

NIGHTCLIFF PRIMARY SCHOOL



NIGHTCLIFF
P R I M A R Y

Believe and Achieve

PARENT INFORMATION HANDBOOK 2017

Welcome to Nightcliff Primary School.
Cunjevoi Crescent
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1. Vision, Values and Mission

OUR VISION:

Achieving in a safe, supportive, innovative and sustainable learning community

OUR VALUES:

- Respect
- Responsibility
- Honesty
- Inclusion
- Caring

OUR MISSION:

We strive to develop the whole child and their capacity to achieve their intellectual, social, emotional and physical potential to become:

- An active, independent reflective learner;
- A complex thinker;
- An effective communicator;
- A problem solver and decision maker;
- An adaptable team member who is able to work with others;
- Emotionally healthy with a sense of self worth;
- An environmentally responsible citizen with a wide awareness of community and culture.

At Nightcliff Primary School we believe in a ‘personal best’ orientated learning environment.

To achieve this we:

- Ensure a values based approach to all behaviour;
- Promote appropriate learning activities which ensure success;
- Build positive staff, parent, student, community relationships;
- Provide an inclusive curriculum.

We believe in a whole school approach to student discipline and wellbeing based on rules related to safety, problem solving, learning, treatment, caring, movement and communication.

To achieve this we:

- Ensure that all students are aware of and follow the rules;
- Ensure that all staff are consistent in using agreed school rules;
- Ensure parents are informed of our whole school approach to discipline and wellbeing.

We believe in democratic principles.

Therefore we have:

- Opportunities for negotiation in classrooms;
- Regular class meetings to involve students decision making;
- Regular time for the Students Representative Council to meet and discuss matters of the school wide nature and contribute to decision making.

2. Nightcliff Primary School Times

TRANSITION TO YEAR 6

<i>Morning 1st session</i>	8.10am to 10.10am
<i>Recess</i>	10.10am to 10.40am (music from 10.37am)
<i>Morning 2nd Session</i>	10.40am to 12:45pm 12.45pm to 1.00pm (eating time) 1.00pm to 1.30pm (play time) (music from 1.27pm)
<i>Afternoon Session</i>	1.30pm 2:30pm

PRESCHOOL

<i>Morning Class</i>	Monday to Friday 8:00am - 11:00am
<i>Afternoon Class</i>	Monday to Friday 12 noon – 3.00pm

Students are not supervised in the playground until 7:50am and they should not arrive at school until this time. Students are legally supervised after school until 2.45pm. Children waiting anywhere in the yard after 2:45pm are moved to the hill at the front of the office block where incidental supervision is possible. Students are expected to depart the school promptly after 2.30pm. Children are to go straight home or to an organised alternative immediately after school. Parents are advised of any sports practice held after school. Children are not permitted to leave the school grounds between 8.10am and 2:30pm except for class excursions; or as requested by a note from a parent. These children should be collected personally from the class teacher.

SCHOOL ON TIME STRATEGY

All students are required to be in class by 8.10am. Students from Years 1 - 6 who arrive after 8.10am are to go to the front office to collect a 'late slip' to return to the teacher. These students will be marked 'late' on the rolls. Transition students who are late may go straight to the classroom but late students will be noted on the roll.

EMERGENCY CONTACT IN SCHOOL HOURS

Parents need to advise the school immediately if there is a change of student address or phone number.
School contacts are: **PHONE: 8948 8488 FAX: 8948 8499**

STUDENT ENROLMENT

Nightcliff Primary School accommodates children from Preschool to Year 6. All student enrolments are completed at the front office. Parents enrolling children in Preschool and Primary School must provide proof of the child's date of birth, proof of immunisation and a copy of Visa if not an Australian citizen or permanent resident. No child is permitted to attend school until all enrolment details have been completed.

3. Parent Voluntary Contributions

Primary education involves expenditure on:

- Library resources;
- Photocopying;
- Ink for printers;
- Art and craft supplies and paint;
- Computer resources and software purchases;
- First aid supplies.

NB: These items are not funded by Commonwealth or NT Governments.

Nightcliff Primary School Voluntary Contribution is similar to the majority of other schools.

PRIMARY SCHOOL STUDENTS

The school contribution is \$140 for the whole year.

Term 1 \$35

Term 2 \$35

Term 3 \$35

Term 4 \$35

NB: EFTPOS and credit card facilities are available at the school office.

PRESCHOOL STUDENTS

Contributions are set by the Preschool Committee to cover the requirements of the program. The contributions are \$90 per term for the morning group and \$90 per term for the afternoon group.

The Preschool is part of the whole school but is not funded by departmental allocation to the same extent as for children in classes Transition to Year 6.

BACK TO SCHOOL VOUCHERS

The government provides parents with a \$150 voucher for essential school supplies i.e. books, stationery and uniforms. The voucher can only be redeemed at the school where students are enrolled. The \$150 voucher cannot be claimed twice in the same year and must be used by the last school day of Term 1.

OTHER COSTS

Other costs may eventuate during the school year such as educational excursions, performances, the swimming program etc. Parents will receive notification when these costs arise.

HARDSHIP

If you are experiencing financial difficulties please contact the Principal. It is possible to pay the Parent Voluntary Contribution in instalments.

4. Parent School Communication

POSITIVE PARENT/TEACHER COMMUNICATION

It is in the best interest of children that parents and teachers establish positive relationships which assist the overall development of children. Parents of preschool children are encouraged to have daily communication with the teachers at the time they deliver children to their classroom or when they collect their children. Teachers of children in classes Transition to Year 6 are not generally available for discussions or meetings during school time. Parents are encouraged to arrange a discussion with the relevant teacher at a suitable time. Senior staff is available across the school day and appointments may be made at the office. It is important to note that any problems with teachers should initially be addressed with the teacher directly. If there continues to be an issue then seeking assistance from a senior staff member is advisable.

REPORTING OF STUDENT ABSENCES

We request that parents notify us by Skoolbag App, phone, email or letter if their child is going to be away. Parents taking holidays in school time either with or without their children should advise the Principal in writing. Children are not permitted to leave the school grounds between 8.10am and 2.30pm except for class excursions; or as requested by a note from a parent. **Early release of students from class: Parents are to present at the office to sign children out prior to going to classes to collect children** – the office staff will issue a slip to parents to pass on to the teacher prior to students being released from class.

NEWSLETTER/RETURN SLIPS

School newsletters are emailed, placed on the school website, accessible on the Skoolbag App and sent home weekly on Wednesdays. Children who are absent on newsletter day will receive a newsletter upon their return.



Skoolbag is a mobile App the school uses to communicate directly to both parents or careers. It works through both smart phones and smart devices (such as iPads and Android Tablets).

PARENT HELPERS IN THE CLASSROOM

Assistance from parents is encouraged and parents should negotiate with teachers for suitable times and activities. Parents will understand that toddlers cannot be accommodated in classrooms without previous arrangement with the class teacher. Parents going on camps and excursions require a current working with children card.

REPORTING TO PARENTS

<p>Term 1</p> <ul style="list-style-type: none">➤ Teacher introductory/welcome letter➤ Parent information sheet➤ Term Overview➤ Class workbooks➤ Team Information evening➤ Evidence of Learning Folders (ELF's)➤ 3 way conferences	<p>Term 2</p> <ul style="list-style-type: none">➤ Term Overview/ Teacher Letter➤ Open morning school/classroom visits.➤ Class workbooks➤ Mid – Year reporting – A-E and written comments➤ On-going collection of samples for ELF's
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<p>Term 3</p> <ul style="list-style-type: none"> ➤ Term Overview/ Teacher Letter ➤ Class workbooks ➤ Evidence of Learning Folders (ELF's) ➤ 3 way conferences 	<p>Term 4</p> <ul style="list-style-type: none"> ➤ Term Overview/ Teacher Letter ➤ End of Year reporting – A&E and written comments ➤ On-going collection of samples for ELF's
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5. School Uniform Policy

STUDENT DRESS/UNIFORM

Nightcliff Primary School mandates that all students wear the school uniform to school. Uniform is compulsory on excursions for safety and identification. School uniforms are sold from the front office area.

