From The Principal’s Desk

Dear Parents and Friends

EMERGENCY MANAGEMENT:
In light of the recent evacuations that have occurred in a number of schools locally, I would like to reassure everyone that Nar Nar Goon Primary School takes Security very seriously and we have detailed Emergency Management Plans in place in line with Department of Education guidelines. In fact, we practised an Emergency Evacuation drill as a whole school on Tuesday morning as part of our regular OH&S procedures. Our staff are briefed regularly and are well prepared should we need to either have an on-site, off-site or lock-down procedure. In the event of an emergency, and depending on the type of emergency, we would either have a “Lock Down” (which means the whole school would be locked inside until the “All Clear” was given) or an Evacuation should we need to leave the school grounds. The designated area for an on-site evacuation is the Multi-Purpose Room or Basketball Court. Should we need to evacuate off site, we have access to the RSL hall across the road or the Nar Nar Goon Recreation Oval and in the case of an evacuation requiring us to leave Nar Nar Goon, we have an arrangement with the Pakenham Secondary College and the Bus Lines to evacuate to the Secondary School.

In an emergency situation, we would always communicate with you through our Website in the first instance (RECENT NEWS from the Principals Desk on the Home Page) and then through our email system (the same email address that we provide the school newsletter to you). We are now also currently setting up an SMS system through our office software program CASES. With this in mind, it is absolutely crucial that we have everyone’s CURRENT contact details including mobile phone numbers. We have an emergency mobile phone that we take with us off site and all students contact numbers so that as soon as we have everyone accounted for and the situation allows us to, we would be able to contact you as parents. Ensuring that all late comers and early leavers are signed in and out is extremely important. For example, on Tuesday when we had our practice drill there were two children who were not signed in as “Late” by a parent and therefore not marked on the Attendance Roll by the teachers when the drill took place. The sign in and out book is taken off site with us to account for all children and any visitors and/or parent helpers etc that may be on site.

In the case of an emergency, it is really important that our phone lines are kept clear for emergency services, so please go to our Website for information if ever you are concerned. Please rest assured that the safety of your children is our number one priority and we will always be over cautious in the event of an emergency. Please support us in our endeavours by ALWAYS updating your emergency contact numbers when they change as soon as possible. A note has recently gone home asking for all up to date emergency details to be provided to us – please ensure that they are filled in and returned ASAP.

ABSENCE NOTIFICATIONS
Please take a moment to have a look at our website and the tab that can be accessed from the Homepage: “Report an Absence”. This is a new and efficient way to provide written notification of your child’s absence. Once you have filled in all details on the pro forma and pressed “Submit” it will be emailed directly to the Nar Nar Goon PS Inbox and will then be forwarded on to your child’s classroom teacher. Feel free to use this as an alternative to providing a written note as a small number of parents have already availed themselves of.

Cont.....
**LOST PROPERTY:**
Lost property is no longer kept in the wet area of the Grade 1 / 2 classrooms but is now located **outside the canteen** and is wheeled into the Multi Purpose room each night. Please regularly check the lost property as we donate all unclaimed and unnamed items to charity at the end of each term. All named items of clothing and property are returned by our Grade 6 Lost Property Monitors each week to their owners.

**STUDENT WELFARE:**
As part of our Student Welfare program “Play is the Way” this year we have introduced a “Great Mate” award. This award is in the form of a badge that individual children will be able to keep and wear throughout the year. Each classroom will nominate a child for the Great Mate award based on their behaviour and good will towards others both in the yard and in the classroom. As always, we develop pro-active strategies such as this Great Mate award to ensure there is no bullying in our school. We are very lucky to have a cohort of children who are very respectful and bullying is virtually non-existent. I would like to thankyou for supporting us in our endeavours to ensuring our school continues to be a respectful and nurturing environment for your children to grow and learn by modelling those behaviours as adults and helping children to settle arguments amicably.

In our classrooms we have adopted a consistent Behaviour Code that all teachers will follow for student misbehaviour if required:

| Step 1: A WARNING will be given to the student to stop the behaviour. |
| Step 2: The STUDENT is write THEIR OWN NAME on the BOARD. |
| Step 3: The STUDENT will be moved to a different area of the classroom. |
| Step 4: The STUDENT will be sent to a different classroom for up to 20 minutes. |
| Step 5: The STUDENT will return to their own classroom and if the behaviour continues, they will be sent to the PRINCIPAL. |

By adopting this consistent approach to Behaviour Management we are confident that all children will be settled and classrooms can operate without undue disruptions.
Teachers will again also be adopting the practice of “Positive Phone Calls” home to parents as another pro-active approach to behaviour management.

*Kind Regards, Mrs Fran Van Lambaart*
## School Uniform

It is our School’s policy that all students wear school uniform.

Our 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.

Our uniform is available from Beleza, John Street, Pakenham 5941 4989.  
As a cheaper alternative we have iron on school logos in blue or white available for purchase ($1.00 each) from the office, if required.

