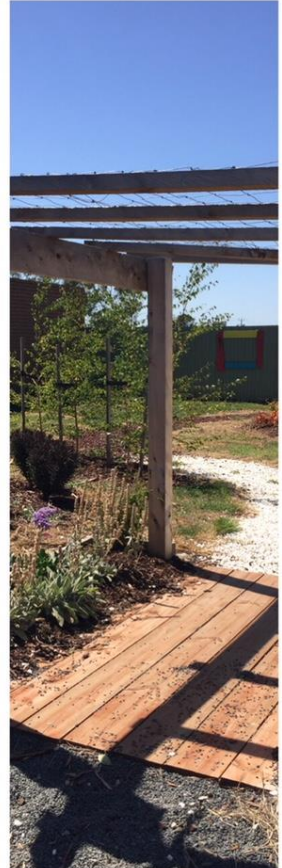


# Parent Information 2019



**Principal - Fran Van Lambaart**  
27 Spencer Street, Nar Nar Goon 3812



## 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.

**Fran Van Lambaart**  
Principal

# 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 2019 Nar Nar Goon Primary School has 210 children in 10 classes. As well, the school has 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.

# Vision Statement

Our school's vision is to prepare our students to become active, engaged and responsible citizens of the local and global community. We aim to prepare our students to contend with a very dynamic 21st century in which creativity, cooperative work, connectedness to the world and adaptability are key features. We aspire to provide a consistent contemporary approach to teaching and learning aligned to best-practice instructional strategies in a purposeful learning environment.

## 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 five major school values are:

### **1. Excellence**

Each person strives for their personal best in all that they do, focussing on the quality of work rather than the quantity. They value and take pride in themselves, their work and their belongings, challenging themselves, setting goals and working towards them to be the best person that they can be.

### **2. 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,

### **3. 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,

### **4. Honesty**

Each person carries out their responsibilities carefully. Staff, parents and students share their ideas openly, in a climate of trust,

### **5. 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.

The school values are the lynchpin of our school and are important for children to learn and use, and they also provide a platform to help make our community a safe and positive one. All members of the school model these.

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

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

<b>Honesty</b>	<b>Excellence</b>	<b>Persistence</b>
<ul style="list-style-type: none"> <li>• Always tell the truth</li> <li>• Don't blame other people</li> <li>• Own up to your mistakes</li> <li>• Play by the rules – don't cheat</li> <li>• Don't copy other people's work</li> <li>• Keep a promise and your word</li> </ul>	<ul style="list-style-type: none"> <li>• Strive for your personal best in all that you do</li> <li>• Focus on the quality of your work rather than on the quantity</li> <li>• Value and take pride in yourself, your work and your belongings</li> <li>• Challenge yourself in all areas</li> <li>• Set goals and work towards them</li> <li>• Be the best person that you can be</li> </ul>	<ul style="list-style-type: none"> <li>• Give things your best effort</li> <li>• Work tough, don't give up too easily</li> <li>• Don't be scared to have a go at things you are not good at or have never done before</li> <li>• Practising something will make you better at doing it</li> </ul>

# **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.





## Nar Nar Goon 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 2019

Principal Fran Van Lambaart

Leading Teacher/ Learning Specialist Jacqui Cutler

Junior School Coordinator Jodie Watt

Senior School Coordinator Jacqui Cutler

### TEACHING STAFF

Rachael Stephenson	Foundation / OS
Jodie Watt	Foundation / OW
Kerri Forster	1/2F
Kimberly Feher / Kylie Wendt	1/2K
Daniel Mason	1/2M
Ryan Marsland	3/4 M
Andrea Loulier	3/4 L
Nicola Kingston	3/4 K
Jacqui Cutler / Alice Greenaway	5/6C
Jackie Hope	5/6H
Sarah Deveny	PE
Sally Fay / Rod Wyatt	Visual Art
Virginia Meredith	Reading Recovery
	Student Welfare

### SUPPORT STAFF

Annette Aarts	Business Manager
Rosalie Elliot	Integration Aide / Admin
Sandra Cooke	Integration Aide
Sharon Lloyd	Integration Aide / Library
Alison Walker	Integration Aide / Admin



# Term Dates for 2019

(including public holidays)

## Term 1

- Tuesday 29<sup>th</sup> January (Staff only)
- Wednesday 30<sup>th</sup> January – Friday 5<sup>th</sup> April
  - Monday 11<sup>th</sup> March – Labour Day
  - Friday 19<sup>th</sup> April – Good Friday
  - Monday 22<sup>nd</sup> April – Easter Monday

