, Mr. Steve Cornish

School Education Director: Mr. John Charles
Frome Street, Moree 2400
Telephone: (02) 6757 3000
Fax: (02) 6757 3020

General Information

School Times:

9.00am	Playground Supervision
9.25am	Morning Session
11.30am	Lunch
12.20pm	Middle Session
1.50pm	Afternoon Recess
2.10pm	Afternoon Session
3.25pm	Class dismissal

School officially commences at 9.00am – teachers are on playground duty from that time. Children should not arrive before 8.45am except in exceptional circumstances. Any children in the playground must remain seated until the 9.00am bell.

School Term Dates for 2008

Term 1	Tuesday, 3 February 2009 to Thursday, 09 April 2009
Term 2	Tuesday, 28 April 2009 to Friday, 10 July 2009
Term 3	Monday, 27 July 2009 to Friday, 02 October 2009
Term 4	Monday, 19 October 2009 to Friday, 18 December 2009

The first day of Terms 1, 2 and 3 are a School Development Day. Children are NOT to attend.

Our Statement of Purpose

Our school is preparing our children for their future in a happy, secure and caring learning environment, shared with parents, teachers and community.

Children want to come to our school:

- ◆ because they are known as individuals - the person they are;
- ◆ because they are accepted and valued for themselves;
- ◆ because their needs, talents and aspirations are known, accepted and, as far as possible, furthered; and
- ◆ because their good qualities are encouraged, shortcomings quickly identified and any unfitting behaviour limited with kindness.

This is achieved because our school consists of:

- ◆ a personal environment;
- ◆ a physical environment; and
- ◆ a curriculum environment, where each area is dependent on the others.

Our particular focus in learning is:

1. To provide a caring, stimulating environment where each child is given the opportunity to develop skills, knowledge and attitudes that will maximise the fulfilment of their potential.
2. To ensure each child receives an excellent education which emphasises development in literacy, numeracy and technology.

Student Code of Conduct

Students have the right to:

- Learn and to experience regular success in their learning.
- Feel emotionally and physically safe in the school environment.
- Work and play in a safe, secure, friendly and clean environment.
- Respect, courtesy and honesty.

Students have the responsibility to:

- Ensure that their behaviour is not disruptive to the learning of others.
- Ensure that the school environment is kept neat, tidy and secure.
- Ensure that they are punctual, polite, prepared and display a positive manner.
- Behave in a way that protects the safety and well being of others.
- Act according to the discipline code established by the school community.

Narrabri West Long Term Goals

- To maximise outcomes for all students;
- To provide a learning environment that values personal identity, harmony and cultural awareness;
- To provide students with the latest technology to assist them to engage effectively with an increasingly complex world; and
- To facilitate active parent involvement and community participation in the life of the school.

Some of Our Recent Achievements

2007

- > Winner of the Australian College of Educators H.T.B Harris Award
- > Winner of New England Region Literacy Award
- > 1st Place North West Film Festival Documentary Section
- > Winner of the University of Newcastle Science Challenge
- > Narrabri Zone PSSA Athletics Champions

2008

- > Opening of our brand new Pre School building
 - > New England Region Excellence in Education Award for Quality Service
 - > Narrabri Zone PSSA Cross Country Champions
 - > Winner of the University of Newcastle Science Challenge
 - > North West Boys PSSA Softball Champions
 - > Highly Commended North West Film Festival Animation Section
 - > Narrabri West Pre School - Narrabri Chamber of Commerce 'Not for Profit/Community Organisation' Business of the Year
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Enrolments

Kindergarten Enrolments

Enrolments are accepted for Kindergarten in the year before the child is due to start school. To be eligible for enrolment, children must have turned 5 before 1st August in the year they commence. When completing an enrolment form the child's birth certificate must be sighted by the school office, and an immunisation certificate (supplied by the doctor when the 5 year old immunisation is complete) supplied before the commencement of school.

During Term 4 a comprehensive transition to Kindergarten program is held. Parents have the opportunity to become familiar with the school and the way it operates and children receive an introduction to Kindergarten by spending time with our Kindergarten classes.

Attendance

Notes to Cover Absences

When children are absent from school a note must be forwarded to the class teacher explaining the reason. Notes should be forwarded the day your child returns to school, be signed and state the date and reason for the absence. School rolls are legal documents and reasons for absences must be recorded by the teacher. We would appreciate a phone call if a child is going to be absent for an extended period of time and the school has not already been informed.

Late Arrivals / Early Departures

Parents should make every effort to ensure that children arrive by 9.25am. Late arrivals should report to the office for a late note. If you need to collect your child from school during the day, a note should be sent to the class teacher. An early leaver's note must also be obtained from the school office before collecting the child. For safety reasons students are not released to unauthorised persons. Disruptions to the class should be kept to a minimum and where possible dental, doctors' appointments etc, should be made outside of school hours.

Student Information

Emergency Contact Details

Each student has contact information located in the school office containing vital details in the event of an emergency. It is essential that this information is accurate and up to date. A Medical and Emergency Contact Information Sheet is sent home annually. Please ensure that you advise the school of any changes to the information on this form as soon as possible.

Custody Arrangements

It is advisable to notify the school in writing of any special residency custody arrangements concerning children. Relevant information regarding access and custody arrangements should be passed onto the Principal and school office. This will be treated in strict confidence.