**Denim jeans and other coloured tops are not acceptable.**  
**Appropriate footwear must be worn at all times—toeless shoes are not permitted.**

### DIARY DATES

#### FEBRUARY

<table>
<thead>
<tr>
<th>Date</th>
<th>Event/Meeting/Activity</th>
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| Monday 8th | PAFA Meeting AGM  9:15am  
Twilight Carnival Meeting to follow                                                   |
| Wednesday 10th | Rubicon Information Night 6pm                                             |
| Thursday 11th | Y 3-6 Swimming Sports 11am-3pm                                                  |
| Friday 12th | CURRICULUM DAY                                                                      |
| Tuesday 16th | Parent Teacher Interviews                                                            |
| Thursday 18th | Wheels Day – info to follow                                                         |
| Friday 19th | Y5/6 Interschool Sport @ home                                                       |
| Monday 22nd | School Council AGM 7pm                                                              |
| Wednesday 24th | District Swimming                                                                  |
| Friday 26th | Y5/6 Interschool Sports @ away                                                     |

#### MARCH

<table>
<thead>
<tr>
<th>Date</th>
<th>Event/Meeting/Activity</th>
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<tbody>
<tr>
<td>Friday 4th</td>
<td>Y5/6 Interschool Sports @ home</td>
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<tr>
<td>Wednesday 9th</td>
<td>Division Swimming</td>
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<tr>
<td>Thursday 10th</td>
<td>School Photos</td>
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<tr>
<td>Friday 11th</td>
<td>Y5/6 Interschool Sports</td>
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<tr>
<td>Monday 14th</td>
<td>LABOUR DAY HOLIDAY</td>
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<td>Tuesday 15th--Friday 18th</td>
<td>Y6 Rubicon Camp</td>
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<tr>
<td>Friday 18th</td>
<td>Twilight Carnival 4pm-8pm</td>
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<tr>
<td>Monday 21st</td>
<td>School Council 7pm</td>
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<td>Thursday 24th</td>
<td>Last Day Term 1</td>
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<td>Friday 25th</td>
<td>Good Friday</td>
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### STUDENT DETAIL FORMS

Student Detail forms have been sent home today to every family. These also include important Occupation Code Forms, both of which must be returned to the school whether or not there are any changes.  
Please check all details carefully and return to the office as soon as possible so that our records can be updated.  
**PLEASE NOTE—THE PURPLE FORM MUST ALSO BE FILLED IN AND RETURNED**

### TERM DATES 2016

**Term 1**  
Thursday 28 January to Thursday 24 March  
(teachers 27 Jan)  
Labour Day Monday 14 March  
Good Friday 25 March  
**Term 2**  
Monday 11 April to Friday 24 June  
ANZAC Day Monday 25 April  
Queen’s Birthday Monday 13 June  
**Term 3**  
Monday 11 July to Friday 16 September  
**Term 4**  
Monday 3 October to Tuesday 20 December  
Melbourne Cup Tuesday 1 November  

An Arty thought……

We can do anything we want to do if we stick to it long enough.  
Helen Keller
**MEDICATIONS AT SCHOOL**

If a child requires medication at school we need a signed note from parent/guardian. It must state child's name, the medication name and dose, time to be administered, and the duration it is to be taken (not just the current date). eg if it is to be taken for a week then all dates must be listed. Medications must be clearly labelled with the child's name and instructions and handed to the classroom teacher.

A proforma note is available at the office or you can write your own. We appreciate your cooperation in this matter.

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**SUNSMART POLICY**

Our School’s Sunsmart Policy for wearing hats was amended to be in line with the Cancer Council’s regulations. Hats must now be worn from September 1st until May 1st. Sunscreen is also available for children who request it.

Hats must be either wide brimmed or the ‘bucket’ type for proper protection.

Baseball caps are not permitted.

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**CHILDREN WITH ASTHMA**

A reminder that it is now a requirement that if children need the use of a spacer when using asthma medications that it must be supplied from home.

Please supply us with your child’s named spacer if you have not done so.

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**BUS TRAVELLERS**

If your child is not travelling home on the bus please remember to sign the bus book OR let us know in the office. This will save us valuable time looking for children at the end of the day.

Please note: It is mandatory that where a bus is fitted with seat belts that children must wear them or fines could be incurred.

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**MONEY AND NOTES TO THE OFFICE**

When returning money to the office please make sure that it is securely enclosed in an envelope that is clearly marked with name, grade and what it is for.

Please try to include correct money wherever possible. If you have a large note and require change you may come directly to the office to make your payment.

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**STUDENT ABSENCES**

We have recently added a new facility through our website to enable you to report your child’s absence. It is a proforma that prompts you to provide all the required information and then when complete, you are able to press “submit” which will send a notification through to the Nar Nar Goon Primary School email address. This proforma is available from the front page of the website under “Quick Links” – “Report an Absence”. This method of reporting your child’s absence can be used as an alternative to a written note for your child’s teacher, so please free to use this as a more user friendly and efficient method. Of course, if you prefer, a hand written note is still accepted

**It is the Department and our School’s policy that when a child is absent we must receive an explanation either verbal, a note or a phone call either on their return or at the time of absence.**

We hope this new option is helpful to you

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**SOME HOUSEKEEPING REMINDERS**

**LOST PROPERTY**

The Lost Property stand will be located outside the Canteen each day for you and the children to check. Please make sure ALL belongings (including lunch boxes and drink bottles) are clearly named and WE WILL RETURN them to your children.

