



Parent

INFORMATION

2014



NAR NAR GOON PRIMARY SCHOOL 2248



Welcome

On behalf of the School Council and Staff, I welcome you to Nar Nar Goon Primary School and hope your child(ren) has a safe, happy and rewarding time with us now, and in the future!

We encourage you to involve yourself in your child's learning and in the day to day life of our school. As always, the staff and I will continue to endeavour to maintain an open and responsive environment where parents are welcome, and their participation actively encouraged.

Schools are busy places – full of people involved in a variety of activities. Learning is not a passive activity, but full of movement, talk and relationships.

While a large amount of school life revolves around the classroom, the playground and the many other experiences children have are just as important! Reading, writing and arithmetic are still given great emphasis, but so too are the skills children learn about working with other people, organising themselves and giving their best effort!

I invite you to become involved in these or any of the many other activities around the school, and assure you that we will continue to work hard to provide each child with a caring, safe and high quality learning environment.

Anneliese Kosach
Principal (relieving)

Background

Nar Nar Goon Primary School was established in 1880 and is situated in the South Eastern growth corridor, servicing the local town and surrounding rural areas with approximately 90 children travelling daily by bus.

In 2014 Nar Nar Goon Primary School will have over 240 children in 11 classes. As well, the school will have specialist support in Reading Recovery/Literacy, Physical Education and Art.

Philosophical Statement

Nar Nar Goon Primary School undertakes responsibility to provide a positive, safe and supportive environment in which effective learning can be facilitated.

We are committed to fostering an environment where each individual experiences success and growth.

We strive to enhance the development of self-discipline, respect for others, acceptance of responsibility and the role of individuals within the community.

We believe that the development of a positive self-esteem underpins the child's growth in each of these areas.

Our aim is to assist children to:

- Become independent and motivated learners,
- Think for themselves,
- Make wise decisions,
- Develop their leadership skills,
- Solve problems,
- Positively contribute to their community.

The community of Nar Nar Goon Primary School makes a commitment to nurture each child's growth in these areas.



Our Vision

Purpose

Nar Nar Goon Primary School's purpose is:

- To equip the school with the best human and physical resources possible to maximise the opportunities for children to achieve excellence.

Our purpose is supported by the following mission:

- **For our students** -To provide the opportunity for all students to achieve their full educational and personal potential,
- **For our staff** -To provide opportunities for staff development through ongoing professional growth in a supportive, harmonious and challenging environment,
- **For our community** -To provide an environment for learning that reflects and supports our community's goals and values.

Values

Our values are based on our desire to nurture an environment based on:

- The development of positive relationships between all members of the school and wider community, and
- The pursuit of excellence with an emphasis on persistence in effort and achieving personal best.

Our four major school values are:

1. Respect
 - Each person responds sensitively to the ideas, thoughts and needs of others without dismissing or degrading them. Differences are acknowledged, and all members of the school are able to accept both praise and criticism,
2. Responsibility
 - Each person tries hard to complete the tasks that have been accepted or assigned to the best of their ability. We are all accountable for our behaviour,
3. Honesty
 - Each person carries out their responsibilities carefully. Staff, parents and students share their ideas openly, in a climate of trust,
4. Persistence
 - Each person is to approach tasks willingly and with the determination to succeed. It does matter that a task is completed once it is begun.



School Behaviour Code

PURPOSE:

That the children feel happy and safe at school.

SCHOOL RULES:

1. Care for yourself, others, property and the environment.
2. Respect others through your speech, manners and actions.
3. Resolve problems calmly, sensibly and fairly.
4. Work as well as you can and allow others to do the same.
5. Play in a safe manner.
6. Students travelling by bus should behave in a safe and orderly manner.

PLAYGROUND BEHAVIOUR CODE:

1. Don't annoy other people by interfering or spoiling their fun.
2. Share the equipment and use it properly.
3. NO bullying, teasing or put downs.
4. Make the right choices – control your own behaviour.
5. Use your common sense to solve problems calmly, fairly and sensibly.



School Values

Our School Values are:

1. Respect

- Show concern and kindness to others and yourself,

2. Responsibility

- You are responsible for your behaviour,

3. Honesty

- Always tell the truth,

4. Persistence

- Don't give up. Give things your best effort.

The effectiveness of the values is reinforced by the following skills and attitudes:

Respect	Responsibility
<ul style="list-style-type: none">• Always use your manners,• Look at people when they are talking, pay attention to what they are saying,• Help people when you can,• Take care of property and the environment,• Smile and say hello,• Be a positive role model,• Don't be mean to people or exclude them,• Don't talk behind a person's back or spread rumours.	<ul style="list-style-type: none">• Look after younger children,• Give things your best effort and always finish a task,• Look after your things and other people's belongings,• Keep your environment tidy and clean,• Own up to your mistakes,• Make strong choices,• Listen, but don't be swayed by other people.

Honesty	Persistence
<ul style="list-style-type: none">• Always tell the truth,• Don't blame other people,• Own up to your mistakes,• Play by the rules – don't cheat,• Don't copy other people's work,• Keep a promise and your word.	<ul style="list-style-type: none">• Give things your best effort,• Work tough, don't give up too easily,• Don't be scared to have a go at things you are not good at, or have never done before,• Practising something will make you better at doing it.

- The school values have been developed over a number of years. They are important for children to learn and use, and they also provide a platform to help make the school a safe and positive one.

Nar Nar Goon Primary Student Wellbeing

Our Student Wellbeing program is grounded by the **PLAY IS THE WAY** philosophy which is a program of cooperative, physically interactive games that serve as the back bone for a process that builds a sustainable whole school culture of:

- Continuous self-improvement
- Adult guidance and role-modelling
- Safety and non-violence
- Peer support, trust, respect and understanding
- Self-regulation and socially responsible behaviour
- Openness, acceptance and belonging
- Social and emotional competency that helps all children learn to the best of their ability and lead emotionally rich and rewarding lives throughout childhood and beyond.



Nar Nar Goon Primary School Staff

2014

PRINCIPAL (relieving)	ANNELIESE KOSACH
SENIOR SCHOOL COORDINATOR	BEN ZIMMERLE
JUNIOR SCHOOL COORDINATOR	JODIE WATT

CLASSROOM STAFF

Staff Member	Grade Level
Rodney Wyatt	Prep/1
Jodie Watt	Prep/1
Kerry Lightowler	Prep/1
Rachael Stephenson	2
Keira Haigh	2
Jacqui Cutler	3/4
Sarah Lamanna	3/4
Robert Tolliday	3/4
Jaclyn Hope	5/6
Jean Howell	5/6
Ben Zimmerle	5/6

SPECIALIST STAFF

Staff Member	Area
Virginia Meredith	Library / Reading Recovery
Sally Fay	Art Gr2-Gr6
Karen McLennan	Art Prep-Gr1
Ashleigh Bourke	Physical Education
Rosalie Elliot	Integration Aide / Administration
Sandra Cooke	Integration Aide
Sharon Lloyd	Integration Aide / Library Technician
Christine Riley	Integration Aide
Annette Aarts	Business Manager

The A-Z of Nar Nar Goon Primary School

Animal\$ at \$chool

School Council would remind parents that for the health and safety of all our children, animals should not be in the school grounds at anytime unless **prior arrangements have been made with the Principal**. Please do not bring your dogs to school.



Arrival and Departure of Children

Parents are asked to use the Spencer Street entrance to the school and park at a right angle to the road near the football oval. If parking in Spencer Street please observe “parking signs”.

Children are to be collected from inside the school grounds.

If a child is late to school they must be signed in at the office, likewise if they are collected early from school they must be signed out at the office.

No child may use the play unit after school unless supervised by a parent or staff member.

Please notify the school of any change in your child’s daily travel arrangements. If you wish your child to go home with another person, you must notify the school of this arrangement. **Without this notification we are not in a position to change the child’s usual mode of going home.**

Bus\$ Travel

The Department of Transport (DOT) provides free school contract bus services in rural and regional areas subject to service provision and travel eligibility policies prescribed by the Department of Education and Early Childhood Development (DEECD).

Students must bring a note when not travelling home on the bus. Alternatively, the parent or guardian must personally advise the Principal or Bus Coordinator that other arrangements have been made.

In order to change bus routes a child must have the written permission of the Bus Coordinator from Pakenham Secondary College.



Nar Nar Goon Primary School is serviced by five bus services. They are:

- Bus 9 (Cardinia Transit) Nar Nar Goon North
- Bus 11 (Cardinia Transit) Maryknoll
- Bus 12 (Cardinia Transit) Tynong North
- Bus 13 (Cardinia Transit) Garfield/Tynong
- Bus 14 (Simcocks) Cora Lynn

Nar Nar Goon Primary School has the following expectations of students who travel on Government Buses.

