PRINCIPALS WELCOME
NEW PREP STUDENTS AND THEIR FAMILIES:

Oh behalf of the Nar Nar Goon Primary School Council and Staff, I would like to extend a very warm welcome to our new Prep students and their families. I am sure you will enjoy your time here at Nar Nar Goon Primary School – a school that is well known for its warm and welcoming atmosphere, its excellent facilities, skilful dedicated and passionate teachers and support staff and especially for our very well behaved and respectful students.

You can rest assured that this is a happy and safe environment for your child. Our school values of *honesty, respect, responsibility, persistence* and *excellence* ensure that every child is given the same opportunity to learn and reach their potential in a safe and supportive environment.

We recognise and cater for individual differences and strive to develop the “whole child”-academically as well as socially and emotionally.

We take our responsibility to educate our students to become life-long learners, well prepared for the 21st century and all of the exciting opportunities the future will bring their way as adults very seriously. As such, our ICT facilities are very well developed and our students are able to seamlessly integrate ICT into their learning.

We encourage you as parents/carers to involve yourself in your child’s learning and in the day to day life of our school. Whether that is as a classroom helper, member of PAFA (Parents and Friends Association) or School Council, or simply helping out from time to time when you have a spare moment, you will always be made to feel welcome.

I am very proud to be the principal of this wonderful community minded school and I am confident that as your child progresses through this, their first Prep year, you too will feel privileged to belong in such an exciting and innovative school.

Once again, welcome and know that my door is always open to you should you have any concerns or would simply like to pop in and say hello!

*Mrs 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 2016 Nar Nar Goon Primary School has 230 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.
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 five 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.

5. **Excellence**
   - Strive for your personal best in all that you do.
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 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-modeling
- 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.
Term Dates for 2017

(including public holidays)

Term 1

- Monday 30\textsuperscript{th} January (Staff only)
- Tuesday 31\textsuperscript{st} January – Friday 31\textsuperscript{st} March
  - Monday 13\textsuperscript{th} March – Labour Day
  - Friday 14\textsuperscript{th} April – Good Friday
  - Monday 17\textsuperscript{th} April – Easter Monday

\textit{Prep children do not attend school on Wednesdays during February}

Term 2

- Tuesday 18\textsuperscript{th} April – Friday 30\textsuperscript{th} June
  - Tuesday 25\textsuperscript{th} April – ANZAC Day
  - Monday 12\textsuperscript{th} June – Queen’s Birthday

Term 3

- Monday 17\textsuperscript{th} July – Friday 22\textsuperscript{nd} September

Term 4

- Monday 9\textsuperscript{th} October – Friday 22\textsuperscript{nd} December
  - Tuesday 7\textsuperscript{th} November – Melbourne Cup Day

\textit{See enclosed brochure for Prep 2017 Transition details}
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 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. 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, 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.

Book Collection

Books are usually available for collection from Orientation Day. Materials including pencils, textas etc will become shared items in the classroom. Exercise books can be covered. Teachers will colour code (with coversheets) all books and distribute as required through the year. Please bring all booklist items from your child’s box on the first day of school.

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).

FAQ’s
Eligibility

Policy

Click here for Bus Application and Conditions of Travel

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.

Conveyance Allowance enquiries can be directed to the school office.

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) 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.

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**Curriculum**

The school curriculum structure for 2016 is based on the Ausvels Australian Curriculum in Victoria 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.
There are 3 Domains in Ausvels:

<table>
<thead>
<tr>
<th>Physical, Personal and Social Learning</th>
<th>Discipline-Based Learning</th>
<th>Intersdisciplinary Learning</th>
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<tr>
<td>Civics and Citizenship</td>
<td>Civics and Citizenship</td>
<td>Communication</td>
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<tr>
<td>Health and Physical Education</td>
<td>Health and Physical Education</td>
<td>Design, Creativity and Technology</td>
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<tr>
<td>Interpersonal Development</td>
<td>Interpersonal Development</td>
<td>Information and Communications Technology</td>
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<td>Personal Learning</td>
<td>Personal Learning</td>
<td>Thinking Processes</td>
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<td>The Arts</td>
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<td>The Humanities – Economics</td>
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<td>The Humanities – Geography</td>
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<td>The Humanities – History</td>
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<td>Mathematics</td>
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<td>Science</td>
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</table>

Cross Curriculum Priorities
Aboriginal and Torres Strait Islander histories and culture
Asia and Australia’s engagement with Asia
Sustainability

The Ausvels 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). Whilst the levels loosely correspond to grade levels, the respect 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.