Curriculum

Key Learning Areas

The NSW Department of Education and Training requires schools to teach subjects which are grouped within the six Key Learning Areas. Every effort is made to present these programs in an interesting and motivational manner.

- 📖 **English:** In English students develop knowledge, skills and understandings about English language and literature. English has a wider role as a means of learning in all KLAs.
- 📖 **Mathematics:** In Mathematics students learn to analyse and solve problems in the areas of space, measurement and number. It involves the study of patterns and relationships and provides a means of communication.
- 📖 **Science & Technology:** Provides opportunities for students to learn about natural and made environments by engaging in scientific and technological activity. Science & Technology involves students in investigating, designing and making, and using technology.
- 📖 **Personal Development, Health & Physical Education:** Helps students develop self esteem, social responsibility, personal fitness, sporting skills and the ability to make informed decisions about health and lifestyle.
- 📖 **Human Society & Its Environment:** This area deals with the interactions of people with one another and with the social, cultural and physical environments as they attempt to meet their needs.
- 📖 **Creative & Practical Arts:** Includes the art forms of dance, drama, visual arts and music. Learning in these art forms provides opportunities for students to develop their abilities to make works and appraise their own works and the works of others.

Library

The Library is a focal point of the school - the centre where reading for learning and recreation takes place. The library is also the centre of research and information skills activities undertaken by the students. All classes visit the library on a weekly basis to research activities relating to work being undertaken in the classroom. The library is open at all times for individual or small group research. As well as using the library for the enjoyment of literature, children are encouraged to use the library for leisure activities.

All children are encouraged to borrow books to take home. For this they will need a cloth or plastic library bag. Children are asked to be responsible by caring for the library books and to return them on time.

Reading is the key to a child's success at school. If a child receives encouragement at home, this will add to their success.

Information and Communication Technology

ICT is an important component of our school's curriculum. The school has 1 large computer laboratory, 2 smaller laboratories and at least 4 computers in all classrooms. There are over 100 computers in the school. All classrooms are connected to the school network and have Internet access. A network of 14 laser printers ensures all classrooms have easy access to printing facilities. In addition to this, wireless network access throughout the school enables a roving laboratory of notebook computers to be used to supplement classroom computers.

All students participate in a sequential technology skills program linked to class learning programs.

Video conferencing facilities are also available and are regularly used to access additional opportunities for students.

Assessment and Reporting

Teacher designed assessments are administered regularly in order to obtain information about:

- 📖 the strengths and areas of need for each child;
- 📖 the effectiveness of the teaching methods used; and
- 📖 the various aspects of the curriculum that need to be taught.

The information gained from assessment helps teachers to plan, teach and evaluate more effectively. Teachers continually assess the progress of students in a variety of ways throughout the year. Assessment strategies include:

- 📖 individual assessments;
- 📖 teacher and grade/stage tests;
- 📖 teacher observations;
- 📖 standardised tests including the Basic Skills Tests and Primary Writing Assessments for Years 3 and 5;
- 📖 quizzes and revision tasks; and
- 📖 assessment of outcomes.

From 2006 there is a new approach to reporting in NSW schools. Parents will receive clear and easy to understand information on their child's progress. There will be greater consistency in report formats across all public schools. The written report will provide information on a student's learning in each of the key learning areas and will compare student achievement against state wide syllabus standards using a five point scale. They will include teacher comments about the student's specific achievements and how he or she will be helped to improve. When reporting, teachers treat each child as an individual and try to give an honest picture of strengths and areas of need in academic areas, conduct, attitude and social development.

If the need arises, parents are welcome to contact the class teacher to arrange a suitable time for an interview to discuss their child's progress at any time of the year.

Our assessment and reporting schedule is as follows.

Term 1: Early in the term all teachers conduct an information session to explain classroom practices and expectations. On this night, parents are invited to meet the teacher and be informed of curriculum content to be taught during the year as well as homework procedures, planned excursions and class organisation. Parents will be able to ask general questions.

Term 1: Three-way interviews (parent, student and teacher) are organised to convey information regarding children's progress, performance and application. Written reports and student portfolios are handed out during the interview.

Term 2: A written report is issued towards the end of Term 2. Interviews are held at the request of either the class teacher or the parent.

Term 4: A written report is issued towards the end of Term 4 and is included with Student Portfolios. Interviews are held at the request of either the class teacher or the parent.

Students in Years 3 and 5 participate in NAPLAN testing. These take place in May each year. Information concerning this testing program is provided to parents prior to the test date.

Homework

Homework has the following aims:

- 📖 To help provide a link between school and home and enable parents to keep in touch with their child's work;
- 📖 To enable students to consolidate work already taught;
- 📖 To enable students to prepare for future work;
- 📖 To develop in students habits of self-directed reading and home study; and
- 📖 To stimulate recreational interests and activities and the creative use of student's leisure time.

Homework is valuable because it:

- 📖 Strengthens home-school links;
- 📖 Allows for practicing, extending and consolidating work done in class;
- 📖 Teaches students how to plan and organise their time;
- 📖 Establishes habits of study, concentration and self-discipline which will serve students for the rest of their lives.
- 📖 Reaffirms the role of parents as partners in education
- 📖 Provides parents with insights into what is being taught in the classroom and the progress of their children; and
- 📖 Challenges and extends gifted and talented children.

Child Protection Program

The total well being of all students is an important responsibility within the school curriculum. It is Department of Education and Training Policy to provide a curriculum, which promotes not only students' intellectual development, but also their emotional and social development. Child Protection Curriculum materials have been introduced to all grades. Parents will be advised prior to the implementation of this program each year.

Release from Face to Face Teaching (RFF)

Each week, classroom teachers are entitled to two hours release time, when another teacher takes their class. This time is used by teachers to conduct parent interviews, prepare class work or teaching aides, complete evaluation records, visit other classes, mark books, undertake

professional development and carry out many other tasks that must be completed to ensure the best possible education for the children. The release teacher coordinates what will be taught during these two hours with the class teacher, so that the children will gain the most benefit from this time.

School Development Days

There are three days during the year which are called School Development Days. The first of these is always the first day back each year, when teachers are able to discuss current DET priorities, organise classes, arrange rooms and generally prepare for the new school year. The other two days occur on the first day of Term 2 and Term 3. These days are important as they allow all teachers to meet together to develop policies, review school programs, develop curricula, participate in compliance training or engage in professional development activities.

Sport

Narrabri West encourages involvement in sport. We are very proud of our school's tradition of sporting success and we pride ourselves on the interest, participation and performance of our students. Our main emphasis is always on developing a fair and positive attitude towards sport and also on skills, fitness and enjoyment. The aim of sport is to promote:

- Pleasurable involvement in physical activity.
- Physical and social development.
- Fitness and health.
- Positive attitudes and good sportsmanship.

Boy and Girl sporting house captains and vice captains are elected from Year 6 students. Sporting houses and colours are:

Cunningham (Blue), Mitchell (Red), Oxley (Green), Sturt (Yellow)

All children in the school are permanently allocated to houses for the purpose of sport and various other forms of competition. The children from each family are placed in the same house and all children are distributed evenly through the houses in age groups so that the competition is even.

Sports vary according to the season. Special programs are offered throughout the year. These include involvement in PSSA Knockout competitions and representative programs, Intensive Swimming, Stage 3 Sport Program, Years 2 and 3 Tennis Program and various in-school sporting programs and competitions.

Carnivals

Our Swimming Carnival is held in Term 1, Cross Country Carnival in Term 2, and Athletics Carnival in Term 3. The most successful competitors represent our school at Narrabri Zone PSSA carnivals and trials and if successful there, at North West PSSA Area carnivals and trials.

Student Welfare

Student Welfare encompasses everything that our school community does which impacts on the social, academic, physical, emotional and personal needs of students. Our Student Welfare Policy aims to ensure that we have a caring and well managed school environment which is safe and motivating for all members of our school community. At our school, we place a great deal of importance on the development of children's confidence and self esteem, as well as on developing their leadership capabilities and their social skills.

School Discipline Policy

Good discipline is fundamental to the achievement of high educational standards. Narrabri West Public School has introduced a discipline policy, which is based on a level system. This policy has been developed so as to reward good behaviour and to provide clear consequences for negative behaviour. It also rewards the positive aspects of student performance, application and behaviour. We also recognise the importance of the partnership between staff, parents and students in encouraging positive behaviour.

All students and staff have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment and discrimination. Any inappropriate behaviour that interferes with teaching and learning and the well being of students will not be accepted.

The school discipline code describes positive measures by which behaviour can be modified and presents teachers with a system by which they can show students alternative ways in which to behave to conform to classroom expectations. This also incorporates a 'Levels' system whereby all students begin the year on Level 0. Unacceptable behaviour will lead to students being placed on various levels (1, 2 or 3), which in turn result in the withdrawal of privileges, e.g. sporting activities or excursions.

Students whose behaviour is acceptable will progress through our Merit Award System, beginning with a Bronze Certificate, progressing to Silver and Gold badges, culminating in a Platinum Award.

A full overview of our Merit Award System and School Discipline Code is included at the end of this handbook.

Counselling

A School Counsellor is based at Narrabri West Public School for three days per fortnight. A trained teacher and educational psychologist, the counsellor can provide assessment in academic, social and emotional areas. The counsellor also contributes information, understanding and advice on learning and behaviour. This enables teachers and parents to better meet the individual needs of students.

Teachers refer to the Counsellor students who are experiencing learning and/or behavioural difficulties for advice and assistance. To fully assess student needs, the Counsellor sometimes finds it necessary to administer diagnostic tests as well as hold one on one discussion with the student.

Parental permission must be obtained before a student can be assessed. Parents are kept fully informed and are usually invited to the school for an interview with the Counsellor in order that the desired outcomes may be achieved.

Parents may also wish to refer their child to the School Counsellor and this can also be arranged by discussing the matter with your child's teacher. Sometimes, in consultation with parents, students are referred to outside agencies for further assessment.

Learning Support Team

Our Learning Support Team meets regularly to provide support and guidance for students experiencing difficulties with their learning. The Learning Support team, class teacher and Support Teacher Learning Assistance (S.T.L.A) assess needs and jointly plan lessons for targeted students. One of our strategies is to assist children with learning difficulties as early as possible. We can also provide specialist support in:

Early Intervention – an Itinerant Support Teacher for Early Intervention is based at the school.

Hearing Impairment – an Itinerant Support Teacher for Hearing is based at the school.

Vision Impairment – an Itinerant Support Teacher for Vision visits the school.

Behaviour – an Itinerant Support Teacher for Behaviour is available to the school if the need arises.

Reading Recovery – a number of staff are trained Reading Recovery Teachers.

Student Representative Council

Student participation in the decision making and implementation process is important to the school community at Narrabri West. Our Student Representative Council comprises members from each class from Years 2 – 6. The students are elected by class members to represent them at regular meetings which discuss issues concerning students, teachers and our school. Meetings provide a forum for student views and give feedback to the school community. Boys and girls are equally represented, developing interpersonal skills, citizenship and leadership skills through their involvement.

The SRC also organise and plan school and charitable fundraising activities. The success of events such as these has enabled the SRC to make positive contributions to our school environment.

School Captains and Councillors are elected each year from Year 6.

Infectious Diseases

Under the Public Health Act and Department of Education and Training Regulations, some common infectious diseases require children to be kept from school to prevent the spread of infections. It is requested that the school office be advised of any infectious diseases as soon as diagnosed.

DISEASE	PATIENT'S PERIOD OF EXCLUSION	CONTACT'S PERIOD OF EXCLUSION
Chicken Pox (Varicella)	For at least 5 days after the first spots appear, or when blisters have all crusted	Not excluded
Conjunctivitis	Until discharge has ceased	Not excluded
German Measles (Rubella)	Until child has fully recovered and for at least 7 days after rash appears	Not excluded
Hepatitis A (Infectious Hepatitis)	Until child has recovered (usually 7 days from the first signs of jaundice)	Not excluded. Family contacts may need injection – see your family doctor
Hepatitis B	Not excluded, but some children are too sick to attend school	Not excluded. Family doctor should be consulted for immunisation advice
Impetigo	Children allowed to attend school provided sores are being treated and are properly covered by a clean dressing	Not excluded
Measles	At least 5 days after appearance of rash	It is recommended that all children receive measles/mumps/ rubella immunisation at 12 months of age. If a child has been in contact with someone who has measles, s/he may be prevented from catching the disease if vaccinated with 3 days of contact. (Unimmunised contacts should be kept home for 14 days unless immunisation is given)
Mumps	Until child has fully recovered and for 9 days after appearance of swelling	Not excluded. It is recommended that all children receive measles/mumps. Rubella immunisation at 12 months of age.

Ringworm	Keep child at home until treatment has begun – preparations available from pharmacist. Notify the school	Not excluded. Inspect regularly
Scabies	Keep child at home until treatment has begun – preparations available from pharmacist. Notify the school.	Not excluded. Inspect regularly
Whooping Cough (Pertussis)	Child should be kept home for 5 days from start of antibiotic treatment. Otherwise, keep home for 3 weeks from when “whoop” starts.	Unimmunised contacts should be kept home for 21 days, unless receiving antibiotics. See family doctor.

First aid/sick students

Occasionally children become sick at school and we place them in our Sick Bay. Worst cases are sent home where possible. Parents are strongly urged not to send sick children to school.

Basic first aid is administered for injuries suffered at school. Injured students must be picked up by parents so treatment can be arranged. In all cases where the injury is more than minor we make a special effort to contact parents or emergency contacts. Students who are treated in Sick Bay receive a medical note detailing the injury or sickness and any first aid administered.

On-going medication

Policy statements from the NSW Department of Education and Training outline procedures which must be followed when a child requires ongoing daily medication to be administered at school. The Department requires the school to maintain the following records:

- 📖 detailed written advice from the student’s medical practitioner;
- 📖 a written request with a statement of the child’s condition and requirements from the parent/carer; and
- 📖 a written statement from the parent/carer granting information to be supplied and discussed by the staff.

Medication required for a short period

If a child must bring medication to school (tablets, medicine, etc) the child or parent should take the medication and written instructions to the office. The medication, preferably in an unbreakable container, correctly labelled, will be kept in the office and the correct dosage will be administered at the appropriate time. Only a daily dose should be brought to school. No child is permitted to have medication in his/her possession (asthma puffers excluded)

These procedures have been devised to protect everybody and are common to all schools.

Asthma treatments

Students are allowed to keep their own asthma medication with them.

Anaphylaxis/Allergy to bee stings/Allergy to nuts etc

A written statement outlining procedures to be followed must be supplied by the parent/carer.

Ambulance Service

An ambulance will be called to transport a child to hospital should the need arise. Every effort will be made to contact the parents or emergency contact prior to calling the ambulance.

Immunisation

The Director-General of the Department of Education and Training advises:

“The Department of Health recommends that children entering school should be immunised.

This is particularly important because your child will be coming into contact with lots of other children and infections can spread very easily. Children starting school who have not already had a booster immunisation should have:

- 📖 One booster injection against diphtheria, tetanus and pertussis*
- 📖 One booster dose of polio vaccine by mouth (Sabin)*
- 📖 One injection of measles/mumps/rubella vaccine*
- 📖 One injection against meningococcal C*
- 📖 Immunisation is available from your family doctor, and from some community health centres.*

NB: It is important to obtain and keep a written record of your child's immunisation.

Head Lice

Children with Head Lice must be treated with appropriate preparations. It is essential that outbreaks be controlled – your child's class will be notified if the need arises.

General School Information

Assemblies

Stage assemblies are held each Friday. K-6 assemblies are held twice each term, in approximately Weeks 5 and 10. The school captains and councillors conduct the K-6 assemblies. Individual classes on a rotational basis conduct the weekly assemblies. Parents are always welcome to attend all assemblies.

Newsletter

A fortnightly newsletter is sent home with the eldest child in the family on Tuesday. This newsletter is printed on yellow paper and outlines school policy, planning, events and reports on activities throughout the school. The newsletter is also available on our website and can also be sent via email if requested.

School News

News from the school is published each Thursday in the local paper (The Courier) in a column entitled "Window on the West" and is broadcast on local community radio station 'MAXFM' at 1.30pm fortnightly on school newsletter weeks.

Lost Property

Lost property is a major problem which can be avoided if names are sewn or written on **all** belongings. Labelled items are returned to owners but unlabelled items are stored in the administration area. Lost property not claimed is given to the Uniform Shop for re-sale, donated to local charities or disposed of.

Canteen

The school has a parent operated canteen under the direction of a paid supervisor. The Food Service Unit Committee organises the Canteen and its daily operation.

Workers for the Canteen are always warmly welcomed. Parents who are interested in helping in this aspect of the school should contact the Canteen Supervisor at the Canteen on 67921452.

The primary function of the Canteen is to provide nourishing food and drinks to the students at reasonable prices. It also donates profits to the Parent Clubs for the provision of school resources. All families receive regular updated prices lists. Orders should be made on the school's lunch bags, which are available at the Canteen and should be placed before school each morning.

A large fridge is also available for students to store lunches in. Please make sure lunch boxes are clearly labelled if using this facility. This encourages the supply of healthy lunches (e.g. salads etc) and also assists in keeping lunches cool and fresh in the summer months.

School Concert Band

Students have the opportunity to learn brass and woodwind instruments as part of our concert band. Practises are held during school time and participants are also expected to attend private tuition as well. Our bands and ensembles regularly have opportunities to perform for the wider community and participate in competitions, including assemblies, Education Week, the Narrabri Eisteddfod and Presentation Night.

Instruments can be hired from the school or children can purchase and use their own. A fee is charged which covers tuition, hire of instruments, sheet music, music stands and repairs to instruments.

Parent Participation

The school is committed to both parents' involvement and participation within the school and believes that the teachers, parents and educational programs work together to provide educational opportunities for all children. Parents can support the school by being actively involved in all parent organisations within the school, as a canteen helper, helping with excursions, helping with sporting teams and assisting with class activities such as maths groups and reading.

Parents and Citizens Association / Parent Day Club

You are invited to join the P. & C. Association which plays an important part in the school's life. Meetings are held once a month on Monday night. The Parent Day Club also meets each month on Monday afternoons at school. Over the past few years, the P&C and PDC have regularly raised funds to assist with the purchase of resources to improve our school. Funds are raised in various ways with the support of the school community. All parent organisations make a valuable contribution to the success of many academic, cultural, sporting programs and special events at the school. Meetings are notified in the school newsletter.

School Council

The School Council consists of representatives from staff, parents and members of the community. The foremost aim of the Council is to allow parents and community members to share in the decision making of our school and to assist in the development of school programs and policies. The Council is committed to working with the school to:

- 📖 Provide the best possible learning environment for our children;
- 📖 Provide quality education within a pleasant and caring atmosphere;
- 📖 Promote effective parent and community participation in the school;
- 📖 Ensure that parents are aware of and have the opportunity to comment on programs and policies of the school.

Excursions

From time to time classes go on excursions from the school to visit places or see things of educational value. On all occasions a teacher will accompany the children and be responsible for their supervision and safety. Often parents are asked to accompany groups. Children must obey instructions from teachers and from assisting parents. Students on Level 2 or 3 are automatically excluded from attending excursions.

Detailed information concerning all proposed excursions will be sent home to parents. The written permission of the parent is required before any child is allowed to participate in a school

excursion. It is essential that money and permission notes are returned by the due date as final arrangements and confirmations have to be made. Late payments or no permission note may mean your child may not participate. It should not be assumed that identical excursions will be offered every year. Excursions may vary from year to year for many reasons. It is expected and hoped that most students will support organised excursions.

Children take part in three different kinds of excursions. These are:

- 📖 Local - either walking excursions or within easy travelling distance of the school. A bus trip from which children return within the same day is regarded as a local excursion.
- 📖 Sporting - local excursions usually involving a trip to another school or venue for competitive sport.
- 📖 Major - excursions that take longer than 1 day.

Excursions are only approved if they have educational merit and all children can be included wherever possible. If you find it difficult to meet costs, special arrangements may be possible if you approach the Principal.

Our major excursions are:

Year 3 & 4	3 day camp at Lake Keepit Sport and Recreation Centre
Years 5 and 6	5 day excursion to Canberra and Mt Kosciusko National Park

Voluntary Contributions (School Fees)

Each year Voluntary Contributions are requested. Fees are set by the School Council in line with Department of Education and Training guidelines. These fees, which are greatly needed and appreciated, help to purchase equipment and supplement educational resources and programs in our school.

The payment of the General School Contribution is a matter for decision by individual parents and is entirely voluntary. Our school would welcome your contribution, as this will significantly enhance the resources available to students.

Book Club

A Book Club is offered by Scholastic Australia. The aims of the Book Club are to encourage children to read for enjoyment and to provide reasonably priced books designed to appeal to all children. Brochures are distributed twice each term. There is no obligation to purchase books. The school also receives a bonus entitlement for each book sold.