- Students will remain seated at all times
- Noise is to be kept at an acceptable level
- Never put any part of the body, or throw things, out of a window
- Treat the bus with respect - no vandalism
- Have respect for the rights of other passengers
- Recognise and respect the official authority of the bus driver who is in charge of everyone's safety

Procedures for waiting and boarding of buses:

1. All children will be seated in bus lines.
 2. One teacher will use the Bus Roll to call children's names,
 3. Children will walk to the bus and board on teachers' direction.
- Where a child is not to go home on bus, parents will collect them from bus line
 - There will be two teachers on bus duty at all times

Failure to Observe the Bus Travel Arrangements

The Principal will take the following actions after consulting with the Pakenham Secondary College Bus Coordinator if an adverse report is received from the bus driver, parents or teachers:

- First Offence – verbal warning to student
- Second Offence – written warning to parent/guardian
- Third Offence – one week suspension from school bus travel
- Fourth Offence – the student will not be allowed to travel on the bus for the remainder of the year

Serious offence that endangers other students, bus staff or property will result in immediate suspension.

Note:

If a student is suspended from bus travel, it does not excuse the student from attending school. The parents of the suspended child will be responsible for arranging alternative transport to and from school.

Responsibilities of Parents/Guardians

- Parents/guardians are responsible for transporting their children to and from authorized bus stops and their safety at the bus stop while waiting for the bus,
- It is most important that parents waiting for bus passengers at a roadside bus stop should wait on the same side of the road as the bus, to prevent accidents,
- School bus travel is a privilege and not a right and consequences will follow a breach of these conditions. It is understood that bus travel is provided and accepted on these conditions.

Curriculum

The school curriculum structure is based on the new (unfinished) Australian Curriculum which describes what young Australians should learn as they progress through schooling. It is the foundation for their future learning, growth and active participation in the Australian community. It sets out essential knowledge, understanding, skills and capabilities and provides a national standard for student achievement in core learning areas. As of February 2014, there are a few Learning Areas which are awaiting endorsement. The school uses AUSVELS to support and guide understandings in these unfinished areas.

Learning Areas

Maths

English

Science

Humanities and Social Sciences (History and Geography)

Unfinished Learning Areas

Humanities and Social Sciences (Economics and Civics and Citizenship)

The Arts

Health and PE

General Capabilities

Literacy

Numeracy

Information and Communication Technologies

Critical and Creative Thinking

Personal and Social Capacity

Ethical Understanding

Intercultural Understanding

Cross Curriculum Priorities

Aboriginal and Torres Strait Islander histories and culture

Asia and Australia's engagement with Asia

Sustainability

The Australian Curriculum is an 11 level structure, designed as an eleven-point continuum of learning. It begins at Foundation (traditional Prep) and continues to Level 10 (Year 10). The levels loosely correspond to grade levels, while respecting that each child learns at their own level and some students may be above or below their traditional grade level. This structure has been designed to more effectively monitor and provide feedback to students on their learning.

Foundation	Prep	Level 4	Year 4
Level 1	Year 1	Level 5	Year 5
Level 2	Year 2	Level 6	Year 6
Level 3	Year 3		

Our staff have developed a series of Units based on Key Concepts and Understandings. These cover a two year period and link our goals of Personalised and Inquiry Learning. Learning Areas have key questions to guide students' inquiry and support the development of critical skills and understandings.

For 2014 they are:

	Term 1	Term 2	Term 3	Term 4
Whole School Focus	Australia <u>Civics and Citizenship</u> <u>Historical Knowledge and Understanding</u> <i>The past and the present, change and continuity in stories, family life, Aboriginal groups, early settlers, exploration and colonies, federation, community and government</i>	Materials and Matter <u>Chemical Sciences- Science Understanding, Science as a Human Endeavour and Science Inquiry Skills</u> <u>Geography</u> <i>Objects and properties; matter and particles; differences and combinations; solids, liquids and gases; permanent and temporary changes</i>	Movement, Light and Energy <u>Physical Sciences- Science Understanding, Science as a Human Endeavour and Science Inquiry Skills</u> <u>Design, Creativity and Technology</u> <i>Movements; Push and Pull; Force; Motion; Sound and Light; Energy Sources; Heat; Electricity and circuits</i>	ASIA <u>Cross Curriculum Priorities</u> <u>Geography Knowledge and Understanding, Inquiry and Skills</u> <i>Diversity within and between the countries of Asia, knowledge and understanding of Asian societies, cultures, beliefs and environment, connections between the peoples of Asia, Australia, and the rest of the world</i>

Emergency Management Plan

The school distributes two Emergency Management Procedure pamphlets, one on General Information and the other for Bus Travellers. These are distributed annually or as needed.

