



PARENT INFORMATION BOOK 2024

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"Working Together to Succeed"

Respect

Kindness

Responsibility

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Ngatanwarr and Welcome

We extend a warm welcome to all our school community as well as future families, and our wider community members. Narrawong District Primary School prides itself on the relationships we build and learning that is based on evidence-based research. We are a forward-thinking staff that ensure we move with the times to provide a first-class education to our most precious resource, our children and the future they deserve.

Narrawong District Primary School offers a nurturing learning environment built upon our whole school agreed values of respect, kindness, and responsibility. Students are provided with rich opportunities to thrive, and individual's academic, social, emotional and physical needs are carefully catered for. Engaging our students in their own learning is a key factor in teacher planning and strategic measures are positioned to ensure all students are achieving to their full potential.

All these wonderful experiences take place in our award-winning school buildings and playgrounds. Co-operation between home, school, and the wider community is at the heart of what we do and is nurtured through mutual trust, respect and clear communication.

We have three communication channels that provide information to our wider community and current families. Our website provides general information about our school and our direction for learning and teaching. We have a closed Facebook page which is used for photographs, and information about day-to-day events. We use COMPASS as our formal administrative source and encourage all families to use this. Weekly newsletters are posted through COMPASS and also sent home with students.

If you would like to visit our school, please book a tour and come and see our award-winning facilities, programmes and educational opportunities on offer. We trust this booklet provides enough information as required. However, if at any time you have any questions, please contact us. Open and respectful communication between home, school and your child/ren is central to building positive relationships and an outstanding school.

Tara Hulonce

Principal



2024 Staff

We are delighted to have the following staff in place:

Principal:	Mrs Tara Hulonce
Foundation/ Year One:	Mrs Siobhan Lilley
Year One/Two:	Ms Lisa Halliwell
Year Three/Four:	Ms April Tarollo
Year Five/ Six:	Ms Jayde Johnson

Science/Maths Specialist:	Mr Chris Hulonce
MARC Teacher:	Mrs Beth Arthur
Music Teacher:	Mrs Kerri Colliver
PE Specialist:	Ms Shara Rose
Learning Tutor:	Kylie Broadbent

Business Manager:	Ms Robyn Frost
Education Support:	Mrs Yvonne King
Well Being/Chaplain:	Mrs Andreena Hockley

Important dates

Term Dates: 2024

Term 1: 30 th January (for students)- 28 th March
Term 2: 15 th April- 28 th June
Term 3: 15 th July- 20 th September
Term 4: 7 th October- 20 th December

Term Dates: 2025

Term 1: 29 th January- 4 th April
Term 2: 22 nd April- 4 th July
Term 3: 21 st July- 19 th September
Term 4: 6 th October- 19 th December

NOTE: Every Wednesday in February, Foundation students have a rest day. They are requested to attend school for 2 one on one sessions with their teacher for Literacy and Numeracy assessments.

School Times

8:45	Student entry into buildings.
8:55	Music to alert students to come inside and prepare for classes.
9:00	Students sitting in a circle ready for check in and Learning Block 1.
11:00	Recess (supervised 5 minutes, then playtime).
11:30	Class recommences for Learning Block 2.
1:30	Supervised lunch (10 Minutes) then playtime.
2:15	Classes recommence for Learning Block 3.
3:15	School Dismissal.

General School Information

The following information is provided as a general guide, for more detailed information please contact the school directly.

Absences

Going to school every day is the single most important part of your child's education. Students learn new things at school every day– missing school puts them behind.

Why it's important:

- We all want our students to get a great education, and the building blocks for a great education begin with students coming to school each and every day.
- If students miss school regularly, they miss out on learning the fundamental skills that will set them up for success in the later years of school.
- There is no safe number of days for missing school – each day a student misses puts them behind and can affect their educational outcomes.
- Each missed day is associated with progressively lower achievement in numeracy, writing and reading.

Getting in early:

Attendance patterns are established early – a child regularly missing days in kindergarten or in the early years of school will often continue to miss classes in the later years and receive lower test scores than their classmates. It's vital that students go to school every day – even in the early years of primary school.



The main reasons for absence are:

- Sickness – There are always times when students need to miss school, such as when they're ill. It's vital that they're only away on the days they are genuinely sick, and setting good sleep patterns, eating well and exercising regularly can make a big difference.
- It's vital that holidays are planned during school holidays where possible, and not during the term if it can be avoided.
- "Day off" – Think twice before letting your child have a "day off" as they could fall behind their classmates – everyday counts.
- Truancy – This is when students choose not to go to school without their parent's permission. There can be many reasons for truancy. The best way to address this is for schools and parents to work together.

What we can do:

If for any reason your child must miss school, there are things you can do with your school to ensure they don't fall behind:

- Speak with your classroom teacher and find out what your child needs to do to keep up.
- Develop an absence learning plan with your teacher and ensure your child completes it.
- Remember, everyday counts. If your child must miss school, speak with your classroom teacher as early as possible.

- Openly communicating with your child's school about all absences is a good way to prevent attendance issues being escalated to a School Attendance Officer. Attendance issues that are escalated can lead to an Infringement Notice.
- If you're having attendance issues with your child, please let your classroom teacher know so we can work together to get your child to school every day.

For more information and resources to help address attendance issues, visit:

www.education.vic.gov.au

1 or 2 days a week doesn't seem much but

If your child misses...	That equals ...	Which is ...	And over 13 years of schooling that's...	Which means the best your child might perform is...
1 Day per fortnight	20 Days per year	4 weeks per year	Nearly 1.5 years	Equals to finishing in grade 11
1 Day per week	40 Days per year	8 weeks per year	Over 2.5 years	Equals to finishing in grade 10
2 Days per week	80 Days per year	16 weeks per year	Over 5 years	Equals to finishing in grade 7
3 Days per week	120 Days per year	24 weeks per year	Over 8 years	Equals to finishing in grade 4

Please ring, email, advise via COMPASS or send a dated note to the class teacher explaining your child's absence. Unexplained absences will be followed up.

Allergies

In order to keep everyone safe at school we have recently implemented a STRICT NO SHARING OF FOOD POLICY. **We respectfully ask that no food products are brought to school for sharing. This is vital, in order to keep everyone safe and healthy.**

Art Smocks

Children should have an art smock or old shirt at school for art/craft activities. The school does carry a supply of these as well.

Assemblies

Every second Friday at 3.00 pm, we hold a full school assembly. The Friday assembly features students presenting their work, recognition of birthdays, sporting news and general information. Each week a different class features to show something they have been learning about. Parents are encouraged to join us for our Friday assemblies which will also be provided live on our school Facebook page.

Athletic Sports and Cross Country

We support strong links with other local schools within our district for cultural and sporting activities. The sporting component involves Athletics, Cross Country, Winter Series and others (Tennis, Cricket etc). In addition, we have formed a small Rural Schools group with Bolwarra and Dartmoor Primary Schools, which provides the first level of fun competition.

Each year all children are involved in Rural Schools Athletics Sports at Nelson Park, Portland (NDPS, Dartmoor and Bolwarra), usually in Term 1, followed by Rural Cross Country at Narrawong in Term 2. Successful students from Years 3 – 6 then go on to compete in District Athletics/Cross Country, Division and finally State level competitions.

Book Club

Good quality books and software can be purchased from Scholastic Book Club. Order forms are sent home on a regular basis throughout the year. Money and orders are processed at school and books are delivered to the children at school. When ordering parents are asked to send orders to school with the correct money and order forms enclosed in a named sealed envelope.

Buildings and Grounds

To keep the school buildings and grounds neat and tidy, parents are asked to help at working bees or through requests in the Newsletter for assistance.

The School Council sets working bees as required - working bees are advertised in the newsletter. Please come along for some time on the set days. If many people attend, then the jobs are completed more easily and quickly.

Camps and Excursions

The camp program will be developed sequentially throughout the school on an annual basis. The purpose of the school camping program is to enrich the curriculum, assist students' social interaction and to build interpersonal skills.

We usually hold Camps in Grade 2-6 and a Grade 1 Sleepover. The Sleepover will be part of an excursion with the Foundation students.

Somers Camp, run by the Department of Education is available to Year 5 and 6 every second year. The next camp for our region will be in 2025. This is balloted and not all students are guaranteed a position if we have more students than places available. Please read the newsletter for details of all camps/ sleepovers.

Communication

Education is a partnership between home and school. At NDPS we use a range of ways to support students and their families. These are the main tools that are used daily:

COMPASS - an app to inform you of school events and a place where you can access the weekly newsletter. It is fast, easy, free and will keep you informed of happenings at school. It can be downloaded from your phone's app store. The site contains everything you need to know about school news, newsletters, events calendar/dates, school information etc. You can also advise us via **COMPASS** if your child will be absent from school, a very quick and easy way to keep us informed.

Facebook - a private group which we use to showcase happenings, events and learning. In this group, you'll see event reminders, photos and videos of fortnightly assemblies. The Facebook app is used for teachers to share the classroom activities with the families of our school. This is a members only Facebook page (closed group).

Seesaw - an app which is used for home-school communication directly to the teacher. In this you can send messages to staff, view and comment on student work. This is a fun way to share learning with your child/ren in "real time", as the app is used in classrooms.

Thank you for taking the time to read through our handbook. Please keep this copy handy to refer back to if you have any wonderings or questions about anything, the answer may be in here. If not, please contact the school directly.

Cultural excursions/ incursions

Throughout the year, cultural performances are organised for the benefit of the children. At times the students may attend performances at Portland or Bolwarra. Transport anywhere by bus requires a permission note to be signed. Walking distance locations are covered by the blanket permission form completed at the time of enrolment. The cost of the performances and bus transport is a component of the Parent Payment in your fees structure.

Curriculum

The Victorian Curriculum F–10 sets out what every student should learn during their first eleven years of schooling. The curriculum is the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship.

LEARNING AREAS	CAPABILITIES
The Arts <ul style="list-style-type: none"> • Dance • Drama • Media Arts • Music • Visual Arts • Visual Communication Design 	Critical and Creative Thinking Ethical Intercultural Personal and Social
English <ul style="list-style-type: none"> • English • English as an Additional Language (EAL) 	
Health and Physical Education	
The Humanities <ul style="list-style-type: none"> • Civics and Citizenship • Economics and Business • Geography • History 	
Languages	
Mathematics	
Science	
Technologies <ul style="list-style-type: none"> • Design and Technologies • Digital Technologies 	

<https://victoriancurriculum.vcaa.vic.edu.au/>

Emergencies

The school has a regularly updated Emergency Management Plan, which will be put into action to ensure student safety. The plan is reviewed and updated annually. Fire drills and lock downs are undertaken each term to ensure the students are familiar with procedures.

Emergency Contacts

The school must have accurate, up to date information on parents' whereabouts as well as an emergency contact. Please notify the school immediately if there is any change of employment, address, telephone numbers, emails, emergency contacts etc.

Enrolment

To be enrolled in Foundation at a Victorian Government School, children must turn five years old by April 30 in the year they start school. Some children who may be old enough to attend school may not be ready to attend for various developmental, social or emotional reasons. It is a difficult decision for parents to make. If you have any concerns, please discuss them with the child's Kindergarten and Foundation teachers or see the School Principal for advice.

While schools do hold an enrolment week annually, you are welcome to contact the school to arrange tours/ enrolment packs as soon as is convenient. At this time, you can complete a tour of the school and will be advised to provide an immunisation certificate and birth certificate.

All schools and kindergartens co-ordinate a series of transition days when children visit their prospective school to provide ample time for familiarisation. The Statewide Transition Day (in mid December) provides another opportunity for students to attend and become more comfortable in their new learning environment.

Excursions and Extra Curriculas

Classes may participate in Educational Excursions throughout the year. These are regarded as an integral part of the learning process and are considered a fundamental part of the children's education. They provide experiences that stimulate curiosity and create springboards for further learning. Fees/costs for excursions must be paid in advance as detailed in the Parent Payments Policy (updated annually). Teachers are required to give parents sufficient prior notice to allow time for payment.

First Aid

School staff are qualified in first aid and have various systems in place to address injuries that may happen at school and on excursions. In the event of an injury/ accident the school administers appropriate First Aid, with details sent home. If the injury is deemed significantly serious, we notify a parent or emergency contact. If this is not possible the school will arrange transportation to a doctor/hospital if required. Outside school injuries should be treated at home.

Fundraising

NDPS are fortunate to have a significant amount of support from our school community. School Council agree annually to hold fundraising activities, and we have volunteers to help make these things happen. Some of the fundraising events include the Easter Raffle, wood raffle, catering at athletic sports, catering at the Tyrendarra Football and Netball Club Presentation Night, bulb drive, Mango Drive, special lunch days and the Christmas Raffle. All parents are encouraged to support these fundraising activities. Monies raised are used to finance the purchase of equipment and amenities for the students. If you have particular skills or interest in this area, please see the Principal.

Gunditjmara Culture and Language in Schools

In late 2019 a group of state school principals met to address the lack of effective language instruction in schools. At this point we discussed how to create links between current indigenous cultural activities within our schools and a local languages curriculum. After consultation with the VCAA, Department of Education KESOs, indigenous staff and elders, the project was created.

Since 2020 we've employed a Language Support Officer (funded by DET) who travels between the eight schools involved to assist us in learning the Dhauwurd Wurrung language.

The GCLS program caters for all year levels Foundation to Grade Six, assisting us to meet Victorian Curriculum standards in Indigenous Language, the arts, geography, history, physical education and science. Lessons incorporate both language and cultural aspects in a comprehensive approach. It is intended that language becomes an inclusive component of daily classrooms, integrated into daily greetings and farewells through to formal instruction, word walls, charts, and instructions.

We are extremely proud of our work in this area and invite you to have a discussion with us around how we do this effectively. We also have our Designated Indigenous Garden site (DIGS) which has a learning circle with a fire pit in the middle, where smoking ceremonies can be conducted.

Helping Your Child Adjust to School

So often children come home at the end of a long school day and when asked about their day respond with non-committal responses, leaving us not knowing what they're learning and how they're going.

The timing of this interaction is also worth considering, as when children first come home from school they're transitioning to home from school and not interested in conversation. They could be hungry, tired or simply needing some "down time". Frustratingly, sometimes they want to talk in depth about their day right at bedtime!

The trick is to find a time that works for you and your child/ren and to ask about things that are specific, but still open-ended. Move beyond "fine" and "nothing" by asking your kids to describe their world.

It's also great to start the conversation with an anecdote or story from your own day. Try one of these conversation-starters:

1. Tell me about the best part of your day.
2. What was the hardest thing you had to do today?
3. Did any of your classmates do anything funny?
4. Tell me about what you read in class.
5. Who did you play with today? What did you play?
6. Do you think maths [or any subject] is too easy or too hard?
7. What's the biggest difference between this year and last year?
8. What rules are different at school than our rules at home? Do you think they're fair?
9. Who did you sit next to?
10. Can you show me something you learned (or did) today?

Head Lice

When enrolling student's parents are issued with a form asking for permission to check student's hair for head lice, as the need arises. If permission is given, hair is checked should a head lice infestation occur. Parents will be contacted discretely if there's evidence of headlice. In addition, we endeavour to inform the school community if there's a need to check children's hair at home.

Home-School links

Parents are partners in the education process and are a valued resource at Narrawong District Primary School. We have an open-door policy and parents are welcome.

Please chat to your child's teacher about ways you can participate in class and school activities.

There are a range of ways we can work together to help your child/ren flourish. Please chat to your child/ren's teacher about ways you can participate in class and school activities.

- Participating in and contributing to fundraising activities
- Interacting with staff and students through SEESAW
- Reading newsletters and other correspondence
- Ensuring your child's absence is communicated by email, COMPASS, or note
- Being involved in School Council
- Becoming involved in our DIGS project
- Becoming involved in curricula and extra-curricula activities, such as Welcome Picnic, special presentations, school concerts, parent workshops etc
- Attending Parent Teacher interviews and Student Led Conferences
- Actively supporting your child's educational program
- Responding to surveys
- Attempting to meet all financial commitments to the school
- Being aware of and supporting the School's Behaviour Policy
- Communicating any concerns to the school through appropriate channels



Homework

Homework is an additional part of the educational program at Narrawong District Primary School. It is an integral part of students' learning programs, providing students with the opportunity to consolidate work covered at school. Homework also enables students to explore, and extend further, other related areas of learning.

The use of appropriate homework activities by class teachers, along with parental involvement and monitoring of their completion, provides students with a valuable opportunity to maximise the benefits they can gain from their time at school.

Recommended Times

Years Foundation- 1

Students are expected to read each night. This includes parents reading to and with their children – modelling reading behaviour is very important. Readers are sent home for students to read at home. From time to time your child may be set an appropriate task which should take no more than 10 minutes to complete.

Years 2- 6

In addition to the recommended 30 minutes reading per night students could be asked to do homework each night as the need arises.

In order to provide students with the best possible outcomes we hope that parents will support the school with these initiatives.

ICT Acceptable Use Agreement

At the time of enrolment parents and students are asked to complete the ICT Acceptance of Use Agreement. Parents are asked to discuss the agreement with their child/ren to establish an acceptable code of conduct. Cyber safety is covered in the curriculum and articles will be published in the newsletter to remind everyone. <https://www.esafety.gov.au/parents>

Lost Property

Please label all your children's clothing and school items to ensure they are not lost. If by chance something is missing, firstly look in the classroom. We also have a lost property bin that you are welcome to come and look through.

MARC (Mobile Area Resource Centre) Library

The Mobile Area Resource Van and Librarian visit the school weekly. Each class has a 45 minute library session, where they participate in library activities and book borrowing followed by a 45 minute Art session.

Medication

At the time of enrolment parents complete a detailed medical form. Please record all medication details for children with allergies or medical conditions. Parents should inform the school of any changes to the details of conditions as they occur. The medical information is important, and all details should be completed to the best of your knowledge to enable the school access to the latest information in case of an emergency. If your child has Asthma or Anaphylaxis, the school must be provided with an up-to-date Management Plan from the doctor annually.