Please note that we only keep lost property for one month.

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**NO STANDING ZONE**

Please note that Longwarry Road is a “NO PARKING” zone. This also applies to selected areas of Spencer Street during drop of and pick up times, both AM and PM. Signs to that effect have been erected.

Please be aware that police do patrol these areas and fines will be incurred.
You are invited to attend our
2016 Annual General Meeting
Monday 8th February
9.15 am in the Staff Room

*We will be presenting the Annual Report for 2015
*Elect our new Committee – all positions will be declared vacant and are open for nominations
*Meet other parents
*Share fundraising ideas
*Meet other parents
*Find out how you can get involved!

If you would like further information about PAFA, please do not hesitate to contact Erin Butler or Karen Damen via our Facebook page.

Volunteer
we need your help!

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Canteen & Fresh Fruit Friday will commence on
Friday 12th February
Canteen: involves serving the children during recess, this term it will be icy poles and zooper doopers. Really easy & no cooking involved!
Fresh Fruit Friday: involves cutting up and distributing the fruit platters to the classrooms. Straight after morning school drop off and generally only takes 30 minutes.
Welcome back everyone for 2016. We are going to be running Learning Numeracy sessions on Tuesday mornings again this year, but at the earlier time of 9:05am. This program provides personalised maths instruction to students at their own individual level. As a result, our students are scattered throughout the classrooms, working on the place value concept they need the most in order to progress. All classrooms, from Foundation to the Year 6 class are involved, as are all teaching and support staff. We need many volunteers to make this program run effectively. If you can lend a hand on Tuesday mornings for an hour, have a WWC and a desire to support your school and its students, please let Jacqui Cutler, Fran Van Lambaart or your child’s teacher know.

Session begin Tuesday 23rd February.

Thanks for your support J

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Rubicon Camp Information Night.

The camp information night will be held on Wednesday 10th March at 6pm in the Year 6 room. All parents and students are welcome to attend.

Thanks Jackie

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Scholastic Book Club

Parents please be aware that as of March 2016, Book Club will only be done through the Loop Program. See flyer opposite. We will only allow orders to be done online, as we will no longer be accepting cash. If you have any questions please contact Jackie Neville.

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Introducing Scholastic Book Clubs LOOP for Parents

LOOP is Scholastic Book Clubs Linked Online Ordering & Payment platform for Parents.

If you want to pay by credit card for your online Book Club order, LOOP makes it easy! It eliminates the need for paper order forms plus your online order is submitted to the school safe and sound.

Log-in to www.scholastic.com.au/LOOP or download our iPhone and iPad app from the App Store or get it on Google Play for Android.

- For a quick start, just click on ORDER in the top menu or REGISTER first to save your details for next time.
- Select your school and your child’s class.
- Add your child’s first name and last initial (so the school knows who the book is for).
- Enter the item number from the Book Club catalogue.
- You can order for multiple children at once if they attend the same school.
- All orders are linked directly to the school for submission to Scholastic. Books will still be delivered to your child’s classroom if you order by the close date.
- There’s no need to return paper order forms or payment receipt details to your school!

Download on the App Store
Get it on Google play
FINANCIAL ASSISTANCE INFORMATON FOR PARENTS

Every Victorian child should have access to the world of learning opportunities that exist beyond the classroom. The Camps, Sports and Excursions Fund helps ensure that no student will miss out on the opportunity to join their classmates for important, educational and fun activities. It is part of making Victoria the Education State and the Government’s commitment to breaking the link between a student’s background and their outcomes.

CAMPS, SPORTS & EXCURSIONS FUND (CSEF)

School camps provide children with inspiring experiences in the great outdoors, excursions encourage a deeper understanding of how the world works and sports teach teamwork, discipline and leadership. All are part of a healthy curriculum.

CSEF will be provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities.

If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF. A special consideration category also exists for asylum seeker and refugee families. The allowance is paid to the school to use towards expenses relating to camps, excursions or sporting activities for the benefit of your child.

The annual CSEF amount per student is:
- $125 for primary school students
- $225 for secondary school students.

HOW TO APPLY

Contact the school office to obtain a CSEF application form or download from www.education.vic.gov.au/csef

MORE INFORMATION

For the CSEF application closing dates and more information about the fund visit www.education.vic.gov.au/csef
Drivers are asked to take extra care when driving along Spencer Street.

Spencer Street should not be crossed immediately in front of or behind school buses. Pedestrian traffic should walk along the school fence line and cross where lines are.

Parents should drop off and pick-up can be completed as indicated on the map below.

The bus drop-off and pick-up is at a point in front of the entrance to the main office. There are signs to indicate "bus only parking".

Traffic Management Procedures

Nan Nan Green Primary School

To keep up to date with all information and activities related to our school, please ensure that you have subscribed to our newsletter via our school website: www.nananganprimary.qld.edu.au.

Dear Parents/Careers: