



**PARENT
INFORMATION
BOOKLET
2024**

IN THE PURSUIT OF EXCELLENCE

WELCOME

Telephone: 08 9882 1700

22-24 Williams Road
(PO Box 107)
NARROGIN WA 6312

Email: narrogin.ps@education.wa.edu.au
Website: www.narroginprimaryschool.wa.edu.au

Principal
Deputy Principals

Mrs Eloisa Goss
TBA

Administration Office Staff
Manager Corporate Services
School Officers

Mrs Michelle Edwards
Ms Robyn Rowe
Mrs Kylie Bradford

Important Dates for 2024

	Start	Finish
Term 1	Wednesday 31 January 2024	Thursday 28 March 2024
Term 2	Monday 15 April 2024	Friday 28 June 2024
Term 3	Monday 15 July 2024	Friday 20 September 2024
Term 4	Monday 7 October 2024	Thursday 12 December 2024

School Development Days 2024 (Students do not attend)

- Monday 29 January 2024
- Tuesday 30 January 2024
- Monday 15 April 2024
- Monday 15 July 2024
- Monday 7 October 2024
- Friday 13 December 2024

Contents

ABORIGINAL EDUCATION.....	5
ABSENCES.....	5
ATTENDANCE	5
ASSEMBLIES	5
ARRIVAL AT SCHOOL	6
BREAKFAST CLUB	6
BUSES.....	6
BYOD.....	6
CANTEEN.....	6
CHANGE OF DETAILS	6
CLASS COMMUNICATION.....	7
COMMUNICATING WITH THE SCHOOL	7
COMMUNITY NURSING SERVICES.....	7
CONNECT	7
DRESS CODE	7
DENTAL CLINIC.....	8
EARLY CLOSE BUS PROGRAM.....	8
ENROLMENT	8
GOOD STANDING	8
HOMEWORK	8
HOURS OF INSTRUCTION	8
IMMUNISATION	9
INFECTIOUS DISEASES.....	9
INFORMATION SESSIONS.....	10
INSTRUMENTAL MUSIC LESSONS.....	10
INTERVIEWS: PARENT/TEACHER.....	10
LEAVING SCHOOL GROUNDS	11
LIBRARY.....	11
LOST PROPERTY	11
LUNCH AND RECESS DELIVERIES.....	11
MEDICAL INFORMATION.....	11
MEDICATION ADMINISTERING PROCEDURES.....	12
MESSAGES.....	12
MOBILE PHONES	12
MONEY AND VALUABLES	12
NEWSLETTER.....	12
NO HAT NO PLAY	12
NUT AWARE SCHOOL.....	13
PARENT PARTICIPATION	13
P&C ASSOCIATION	13
PARKING FOR PARENTS	13
KISS AND DROP.....	13
PERSONAL ITEMS BOOKLET	14
REPORTING TO PARENTS	14
SCHOOL BOARD	14
SCHOOL CHAPLAIN.....	14
SCHOOL COSTS.....	14
SPECIALIST TEACHING AREAS.....	15
STUDENT REPRESENTATION	15
TALENTED AND GIFTED STUDENTS (TAGS)	15
VACCINE PREVENTABLE DISEASES	15
VISITORS TO THE SCHOOL.....	16
WEBSITE.....	16
Communicating with the School	17
Other School Matters.....	17
Staff privacy	17

What to do if you have a problem 17
The Principal is responsible for: 17
RIGHTS AND RESPONSIBILITIES –..... 18
POSITIVE BEHAVIOUR SUPPORT (PBS)..... 19
5 STEP BEHAVIOUR MANAGEMENT PLAN 20

ABORIGINAL EDUCATION

Narrogin Primary School abides by the Aboriginal Cultural Standards Framework. Aboriginal students are supported through the school's AIEOs (Aboriginal Islander Education Officers).

ABSENCES

Under the Education Regulations, there are only a few acceptable reasons for absences from school, such as illness and medical or dental appointments which cannot be arranged outside school hours.



The Attendance Records kept by the teachers are legal documents and may be called upon by a Magistrate as court evidence.

An explanation is therefore required for all absences. The explanation must give the reason for the absence and may be delivered verbally or in writing. If not provided, the school will send out a letter requesting an explanation. When students from Year PP to 6 are absent, an SMS is sent to a parent requesting a reason for the absence.

Requests to authorise an in-term vacation must be made in writing to the Principal at least one week prior to the first day of absence.

ATTENDANCE

Students are required by law to attend school.

Regular attendance is critical for students to achieve optimal learning at school. Missing school adds up:

- If a child misses an average of five days a term (Years 1 to 10), they miss out on approximately one year of school.
- If a child misses one day a week of school (from Years 1 to 10), they will miss almost two years of school.
- If a child misses two days a week of school (from Years 1 to 10), they will miss almost four years of school.
- If a child misses five weeks a term (Years 1 to 10), they miss almost five years of school.

Please be punctual to deliver and collect your child from school. It can be very disturbing for your child to be delivered or collected late. If you are unavoidably delayed, please ring and let the school know so your child can be reassured.

ASSEMBLIES

Whole School Assemblies are usually held in the Undercover Area at 9.00am on selected Fridays. Each primary class will be responsible for conducting an assembly. The dates and classes responsible are published in the school newsletter and on our school website calendar.

ARRIVAL AT SCHOOL

Students are required to go to their classrooms once they enter the school premises from 8.25am. Students who do arrive earlier than 8.25am are required to sit on the benches around the Dragon Area unless they are attending Breakfast Club. Please note direct supervision is not provided prior to 8.25am.



BREAKFAST CLUB

Breakfast Club operates every day from 8.00am in our undercover area. This program continues to run with the vital support of volunteers – if you would like to help out, contact our school. Breakfast Club is a great opportunity for children who do not get a chance to eat breakfast.

BUSES

There are 14 buses which bring children to and from Narrogin Primary School; 13 out of town services and one town bus service.



Parents requiring out of town bus transport for their children are required to complete an application form requesting transport online at www.schoolbuses.wa.gov.au. If parents wish their child to travel on the town bus, they need to contact Nicholls Bus and Coach Service on 9881 1736 to organise this.

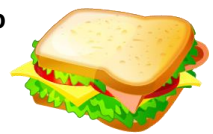
Please Note: Bus children will be placed on the bus unless a written note or phone call is received from the parent. Verbal messages from students will not be accepted.

BYOD

Narrogin Primary School operates a Bring Your Own Device (BYOD) Program to allow students in Years 4 – 6 to have their own laptop for use at school. Contact the school front office for purchasing information.

CANTEEN

The P&C operates a canteen on Monday, Tuesday, Thursday, and Friday. There is **no canteen on Wednesday**. Our canteen adheres to the Healthy Eating Guidelines as detailed by the Department of Education in 2014.



Lunches need to be ordered prior to the beginning of each school day and placed in the lunch basket in your child's classroom. Students are able to purchase a snack from the canteen at recess. Alternately, lunch and recess may be ordered online via QuickCliq **before 8am on the day**.

Parent help is required to run the canteen and keep costs down for our students. Please contact the canteen on 9882 1700 if you are able to assist.

CHANGE OF DETAILS

If there are any changes to the details that were given to the school on enrolment (e.g. change of address, phone number, contact people, update of immunisation), please let us know immediately so that we can amend our records. This is very important should we need to contact you.



CLASS COMMUNICATION

Written notes will go home during the term advising of any upcoming events, activities, incursions or excursions. Class teachers also use Connect so parents should ensure that they keep their login credentials up to date.

COMMUNICATING WITH THE SCHOOL

Parents are encouraged to read the publications '*Complaints Management*' and '*Communicating with the School*' to ensure that communications between the home and the school are effective. These documents can be accessed on the school website.

COMMUNITY NURSING SERVICES

The School Nurse attends our school at least one day per week.

Screening procedures cover a full health appraisal of children, either at Kindergarten/Pre-Primary or in Year 1. Vision and hearing may be checked at any time if requested by concerned parents or teachers. Referrals are made through the classroom teacher.



Some time is spent assisting teachers in the classroom with courses focussing on Hygiene, Drug Awareness, Growth and Development and Health Education.

CONNECT

Narrogin Primary School uses Connect to communicate with parents. Newsletters will be uploaded to Connect regularly (3 times a term) and formal reports will be issued via Connect in Terms 2 and 4.



DRESS CODE

The Narrogin Primary School Board has established a Dress Code for all students attending the school. The School Board believes a School Dress Code:

- Fosters and enhances the public image of the school.
- Assists in building school and team spirit.
- Ensures students are safely dressed for specific school activities.
- Encourages equity amongst students.
- Prepares students for work, as many workplaces have dress and safety codes.
- Ensure the safety of students at sport.

All Pre-Primary to Year 6 students are expected to meet dress code requirements, unless an exemption has been granted. Parents and students are informed of the school's dress code at the time of enrolment, and it is published on our school website. Any grounds for exemption must be raised with the Principal.

Uniforms are available via order form at the school office or when volunteers are available, usually on a Friday. Check the Narrogin Primary School P&C Facebook page for opening times. The uniform shop operates in Room 1 and is run by P&C volunteers.

DENTAL CLINIC

The school has a fully staffed Dental Clinic attached. All children receive regular dental screenings, and if approved by the parent, necessary treatment. The Dental Clinic phone number is 0428 984 100. **Please note** the clinic is not always manned during the term as they support other schools in the region as well.



EARLY CLOSE BUS PROGRAM

During early close sessions on Tuesday, bus students will be supervised at the school until collection at the regular bus time. A variety of activities are offered to occupy the students.

ENROLMENT

When enrolling a child at the school, parents must complete an Application for Enrolment. Once this has been considered and accepted by the School Administration Team, an Enrolment Form can then be completed. To confirm enrolment, the school will need to sight the child's birth certificate and a current Australian Immunisation History Statement, (see Immunisation). If there are any court orders relevant to the enrolling student, a copy of the court order needs to be provided.

GOOD STANDING

The Good Standing Policy, applicable to all students, supports the Behaviour Management Policy. All students commence the year with Good Standing. Poor behaviour choices will result in a loss of Good Standing for a specified period of time. Only students with Good Standing will be permitted to participate in camps, excursions, incursions, off-site sporting events and other extra-curricular activities.

HOMEWORK

Homework is based on the needs of the student and their phase of development. Our school community sees homework as a means of furthering home-school relationships and can assist in keeping parents informed about a student's learning and progress. Parents are informed by written communication of individual classroom homework structures. Please ask your class teacher for further clarification or assistance.

HOURS OF INSTRUCTION

8.48am – 10.25am	Commencement of school day – Session 1
10.25am – 10.45am	Recess
10.45am – 12.35pm	Session 2
12.35pm – 1.15pm	Lunch: Students eat in the undercover area
1.15pm – 3.05pm	Session 3
3.05pm	Dismissal of students



EARLY CLOSE DAY – Tuesdays: School commences at 8.48am and concludes at 2.30pm.

IMMUNISATION

The Education and Health Departments require Immunisation be complete for enrolment and that a photocopy of the AIR Immunisation History Statement (available from Medicare on-line via MyGov), dated no less than two months ago, be received by the school. For non-immunised children, a Doctor's certificate or statutory declaration must be received. Please ensure your child's immunisation schedule is up to date prior to your child commencing Kindergarten and then subsequently Pre-primary and Year 1.

INFECTIOUS DISEASES

The following diseases are infectious and require treatment prior to re-entry into school. Please contact the school if your child has been diagnosed with any of the following conditions. For more information regarding these diseases, please ask at the front office or the school nurse for fact sheets. Alternatively, this information together with the school policy on head lice is available on our web site: www.narroginprimaryschool.wa.edu.au.

Chicken Pox

Transmission: Contact with an infected person or with articles freshly soiled by mucus or sores from an infected person. Scabs do not spread the infection.

Incubation period: 10 to 21 days (usually 12 to 16).

Infectious period: From five days before rash to six days after onset of last crop of blisters.

Exclusion from school: Exclude until fully recovered or until at least five days after the eruption first appears. Some remaining scabs do not justify exclusion.

Conjunctivitis (Various Bacteria and Viruses)

Transmission: Direct or indirect contact with secretion from infected eyes.

Incubation period: One to three days.

Infectious period: While eye discharge is present.

Exclusion from school: Exclude until discharge from eyes has ceased.