**Curriculum Day – Monday 29<sup>th</sup> January**

- **Reading - Fountas and Pinnell Benchmarking System**

**Curriculum Day – Friday 8<sup>th</sup> March**

- **Reading - Fountas and Pinnell Literacy Continuum**

## Term 2

- Tuesday 23<sup>rd</sup> April – Friday 28<sup>th</sup> June
  - Thursday 25<sup>th</sup> April – ANZAC Day
  - Monday 10<sup>th</sup> June – Queen's Birthday

**Curriculum Day – Tuesday 25<sup>th</sup> June**

- **Student-Led Conferences and Parent Teacher Interviews**

## Term 3

- Monday 15<sup>th</sup> July – Friday 20<sup>th</sup> September
  - Friday 27<sup>th</sup> September – AFL Grand Final Eve

## Term 4

- Monday 7<sup>th</sup> October – Friday 20<sup>th</sup> December
  - Tuesday 5<sup>th</sup> November – Melbourne Cup Day

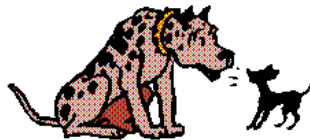
**Curriculum Day – Friday 22<sup>nd</sup> November**

- **2020 Planning**

# **The A-Z of Nar Nar Goon Primary School**

## **Animals at School**

School Council would remind parents that for the health and safety of all our children, **animals are not permitted 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. Please observe "parking signs" in Spencer Street.

**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 and collect a late pass. 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.**

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

Public Transport Victoria (PTV) 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 Training (DET).



## *Pakenham Network Bus Routes:*

- o Nar Nar Goon North 1 / Pakenham
- o Maryknoll / Pakenham
- o Tynong North / Pakenham
- o Garfield / Pakenham
- o Cora Lynn / Pakenham

Parents can apply for Bus Travel when enrolling, or at any time during the year

[School Bus Travel - FAQ](#)

[School Bus Program - Policy & Procedures](#)

## **Eligibility**

<http://www.education.vic.gov.au/Documents/school/principals/management/sbpfamilyeligibility.pdf>

To apply for travel, please [click here](#) to register

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.

**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 in the Multi Purpose Room
  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 in the Multi-Purpose Room
  - There will be two teachers on bus duty at all times

### *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 for 2019 is based on the Victorian Curriculum which describes what young Victorians should learn as they progress through schooling. It is the foundation for 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. There are eight Learning Areas and four Capabilities.

The design of the Victorian Curriculum F–10 is set out below:

Learning areas	Capabilities
<p>The Arts</p> <ul style="list-style-type: none"> <li>• Dance</li> <li>• Drama</li> <li>• Media Arts</li> <li>• Music</li> <li>• Visual Arts</li> <li>• Visual Communication Design</li> </ul> <p>English</p> <p>Health and Physical Education</p> <p>The Humanities</p> <ul style="list-style-type: none"> <li>• Civics and Citizenship</li> <li>• Economics and Business</li> <li>• Geography</li> <li>• History</li> </ul> <p>Languages</p> <p>Mathematics</p> <p>Science</p> <p>Technologies</p> <ul style="list-style-type: none"> <li>• Design and Technologies</li> <li>• Digital Technologies</li> </ul>	<p>Critical and Creative Thinking</p> <p>Ethical</p> <p>Intercultural</p> <p>Personal and Social</p>

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

We provide a very strong focus on Literacy and Numeracy, targeting learning to the individual student. At all levels, our students are taught explicit skills when using Digital Technologies and have classroom access to these technologies. We offer PE and The Arts and our language is Chinese. For The Humanities and Science, our staff have developed a series of units based on Key Concepts and Understandings. These cover a two-yearly period and link to our goals of Personalised and Inquiry Learning. Learning Areas have key foci to help guide students' questions and inquiry and support the development of critical skills and understandings.



For 2019 they are:

Term	1	2	3	4
<b>All year levels from F- 6 with Year 1 and 2. Year 3 and 4, Year 5 and 6 working in a 2 year cycle to cover all curriculum</b>	Humanities (History) - one of the two units from Knowledge, both terms to cover Concepts and Skills  Personal/ Community/ Australian History	Science- Biological Science, Understanding of Science as a Human Endeavour and Science Inquiry Skills	Science- Physical Science, Understanding of Science as a Human Endeavour and Science Inquiry Skills	Humanities (Geography) and Economics {in Senior School}- Concepts and Skills  Places - Asia

## 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 in order to 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 Foundation year.

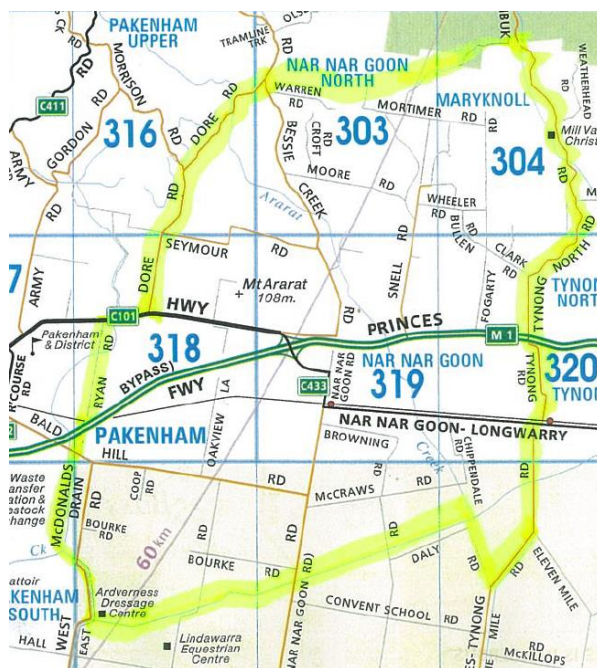
**Families from outside the designated boundary will be invited to enrol usually from June of the preceeding year provided there are enrolment places available.**

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

## Please note:

- **In order to enrol at Nar Nar Goon Primary School and to verify residence within our designated neighbourhood zone at the time on starting school, please provide evidence along with your enrolment form. ie: rental contract, utilities bill, drivers licence**
- Nar Nar Goon Primary School does not provide Before and After School Care

## Our Neighbourhood Area:



## Evaluation of Student Progress

In accordance with DET 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 Student-Led Conference or 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
- Our school uses the Seesaw App. Seesaw is a student-driven digital portfolio and simple parent communication app. Seesaw empowers students of any age to create, reflect, collaborate and share. Your child's teacher will let you know how to access this and how to see and communicate on student work.

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

- \* Profiles of development in almost every subject, including English and Maths with 'I Can' Statements and Learning Ladders
- \* Checklists of progress in curriculum areas,
- \* Folios / records of children's work samples,
- \* Observation and anecdotal records,
- \* Strategic 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.

## Exclusions from School Due to Infectious Disease

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:

<b>Chicken Pox</b>	Until fully recovered or at least one week after the eruption first appears.
<b>Viral Hepatitis</b>	Until receipt of a medical certificate of recovery from infection, or on subsidence of symptoms.
<b>Measles</b>	Until at least 5 days from the appearance of rash or until receipt of a medical certificate of recovery from infection.
<b>Mumps</b>	Until fully recovered.
<b>Head Lice</b>	Until appropriate treatment has commenced.
<b>Rubella</b>	Until fully recovered or at least 5 days after onset of rash.
<b>Scabies</b>	Until appropriate treatment has commenced.
<b>Scarlet Fever</b>	Until receipt of a medical certificate of recovery from infection.
<b>Whooping Cough</b>	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. At all times we endeavour to keep costs low, accessing public transport if we can.

Parents must make certain that the proper consent and information forms are signed and returned to the school by the designated return date. It is critical to have deadlines for our staff to organise numbers and staffing. **Extensions will not be given. 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 a 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.

The Cardinia Mobile Library also visits the school on a fortnightly basis Thursday from 11am-12pm.

## Lote

### (Languages Other Than English)

At Nar Nar Goon Primary School our LOTE program is Chinese Mandarin. It is delivered via an online program called "My Chinese Tutor" with the Chinese Language Teacher delivering the lessons via Skype on classroom Interactive Whiteboards. In 2019 the program is delivered to our Foundation, One, Two, Three and Year Four Levels in either Semester One or Semester Two.



## 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 if things are correctly named. Unclaimed items are sent to charity at the end of each term after a concerted effort has been made to find owners. Lost property is located at the front of the Multi-Purpose Room.

## Lunches At School

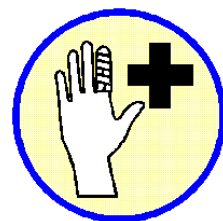
Lunches are eaten between 1.10 - 1.20 pm. under supervision of teachers.

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 Sick Bay and staff qualified in first aid. If a child is feeling ill then he/she will be taken to Sick Bay 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 or playground.

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.

***\*\* Please note that it is a Nar Nar Goon School Policy to contact parents in regards to all head injuries regardless***

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

Please advise the school of any changes to:

- \* Home, mobile and work telephone numbers
- \* Name and telephone number of emergency contacts

It is also essential that families list on the information forms, included in an enrolment pack, any allergies or chronic illnesses that the child may have.