Do not give children's medication to the class teacher. Medication is to be sent to school in a clearly marked container and must be stored at the front office along with a signed form stating details about frequency or needs of taking such medication. It is strongly recommended, however, that medication be administered at home if possible.

Message Bags

Each classroom has a message bag that is sent to the office in the morning and collected from the office in the afternoon. Students sending in notes, money, messages for the office etc are asked to put all correspondence into the message bag each morning to be sent to the office. In the afternoon the message bag is collected from the office and taken back to the classroom where the teacher will distribute any messages, newsletters etc to be sent home. Should parents have messages for their students they are asked to phone the school prior to 2.30 pm and a message will then be sent in the message bag to the student.

Parent Workshops

The school offers both workshops and casual discussions (Coffee and a chat) for parents/carers with a focus that varies according to need/ specialist area and availability of staff. These are often held in the staffroom and pre-school aged children are welcome to attend.

We endeavour to have somebody speaking to give us interesting, helpful information regarding your child/ren's schooling. It is a very relaxed and friendly forum where parents might like to discuss fundraising events or ask questions.

Workshops can and have been held on topics such as:

- Structured Literacy
- SoundsWrite (phonics program)
- Student Wellbeing
- Parent Helpers
- Reading Helpers
- School masterplan

- Fundraising
- DIGS garden
- Working bees

All parents/ carers are welcome to attend meetings and bring forward their ideas and expertise.

Parent Payments

The Parent Payment covers curriculum and computer resources, classroom materials, cultural performances and bus transport to most excursions etc. The payment for 2024 is \$290 per child. This can be paid at the commencement of each year (or on enrolment) in one lump sum or by instalments.

We do not have eftpos, however you can pay using Internet Banking, cash or cheque.

Arrangements to pay by instalments may be made through the Front Office. The payment of the Curriculum Levy is one way all parents can support their child's school and its educational programs.

We operate on a user pays system for other school activities or programs, such as swimming, excursions and camps. Parents in possession of a Health Care Card are eligible to apply for the Camps, Sports, Excursions Fund levy. Information related to the CSEF levy is available in the newsletter at the beginning of the school year. Alternately please contact the office with any questions regarding the levy.

Curriculum Contributions - items & activities that students use to access curriculum	Amount
Classroom consumables, materials & equipment. (Including Art, Literacy, Maths and Sports. As detailed in full Parent Payment Policy)	\$80
Online Subscriptions (Compass, Essential Assessments, JAMF, Seesaw)	\$60
ICT Devices – provision of devices, technology equipment, headphones & Apps	\$20
First Aid and photocopying	\$20
Total Curriculum Contributions	\$180
Extra Curricula items and activities- must be paid prior to events	
Curriculum enhancement- cultural x 3 incursion/excursions.	\$50
Student Transport- sports days/ community events/ excursions etc.	\$60
Swimming (Pay as you go)	TBC
Grade 2-6 Camps and Grade 1 Sleepover (Pay as you go)	TBC
Total Extra-curricular Items and Activities	\$110
TOTAL VOLUNTARY CONTRIBUTIONS PER CHILD	\$290

Financial Support

We recognise and understand that some families may experience financial difficulty and offer a range of support options, including the Camps, Sports and Excursions Fund to assist.

For a confidential discussion about payment arrangements, please call 03 5529 5375 or
 Robyn Frost - Business Manager robyn.frost@education.vic.gov.au
 Tara Hulonce – Principal tara.hulonce@education.vic.gov.au

Portland Music Festival

Narrawong District Primary school takes pride in the fact that each year the whole school take part in the Portland and Heywood District Music Festival. This involves the children preparing and practising a number of acts in music lessons to perform at the festival which is held in August each year at the Portland Civic Hall.

Personal Development

As outlined in the curriculum Year 4, 5 and 6 students are offered a series of lessons covering Personal Health and Development as per the Victorian Curriculum. Parents will be notified when Personal Development lessons will be delivered and will be informed as to the content of the lessons. If you do not want your student to participate in the lessons, please inform the classroom teacher or principal.

Photo Permission

At the time of enrolment parents are asked to complete a Photo Permission form detailing if you give permission for your child's photo to be used in the local newsletter, local or other newspapers, on a website or NDPS Facebook site.

