



# ***Parent Handbook***

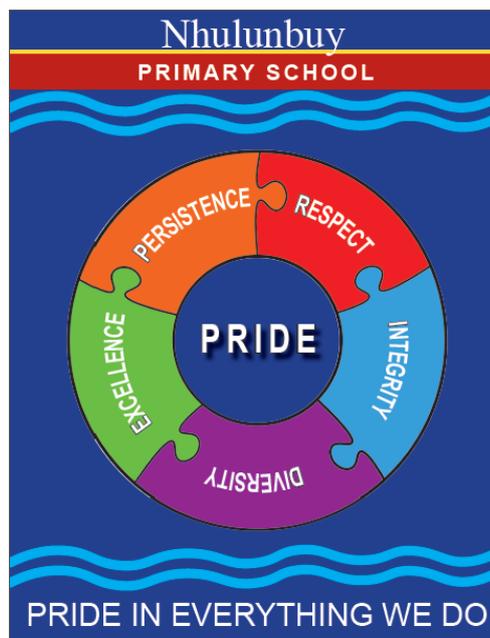
## ***2019***

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***Welcome  
To  
Nhulunbuy Primary School***

***This booklet outlines  
policies,  
so keep it handy for  
future reference***



# Welcome

Welcome to Nhulunbuy Primary School. The staff, parents, students and community associated with this school welcome you into the school community. We trust that your time spent with us will be personally satisfying and rewarding. Nhulunbuy Primary School offers an exemplary Early Learning Centre for Preschool and Transition students. We also have exciting and innovative Early Years (Years 1/2) and Primary Years (Years 3/4 – 5/6) education programs. The Leadership Team invites you to talk to us regarding educational advice for your child and to arrange an enrolment interview.

Our purpose is to provide quality education services for all enrolled students in our great school. At Nhulunbuy Primary School we aim to:

1. Provide a happy, safe learning environment where enthusiasm for learning is evident.
2. Guide each student to develop intellectually, socially, emotionally and physically, to their potential.
3. Acknowledge and foster each student's uniqueness.

Our school motto is "Young Hearts – Bright Minds – Strong Futures and we foster this motto through the teaching of Values Education and Pastoral Care. We place a strong emphasis on quality Literacy, Numeracy and Social Skills teaching and learning.

Our student values are based on the word PRIDE – Persistence, Respect, Integrity, Diversity and Excellence.

Communication between home and school is regarded as being very important. You are encouraged to let us know when you are pleased about things happening in our school, ideas for improving the school and to discuss concerns with us to seek understanding of the way in which this quality educational organisation functions. Your child's teacher should always be your first point of contact. Appointments can be made at a time mutually convenient to both teacher and parents, through a note to the teacher or a phone call to the front office.

School attendance is extremely important and we expect all students to attend 90% of the time. This means students should only be absent five days in a term.

Our school is very multi-cultural with 26% Indigenous students and 2% of students from other countries. We have students from many different nationalities and we embrace the diversity of our many cultures.

Bullying of any kind is not tolerated and will be dealt with firmly and fairly.

It is important to remember that our school is your school and that your children will benefit from your active involvement in school life and in the fostering of a positive home-school partnership. We look forward to working with you in partnership to foster your children's learning and to help make Nhulunbuy Primary School "The Best School in the Territory".

*Tracy Hammill*  
**Principal**

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- Nhulunbuy Primary – The Nhulunbuy Primary Way – Behaviour Expectation Matrix

## **History of Nhulunbuy Primary School**

Nhulunbuy Primary School is situated in the township of Nhulunbuy on the tip of the Gove Peninsula in North East Arnhem Land, Northern Territory.

Nhulunbuy Primary School is proud of its forty year tradition of delivering equality education in this unique part of the world.

In 1968 Mt Saunders Village School aka Nhulunbuy South School was established holding only 12 students. It was made up of a collection of 5 demountable classrooms on stilts located in a clearing.

The Pre-School began operating in June 1970.