<table>
<thead>
<tr>
<th>Foundation</th>
<th>Prep</th>
<th>Level 4</th>
<th>Year 4</th>
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<tbody>
<tr>
<td>Level 1</td>
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<tr>
<td>Level 3</td>
<td>Year 3</td>
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Our staff have developed a series of Units based on Key Concepts and Understandings. These cover a yearly 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 2016 they are:

<table>
<thead>
<tr>
<th>Whole School Focus</th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
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<tbody>
<tr>
<td></td>
<td>History: Australia</td>
<td>Materials and Matter</td>
<td>Movement, Light and Energy</td>
<td>Geography: Asia</td>
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<td></td>
<td>Civics and Citizenship</td>
<td>Chemical Sciences- Science Understanding, Science as a Human Endeavour and Science Inquiry Skills Geography</td>
<td>Physical Sciences-Science Understanding, Science as a Human Endeavour and Science Inquiry Skills Design, Creativity and Technology</td>
<td>Cross Curriculum Priorities Geography Knowledge and Understanding, Inquiry and Skills</td>
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<td></td>
<td>Historical Knowledge and Understanding</td>
<td>Objects and properties; matter and particles; differences and combinations; solids, liquids and gases; permanent and temporary changes</td>
<td>Movements; Push and Pull; Force; Motion; Sound and Light: Energy Sources; Heat; Electricity and circuits</td>
<td>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</td>
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</table>

**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.

**Please note:**

- In order to enrol at Nar Nar Goon Primary School and to verify residence within our designated neighbourhood zone, 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:**

![Neighbourhood Area Map](image)

**Evaluation of Student’s 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 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.

**Exclusions 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 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.

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 2016 the program is delivered to our Foundation, One and Two Year Levels.

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

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

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<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>9.00am</td>
<td>School commences for the day</td>
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<tr>
<td>11.00 - 11.40</td>
<td>Morning recess</td>
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<tr>
<td>1.10 - 1.20</td>
<td>Supervised eating lunch</td>
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<tr>
<td>1.20 - 2.00</td>
<td>Lunch session</td>
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<tr>
<td>3.30pm</td>
<td>School closes for the day</td>
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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 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. 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 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. One of these days is at the start of Term 1. The remaining 3 days are spread throughout the year.

**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.

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, at the following link.


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.
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.

### General Information

- 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.

- 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.

- 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

- 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 11,12,13 and 14 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)
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 11, 12, 13 and 14 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

<table>
<thead>
<tr>
<th>Risk</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code Red Day (Extreme Risk)</td>
<td>• 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,</td>
</tr>
<tr>
<td>Buses Cancelled for following day</td>
<td>• Parents will be contacted by school and they will need to make other travel arrangements,</td>
</tr>
<tr>
<td>Buses Cancelled in the afternoon</td>
<td>• A decision to cancel the afternoon service will be made after by the Bus Coordinator at Pakenham Secondary College,</td>
</tr>
<tr>
<td></td>
<td>• Parents will be notified by phone as soon as possible,</td>
</tr>
<tr>
<td></td>
<td>• Children will remain at school under staff supervision until they have been picked up by their parents,</td>
</tr>
<tr>
<td>Buses unable to complete designated bus route</td>
<td>• Bus 9 will return to Nar Nar Goon Primary School and be supervised by staff,</td>
</tr>
<tr>
<td></td>
<td>• Parents will be contacted in regard to picking up their children,</td>
</tr>
<tr>
<td></td>
<td>• Other buses will return to Pakenham Secondary College and be supervised by staff,</td>
</tr>
<tr>
<td></td>
<td>• Parents will be contacted in regard to picking up their children,</td>
</tr>
<tr>
<td>Bus unable to pick up children in the morning due to:</td>
<td>• Parents are encouraged to have an alternate arrangement on days of high fire risk,</td>
</tr>
<tr>
<td></td>
<td>• Parents will be notified as soon as possible,</td>
</tr>
<tr>
<td></td>
<td>• If safe to do so, school staff will drive the bus route to ensure no child is left at bus routes.</td>
</tr>
</tbody>
</table>