ENCLOSED FOOTWEAR

Shoes are to be worn by students at all times for personal safety, as well as for school pride. Sports shoes are highly recommended. NB: No thongs or sandals.

Children without correct footwear may not participate in some sport, art or science lessons. They will be restricted to the verandas during recess/lunch.

SUN SAFE POLICY

NPS is aware of its responsibility to ensure that measures are taken to protect the health and safety of the school community. Sunblock is available in the school front office for students. It is the responsibility of the student to apply their sunscreen.

HATS

It is compulsory for students to wear a **broad brimmed hat** given the consistently high to extreme UV levels in Darwin. Caps afford little or no protection from the elements. Students without hats will remain on covered verandas or in the assembly area during recess and lunch.

Students are expected to wear hats, shoes and school uniform to and from school. At school they will wear hats whenever they are out in the playground. Sunscreen should be worn at all times during visits to water facilities.

JEWELLERY

Nightcliff Primary School recognises the rights of students to wear jewellery. We also have a responsibility to ensure that the wearing of jewellery does not pose a risk of harm to the wearer and or other students. Students are permitted to wear simple ear studs or sleepers, simple gold/silver neck chains, Medic Alert Bracelets or Medic Alert Pendants and watches. The following items are **not** permitted: ear-rings that dangle, rings of any description, bracelets and wrist bands of any description.

The school recommends children do not wear or bring to school jewellery items of value as the loss or damage of these items can be distressing to students and the school does not take responsibility for such loss or damage.

Where a staff member has concern for the safety of students participating in a particular activity, the students may be asked to remove jewellery during this activity.

STUDENT MAKE-UP

Make-up is not to be worn, this includes nail polish.

6. Lunch and Canteen Sales

Students eating at school either bring lunch or buy it from the school canteen. Students are not permitted to leave the school grounds during school breaks.

Parents delivering lunches should take them to the classroom before 12:30pm. Parents will be advised of teachers' concerns if children are without adequate lunch.

Students sit quietly to eat their lunch for the first 10-15 minutes of the lunch break under teacher supervision.

The canteen operates daily and is open at recess and lunch. The canteen menu is available from the office; it follows the National Healthy Schools Canteen Guidelines.

Lunch must be ordered through class lunch-baskets prior to 8:30am.

Parents of children in Transition to Year 4 are asked to write lunch orders on bags at home. Order bags with money included are placed in the class lunch basket **after** children enter class at 8:10am.

A copy of the Canteen List is available on the school website, Skoolbag App and in hardcopy format from the school front office.

7. School Banking

Nightcliff Primary School and Bendigo Community Bank believe it is never too early for children to understand the value of saving and learning about the benefits of budgeting.

Bendigo have created their new **PiggySaver** account that makes saving both fun and rewarding for kids. This account has no **fees**, no penalties and no deposit restrictions.

If you would like your child to take part in our school banking program please visit a Bendigo Bank Branch and make sure you tell them you are from Nightcliff Primary School. School Banking is every Friday. Banking does not go to the student's classroom but needs to be taken to the School Office prior to the morning bell.

8. Homework - Monday to Thursday

Homework provides an opportunity for the parent to encourage the child to become an independent learner. It also develops study habits and keeps parents aware of student's work.

Recommended time required for homework:

- Years 1/2 Shared or individual reading - 20 minutes maximum
- Years 3/4 Approximately 20 minutes per night plus reading
- Years 5/6 Approximately 30 minutes per night plus reading

Homework is to extend class work through practice and consolidation. Assignments allow children to

develop research skills. Time management skills are an integral part of any homework assignments. Reference material is always available at school.

HOMEWORK/PARENT HELP

Offer positive reinforcement for effort. Encourage children to find facts to work out their problems, rather than tell them answers. Encourage time management for longer assignments and keep television/video games off until homework is completed. Have a table where homework can be done without distraction. Be patient making mistakes is part of learning.

9. Medical Procedures

MEDICAL INFORMATION

At Nightcliff Primary School we have school first aid officers who are trained with Senior First Aid Certificates. Your child's teacher and the administration staff must be advised of any medical condition affecting your child.

If your child has Asthma or Allergies and needs medication to be kept on the school grounds, an Action Plan from your Doctor must accompany their medication to the school front office. All medications will be kept at the front office unless otherwise specified by a medical practitioner.

Students should not be carrying medication to school unless it is to self-administer for a medical condition, where formal notification has been provided to the Principal, and it is part of an agreed Health Care Plan. Front Office *must be notified* if Asthmatic or Anaphylactic children are required by their agreed Health Care Plan to carry Medication on their person at all times.

Sick children should not be sent to school.

Children who become ill during school hours are sent to the office with a memo from the teacher. The front office staff will contact a parent and arrangements will be made for the child to go home.

No child will be sent home without the knowledge and approval of the Principal or Assistant Principal. Please note that all students will need to be signed out at the Front Office upon departure.

No medication or tablets are administered to children without written permission of parents.

Parents of children requiring long term medication (eg. antibiotics) must inform the class teacher and front office staff. Medication must be handed to front office staff with medical instructions from the doctor for safekeeping and a student medication request form completed and signed (available from front office). All medicines must be administered by a nominated first aid officer and checked by another adult with a letter detailing administration procedure as per medical practitioner's prescription. Medication not accompanied by a parent's letter will not be administered but will be held in the office area until collected by a parent or guardian.

ACCIDENT OR INJURY

The supervising teacher for any student accidents which occur at school must complete an Accident Report.

HEAD LICE

Treatment of nits is a parental responsibility. Notes are sent home, reminding parents to check children's hair.

10. Emergency Procedure Contingency plans

FIRE DRILL

There is a predetermined evacuation drill for a fire emergency. A continuous ringing of the fire bell signals this.

POWER SUPPLY DISRUPTION

Short Term: School to continue as usual while repairs are made.

Long Term: Advice sought from Department of Education on action then parents will be informed.

WATER SUPPLY DISRUPTION (Entire Area)

Short Term: School to continue as usual while repairs are made.

Long Term: Advice sought from Department of Education on action. Parents informed. School re-opens as advised by Department of Education.

AIR CONDITIONING

Power failure disrupts the air conditioning in the school. Although classrooms become uncomfortable when air conditioning ceases classes are to continue as indicated in the section on Power Supply Disruption.

CYCLONE PROCEDURES

Nightcliff Primary School is not a designated cyclone shelter.

When Darwin is on '**Cyclone Watch**' the school continues to operate as usual.

After the Bureau of Meteorology issues a '**Cyclone Warning**' it is expected that parents will continue to monitor the emergency through regular radio updates. Parents will be advised if and when to collect their children from school over the radio. Children will not be dismissed from school in an emergency but are to be collected by parents or their nominated carer. Parents are asked to arrange to collect their children from their usual classroom immediately advice is given to do so. Teachers will 'check off' each student as they go and will bring the last students to the administration area.

The Principal will take children not collected by an adult within one hour of this announcement to the nearest public shelter located at **NIGHTCLIFF MIDDLE SCHOOL**.

Nightcliff Primary School is not a designated cyclone shelter. There are no facilities for accommodating people through an emergency.

A list of children taken to the shelter will be pasted on the front office window.

Children do not return to school until the '**Warning**' is cancelled.

The staff will endeavour to ensure the safety and security of plant, equipment, school documents and materials. They will also endeavour to ensure the school complies with the advice given by Emergency

Services on the preparation of property for an **emergency**.

WET WEATHER POLICY FOR STUDENT COLLECTION

On occasions these "heavy" storms occur at 2.30pm just when children are being released from classes. Our wet weather policy is put into place at such times.

- All children will remain in the classrooms.
- Parents are asked to park outside the yard and walk to the classroom to pick up their children.
- Students who walk or ride bicycles home, will be held in the class until the storm abates, visibility improves and it is safe to travel.

Please be aware that during storms when there is an increase in traffic parking is difficult and visibility is poor. Children dashing to cars increase the risk of a serious accident. Please help us in implementing this safety policy and be patient with the elements.

11. Mobile Phone

We recognise that some parents/carers request that their children bring a mobile phone to school for before and after school safety/security reasons. The school strongly discourages the bringing of mobile phones to school by students. The school is prepared to allow mobile phones on the premises but the school takes no responsibility for replacing lost, stolen or damaged mobile phones. Students are advised that if they bring a mobile phone onto the school grounds, they must hand the phone in at the office/class teacher before school begins and collect at the end of the day.

12. Lost Property - Identify Personal Effects

All personal property should be identified with a permanent marking pen. Lost property is held in the office area.

13. Bicycle Locks

Bicycles are to be securely locked in the bike racks provided.

14. Dogs

Dogs can be dangerous and must not be brought to school. A student may take a stray family pet straight home with the Principal's approval. The Darwin City Council will be contacted if stray dogs enter the school grounds.

15. Money

Only money for school requirements should be brought to school. Money is not to be left unattended in desks or bags. Money found is handed into the front office.

16. Use of School Grounds after School Hours

Family members may use the school grounds after 6.00pm to use the oval and basketball court but not classrooms or the assembly area.

Please note that skateboards and inline skates are prohibited.

Any sports group with timetabled approval to use the oval has sole use during the approved times.

The school is not responsible for supervision of any after-hours yard activity by individual children or groups. Care must be taken to leave the grounds and equipment in a safe condition at all times.

The school accepts no responsibility for any injuries to people using the area or equipment. Any damage to property is the responsibility of the person using the facilities.

17. School Houses

Our school TEAMS are named after famous explorers.

- **FLINDERS:** Matthew (1774-1814) was a British navigator who sailed around Australia.
- **GREGORY:** Sir Augustus Charles (1819-1905), journeyed from his base near Darwin's present site to the source of the Victoria River in 1855.
- **STUART:** John McDouall (1815-1866) crossed the continent from south to north in 1862.
- **TASMAN:** Abel Janszoon (1603-1659), explored the north and west coasts of Australia in 1644.

HOUSE COMPETITIONS AND HOUSE POINTS

Students in family groups are allocated to one of our four houses at the time of enrolment.

House colours are:

- | | |
|-------------------|---------------|
| ➤ GREGORY | BLUE |
| ➤ FLINDERS | GREEN |
| ➤ STUART | RED |
| ➤ TASMAN | PURPLE |

A **house** competition is used as a classroom incentive for achievement and points are awarded weekly with the totals announced fortnightly at school assembly. The progressive scores are maintained for the 'Annual House Competition' award in December. Primary Athletics and Early Childhood Tabloids are House competitions held in 2nd or 3rd Term and other competitions may be held throughout the year.

Teachers are also allocated to a house.

18. Election of School Captains and SRC

Two Student Representative Council Members are elected from each class from years 3 to 6 during week 5 of Term 1. A male and female school captain from year 6 is elected by the SRC representatives.

19. Election of House Captains

House Captains are elected from a preselected list of nominees in year 6; Vice Captains are elected similarly from year 6 students. These leadership positions hold an obligation and a commitment to provide an example to the House Team and the whole school. House Captains are responsible for school assembly organisation.

20. School Assemblies

School assemblies are held on a rotational cycle. School assemblies will be advertised in the weekly newsletter.

21. Merit Awards

At each assembly merit awards are presented to selected children as an incentive and reward for outstanding effort. Parents are welcome to attend.

22. Annual Presentation Assemblies

A special Assembly to acknowledge student achievements is held in December each year. Parents are encouraged to attend.

These awards include:

- Board of Studies Academic Award
- Student Citizenship Award
- Personal Best award
- Class academic award
- Chief Ministers Literacy Awards

23. Values, Rights and Responsibilities at Nightcliff Primary School

At Nightcliff Primary School we:

- Explicitly teach the behaviours that match our values;
- Encourage a safe, orderly and caring environment that promotes student growth socially, emotionally and academically;
- Encourage an effective teaching and learning environment through a consistent approach to behaviour management;
- Encourage the rights and responsibilities of all individuals;
- Empower students and groups through involvement in decision making processes;
- Prepare students to become effective positive contributors as members of society;
- Develop responsibility concerning environmental sustainability;
- Develop consistency in behaviour and well being across the school;
- Develop responsibility and good citizenship in students;

- Encourage students to achieve their potential through a range of methodologies including thinking and learning, individual education plans and early intervention programs;
- Provide an inclusive and challenging learning environments;
- Build strong, authentic partnerships amongst parents, staff and students;
- Develop awareness and tolerance for difference and diversity;
- Empower students through the teaching skills of relationships, problem solving and conflict resolution.

School rules are based on the **Values, Rights and Responsibilities** model. They emphasise the students taking responsibility for their behaviour and are linked to a set of logical consequences.

The rules are based around the following areas:

- | | |
|-------------------------------------|---|
| ➤ Respect | <i>Treat others the way you want to be treated.</i> |
| ➤ Inclusion and Caring | <i>Keep yourself and others safe.</i> |
| ➤ Respect | <i>Communicate with others respectfully</i> |
| ➤ Responsibility | <i>Take responsibility for your own learning.</i> |
| ➤ Responsibility and Honesty | <i>Solve problems sensibly in a collaborative respectful manner</i> |
| ➤ Respect | <i>Move safely and sensibly around the school environment.</i> |

Classroom Rules

Each class negotiates the classroom rules at the beginning of the semester. The details related to each rule and the consequences are to be clearly displayed in each classroom along with the school code of conduct.

Student Rights and Responsibilities

Students:

- Have the **right** to feel safe;
- Have the **responsibility** to act safely and ensure their behaviour does not harm others;
- Have the **right** to learn and have their learning needs met;
- Have the **responsibility** to work to the best of their ability and ensure they allow others the opportunity to learn;
- Have the **right** to be treated fairly;
- Have the **responsibility** to listen with empathy and understanding of others and be honest with accounts of events.

Teachers:

- Have the **right** to teach without disruption;
- Have the **responsibility** to provide effective, supportive and engaging learning programs that meet the learning needs of all students;
- Have the **right** to be treated with courtesy by students, colleagues and parents /carers;
- Have the **responsibility** to treat others with courtesy and promote positive self esteem and attitudes towards learning;
- Have the **right** to be recognised as a professional when implementing programs and policies;
- Have the **responsibility** to act professionally and be transparent in their practices when implementing programs and policies.

Parents and carers can assist NPS to provide the best possible learning experience for your child/ren by:

- Ensuring your child is aware of values and expectations;
- Ensuring your child is well rested for each learning day;
- Informing the school if your child has physical, social or emotional needs that may need to be considered in planning for their learning;
- Ensuring your child has a healthy breakfast and lunch along with a water bottle each day to maximise learning;
- Assisting the teacher in class where appropriate;
- Becoming an active member in the school community;
- Sharing time with your child reading, supporting homework, discussing events of the day;
- Contacting your child's teacher through email or by making an appointment if you have any questions, comments or concerns.