The Nhulunbuy Area School buildings were completed in 1971. Mr Malcolm Fraser, Minister for Education and Science, officially opened Nhulunbuy Area School on July 4, 1972.

In 1981 Nhulunbuy Area School became Nhulunbuy Primary School with 850 students. A new uniform was introduced: Maroon shorts/skirts and camel shirts with a Nhulunbuy Primary School logo.

In 1998 a school community competition for a school motto was held. 'YOUNG MINDS, STRONG HEARTS, BRIGHT FUTURES' was the winner.

### **Aboriginal Islander Education Worker (AIEW)**

At Nhulunbuy Primary there is an AIEW who works each day. The role of the AIEW is to work with teachers, students and parents to improve attendance and educational outcomes for the students and to promote Aboriginal and Islander perspectives across the curriculum. Our AIEW is Tequisha Perry and her contact details are:

**Phone:** (08) 8987 0022

**Email:** Tequisha Perry

### **Absences**

If your child is absent from school, please ring the school to advise the reason for your child's absence and the duration. All absences must be accounted for by a parent or guardian. According to Department of Education Policy, after four weeks of a non-notified absence it will be assumed that the child is no longer attending Nhulunbuy Primary School and their place may be given to another child. The child would then be taken off the roll and if they returned to school they would need to re-enrol. All students are expected to attend 90% of the time. This means being absent only five days in a term. Students with attendance under 70% will be referred to the department attendance team.

If your child needs to leave the school grounds during school hours to attend appointments, etc, please notify the front office and sign your child out of the school and back into the school at the front office.

### **Address of School**

**School Phone:** (08) 8987 0022 (Preschool 08 8987 1056)

**Email:** nps.frontoffice@ntschoools.net

**Postal Address:** PO Box 321, Nhulunbuy NT 0880

### **Age of Entry (Preschool and Transition)**

When a child is turning four years old before the 30<sup>th</sup> June 2019 they are eligible to commence Preschool at the commencement of 2019. Admission is not automatic - there may be a waiting list. Students must be turning 5 years old before 30 June 2019 in order to enter Transition at the start of the school year. There is only one intake a year into Preschool and Transition.

### **Assemblies**

Whole School Assemblies are held at 12.00 noon on Friday once a fortnight in the Hall. All classes are expected to contribute an item to at least one assembly each semester. Teachers will notify parents when their child's class assembly is on. At these assemblies awards are presented to students.

### **Assistance**

**Front Office Staff** can help you with all routine organisational details, messages and inquiries.

**Principal and Assistant Principal** attend to personal and confidential matters and those relating to the educational program. This includes school policy, teaching staff, ancillary personnel, major discipline and student welfare.

**Senior Teachers** are immediately responsible for the class programs and the operation of their area of responsibility.

**Preschool** information, messages and matters specifically relating to the preschool are handled by the Preschool staff.

**Special Education Teacher:** Participating students must have a Student Services diagnosed special need and are integrated into mainstream classes. NO student is placed in this program without extensive consultation with parents and Student Services personnel. Parental permission is necessary before any official action is taken. Only students with a diagnosed disability can receive funding for tutor support.

### **Awards**

Three types of awards are presented to Nhulunbuy Primary School students.

At each Early Childhood and Primary assembly class awards on positive actions and achievements are presented to students by the class teacher.

At whole school assemblies Principal Awards, based on citizenship, are presented to one student per class.

Annual Book Awards are presented at the end-of-year Presentation

- Citizenship Awards
- Chief Ministers Literacy Achievement Awards
- Effort Certificates
- Achievement Certificates

Catch-them-being-good tickets are given to students caught doing the right thing. Every assembly a teacher and student will draw from the catch-them-being-good-box. Whoever has their name drawn wins a small prize.