Public Holidays in 2024

Thursday 26 th January	Australia Day
Monday 11 th March	Labour Day
Friday 29 th March	Good Friday
Sunday 31 st March	Easter Sunday
Monday 25 th April	ANZAC Day
Monday 10 th June	King's Birthday
Tuesday 5 th November	Melbourne Cup Day

Reporting to Parents

A formal written report will be provided twice a year, at the end of Terms 2 and 4. Reports are prepared in accordance with Department of Education and Training guidelines. Interviews will also occur at least once throughout the year. These interviews are expected to provide teachers, parents and students with the opportunity to engage in open discussion about the progress of the child. If required interviews will be arranged at any time during the year at the request of either parents or teachers. Parents are encouraged to communicate regularly with their child/ren's teacher to discuss progress or any other matters that need to be attended to.

School Bus Travel

Children are entitled to travel to school on Government school buses provided the distance from the home gate to the school is at least 4.8 kilometres. Please see the Principal regarding bus stop locations, eligibility and permission forms that need to be filled in if you are eligible to use the bus service. Our School Bus travels between Tyrendarra and Narrawong. The bus arrives at school at about 8.40 a.m. and leaves the school at 3:20 p.m. Children must use the side gate on East Street to reach the bus. A teacher will be on duty at this departure point every day. Children are expected to behave sensibly and safely whilst on the bus.

A daily record is kept of all students on the bus. Each child is marked present or absent. If a parent knows in advance that their child/ren will not be on the bus they are asked to contact the school and let them know. This record is vital in accounting for student travel and would be extremely important in the case of an emergency.

School Council

The School Council is the governing body of the school. It has representation from parents, staff and members of the community. The School Council is responsible and accountable for a range of administrative and decision-making functions with the school in accordance with the Education Act. This may involve, determining policy, budgets, approval of school programs, overseeing tendering and construction of building works, purchasing of equipment and supporting fund raising events.

Being a member of School Council provides an opportunity for parents to formally participate in decision that effect your child's school and education. Meetings are held on a Thursday night most months, DET ruling is there must be at least 8 meetings annually. Elections are conducted at the beginning of the year for those positions that are available.

The current School Council consists of 10 members; the Principal, 7 parent representatives & 3 DET representatives. The 2023/2024 Council is as follows:

President: Kathleen McDonald

Vice President: Jeremy King

Treasurer: Mark Chivers

Minutes: Tara Hulonce

Finance Committee: Mark Chivers, Robyn Frost, Tara Hulonce, Kathleen McDonald

DET Members: Tara Hulonce, Lisa Halliwell, Jayde Johnson

Parent Members: Kathleen McDonald, Jeremy King, Neola McKinley, Vicki Bourke, Kyla Brown and Kirby Anderson.

School Events/ End of Year Celebrations

The School Community gets together for a Christmas Celebration usually in late term 4, with parents, family and friends invited. Our children perform songs and plays they have learnt in music class. At this event, we also celebrate the achievement of our grade six graduating students.

This is an excellent opportunity for the community to celebrate the school year.

School Lunches

- We encourage students to eat nutritious food to help them feel alert and energetic throughout the day.
- Water bottles are necessary, and students are encouraged to drink water throughout the day, especially during warmer months.
- A "fruit break" is built into classroom schedules, when children can eat fruit while learning. We prefer students to have fruit/vegetables that are not messy, but easily consumed, as this will be combined with learning tasks.

- Recess break is 30 minutes from 11:00 a.m. and lunch is from 1.30 p.m. until 2.15 p.m. designated eating times are scheduled at the start of these breaks.
- Heating food in the school microwave is not allowed for safety reasons. Highly processed food is discouraged.
- **We have a STRICT NO SHARING FOOD policy to ensure the safety of those with allergies.**
- If your child/ren have significant dietary needs please ensure the school is notified.
- From time to time, we have 'Special Lunch Order days', usually organised by our Chaplain and student leaders.
- <https://heas.health.vic.gov.au/resources/food-drink-ideas/healthy-lunchboxes/>
- <https://www.healthylunchboxweek.org.au/recipes>

School Newsletter

The school newsletter is sent home on Thursday of each week. Every effort is made to keep parents informed of school and class happenings, coming events, sporting notices etc. Parents can participate in many ways. These include being part of School Council, helping with fundraising, sports coaching, library, class activities, excursions, being an audience at assemblies and performances and much more.

School "Readiness"

"Readiness" is what we call the things that assist children to be successful at school. Readiness is not an event that happens at a certain time, it is a process that every child moves through at their own pace.

When considering a child's readiness for school, families should be encouraged to make decisions based on their child's needs, skills and interests. Developing knowledge and skills in the areas of numeracy (numbers and counting) and literacy (reading and writing) are helpful, however not essential. The development of these skills should be supported when a child is ready and at a pace the child can cope with.

Social development is crucial for school readiness, and it is highly important for children to have good social skills and be confident learners in order to set strong foundations for a lifetime of learning.

Educators and families may like to encourage the following in preschool children to assist in the development of school readiness:

- Encourage and role model the development of strong relationships with others.
- Support children to cooperate with peers and make friendships in free play situations.
- Encourage children to participate in group games and experiences.
- Encourage independence in all areas of self-care (eating, dressing, putting shoes on and off, toileting, being responsible for and using own belongings).
- Read to children regularly.
- Guide children to use pencils, crayons, scissors and glue unassisted.
- Talk positively about starting school and discuss school orientation visits with children, before and after they occur.

Student Leaders

At the end of each year, Year 5 students are given the opportunity to put together a speech about why they would like to be a School Leader. These are then presented to the class, classroom teacher and the principal. All of the audience then vote on who they believe will make suitable student leaders for our school. Throughout the year, leaders participate in Leadership Coaching



and make decisions after consulting with the whole school student body. Student Leaders assist with school tours, ceremonies, public events and assemblies. It is an expectation that leaders will be at all school events (unless they are unwell or away) to assist.

Student Support

The Portland District Office of DET employ specialist support staff (SSS team) who are available upon request to consult and advise school staff and families in the areas of learning difficulties, speech therapy, social and psychological assessments. If any areas of concern become evident, your child's teacher will discuss this option with you and additional support can be sought. If you have any concerns/ questions, please feel free to make an appointment and discuss with staff.

SunSmart

Narrawong District Primary School is a SunSmart school and children are encouraged to play in shaded areas on particularly hot days. Sunscreen is provided and available to all students throughout the year. Parents are encouraged to apply sunscreen to their children prior to sending them to school. Teachers will encourage students to use sunscreen however staff are discouraged from applying sunscreen directly. Students must wear a hat in term 1 and 4 otherwise they need to remain playing in the covered area.

Swimming

All students are encouraged to participate in the intensive swimming program conducted at PLACE- Portland Leisure and Aquatic Centre in either the heated indoor pools or in the outdoor pool in warmer weather. Children will be transported to the pool by bus. They are organised into small groups based upon swimming ability. The program teaches water confidence, stroke development survival and safety. The cost of the swimming program is outside the Parent Payment Policy. Parents will be invoiced for the cost of the program prior to it starting.

Transition to School

Starting school is an exciting and challenging time for children. Our aim is to ensure that all children are given the necessary support and security so they can take that step happily and confidently. The learning needs of young children are particularly unique as they move from a concrete, exploratory stage of learning to more abstract, formal learning.

Our classrooms provide a safe yet stimulating environment where children engage in developmentally appropriate activities. We recognise the need to nurture and promote the physical, social, emotional, as well as the intellectual development of children. We acknowledge and build on the wealth of learning experiences you have already provided. We openly welcome parents into our classrooms, as together we share your child's educational journey.

You will find we are committed to the Victorian Early Years Literacy and Numeracy Strategy. Australian and worldwide research indicates that success in the Early Years of schooling is essential for future success at school. Our highly skilled Foundation teachers together with the Early Years Coordinator ensure a supportive learning environment and the careful monitoring of each child's progress. Time each day is dedicated to teaching literacy and numeracy skills and understandings, giving children the confidence to learn and to participate in everyday life. Children's learning is challenged and supported during a range of activities.

Our transition program is specifically targeted for Term 4 when children are more confident and ready to take that step into school. The program has been designed to gradually introduce children to the classroom, the broader school environment and key members of our staff. We take the opportunity to observe your child's social and physical interactions and we begin planning for the first month of school.

We understand that Starting School is an equally major step for parents. Some parents rejoice, others feel a sense of loss while others may feel moments of anxiety and concern. Our Foundation teachers welcome your involvement in your child's education and no question is too big or too small. Early in Term One a Foundation information night will be held where details of the curriculum will be outlined.

Children's safety and security at all times is our paramount concern and are the basis for all our school procedures and processes. Therefore, teachers are not available to answer questions once students have entered the classroom as they need to devote all their concentration to the care of the children. We successfully use SeeSaw (direct to teachers) and COMPASS (schoolwide) to facilitate daily communication and to arrange appointment times.