Head Lice (Pediculus Capitis)

Transmission: Contact with infected person

Incubation period: One to seven days

Infectious period: Until lice and nits (eggs) are destroyed.

Exclusion from school: Exclude from school until day after treatment has commenced.

Impetigo (School Sores)

Transmission: Contact with infected person.

Incubation period: One to three days.

Infectious period: Until sores are healed.

Exclusion from school: Exclude until effective treatment (including the proper use of occlusive dressings) has been instituted.

Measles (Measles Virus) *Notifiable (to Department of Health)

Transmission: Spray or droplet infection, or indirectly through articles freshly soiled by discharge from nose or throat of infected person.

Incubation period: Seven to 21 days (usually 10 to 14 days).

Infectious period: From five days before to five days after the appearance of the rash.

Exclusion from school: Exclude. Re-admit on medical certificate of recovery, or at least four days after the appearance of the rash if well.

Ringworm (*Tinea, Pityriasis Versicolor (Certain Species of Fungi)*)

Transmission: Contact with infected persons, articles or animals, especially cats.

Incubation period: Four to 14 days.

Infectious period: As long as lesions contain fungus and spores.

Exclusion from school: Exclude until the day after treatment has commenced.

Rubella – German Measles (*Rubella Virus*) *Notifiable

Transmission: Spray of droplet infections, or indirectly through articles freshly soiled by discharge from nose or throat of infected person.

Incubation period: Nine to 21 days (usually 14).

Infectious period: From three days before to at least four days after the onset of symptoms or rash.

Exclusion from school: Exclude; re-admit on recovery or four days after onset of rash.

Scabies (*Sarcoptes Scabiei – Itch Mite*)

Transmission: Contact with infested person, clothing or bedding.

Incubation period: Itching usually begins within 48 hours.

Infectious period: Until mites and eggs are destroyed.

Exclusion from school: Exclude until the day after treatment has commenced.

Whooping Cough (*Pertussis*) *Notifiable

Transmission: Contact with infected person; airborne or droplet.

Incubation period: Until treatment is initiated.

Infectious period: 21 days from onset of illness if not treated.

Exclusion from school: Exclude for five days after antibiotic treatment has commenced.

Meningococcal disease *Notifiable

Transmission: Airborne or droplet.

Incubation period: One to four days.

Infectious period: Until the bacteria is no longer present in nose and throat secretions.

Exclusion: Exclude until antibiotic treatment has been completed.

NB: Meningococcal is an uncommon, acute, bacterial infection. Hospitalisation is usually required.

INFORMATION SESSIONS

We encourage parents to make every effort to attend the parent class meetings organised in the early weeks of Term 1. At these meetings teachers explain class procedures and expectations for homework, behaviour and student learning. Ongoing contact between parents and teachers is highly recommended.

INSTRUMENTAL MUSIC LESSONS

Year 5 and 6 students are given the opportunity to take music lessons, in school time, at Narrogin Senior High School. Students are tested in Year 4 to assess their aptitude for music and certain instruments. It is the responsibility of the parent to take their child to and from lessons.



INTERVIEWS: PARENT/TEACHER

Parent teacher interviews are encouraged, and parents should feel free to contact the school to arrange an appointment at a time convenient to all parties.

LEAVING SCHOOL GROUNDS

Education Regulations provide that no child shall leave the school grounds during school hours without a written request by the parent and then only with the permission of the Principal/Deputy Principal. Requests for students to leave the school grounds will be forwarded to the school office, where a Leave Pass will be issued. Students must carry the Leave Pass with them whilst they are out of the school grounds. Students will not be granted permission to go down town, or across the road, to purchase lunches or refreshments; the school canteen should be used for these purchases.

LIBRARY

The school library is a very valuable and important part of our school. Students are encouraged to have a library bag in order to take their library books home. Parents are urged to ensure that library books that are taken home are treated with respect and are returned each week.

Each class teacher nominates a time during the week when the whole class visits the library. Students choose their own books based on what they like to read. We strongly encourage reading for pleasure.



LOST PROPERTY

Each year many items of unclaimed property are accumulated. To prevent your child losing items it is important that all items and equipment be **clearly** and **permanently** labelled with your child's full name.

There is a lost property box located at school and we encourage parents to initiate a search as soon as property goes missing. The school takes reasonable care but cannot accept responsibility for the loss of unmarked items. Unclaimed clothing is given to the P&C Uniform shop.