Emergency Numbers

Parents are required to provide **two emergency contact numbers**. These should be noted on the emergency forms. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to Nar Nar Goon Primary School. Any other changes in address, etc., should be brought to the attention of the Principal as soon as possible.

Enrolment

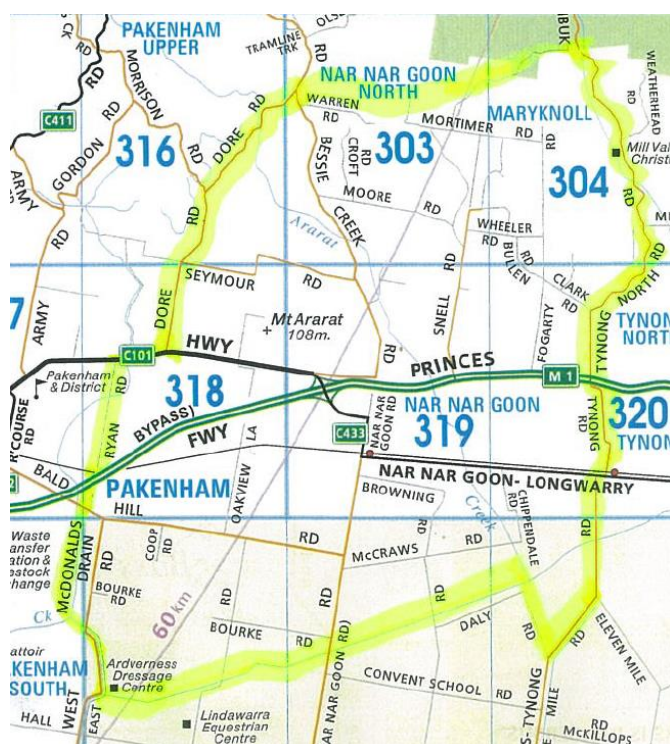
Nar Nar Goon has a designated neighbourhood boundary so we can manage enrolments within the limited size and capacity of our classes and buildings.

Our enrolment policy allows families and siblings of children already in the school to enrol from March of the year proceeding their Prep year.

Families from outside the designated boundary will be invited to enrol usually from June of the proceeding year if there are enrolment places available.

The School Office is open 8:30 to 4:30 weekdays during the school term. Our office staff are Annette and Rosalie.

Our Neighbourhood Area:



Evaluation of Student's Progress

In accordance with DEECD policy Nar Nar Goon Primary School provides:

- Two written reports of children's progress. These are available during June/July and December
- Parents with the opportunity to discuss their child's progress at a formal interview during the year
- Wide opportunities for parents to discuss their child's progress with teachers in both formal and informal situations
- A variety of information days and evenings to discuss curriculum and special happenings

Teachers have a wide variety of differing strategies to assess and evaluate individual children's progress. These include:

- * Profiles of development in English and Maths,
- * Checklists of progress in curriculum areas,
- * Folios / records of children's work samples,
- * Observation and anecdotal records,
- * Regular diagnostic testing of children's achievement.

These records provide the base upon which teachers develop their classroom program and how they aim to make their program relevant to each child's individual learning styles and progress. They also provide a valuable data source for reporting to parents.

Exclusion from School Due to Infectious Diseases

There are certain infectious diseases which are contracted by children and which will preclude them from attending school until they have recovered. The list below nominates the exclusion period for the more common infectious diseases:

Chicken Pox	Until fully recovered or at least one week after the eruption first appears.
Viral Hepatitis	Until receipt of a medical certificate of recovery from infection, or on subsidence of symptoms.
Measles	Until at least 5 days from the appearance of rash or until receipt of a medical certificate of recovery from infection.
Mumps	Until fully recovered.
Head Lice	Until appropriate treatment has commenced.



Rubella	Until fully recovered or at least 5 days after onset of rash.
Scabies	Until appropriate treatment has commenced.
Scarlet Fever	Until receipt of a medical certificate of recovery from infection.
Whooping Cough	Until 2 weeks after the onset of illness and until receipt of a medical certificate of recovery from infection.

If a child has **Impetigo** (school sores) he/she can only attend school if the sores are covered. If the school has cases of mumps, measles or whooping cough, and your child has **not** been vaccinated then they will not be allowed at school until the outbreak is over.

Excursions

Excursions involve travel out of the school to various activities including sport, visits to places of interest, performances etc. Excursions are organised to integrate into the curriculum program and enrich learning experiences for children.

Parents must make certain that the proper consent and information forms are signed and returned to the school **PRIOR** to the day of the excursion. No child can attend any excursion without a signed form.

Library

The children may borrow from the school's library. Parents are responsible for books borrowed. Loss of school library books and take home books will incur replacement cost on the parents.

All children must have a library bag and make every effort to make sure the book is looked after and returned to the library in the same condition as when it was borrowed.

Lost Property

All clothing that children normally remove during the course of a day needs to be clearly named. It is easier to find the owners of clothes that are correctly named. Unclaimed items are sent to charity at the end of each term after a concerted effort has been made to find the owners.

Lunches at School

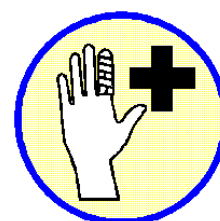
Lunches are eaten between 1.10 - 1.20 pm. under supervision of teachers.

The local shop provides a lunch order service. Children are asked to bring money in an envelope with the lunch order written on the outside (also with name and grade) which is placed in class lunch order box and delivered to the office where it is collected daily by 9.30 am.

Every effort is made by the school to ensure that ordered lunches are received by the children, **however, no responsibility will be taken for incorrect ordering, incorrect money, incorrect delivery, this is the responsibility of parents and shopkeeper.** If children forget their lunch or lunch order then they will be given a sandwich.

Medical Services at School

The school has a first aid room and staff qualified in first aid. If a child is feeling ill then he/she will be taken to the sick room to rest on the bed provided. If the illness persists then parents are notified.



In the case of minor injuries treatment is administered and the child sent back to the classroom, playground or kept in the staffroom.

In the case of more serious injuries, families or emergency contacts will be notified as soon as possible. If neither contact is available a decision will be made as to whether to seek the assistance of the local medical centre. In all cases the welfare of the child is our prime concern.

Medication:

Teachers do not administer medication but they will supervise a child taking medication



- **No child can receive medication (including headache tablets) without written authority**

The information sheet we keep on each child is of significant importance. The emergency contact numbers are very important as parents are often not at home when we call.

Please advise the school of any changes to:

- Home and work telephone numbers
- Occupations (particularly if the parent who is normally at home has gone out into the workforce)
- Address
- Name and telephone number of emergency contacts

It is also essential that families list on the information forms any allergies or chronic illnesses that the child may have.

Money At School

The school cannot accept responsibility for money that is lost at school.

Please ensure that all monies are sent to school in a well sealed envelope bearing the child's name, grade and purpose of money.

All monies must be handed to the class teacher. Class teachers will arrange delivery to the office where a receipt will be issued.

Parents and Friends Association (PAFA)



The School has an extremely active Parents and Friends Association which raises funds for the school and provides parent help and resources. PAFA has a member on School Council and a member on each of the School Council sub-committees. PAFA has its own constitution which deals with such things as membership rights, procedures and goals. All parents are invited to attend meetings which are regularly held throughout the year.

Parent Involvement at School

Parent involvement in school activities is encouraged as children love to see their parents involved in school activities. There are many ways by which parents can become involved in the activities of the school.

- Parents and Friends Association (PAFA)
- The Swimming Program
- Excursion Program
- Computer Program
- School Working Bees
- School Council and Sub Committees
- Reading and Curriculum Activities
- Library
- Twilight Carnival Committee - (Carnival held every March)
- School Camps

If you feel that you have special interest, hobbies, aptitudes, etc., that may benefit the school, please let us know as we welcome and value your help.

Parent / Teacher Interviews

Parent/Teacher Interviews take place during the year, or by mutually agreed arrangement. Report forms are sent home twice yearly.

Parents should not hesitate to contact the school should they wish to see the class teacher at any other time. This should be done by contacting the class teacher or Principal for an appointment.

Recess and Lunch times

9.00am	School commences for the day
11.00 - 11.40	Morning recess
1.10 - 1.20	Supervised eating lunch
1.20 - 2.00	Lunch session
3.30pm	School closes for the day

The working times may be altered in cases of inclement weather when the time table is altered to a “Wet / Hot Day Time Table” which allows for indoor activities.

School Bank Service for Students

The Commonwealth Bank operates a school bank savings account service for children. The children hand their books into the classroom teacher on Wednesday morning and money is deposited through the school office. The books are returned that day.

School Camps

The aim of the school camping program is to provide children with educational and social experiences in a new environment while at the same time providing training in developing an independence from family life.