Student Banking

Members of the administration staff carry out student banking. Class teachers collect bankbooks and money for processing via a school computer using the Electronic Student Banking System. The school receives a small payment from the bank for each transaction made by the children. Parents who wish to have their children involved in Student Banking may collect deposit envelopes from the office.

Charities

Caring for others is an important part of social education. At Narrabri West a number of recognised charities are supported each year. Our involvement in supporting charities is usually organised by the Student Council.

Parent Interviews

Parents seeking interviews with teachers or executive staff should ring or enquire at the school office to make an appointment. The school executive is always willing to discuss any concerns. However, for obvious reasons, teachers are only available outside class times. Occasionally

problems arise which may require teachers to seek interviews with parents at a mutually convenient time. For urgent matters see the Principal or Assistant Principals. Please feel free to arrange an interview if you have any concerns or would like to discuss any aspect of the school.

Presentation Night

On the second last Thursday night of Term 4, we hold our annual presentation night where the academic, citizenship and sporting efforts of students are recognised.

Year 6 Farewell

Towards the end of each year the children of Year 6 are farewelled from primary school. This occasion is semi-formal and is usually held at a local restaurant. During Term 4 various types of fund-raising activities are held by Year 6 which helps to assist them in purchasing a farewell gift for the school.

Religious Instruction

On Thursday mornings we are visited by a number of representatives of religious denominations. Groupings are organised for Protestant and Roman Catholic faiths. These lessons are of 30 minutes duration. Students who have brought notes from parents seeking exemption from religious instruction are supervised separately.

Student Transport Scheme

Infants students attending Kindergarten, Year 1 and Year 2 classes, irrespective of distance from home to their nearest appropriate school, are entitled to free travel. Students other than those in Kindergarten, Year 1 and Year 2, to be eligible must reside more than 1.6 kilometres away (radial distance measured from the centre of the school).

School travel is only available between home and school, for school attendance on school days only. Passes are not transferable and must be shown on demand. Students should be able to show their pass on request. If it is securely kept in a display holder fastened to their bag, the pass can be produced easily and kept in the bag when not required. Bus drivers are entitled to charge a fare, or refuse travel if the pass is not on hand. If children lose their bus passes direct contact with the bus operators is necessary, as the school is unable to issue a replacement pass.

To obtain a bus pass, an application form, obtainable from the office, must be completed and returned to school.

Uniform

All students should identify with their school and wear current school uniform. All clothing and equipment should be labelled as it is extremely difficult to determine ownership of items which are not clearly identified. Summer uniforms are generally worn until the first week of May and winter uniforms until the end of Term 3.

Winter Uniform

Girls:

Red/blue checked tartan pinafore with white blouse underneath.

Tartan slacks with white blouse.

Black ribbed tights or white socks.

Royal blue sloppy joe with screen printed school crest.

On cold days royal blue tracksuit can be

Summer Uniform

Girls:

School uniform with cap sleeves and collar. Black shoes or joggers with white socks.

Boys:

Grey shorts with blue short-sleeved shirt.

Blue and red football socks with black shoes or black joggers.

worn underneath.
Black shoes or black joggers.
School jacket and tie – optional

Boys:

Grey trousers with blue long-sleeved shirt.
Royal blue sloppy joe with screen-printed school crest.
Blue and red football socks with black shoes or black joggers.
School jacket and tie – optional

Sports Uniform

Girls:

Red polo shirt with collar, with screen-printed school crest, royal blue skirt/shorts, white socks and joggers.

Boys:

Red polo shirt with collar, with screen printed school crest, royal blue shorts, blue and red football socks and joggers.

Notes on the Uniform:

Availability:

The School Uniform Shop can supply all items. Some second-hand uniforms are in stock and can be purchased at very reasonable prices. The School Uniform Shop is open Monday from 9:00am – 9:30am and Thursday from 3.00pm to 3.30pm.

Option:

All students can wear sports uniform Tuesday to Friday.

“No Hat, No Play” Policy:

At Narrabri West we have a “No hat, no play” policy. Students not wearing a school hat must sit or play in the shade. The wearing of a blue brimmed hat as the school hat was endorsed at the commencement of 2001. Children representing the school must wear this hat. All students are supplied with a free school hat at the start of each school year and this is the only hat that may be worn.

Jewellery:

Other than watches, jewellery should not be worn to school. In the interests of safety, studs (not sleepers) are preferable in pierced ears.



Narrabri West Public School
School Discipline Code

Approved by the School Council March 2006

The school discipline code is evidence of a partnership between the members of our school community. The code sets out a series of rights, responsibilities and rules for students, parents, visitors and school staff. It includes an overview of likely actions taken by the school if the discipline code is not followed by students, and an overview of the Merit Based Award system which aims to reward students who follow the discipline code.

Rights and Responsibilities:

Everyone involved with the school community has rights and responsibilities to ensure that teaching and learning takes place in a supportive and cooperative environment. The school discipline code is evidence of a partnership between the members of the school community. The code sets out a series of rights, responsibilities and rules for students, parents/caregivers, school visitors and school staff.