LUNCH AND RECESS DELIVERIES

Parents are requested to leave lunches at the front office. These will be delivered to the classes. Alternatively, parents will need to come to the front office and sign in before proceeding to classes.

MEDICAL INFORMATION

If a student has a medical need (e.g. allergies, anaphylaxis, asthma, diabetes) that requires care or could lead to an emergency, the parent/responsible person will need to organise to meet with the Principal or delegate to complete an 'Action Plan', which describes the nature of the condition and the action to be taken. These action plans may also need to be signed off by a medical practitioner.

It is the responsibility of the parent to keep their child's teacher and school administration informed of any changes to their child's condition including changes of medication and/or procedure so the student's action plan can be updated. Action Plans must be updated annually, and medication expiry dates adhered to.

We don't have adequate facilities or enough staff members to care for sick children. Children who are unwell need to stay home and prevent infecting other children. If your child becomes sick during the day, you will be contacted and expected to arrange the collection of your child as soon as possible.

MEDICATION ADMINISTERING PROCEDURES

Parents must complete the appropriate forms in order for medication to be administered. Medication needs to be provided in a labelled container (name of student, name of medication, dose to be taken). Minimal quantities only should be sent to school unless prior agreement is made with the school. School staff will only administer medication in accordance with instructions or the advice of a medical authority. *Form 3 – Administration of Medication* form is available at the front office.

MESSAGES

Verbal messages should not be sent to school via children. Please communicate with the school via letter, email (narrogin.ps@education.wa.edu.au) or phone call (9882 1700). Messages will be passed onto your child's teacher as appropriate.

MOBILE PHONES

The Department of Education has banned student use of mobile phones from the time they enter school grounds to the conclusion of the school day. The Narrogin PS Mobile Phone and Handheld devices policy is available on our website.

MONEY AND VALUABLES

Children should not be allowed to bring money to school unless it is for a specific purpose, such as for canteen purchases. Students should not bring personal items (toys, sports equipment) to school.

No responsibility can be accepted for money or valuables lost or stolen that are not in a teacher's direct care.



NEWSLETTER

Newsletters will be uploaded three times a term, Weeks 2, 6 and 10 to our school website, Facebook page and Connect. This is a major source of home/school communication.

NO HAT NO PLAY

Narrogin Primary School is a SunSmart school. Students are required to wear the school uniform bucket hat throughout the school year for all outdoor activities including recess and lunch breaks. Upon enrolment, students are given a school hat which remains at school. Replacement hats are available for sale at the school canteen or through the P&C uniform shop.

NUT AWARE SCHOOL

Some students at our school have a severe allergy to nuts and are susceptible to anaphylactic shock. Anaphylaxis is the most severe form of allergic reaction and is potentially life threatening. In order for the school to minimise the risk for these students, it is requested that parents do not send foods containing any type of nuts (including peanuts, tree nuts, peanut butter and Nutella) to school with their child. The sharing of food can be a further risk and we would ask you to work with the staff at the school to discourage this practice.



PARENT PARTICIPATION

We look forward to parents becoming part of our school community by participating in activities. Some activities you may like to consider becoming involved in include:

- Assisting with sport, sporting carnivals and events.
- Assisting in the classroom (please contact the class teacher to organise this).
- Attending P&C and other meetings.
- Putting your name down for canteen roster, breakfast club or the uniform shop.
- Assisting with special projects (e.g. fundraising activities).
- Attending class meetings and information sessions.

P&C ASSOCIATION

P&C meetings are usually held on the second Tuesday of each month during the school term. All parents, staff and community members are welcome to attend. At these meetings a variety of information is provided and discussed. The P&C is actively involved in the raising of funds for the purchase of resources to enhance teaching and learning programs and school facilities. Fundraising activities may include operating the school canteen and uniform shops, lap-a-thons, discos, Fathers' Day breakfast etc.

Pre-Primary Kindergarten P&C Sub-Committee

We encourage you to become involved in our early years P&C sub-committee. Meetings are held regularly where a variety of information is provided and discussed. Historically, this committee has been very proactive at raising money to enhance the quality of our Kindergarten and Pre-primary programs.