Foundation Information Night

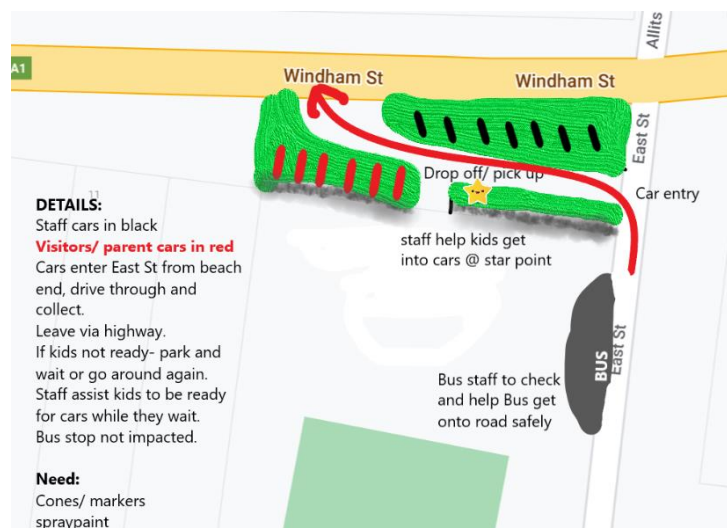
Starting School Our Foundation Information night in November opens you up to the world of school. We will share with you the types of experiences you and your child can expect during the first year of school. We focus on that very important first month and how parents can assist in ensuring a positive transition. We thank you for the trust and confidence you have displayed in choosing us as the educators of your children. We assure you that we are committed to providing the very best learning environment for your child. We look forward to sharing the start of such a very special journey.

Travel Safety

Car Park

Many parents transport their children to and from school. Children meeting parents, travelling in cars and cycling are asked to use the front gate near the office. Children waiting for parents must wait behind the gate with the duty teacher. Parents are asked to observe the signs in car park re/ no standing areas. Extreme care should be taken when driving into and leaving this car park.

The "STOP, DROP & GO ZONE" from East St (front of school) allows parents/carers to remain in cars and staff will send your child to the vehicle safely.






Cycling/Scooting

Children must wear helmets and ride safely when cycling or scooting to school. Upon arrival at school, bikes must be walked or scooted to the designated area.

Uniform

Prices Correct Dec 2023

School tops and bottoms							
<p><u>School Logo Jade Polo Shirt – purchased from the school</u> (note that the official school shirt has a navy stripe on the collar and is jade green rather than a slightly turquoise colour). Sizes 4-16 Long sleeved polo shirts are available as well. In cold weather the shirt can be layered over a long-sleeved navy t-shirt.</p> <table><tr><td>Polo Top</td><td>s/s</td><td>\$28.00</td></tr><tr><td></td><td>l/s</td><td>\$30.00</td></tr></table>	Polo Top	s/s	\$28.00		l/s	\$30.00	
Polo Top	s/s	\$28.00					
	l/s	\$30.00					
The school shirt can be teamed with <u>plain navy</u> bottoms in a range of options including: tracksuit pants, long pants/trousers, leggings, shorts, or skorts.							

School dresses	
<p><u>Winter school dress – Navy zip-up pinafore.</u> Sourced from next.com.au. Sizes 4-14</p>	
<p><u>Summer school dress – Navy and white checked school dress</u> Can be sourced from stores like Target, Best and Less. Approx: \$15.00 Sizes 3/4 to 14/16. In cool/cold weather, school dresses may be layered with plain navy stockings or leggings, and a white long-sleeved t-shirt. These items can be purchased from a range of clothing suppliers that stock standard school uniform items.</p>	

Jumpers and jackets	
<p><u>School logo navy jumper – purchased from the school.</u> Sizes 4-16 Approx: \$27.00</p>	
<p><u>School logo navy hoodie – purchased from the school.</u> Sizes 4-16 Approx: \$41.00</p>	
<p><u>School logo navy softshell jacket – purchased from school.</u> Sizes 6-16 Approx: \$57.00</p>	

Footwear

Shoes – black school shoes or runners of any colour. Please make sure your child's shoes are comfortable for active play and they are able to take them off and put them on independently.
Socks – white or navy

Other items

School logo navy hat – purchased from school.

\$14.00

Note that hats must be worn for outside play in Term 1 and 4.

Beanie – purchased from school.

\$20.00

Narrawong District Primary School 'Uniform Policy' requires students wearing wide brimmed hats during term 1 and term 4 to protect against sunburn.



School bag that is large enough to fit:

- Lunch box and drink bottle
- Jumper
- Reader bag (37cm x 28cm)

The school has bags available for purchase (price \$46.00), or families can find alternative bags that are a suitable fit for their child and are able to fit the required items in them.



Reader bag – with school logo. Children are supplied with one of these when they begin at NDPS. Replacement folders are available for purchase at the school for \$14.00

*All new Foundation students will receive a reader bag as part of their school fees.



Narrawong District Primary School 2023