### **Bicycles, Skateboards, Roller Blades and Ripsticks**

Roller blades, bicycles, skateboards, etc. are not to be ridden in the school grounds. Bicycles, roller blades, skateboards, ripsticks etc must be locked in the racks provided at the side of the school. Students are to supply their own lock and key. **However, the security of these items is not the school's responsibility.** Students riding bikes or scooters to school must wear a helmet – this is the law in the Northern Territory.

### **Canberra Excursion**

Students in Years 6 may have the opportunity to participate in the school excursion to Canberra.

The trip to Canberra offers students a variety of educational programs focused on Australia's history, culture, House, Questacon, CSIRO, the National Archives, the National Capital Exhibition, the National Gallery, the National Library, the National Museum, the National Film and Sound Archive and the Royal Australian Mint. The Canberra trip offers students:

- New experiences
- A deeper understanding of our Australian identity
- A greater understanding of democracy and government, history and heritage
- An opportunity to develop increases responsibility

Students also participate in a number of social activities such as ice skating, lazer tag, skiing and bowling.

The Canberra trip takes place in August each year. The twelve months leading up to the trip is full of opportunities to reduce the cost of the trip to families through fundraising activities. A \$350 non-refundable deposit is due in September leading up to the trip the following year and instalments can be made at any time during the year.

### **Canteen**

The school canteen operates Monday to Friday. Students are required to write their recess and/or lunch orders on a brown paper bag and place in the lunch box in the classroom. All orders must be written at home or in the classroom. Orders need to be at the canteen before 8.30am daily. Lunches cannot be purchased unless they have been ordered. A price list is issued at the start of each semester to every family and is regularly updated. The canteen promotes healthy eating which includes home cooked meals. The current price list is available from the front office or the canteen. Our canteen menu complies with the NT Canteen, Nutrition and Healthy Eating Policy.

### **Care of personal property**

All articles brought to school should be clearly labelled with the student's name. This includes clothes, shoes, hats, school bag, lunch box etc. and other items for show and tell or when asked to bring in a specific item for a classroom focus. All toys and personal items (for example CD's, phones, game boys, iPods) should be left at home. Teachers cannot be responsible for lost or stolen items. **Nhulunbuy Primary School takes no responsibility for lost or stolen items.**

### **Competitions**

All students are given the opportunity to excel in their area of expertise. Nhulunbuy Primary School takes part in inter-school sporting events, literacy and numeracy competitions and art and craft displays. Students may be selected to represent the school or whole classes may participate. Parents will be notified of details through excursion permission notes.

### **Cyclones**

If a cyclone warning is broadcast outside school hours do not send your child/ren to school. If a cyclone warning is given during school hours, parents are to collect their children from the classroom upon advice from emergency services or the media. Parents are asked to cooperate by collecting their children promptly from the classroom. You must tell the class teacher in person you are collecting your child and sign them out at the classroom. If children are collected by a friend of the family, the person collecting them should wait until the teacher has written their details down. This way, everyone knows where the students have gone. Students who have not been collected will be taken to the nearest Cyclone shelter that is located at the **Gove District Hospital**.

When the township is on CYCLONE WATCH the school will continue to operate as usual. If a CYCLONE WARNING is declared outside of normal school hours, students are not to return to school until the warning is cancelled.

### **Emergency/ Wet Weather policies and procedures**

**Wet Weather in School Hours:** All Children will be supervised inside a classroom. The School Leadership Team will patrol the grounds area – to check that children are in the appropriate places. If there is an extended period of wet weather then activities in the hall and library will be organised.

**After School:** If there is an immediate threat of lightning or hard stormy rain, an announcement will be made from the office to hold all children in their classrooms. If a parent arrives at the classroom, the child can be dismissed into the care of the parent. An announcement to release the children will be made after the threat of lightning/heavy rain has passed.

We all need to be prepared for the storm and cyclone season. A simple and practical response is to ensure that your contact details and your nominated alternative contacts are current and accurate. Please contact the front office on 8987 0022 or [nps.frontoffice@ntschoools.net](mailto:nps.frontoffice@ntschoools.net) with any updated contact numbers for parents, guardians and alternate contacts. Your cooperation is much appreciated.