The school runs a camp for Year 4 and Year 6

School Camping program for 2014 is:-

- **Year 2** Sleepover at school in Term 4 as an introduction to *Managing in a Group Situation*
- **Year 3** Sleepover at nearby activity centre for 1 night with our focus being on *Managing and Organising Ourselves*
- **Year 4** Camp for 3 days/2 nights in Term 3 focusing on *Getting Along and Independence*
- **Year 5** One day camping experience at Woorabinda in Term 3 focussing on *Team Work and Cooperation*
- **Year 6** Camp for 4 days/3 nights at Rubicon in Term 2 focussing on *Leadership and Team Work*

School Council

The School Council is an important part of the school. It is made up of teachers and parents and has various sub-committees each with its own special function connected with a specific part of the school. The sub-committees are: **Finance, Policy, Buildings and Grounds and Fundraising.**

School Council meets once per month usually on the third Monday. Membership is open to parents and teachers. Each council member serves a term of two years and may seek re-election for the time that their children are at school. Elections are held each year when half of the representatives face election.

School Council is responsible for the financial management of the school as well as for setting school policy under the guidance of the Principal.

A program budget is prepared each year by the Finance Sub Committee after consultation with staff and is approved by the School Council.

School Hours

School commences at 9.00 am. and finishes at 3.30 pm. These hours will not vary except for Prep children during first term, **and the last day of each term, when all children will be dismissed at 2.30 pm.**

Any latecomers are required to fill in the **Late Arrivals Book** - kept in the office. Parents wishing to collect their children before normal dismissal time are required to fill in the **Early Leavers Book.**

School Newsletter

The school publishes a newsletter every Thursday - please make sure you check your child's bag for this each week. We endeavour to send home all written communication on this day. The newsletter is also available on the school's website at <http://www.narnargoonps.vic.edu.au/>

Social Service

The school supports a number of charitable organisations throughout the year through a variety of fund raising events. Our aim is to support local, national and international organisations, particularly those that have a direct connection to members of our school community.

Student Absences

It is a requirement of the Department of Education and Early Childhood Development that an absence note be produced to explain the reasons for a child being away from school. In the case of a child being absent for an extended time, we would appreciate it if families would contact the school.

Student Free Days

Victorian schools are entitled to close for 4 days each year to run special in-service and professional learning programs for the staff and other interested people. One of these days is at the start of Term 1 and another day for parent/Teacher Interviews in June. The remaining 2 days are spread throughout the year.

Term Dates for 2014 (including public holidays)

- **Term 1** **Tuesday 28th January (Staff only)**
 Wednesday 30th January – Friday 4th April
 - Monday 10th March – Labour Day
 - Friday 18th March – Good Friday
 - Monday 21st April – Easter Monday
- **Term 2** **Tuesday 22nd April – Friday 27th June**
 - Friday 25th April – ANZAC Day
 - Monday 9th June – Queen's Birthday
- **Term 3** **Monday 14th July – Friday 19th September**
- **Term 4** **Monday 6th October – Friday 19th December**
 - Tuesday 4th November – Melbourne Cup Day

Uniform

It is policy that children wear school uniform.

The Nar Nar Goon Primary School uniform is:

Summer **Girls:**Blue check frock, navy blue shorts, pale blue or navy blue polo shirt
 Boys:Navy blue shorts, pale blue or navy blue polo shirt

Winter **Girls:**Navy blue track suits, navy blue windcheater with pale blue or navy blue polo shirt or skivvy
 Boys:Navy blue track suits, navy blue windcheater with pale blue or navy blue polo shirt or skivvy

Year 6 children have a special jacket that is chosen and ordered at the beginning of the year

In line with the Cancer Council Regulations and to ensure our school meets to requirements of a Sunsmart School, wide brimmed school hats MUST be worn September 1st until April 30th.

The School Uniform is available from
BELEZA, John Street, Pakenham 5941 4989.

Please Note:

- Denim jeans are not a part of the school uniform.
- It is important for the protection of the children's feet that appropriate footwear be worn at all times. Children are not allowed to wear toeless sandals.
- It is essential that children be appropriately clad for PE sessions - clothing that does not restrict their movements, or preclude them from running, jumping or hanging upside down.
- **Our sunsmart policy requires that singlet tops are not to be worn to school.**



Visitors

All visitors, including parent helpers, are asked to visit the office and sign in the visitor's book before they visit classrooms or other places within the school.

Working Bees

Parents are asked to assist with the school's working bee. These are an important way of maintaining the school at no extra cost to the school. Your assistance even for a short time is greatly appreciated. Working Bees are coordinated by the Buildings and Grounds Sub-Committee.