PARKING FOR PARENTS

Parent parking, near the school, is available in the following locations:

- Johnston Street.
- Glyde Street.
- Williams Road (access to crosswalk and an attendant at this point).



Parents are requested not to drive onto the school site at any time. Please do not park in allocated bus bays.

KISS AND DROP

The Kiss and Drop Zone is located on Johnston Street and is for your child's safety, your convenience and to minimise congestion and confusion.

Kiss and Drop zones and 'No Parking' zones operate under the same conditions. You may stop to drop off or pick up children for a ***maximum of two minutes***.



Drivers must remain in or within three metres of their vehicles.
Kiss and Drop Zones apply only during hours of operation.

PERSONAL ITEMS BOOKLET

Contributions, Charges and Personal Items booklets are sent home at the end of the previous school year and are also available from the school website or office. All items are to be purchased by parents prior to the commencement of the school year.

REPORTING TO PARENTS

Formal reports are issued in the last weeks of Terms 2 and 4, via Connect. There will be opportunities throughout the year for students to showcase different aspects of their work. During Term 3 the school hosts an 'Open Classroom' evening. Teachers are also available for interviews to discuss your child's progress. Appointments can be made by phoning the school office. Years 3 and 5 also participate in NAPLAN testing.

SCHOOL BOARD

Our School Board meets regularly to discuss progress on the School Business Plan and provide strategic direction for the school. The Board is a representative group of school administration, staff, parents, and community members. The School Board operates under a constitution derived from the 1999 Education Act.

SCHOOL CHAPLAIN

Chaplaincy provides a positive impact on the character, attitudes, and values of young people.

The chaplain provides trusted guidance on spiritual, moral, and ethical issues. The chaplain is someone staff, parents and students can voluntarily turn to in time of need, and they offer practical support to students who are at risk. The chaplain does not duplicate the work of teachers or parents but makes a distinctive contribution within the entire school community.

SCHOOL COSTS

The total amount of **contributions** parents and carers are being asked to pay has been contained within the \$60.00 maximum set in the School Education Regulations 2000.

While **contributions** are voluntary, the quality of our teaching and learning program will be maximised when each family makes its contribution. These contributions supplement funding gained from other sources, including the State and Commonwealth Governments. They make up a large percentage of the School's income.

Our P&C asks that parents pay an additional voluntary contribution of \$4.00 per child to supplement the important role they do in maintaining our canteen and uniform shop, together with various other activities around the school.

The total contribution per child including the P&C contribution is \$64.00.

All payments for contributions are normally paid at the beginning of the school year. Several payment options are offered, including cheque, cash, EFTPOS, or internet banking (BSB: 066 522 – Account No: 009 00 206. Please use your eldest child’s full name as reference). A schedule of instalments will be gladly accepted at the school office.

Charges for excursions, incursions (E.g. visiting performers) and/or sporting clinics will be charged when your child attends the activity.

You will have received information from the school with regards to the breakdown of voluntary and estimated charges. Please ask at the front office if you require further clarification.

SPECIALIST TEACHING AREAS

We have specialist teachers in the following areas:

- Physical Education
- Visual Arts/Digital Technology
- Languages – Indonesian
- Science

STUDENT REPRESENTATION

A Student Council is elected each year and consists of approximately 25% of the students from Year 6. Two student leaders are elected from this group.

The Council holds regular meetings to offer suggestions, to present the students’ views and to help out in the school where appropriate. Student Councillor duties include putting our school flags up, changing the school sign, collecting the class paper recycling bins, presenting honour certificates at assemblies and attending many special events throughout the year.

We also elect Faction Captains for each semester. The Student Representation Policy is available on our website.

TALENTED AND GIFTED STUDENTS (TAGS)

TAGS students are catered for on a day-to-day level in the classroom learning environment. Identified students are selected for the Primary Extension Academic Challenge (PEAC) program which operates throughout the Wheatbelt region bringing TAGS students together to promote higher order thinking and further enhance their areas of strength.

Specialised withdrawal groups may be formed within our school environment for students with talents in English, Art, Choir, Instrumental Music, Mathematics, Technology and Enterprise and Science. Students are also encouraged to participate in local and state competitions and academic testing.