### **Fire, Bomb and Earthquake**

The school has set procedures for staff and students to follow in case of fire, earthquake, earth tremor or a bomb scare. Classroom teachers instruct their students in evacuation procedures and full school practice drills are conducted regularly.

### **Code of Conduct NT Safe Schools**

Recognising that students need to learn to accept responsibility for their own actions, the school has a comprehensive **Behaviour Management Policy** attached at the back of this handbook. The overriding goal of the policy is to ensure a safe learning environment for all members of the school community. Discipline procedures are necessary to ensure that these goals can be addressed.

### **Code of Behaviour for Students at Nhulunbuy School**

Nhulunbuy Primary School has a zero tolerance towards any type of bullying, disrespect and disruption of the teaching and learning environment. The school Code of Behaviour and Rights and Responsibilities is at the back of this booklet.

Teacher's use 1,2,3 Magic as a means of maintaining a safe and supportive learning environment. Students who do not abide by the school or classroom rules will be sent to their buddy class for time out, or sent to the office. When a student is displaying constant unacceptable behaviour the class teacher will contact the parent to discuss their concerns. Students who are constantly on lunch time detention in the office will need to meet with their parents and the Principal, or another leadership person. Students will be warned at this meeting of the possibility of suspension if their behaviour does not improve.

Nhulunbuy Primary School will not tolerate:

- Bullying
- Disrespect
- Assaults
- Swearing
- Constant disruption to learning

### **Curriculum**

The implementation of the curriculum through the school's multilevel approach to teaching and learning encourages and develops:

- ◆ Competence in reading, writing, listening and speaking.
- ◆ Understanding and the ability to use mathematics in solving problems.
- ◆ Appreciation of skills and enjoyment in music, drama and art and craft.
- ◆ Awareness, understanding and skills in current technology - in particular competency with Information Technology and supporting materials.
- ◆ Skills in research, thinking and discussion.
- ◆ An awareness and understanding of other cultures.
- ◆ Opportunities to use skills without fear or ridicule.
- ◆ Motivation to learn and display talent.
- ◆ Physical skills, an awareness of a healthy lifestyle and a positive attitude to recreation that will lead to an appreciation of a healthy mind and body.
- ◆ A willingness to excel.
- ◆ Individual differences through programs to suit varying needs.
- ◆ A caring, considerate and respectful attitude towards themselves and others.
- ◆ Links with the child's home to ensure the school community cooperates in educating the children.
- ◆ Cooperative human relationships.

- ◆ Conservation and protection of our natural heritage and an awareness of environmental issues.
- ◆ Parental involvement in the school and their understanding of educational process.
- ◆ Social and emotional learning through the “You Can Do It” program.

### **Outline of the framework of the curriculum in the NT**

The NT Board of Studies is a statutory body, consisting of educationalists and representatives of parent, employer and other special interests groups. The Board’s functions range from developing and implementing policy relating to curriculum and assessment, overseeing curriculum standards in the NT, preschool to secondary levels accrediting courses and issuing certificates. All teachers work from the Australian Curriculum.

It is the school’s responsibility to translate the Board Approved Courses of Study into school programs appropriate for the needs of their particular students and to make decisions about policy matters in relation to the curriculum.

### **Dental Services**

The school does not have an on-site dental facility, but has the services of a dental therapist and dental assistant in the town centre. Advice of check-up time is sent out by the dental clinic. Children receive dental treatment suited to their individual needs. After an examination parents are advised of the result and if further treatment is necessary. Parental signed permission is needed before treatment continues. Any questions about your child’s dental health or treatment, phone the Dental Clinic on 8987 0425.

### **Diversity**

Nhulunbuy Primary School is a very multicultural school with 26% Indigenous students and 2% of our students come from overseas. Nhulunbuy School also has a range of students with special needs such as deafness, Autism, Asperger’s, Oppositional Defiance Disorder. We encourage all our students to be tolerant and accepting of others.

### **Emergency Contact Details**

Sometimes it is important for the school to contact parents or guardians immediately, especially if your child has had an accident. For this reason, it is essential that the school has accurate, up to date records of home and emergency contacts (that is another family member or a close, reliable friend). Please inform us on 89870022 of any changes in phone numbers, addresses or emergency contacts.

### **Enrolment**

A child can be enrolled at Nhulunbuy Primary School, through the front office during normal school hours. Birth certificates are required for children starting Preschool or Transition or if enrolling for the first time in a Territory school. Schools are also required to maintain records of your child’s immunisation status; therefore written proof of your child’s immunisations is required. Nhulunbuy Primary will accept all students whose families are residents of Nhulunbuy township and surrounding areas. Proof of residency may be required. It is essential that parents disclose all information about their child as the previous school will be contacted.

### **SMS Notification if child is Absent**

The school will notify parents and caregivers by an SMS on their mobile phones if students are absent or late to school without reason. This occurs each day starting at approximately 10AM. It is parents responsibility at all times to provide current mobile numbers to the school.

### **Excursions**

Excursions are organised as an extension to the classroom program to emphasise or illustrate a part of the curriculum, which cannot readily be achieved from inside the classroom. Please ensure all excursion notes are signed and returned to the school prior to the day of the excursion. Full school uniform including shoes and hat must be worn. Students not in school uniform will not be able to attend. No student can be taken on an excursion without permission of the parent or guardian. Similarly for safety reasons, no student can be taken without adequate footwear. Each student is required to bring their own drink bottle. Students who regularly misbehave at school will not be taken on excursions for safety reasons. At the end of every year students with good behaviour and attendance over 80% will be allowed to participate in their class reward excursion or class party. Parents will be contacted if your child is excluded from this reward excursion or class party.

### **Electronic Devices**

These should not be brought to school by students. The school is well equipped with Ipads and computers. Students run the risk of thief or vandalism if they bring their own electronic devices to school. The school will not take any responsibility for any electronic device brought from home to school.

### **Films/Videos**

Just as reading needs to be taught as an integral part of the class program, so too does viewing. Films, DVD and T.V shows are sometimes used to enhance the teaching program. Both fiction and non-fiction visual texts are used to develop a greater understanding of a topic and/or to teach critical viewing skills. All videos, DVD's, films are "G" rated. If a "PG" film is to be shown to the class, the teacher will seek parent written consent.

### **First Aid**

The First Aid room is located in the front office, near the reception desk. Treatment of minor accidents is undertaken. In the event of an accident, the school arranges appropriate first aid and, if serious, notifies a parent or emergency contact. If this is not possible, the school will arrange transportation to a doctor/hospital if required.

### **Food in the School**

Nhulunbuy Primary School is a health-promoting school. As a community we encourage students to eat healthy food. Students should not be bringing soft drinks/energy drinks and/or junk food/sugar food to school. This includes no chocolate, lollies, gum and energy drinks.

Parents may bring a **birthday cake** to the school when it is your child's birthday. However, notification must be given to the class teacher two days beforehand so that the teacher has the opportunity to check if any child in the class has food allergies.

### **The importance of breakfast**

Every student needs an adequate breakfast before they begin the day. Breakfast is important because it is the first source of energy and essential nutrients for the day. Studies carried out on the value of breakfast indicate that those who skip breakfast have a much poorer performance in the hours of late morning. Studies also show mid-morning snacks are not a suitable substitute for breakfast.

### **Recess and lunch**

Students need to be encouraged to select snacks that are low in fats, sugars and salts and high in fibre such as fruit and vegetables. Students' school lunches and recess snacks should encourage healthy eating. Fruit juice and fruit juice drinks are preferable options to cordials and soft drinks. Fridges are available in each classroom for students to store their recess and lunch. Please label all lunch boxes and containers.