CONVEYANCE ALLOWANCE 2014

STUDENT ELIGIBILITY

To be eligible to receive a conveyance allowance, a student must:

- be aged between five years (by 30 April in the year that the allowance is sought) and twenty-one years
- live more than 4.8 km by the shortest practicable route from the nearest school attended, or 4.8 km radial distance from the nearest school attended in the cities of Ballarat, Bendigo and Geelong
- be enrolled at the nearest government primary or secondary school, or at the nearest appropriate registered non-government school having regard to the following factors:
 - a) a student is ineligible for a conveyance allowance if there is a nearer denominational school of the same denomination as the school attended. Multi/inter denominational schools established under the direct auspices of a group of churches will be considered as denominational schools of each church
 - b) a student cannot claim a conveyance allowance if there is a nearer multi/inter denominational or Christian school than the multi/inter denominational or Christian school attended
 - c) a student cannot claim a conveyance allowance if there is a nearer non-denominational school than the non-denominational school attended.

Notes:

- Students must be enrolled at a primary or secondary school to be entitled to a conveyance allowance. Students attending TAFE institutes or other non-school providers are not eligible to claim a conveyance allowance.
- A conveyance allowance may be granted for students to attend their nearest single sex school.
- The requirement to attend the nearest school may be waived for those students who were enrolled at a school that amalgamated with another school. This exemption only applies to those students initially enrolled at the site that closed.
- The classification of denomination for non-government schools is in accordance with the records of the Registered Schools Board.

PARENT/GUARDIAN RESPONSIBILITIES

Parents/guardians must lodge a conveyance allowance application for each eligible student with the school principal (available from the general office).

In the case of a private car allowance:

- parents/guardians must list the names of other students travelling in the same vehicle on the claim form. One student attending the furthestmost school must be identified as the 'furthestmost student' for the purposes of establishing the vehicle rate. This student must be identified as the furthestmost student on any other applications relating to this vehicle/family
- when more than one vehicle is used, parents/guardians must not lodge more than one claim for a 'furthestmost student' unless specific approval has been given by the regional director.

It is the responsibility of the parent or guardian to verify the information provided on the form if requested to do so by the principal.

Parents/guardians may be asked to provide a scaled map to validate travel distances or route information and supply a letter of endorsement from the relevant regional director in the case of approved special cases.

An application by a parent/guardian for an allowance after the submission of the first half-year claim by the school (for the current year) will be carried forward to the next half-year claim.

Parents are responsible for notifying the schools of changes to the information noted on the application for conveyance allowance form.

Information available on <http://www.sofweb.vic.edu.au/studenttransport/pdf/ConveyanceAllowance.pdf> or contact the general office for further information.

Parent Information



Emergency Management Procedures

General Information

All schools have been developing and refining their Emergency Managements procedures over a number of years. This has particularly been the case since the recent Victorian Bushfires. While there is a significant range of emergency situations that could take place, it is important that parents are aware of the specific procedures that Nar Nar Goon Primary School will follow in the event of an emergency situation.

Please take time to read these and familiarise yourself with procedures in the event of an Emergency situation.

Evacuation of School Buildings

- To areas around the school such as the basketball court, oval or multi-purpose room

This would probably occur in the event of a localised incident isolated to an area of the school or houses/roads surrounding the school.

Evacuation Off School Site

- To the community hall or community oval

This would occur if it was unsafe to remain on the school site due to fire, gas leak etc.

Evacuation Off School Site and out of Nar Nar Goon

- To Pakenham Secondary College

In the unlikely event of having to move out of the area students would most likely be transported to Pakenham Secondary College

Lockdown

- Students and staff to remain in the school building or re-located to the community hall

A lockdown may occur in the school buildings or community hall if it is considered too dangerous for students to be outside

In the Event of an Emergency Situation

The following points should be noted:

Lockdown (Parents able to gain access)

- Students will be supervised until parents arrive and take their students,
- Normal arrangements for the picking up of students would occur: ie.
 - Apart from their parents, students would only be released to those people nominated as emergency contacts or where communication (note, phone call, verbal instruction) from a parent is given for someone else to take the child)
- While the school would make every effort to contact parents, phone access maybe limited,
- Parents are advised to listen to **radio station ABC 774 am** for information and advice,

Lockdown (Parents unable to gain access to school)

- Access to the general area and evacuation point maybe impossible during this time,
- Students will be supervised until such time as the relevant authorities allow access to buildings and then normal arrangements for picking up students would apply,
- While the school would make every effort to contact parents, phone access maybe limited,
- Parents would be advised to listen to **radio station ABC 774 am** for information and advice.