VACCINE PREVENTABLE DISEASES

Tetanus, Diphtheria, Pertussis	6 weeks, 4 and 6 months and 4 years
Measles, Mumps, Rubella	12 months and 18 months
Haemophilus (Hib)	6 weeks, 6 months and 18 months
Hepatitis B	birth
Polio	6 weeks, 6 months and 18 months
Meningococcal ACWY	12 months

Pneumococcal	6 weeks, 12 months
Chicken pox (Varicella)	18 months
Influenza	yearly
Rota Virus	6 weeks

VISITORS TO THE SCHOOL

Please always sign in at the front office and wear a Visitor's identification sticker when visiting the school. This is required as a Duty of Care towards our students.

WEBSITE

Newsletters, policies and other information regarding Narrogin Primary School will be regularly updated on our website. Please take the time to familiarise yourself with the information available. The address is www.narroginprimaryschool.wa.edu.au.

Communicating with the School

The relationship between the home and the school plays a very important part in a child's education. Parents play a critical role in successful learning: they contribute much to their child's development and are among the most important influences on the way in which the child approaches learning.

Teachers are responsible for the more formal aspects of children's learning, and successful teaching builds on the home experiences of the child. This is most effective where there is an active partnership with parents.

Two-way communication is a critical factor in the partnership between parents and the school. Where a partnership exists, it is easier for parents to feel confident about the teaching and learning that takes place in the classroom and to solve problems.

Matters relating to your child in the classroom

Teachers report student performance to parents and care givers in a range of forms. These could include formal and informal meetings and interviews, telephone calls, portfolios, open classroom evenings and student progress reports. This communication process involves parents as partners in their child's education and development.

All parents are encouraged to maintain regular contact with their child's teacher.

Unplanned meetings may not result in a positive outcome due to the preparation time required by teachers.

Please make an appointment through the school office, for a convenient time to discuss your child's progress.

Other School Matters

Other enquiries and concerns relating to school issues should be directed to the office where the School Officer and the Manager of Corporate Services will determine the staff member with responsibilities in that particular area. A message will then be passed on to that person for a response. It may well be appropriate for one of the Deputies or Principal to address the matter. This does not relate to private or personal messages which should be dealt with out of school hours unless of an urgent nature.

Staff privacy

Enquiries and concerns regarding school and student matters should be dealt with through the school, in school time. All staff have the right of privacy out of hours and ask for this right to be respected.

What to do if you have a problem

- Identify the problem clearly before going to the school.
- If there is more than one problem, list them to ensure that the extent of the problem is clear to the school.
- Decide whether the problem is a concern, a query or a complaint. This will help in finding a solution.
- Make an appointment to talk with the teacher. This should be arranged through the school office.
- Stay calm. Even if you don't feel it, being calm will help your child's education. Positive two-way communication is required for this partnership to succeed.

Parents and caregivers are responsible for:

- Maintaining regular contact with their child's teacher to monitor the child's progress.
- Making a convenient appointment time to discuss student progress.
- Resolving concerns regarding student performance in a supportive manner with the child's teacher.
- Clarifying issues with the school rather than discussing them within the community or on social media. This will support a more effective line of communication between the school and parents/carers.

- Following due processes to discuss issues regarding student performance with a Deputy or Principal if the matter is unresolved at classroom level.
- Communication from a parent/caregiver to a School Board member will be referred to the School Board Chair to disseminate through to the school.
- Communicating with school staff in school time regarding the business of the school.
- Taking advantage of greater involvement in the school through the P&C Association, School Board and Canteen.

Teachers are responsible for:

- Reporting student performance to parents and caregivers regularly through a range of forms, which could include meetings, interviews, telephone calls, portfolios, open classroom evenings and student progress reports.
- Resolving parent concerns relating to student and classroom issues, where possible.
- Referring parent enquiries, concerns and complaints to the principal, where appropriate.
- Communicating with parents and caregivers in school time regarding the business of the school.
- Maintaining confidentiality in dealing with each enquiry.

The Principal is responsible for:

- Ensuring, whenever possible, that concerns and complaints are resolved at the school level.
- Ensuring that enquiries, concerns and complaint procedures are communicated clearly to parents and community members.
- Ensuring that school policies and procedures are modified, where necessary, to address areas of concern.
- Maintaining confidentiality in dealing with each enquiry.