### **Water**

In this climate it is important to drink plenty of water. The school has water bubblers available for the use of students throughout the school day. However, it is preferable that all students have their own water bottle in the classroom fridge.

### **Footwear**

Covered shoes must be worn at all times unless a teacher requires the student to remove their shoes for a specific activity. Thongs (including masseurs) will only be accepted in an emergency and then only with an accompanying note on a daily basis.

### **Hats**

Given the skin cancer research and the statistics of today, all students will be expected to stay under shade unless wearing a hat both during lessons and at recess and lunch breaks. We have a **No hat, no sun** policy. Hats can be purchased from the front office.

### **Head Lice**

To help families control head lice, parents are notified when there appears to be an outbreak within the classroom. You are asked to take immediate action in response to these notes - check the whole family, treat as required, wash towels and linen, to help control these infestations. More information is available from the Front Office. Parents/Guardians will be notified when a child has head lice and will be required to collect and treat the child before they return to school.

### **Homework**

All students will be given the opportunity to do some homework generally for four nights each week.

Homework is not compulsory but strongly encouraged; students are never to be penalised for not completing homework.

Homework will not involve any work that has not previously been introduced in class.

Homework can assist children's learning and is useful when:

- It gives children the chance to consolidate what they have learnt at school
- It increases children's confidence and enjoyment in learning
- It gives parents opportunities to encourage, express approval and relate positively to their children

### **GUIDELINES:**

| <b>YEAR LEVEL</b>                           | <b>TIME</b>        | <b>COMMENT</b>  |
|---|--------------------|---|
| Transition, Yr 1, Yr 2<br>(Early Childhood) | 15 mins each night | <ul style="list-style-type: none"> <li>- Reading aloud to Mum/Dad/Caregiver</li> <li>- Talking to Mum / Dad / Caregiver about what I did at School today</li> <li>- Sight words</li> <li>- Counting practice</li> </ul> |
| Yr 3, Yr 4<br>(Middle Primary)              | 30 mins each night | <ul style="list-style-type: none"> <li>- Reading aloud to Mum/Dad/Caregiver</li> <li>- Spelling – practising this week's words</li> <li>- Maths – consolidating some of</li> </ul>                                      |

|                               |                    |   |
|-------------------------------|--------------------|---|
|                               |                    | <p>the class work done during the week</p> <ul style="list-style-type: none"> <li>- Research new items, attitudes, options</li> <li>- Talking to Mum/Dad/Caregiver about what I did at school today and topical issues</li> </ul> |
| Yr 5, Yr 6<br>(Upper Primary) | 35 mins each night | - As for Middle Primary   |

### **Infectious Diseases**

Nhulunbuy Primary School uses NT Government Centre for Disease Control for exclusion for specific diseases. Please ring the front office for further information. The school leadership will seek direct advice from the Centre for Disease Control in the instance of infectious disease occurring at the school.

Disease arises chiefly from their attendance at two periods:

- ◆ Whilst suffering from early symptoms.
- ◆ When convalescing but still retaining the infection in their person or clothing.

For their own safety, those who do not have immunisation for these diseases may also be excluded from school if there is an outbreak. You can find more on the Centre for Disease Control website just follow this link <https://health.nt.gov.au/professionals/centre-for-disease-control>

### **Internet**

Nhulunbuy Primary School supports and respects each family's right to decide whether or not to enable Internet access for their child/ren.

Students will not gain access to the Internet without: -

- ◆ Written parental permission
- ◆ Teacher supervision.
- ◆ An "Internet Acceptable Use Agreement" signed by the student or parents

If the Students wish to bring their own devices to school please see the front office to sign the Bring your own device permission form.

### **Lateness**

Students are expected to arrive at school on time. Late attendees disrupt the entire class and miss important school work. Consistent lateness by students will be discussed with parents. Students arriving late must report to the office for a late pass.

### **Library**

Nhulunbuy Primary School Library is open for all students to enjoy during the day whether it is at lunch time or during class visits.

There is a one week borrowing time frame on the books. All students need to bring a Library Bag with their name on it in order to borrow books.