<p>STUDENTS HAVE THE RIGHT TO:</p> <ul style="list-style-type: none"> • Learn and to experience regular success in their learning. • Feel emotionally and physically safe in the school environment. • Work and play in a safe, secure, friendly and clean environment. • Respect, courtesy and honesty. 	<p>STUDENTS HAVE THE RESPONSIBILITY TO:</p> <ul style="list-style-type: none"> • Ensure that their behaviour is not disruptive to the learning of others. • Ensure that the school environment is kept neat, tidy and secure. • Ensure that they are punctual, polite, prepared and display a positive manner. • Behave in a way that protects the safety and well being of others. • Act according to the discipline code established by the school community.
<p>STAFF HAVE THE RIGHT TO:</p> <ul style="list-style-type: none"> • Respect, courtesy and honesty. • Teach in a safe, clean and secure environment. • Teach in a purposeful and non-disruptive environment. • Cooperation and support from parents and colleagues. • Expect regular student attendance and punctuality. • Participate in policy formulation and implementation. • Expect positive feedback and constructive advice. • Adequate resources, professional development and management support. • Expect cooperative and positive attitude and behaviour. 	<p>STAFF HAVE THE RESPONSIBILITY TO:</p> <ul style="list-style-type: none"> • Model respectful, courteous and honest behaviour. • Encourage cleanliness of the school site. • Establish positive relationships with students, parents and colleagues. • Ensure good organisation, planning and efficient use of resources. • Report student progress to parents. • Develop and implement curriculum initiatives that reflect the goals and purpose of the school.
<p>PARENTS HAVE THE RIGHT TO:</p> <ul style="list-style-type: none"> • Communication from the school about their child and the school in general. • Be informed about procedures and decisions affecting their child's health and welfare. • Be informed of their child's progress. • Access a meaningful and adequate education for their child. • Be treated with respect and have their opinions valued. • Be informed of their child's inappropriate behaviour 	<p>PARENTS HAVE THE RESPONSIBILITY TO:</p> <ul style="list-style-type: none"> • Ensure that their child attends school. • Ensure that the physical and emotional condition of their child is at an optimum for effective learning. • Ensure that their child is appropriately dressed and provided with all necessary materials to make effective use of the learning environment. • Support the school in providing a meaningful and adequate education for their children and be involved, where possible, in the activities of the school.



Narrabri West Public School
School Discipline Code

at the earliest possible stage.

- Expect that their child works in a clean, orderly and tidy environment.
- Know that their child is going to a school which takes pride in itself and where students take pride in their work.
- Read and respond to correspondence from the school.
- Promote the rules of the school to their children and the community.
- Respect the school staff and their opinions.
- Talk positively to their child and the community about the school.
- Share responsibility for shaping their children's understanding about acceptable behaviour.

School Rules:

Narrabri West is a safe and happy school because:

1. We respect the rights of others to learn
2. We co-operate with others & strive to do our best at all times
3. We care for & respect others, their property & the school environment
4. We are responsible, courteous and polite
5. We play in a safe and friendly way
6. We stay in the right place at the right time

Class Rules:

Specific rules pertaining to each class are established at the beginning of each year. Each class devises their own set of rules with input from both the class teacher and the students. The finalised rules are displayed in the classroom. Each class also has its own reward program for students who adhere to their class rules.

Each set of class rules includes rules in regard to:

- Appropriate behaviour towards others;
- Listening to others;
- Following directions carefully & promptly;
- Asking the teacher before leaving the room;
- Completing work without disturbing others;
- Keeping hands and feet to oneself;
- Movement in the classroom (e.g. walking);
- Showing respect to staff members, school helpers & members of the community; and
- Respectful communication.



Narrabri West Public School
Staff Professional Standards

All staff members at Narrabri West Public School make the following commitment:

Our students are our priority.

We also commit to:

- Ensuring that students feel safe, secure and happy within our school environment, thereby fostering confidence and self esteem;
- Implementing quality teaching principles to meet individual student needs and maximise learning;
- Promoting a collegial, cooperative, courteous and sensitive school culture;
- Demonstrating the highest standards of professional behaviour when interacting with students, parents, colleagues and community;
- Presenting an orderly and attractive learning environment that supports effective learning;
- Maintaining professional documentation relating to the teaching and learning experiences of students;
- Promoting the standing of public education in the community through being positive role models for our profession; and ...

... we value our students, parents, community, school and each other.

All students and staff have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment and discrimination. Any inappropriate behaviour that interferes with the core business of teaching and learning at Narrabri West Public School and the wellbeing of students and staff will not be accepted.