Relocation to Pakenham Secondary College

- The school would make every attempt to contact parents,
- Parents are advised to listen to **radio station ABC 774 am** for information and advice,
- Students will be supervised until parents arrive and take their students,
- Normal arrangements for the picking up of students would occur: ie.
 - Apart from their parents, students would only be released to those people nominated as emergency contacts or where communication (note, phone call, verbal instruction) from a parent is given for someone else to take the child)

Buses Unable to Complete Their Normal Run *(Also read 'Emergency Risk Procedures for Bus Travel')*

- Parents would be contacted and advised where their children are located:
 - Bus 1,2,8 and 10 most likely to Pakenham Secondary College if the bus journey has begun
 - Bus 9 to Nar Nar Goon Primary School
- Students will be supervised until parents arrive and take them,
- Normal arrangements for the picking up of students would occur: ie.
 - Apart from their parents, students would only be released to those people nominated as emergency contacts or where communication (note, phone call, verbal instruction) from a parent is given for someone else to take their child)

Parent Information



Emergency Management Procedures

Bus Travellers

In the event of a situation occurring that may risk the safety of students travelling on the school bus service, the needs of the students will be paramount in any actions that take place.

Please note the following:

- The school will be alerted by the Bus Coordinator at Pakenham Secondary College in the event of an emergency,
- Students will not travel in an unsafe area until it has been declared safe by the appropriate Emergency Services personnel,
- Buses will not leave the school unless approved by the Bus Coordinator,
- If buses do not run students will be supervised by staff. They will have adequate accommodation at the school in the short term,
- If buses leave school but are unable to gain access to their routes:
 - Bus 1,2,8 and 10 will travel to Pakenham Secondary College.
 - Bus 9 will return to Nar Nar Goon Primary School,
 - Children will be supervised and parents contacted.
- Parents should communicate only with the Bus Coordinator or Principal of the child's school, or the School Bus Coordinator at Pakenham Secondary College,
- School staff will communicate with parents by telephone regarding the current situation.

Parents are urged to have an emergency response plan for individual family members. This may include:

- Having alternate arrangements to Bus Travel on days of high fire risk,
- Not sending children to school on days of local Fire Alerts,
- Ensuring there is up-to-date emergency phone numbers at school.

Emergency Risk Procedures for Bus Travel

Risk	Actions
Code Red Day (Extreme Risk)	<ul style="list-style-type: none"> If buses are not cancelled parents are advised to assess the situation and make other arrangements for their child's travel to, and/or, from school,
Buses Cancelled for following day	<ul style="list-style-type: none"> Parents will be contacted by school and they will need to make other travel arrangements,
Buses Cancelled in the afternoon	<ul style="list-style-type: none"> A decision to cancel the afternoon service will be made after by the Bus Coordinator at Pakenham Secondary College, Parents will be notified by phone as soon as possible, Children will remain at school under staff supervision until they have been picked up by their parents,
Buses unable to complete designated bus route	<ul style="list-style-type: none"> Bus 9 will return to Nar Nar Goon Primary School and be supervised by staff, Parents will be contacted in regard to picking up their children, Other buses will return to Pakenham Secondary College and be supervised by staff, Parents will be contacted in regard to picking up their children,
Bus unable to pick up children in the morning due to: <ul style="list-style-type: none"> Bus unable to access route, Bus or other accident Fire Risk 	<ul style="list-style-type: none"> Parents are encouraged to have an alternate arrangement on days of high fire risk, Parents will be notified as soon as possible, If safe to do so, school staff will drive the bus route to ensure no child is left at bus routes.

Contact List of School Bus coordinators

School	Bus Coordinator	Principal	Telephone	Fax
Beaconhills College	Charmaine Lane	Tony Sheumack	1300 002 225	5940 1944
Berwick SC	Michael Couche	Kerri Bolch	8768 1000	9707 2533
Garfield PS		Michael Smith	5629 2274	5629 2895
Iona Parish School St James	Michelle Collins	Anne Hassall	5942 5404	5942 5578
Nar Nar Goon PS	Annette Aarts	Anneliese Kosach (relieving)	5942 5311	5942 5014
Officer PS	Sue Nelson	Sue Nelson	5943 2315	5943 1078
Pakenham Consolidated PS		Tanya Roberts	5941 1511	5941 1541
Pakenham Hills PS		Dale Hendrick	5941 4436	5941 4450
Pakenham SC	Jackie Stewart	Ray Squires	5945 1433	5941 3581
St Francis Xavier College	Tess Noonan	Paul Desmond	9707 3111	9707 3601
St Patricks PS	Fil Vandurtiun	Mick O'Brien	5940 2888	5940 1299
Chairo Christian School	Sue Cruickshank	Steve McAllister	5942 5632	5942 5640