Any books that are lost or returned in poor condition will need to be replaced or paid for by the student. A follow up Library notice will be sent out in this instance.

### **Lost Property**

Lost property is kept outside the front office until the end of term, after which it goes to a local charity. It is strongly recommended that parents clearly label all of their children's belongings. Parents should be aware that names on personal items do wear off so it is advisable to regularly check that the names can still be read clearly.

### **Make-Up Policy**

Students are not to wear visible make up to school.

### **Medication**

If your child requires medication for either a short term or long term condition, and is required during school hours please contact the front office. Parents are required to complete a medication request form.

### **Mobile Phones**

Many students bring mobile phones to school so that they can be used before or after school hours to contact parents. It is the policy of Nhulunbuy Primary School that all mobile phones must be switched off and kept in school bags during school hours. Nhulunbuy Primary School will not be responsible for the loss or damage to mobile phones.

### **Money**

Please make all payments via the front office, Eftpos is available.

### **Newsletter**

The school newsletter is the major source of communication between the school and parents – it provides information about in-school happenings and other child-based activities. The newsletter is produced fortnightly on Thursdays. The newsletter contains important information about current and future events. The Newsletter can be accessed via the app on your phone – <http://www.skoolbag.com.au/app/admin/parentinstructions.pdf> The school staff values communication with parents. Teachers occasionally send home class newsletters, notes about excursions and requests for parent help. If you need to clarify something or speak to teachers please make a time with the class teacher that is convenient for the teacher and yourself.

### **Parent Contributions**

The Department of Education supplies what it considers to be the essentials for the School to operate. Parent contributions (school fees) are not compulsory, but are very much appreciated in order for the school to purchase additional resources for all students. Parent contributions ensure that a high standard of education for our children is maintained. All student consumables are covered in the book packs paid for from the Back to School Payment Scheme. All extra costs relating to excursions, camps and performances will be paid for by splitting the total cost amongst the number of students attending. Recommended parent contributions are:

Preschool and Primary School

- 1 child \$100
- 2 children \$175
- 3+ children \$250

The Preschool provides a resource pack that can be paid for from the Back to School Payment Scheme.

### **Parent Visits**

Parents are welcome to come to school and a positive relationship between the teacher and the parent is essential to ensure the successful progress of each student. Teachers are however, unable to meet with parents during class time and parents are asked to make an appointment to discuss any of their concerns. The Principal or Assistant Principal are here to discuss immediate problems with parents at an available time.

### **Public Holidays 2019**

|                  |                  |
|------------------|------------------|
| Australia Day    | 26 January 2019  |
| Good Friday      | 19 April 2019    |
| Easter Monday    | 22 April 2019    |
| ANZAC Day        | 25 April 2019    |
| May Day          | 6 May 2019       |
| Queen's Birthday | 10 June 2019     |
| Darwin Show Day  | 26 July 2019     |
| Picnic Day       | 5 August 2019    |
| Christmas Day    | 25 December 2019 |
| Boxing Day       | 26 December 2019 |

### **Publicity/Media Consent**

At Nhulunbuy Primary School we celebrate the efforts of our students by mentioning their participation in school events and their achievements in our school newsletter. Occasionally photographs of students are included. We also use photographs of students in our school magazine along with examples of their work. Photographs of students are on our school intranet site. On the school website there are images of students but we only ever use group photographs and we identify a student only by their first name, class or year number. If an individual photograph and full name is required, we will only publish this on the website with the consent of the parent and student.

We allow parents to record school performances as this creates a memento that can be shared with other family members. Video or audio recording is permitted at school under a copyright license paid by DET on behalf of all government schools (AMCOS/ARIA license).

We invite local press to school events and they are expected to follow school policy on the publication of photographs of students. When a story is about an individual achievement we will always seek your consent before passing information or photographs to the press for publication. Unless a story features an individual child only group photos are published and students' identified by first name and year only.