Merit Award System	Behaviour Levels System	
Platinum	Level	Actions
<p>Students who achieve this level have demonstrated excellent behaviour throughout the entire school year. They have been on Gold Badge Level for all of Term 4. Platinum Badges are presented at the end of Term 4.</p> <p>Students in Year 6 who receive their Platinum Badge or who have consistently achieved high levels in our Merit Award system during their time at Narrabri West will receive a commemorative pen on Presentation Night.</p> <p>All families with a student/s receiving their Platinum Badge will receive a commemorative fridge magnet recognising their achievement.</p>	<p style="text-align: center;">Level Zero</p> <p>Every student is placed on this level when they enrol or at the commencement of each year.</p> <p>Students who have been suspended re-enter at Level 0. Students who have dropped to Levels 1, 2 or 3 and show satisfactory improvement in behaviour return to Level 0. Students must then remain on Level 0 for 5 weeks before regaining Bronze Certificate Level privileges.</p> <p>Students on Level Zero:</p> <ul style="list-style-type: none"> • Demonstrate behaviour that is good or excellent; • Cooperate with other students and teachers; • Are helpful and try to work with teachers and other students; • Respect the rights of others and obey the rules of the school; • Are invited to participate in all school activities. 	
<p>Gold</p> <p>Students on this level have shown that they continue to strive for excellence in all their endeavours, make consistent valuable contributions to the school community, are caring persons who consider others, and who consistently show self discipline. They have been on Silver Badge Level for all of Term 3.</p> <ul style="list-style-type: none"> • Students will be invited to participate in special activities. • Their names will be placed in the School Newsletter and 'Window on the West'. • They will receive a Gold Badge at the final school assembly in Term 3. • Eligible for 'Gold Reward' activities. 	<p style="text-align: center;">Level One</p> <p>Teachers are concerned about student behaviour. The student has repeatedly and/or deliberately broken school rules and class discipline programs have not led to an improvement in behaviour. The student and teacher will discuss the inappropriate behaviour and the student will be given the opportunity to rectify it.</p> <p>Students may be placed on Level 1 for repeated instances of:</p> <ul style="list-style-type: none"> • Disrupting lessons • Disobedience • Absconding • Rudeness • Annoying others • Failure or refusal to attempt/complete class work • Misuse of equipment • Being out of bounds <p><i>Consequences:</i></p> <ul style="list-style-type: none"> • 2 days lunchtime detention • Remain on Level 1 for 10 school days. • Letter sent home by classroom teacher informing parent/caregivers. Option of a parent/teacher interview provided. • If the student is unable or unwilling to alter their behaviour, they may be placed on Level 2. 	

<p>Silver</p> <p>Students on this level have shown that they continue to strive for excellence in all their endeavours, make consistent valuable contributions to the school community, and are caring persons who consider others. They have been on Bronze Certificate level for all of Term 2.</p> <ul style="list-style-type: none"> • Students will be invited to participate in special activities. • Their names will be placed in the School Newsletter and 'Window on the West'. • They will receive a Silver Badge at the final school assembly in Term 2. • Eligible for 'Silver Reward' activities. 	<p style="text-align: center;">Level Two</p> <p>Students are placed on Level 2 if they have continued with their unsatisfactory behaviour, or it is serious enough to warrant placement on this level.</p> <p>Unless there are exceptional circumstances the following specific behaviours will incur an immediate placement on Level 2:</p> <ul style="list-style-type: none"> • Physical or verbal fighting • Refusal to accept/follow teacher intervention • Lack of cooperation to visiting teacher • Swearing at a peer • Intimidation of a peer • Deliberate damage to student property <p><i>Consequences:</i></p> <ul style="list-style-type: none"> • Parent/Caregiver informed by letter, and student given a formal caution. Parents asked to speak with student about the problem. • A parent/teacher interview with the teacher/s involved to discuss the problems. • 4 days lunch detention, miss out on special privileges and remain on Level 2 for 10 school days. • Not permitted to attend extra curricular school events • If there is an improvement in behaviour, the student will return to Level 0. • If there is no improvement in behaviour, student moves down to Level 3. 	
<p>Bronze</p> <p>Students on this level have shown that they strive for excellence in all their endeavours, make consistent valuable contributions to the school community, and are caring persons who consider others. They have been on Level 0 for all of Term 1.</p> <ul style="list-style-type: none"> • Students will be invited to participate in all school activities and any other special activities/events. • They will receive a Bronze Certificate at the final school assembly in Term 1. • Eligible for 'Bronze Reward' activities. 	<p style="text-align: center;">Level 3</p> <p>Students are placed on Level 3 because they have continued with their unsatisfactory behaviour and/or have chosen to behave in a manner that demonstrates disrespect for the rights and responsibilities of others. Placement may also be automatic in accordance with DET policies.</p> <p>Unless there are exceptional circumstances the following specific behaviours will incur an immediate placement on Level 3 and a suspension from school:</p> <ul style="list-style-type: none"> • Severe physical violence • Possession of firearm or prohibited weapon • Use of an implement as a weapon or threatening to use a weapon • Possession or use of illegal substance • Continued disobedience • Aggressive behaviour • Persistent misbehaviour • Deliberate damage to school property • Swearing directly at a staff member <p><i>Consequences:</i></p> <ul style="list-style-type: none"> • Student loses privileges, placed on in-school suspension (including no playground activities) and remains on Level 3 for a minimum of 10 school days. • A parent/teacher interview involving the Principal and the teacher/s concerned will be held. An individual behaviour plan will be determined. • If there is an improvement in behaviour, the student will return to Level 0. • If there is no improvement the next course of action may involve suspension or the extension of the period where privileges are totally withdrawn. • Students on Level 3 will not be permitted to participate in school excursions, special activities or represent the school in any event. 	
<p>Notes:</p> <ul style="list-style-type: none"> • Teachers, after consultation with their supervisor, may promote students who have enrolled during the school year and have shown excellent behaviour. • For students who persistently drop to Levels 2 or 3, attendance at extra curricular/special events during periods at Level 0 will be at the discretion of the Principal. • School Captains, School Councillors, House Captains, and SRC representatives, who drop to Level 1 more than once a term, will automatically lose their badge and the privileges associated with their position. • Students who persistently drop to Level 1 throughout the year may be excluded from selected activities/events at Principal's discretion. • Students who maintain an award level for all of a term are eligible to receive that award at the completion of the term. 		