RIGHTS AND RESPONSIBILITIES –

All parties have the responsibility to follow the school guidelines

Students have the RIGHT to:

- respect, courtesy and honesty;
- learn in a purposeful and focussed environment;
- work and play in a safe, secure, friendly and clean environment;
- be free of bullying or harassment by other students

Staff have the RIGHT to:

- respect, courtesy and honesty;
- work in a safe, secure and clean environment;
- cooperation and support from parents.

Parents have the RIGHT to:

- respect, courtesy and honesty;
- be informed of procedures and decisions affecting their child's health and welfare;
- be informed of their child's progress;

Administration have the RIGHT to:

- respect, courtesy and honesty;
- cooperation and support from students, teachers and parents;
- work in a safe, secure and clean environment.

Students have the RESPONSIBILITY to:

- make sure their behaviour is not disruptive to the learning of others;
- help in keeping the school environment neat, tidy and safe;
- make sure they are punctual, polite and display a positive manner;
- behave in a way that protects the safety and wellbeing of others;

Staff have the RESPONSIBILITY to:

- model respectful, courteous and honest behaviour;
- ensure that the school environment is kept neat, tidy and secure;
- establish positive relationships with students;
- ensure good organisation and planning that reflects the needs of the students;
- encourage and involve parents in the educational process;

Parents have the RESPONSIBILITY to:

- ensure that their child attends school;
- ensure that the school is informed of any conditions that may affect their child's learning;
- ensure that their child is provided with appropriate materials to make effective use of the learning environment;
- support the school in providing a meaningful education in order to achieve optimum outcomes for their child;
- support the school in managing their child's behaviour so effective learning can take place for all students.

Administration have the RESPONSIBILITY to:

- support teachers with behaviour management;
- ensure consistency in the implementation of the behaviour management procedures throughout the school;
- facilitate parent/teacher/child conferencing;
- assist with the design and implementation of programs for individual children with behaviour and learning problems;
- provide relief teachers with guidelines pertaining to behaviour development and management procedures;
- elicit support of outside agencies in collaboration with parents;
- document significant student misbehaviour and corrective strategies and inform parents as necessary;
- provide a link between parents and staff.

POSITIVE BEHAVIOUR SUPPORT (PBS)

School Expectations

As a PBS (Positive Behaviour Support) School, Narrogin Primary School takes a proactive approach to support student learning and social behaviour. Our well-established 'STARR Expectations', are actively taught to ensure that students demonstrate:

S Safety

T Tolerance

A Academic Excellence

R Respect

R Responsibility

5 STEP BEHAVIOUR MANAGEMENT PLAN

Severe Clause: Send Straight to the Office. Examples: Physical assault, high level verbal abuse, damage to property, intimidating behaviour.

Prior to commencing Step One teachers use low key responses to address behaviours: Proximity, student's name, gesture, the look, the pause, ignore, signal to begin/signal for attention, deal with the problem not the student eg quietly remove.

Step One: Warning

Praise another student who is close by displaying the correct behaviour.
Praise the misbehaving student immediately they do something appropriate.

Step Two: Warning

Reinforce the classroom rules with the student.

Step Three: Cooling off / Isolate in the classroom

Teacher to discuss ways to solve behaviour with student after 'cool off' period.

Step Four: Removal to another class

Work provided and note for class teacher. Classroom teacher may inform parents via note and/or contact parents by telephone.

Specialist Teacher Clause: Message to be sent to the classroom teacher to come and speak with the child.

If classroom teacher involvement is required 3 times in a ten week period, individualised behaviour planning by the specialist teacher is required.

Step Five: Administration involvement

Student is sent to the office with a note and work. The duration is to be negotiated between the teacher and administrator.

5a. Severe Clause
Parent contacted and Withdrawal or Suspension initiated and recoded on SIS.

5b. Student counselled and behaviour improves.
Parent contacted and Office Withdrawal recorded on SIS.

5c. Student remains non-compliant in office or upon returning to class.
Parent contacted and Withdrawal or Suspension initiated and recorded on SIS.

Student returns to class.

If 3 Withdrawals occur over a ten week period, an intention to suspend meeting is initiated.