## Medications

Teachers will assist and supervise a child taking medication provided written permission and details have been received



- No child can receive medication (including headache tablets) without written permission. An *Authority to Administer Medication* form is available from the office

## 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 Literacy Activities
- Open Learning Numeracy Program
- Library
- School Camps



All parents/carers are required to have a current Working with Children Check before working with children in classrooms and/or on camp, excursions etc. Please provide the office staff with your card so that it can be photocopied and kept on file.

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

## Recess and Lunch Times

9.00am	School commences for the day
11.00 - 11.30	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 Services 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.

School Camping program for 2019 is:-

- \* **Year 2** Sleepover at school as an introduction to *Managing in a Group Situation*
- \* **Year 3** Sleepover at nearby activity centre, Taskworks for 1 night with our focus being on *Managing and Organising Ourselves*
- \* **Year 4** Camp for 3 days/2 nights at Allambee Camp in second semester focusing on *Getting Along and Independence*
- \* **Year 5** Overnight Urban camping experience in second semester focussing on *Team Work and Cooperation*
- \* **Year 6** Camp for 4 days/3 nights at Warratah Beach Camp 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 Foundation children during first term, **and the last day of each term, when all children will be dismissed at 2.30 pm.** Students are dismissed at 1.30pm on the final day of the year.

Any latecomers are required to sign in as a **late arrival** on the iPad in the office and collect a **late pass**. Parents wishing to collect their children before normal dismissal time are required to sign out as an **early leaver** on the iPad.

## School Newsletter

The school publishes a newsletter every Thursday. This will be electronically sent via email and is posted on the schools website. We endeavour to send home all written communication on this day also. You can subscribe to our newsletter at the following link

<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 Training 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. This can also be done via our school website at [www.narnargoonps.vic.edu.au](http://www.narnargoonps.vic.edu.au) . Simply click on **Report an Absence**

## 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. These are referred to as Curriculum Days. One of these days is at the start of Term 1. The remaining 3 days are spread throughout the year.



# Student Uniforms

It is school policy that children wear the prescribed school uniform.

The Nar Nar Goon Primary School uniform is:

**Summer Girls:** Blue check dress, navy blue shorts or skirt, 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 students have a special jacket and polo shirt that is chosen and ordered at the end of Year 5.

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 1<sup>st</sup> until April 30<sup>th</sup>. Our Sunsmart policy requires that singlet tops are not to be worn to school

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



## Visitors

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

It is a DET requirement & Nar Nar Goon Primary Policy that any volunteer in the school, either helping in a class or on camps and excursions must have a current Working With Children Check. You can apply on line, at no cost as a volunteer, using following link.

[www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)

You can then present your card to the school office where a copy will be taken and kept on file.

## 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.



## 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 check the school website in the first instance and 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 are advised to check the school website in the first instance and 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 check the school website in the first instance and 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:
  - Maryknoll, Garfield, Tynong North and Cora Lynn Buses will travel most likely travel to Pakenham Secondary College if the bus journey has begun
  - Nar Nar Goon Nth Bus will return 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:
  - Maryknoll, Garfield, Tynong North and Cora Lynn Buses will travel to Pakenham Secondary College
  - Nar Nar Goon North Bus 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**

<b>Risk</b>	<b>Actions</b>
Code Red Day (Extreme Risk)	<ul style="list-style-type: none"> <li>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</li> </ul>
Buses Cancelled for following day	<ul style="list-style-type: none"> <li>Parents will be contacted by school and they will need to make other travel arrangements</li> </ul>
Buses Cancelled in the afternoon	<ul style="list-style-type: none"> <li>A decision to cancel the afternoon service will be made by the Bus Coordinator at Pakenham Secondary College, and/or following advice from emergency services</li> <li>Parents will be notified by phone as soon as possible</li> <li>Children will remain at school under staff supervision until they have been picked up by their parents</li> </ul>
Buses unable to complete designated bus route	<ul style="list-style-type: none"> <li>Nar Nar Goon North Bus will return to Nar Nar Goon Primary School and be supervised by staff</li> <li>Parents will be contacted in regard to picking up their children</li> <li>Other buses will return to Pakenham Secondary College and be supervised by staff</li> <li>Parents will be contacted in regard to picking up their children</li> </ul>
Bus unable to pick up children in the morning due to: <ul style="list-style-type: none"> <li>Bus unable to access route</li> <li>Bus or other accident</li> <li>Fire Risk</li> </ul>	<ul style="list-style-type: none"> <li>Parents are encouraged to have an alternate arrangement on days of high fire risk</li> <li>Parents will be notified as soon as possible</li> </ul>

**In reference to SBP Policy & Procedures, Parents/guardians are responsible for transporting their children to and from designated bus stops and for their safety at the bus stop while waiting for the bus. Children must not be left unsupervised under any circumstances in case of emergency.**