Upon enrolment you will be provided with a *Publicity/media consent form* it is essential that you complete this form and return it to the front office so that we know if you give permission for your child/ren's photos and work to be published.

### **Road Safety**

The road crossings adjacent to the school are there to protect the students. To promote road safety, parents are asked to remind children to use these crossings and to set an example by using the crossings themselves. Children also need to be reminded that they are only crossings when the flags are out. Parents are requested to please obey the signs and road markings around the school; and to remember the 40km/h speed limit enforced between 7:00am and 5:00pm. Please if you are picking or dropping off your child in the morning/afternoon from the Pickup zone out the front of the school please ensure you keep moving for flow of traffic.

### **School Aims**

At Nhulunbuy Primary School we believe that:

- The purpose of school is to teach people how to learn and to love learning throughout their lives
- School is a collaborative learning community engaged with the wider world
- Students are viewed as explorers and constructors of knowledge
- Teachers are viewed as facilitators and coaches
- Parents, staff and students work collaboratively in partnership to enhance the learning outcomes for our students.

### **School Council**

The School Council is a team of committed parent and staff representatives of the whole school community. The aims and objectives of the Council are listed in the constitution. The Council holds regular monthly meetings and all parents and interested community members are welcome to attend. Meeting dates are published in the school newsletter. Under the Education Act the School Council has the following responsibilities:

- Advise the Principal about the educational needs of the community through the Strategic Plan and Annual Operational planning processes
- Advise on the physical needs of the school
- Determine the community use of school facilities
- Determine, through the budgeting process, how the school's money will be spent
- Oversee work on buildings and grounds being carried out at the school
- Determine broad directions for the school with the Principal and the staff
- Encourage and welcome the participation and involvement of all parents and staff
- Share information about the Council's work

### **School Council Sub Committees**

The school council has the following sub committees which meet monthly prior to the School Council monthly meeting. These sub-committees then report to the School Council.

**Finance Sub-committee** gives advice to council of the school budget operations through liaison with the Principal and the Administration Manager.

**Facilities/Grounds Sub-committee** advises the Principal and Administration Manager regarding cleaning, grounds maintenance, various special projects, tree planting, playground equipment, and shade areas.

**Fundraising Sub-committee** operates a range of fundraising initiatives including the School Fete every second year, Book Fairs, Raffles, etc.

**COGSO** – is the Council of Government Schools' Organisation and this group supports all NT School Councils.

**Preschool Sub-committee** provides advice to the Principal and School Council on preschool operations and initiatives.

The School Council and the Sub-committees have a cooperative approach to enable the whole school community to work effectively and with benefits for all students. If you are interested in supporting these committees please contact the school.

### **School Hours**

- 8:15 School starts - Bell rings – students assemble outside classrooms
- 10:35 Bell rings for recess – students have something to eat and enjoy some fresh air
- 10:55 Bell rings for students to line up at classrooms – class resumes
- 12:50 Lunch Bell rings – students eat under teacher supervision

- 1:00 Bell rings for students to go out and play  
1:30 Bell rings for students to line up at classrooms – class resumes  
2:30 School finishes

### **School House Teams**

Each student in the school is placed in one of the four House Teams. Brothers and sisters are placed in the same house. Students remain in the same house throughout their time at the school. The houses are named after four geographical areas of this region. The houses are

- Arnhem (Red)
- Daliwuy (Blue)
- Mitchell (Green)
- Wirrawuy (Yellow)

### **School Sport**

The emphasis of school sport is on participation to enable children to have fun learning the skills necessary to play sport at a recreational level.

Nhulunbuy Primary School students make up the majority of players in Gove teams that participate in NT Primary School Sports Exchanges that are run by the organisation School Sport NT. There are social as well as sporting advantages to such participation. The school endeavours to provide a widely selected group for representation throughout the year and therefore not just those few who may excel in several sporting areas.

Selection in Gove Region Primary Sporting teams is based not only on sporting prowess but also on proven work effort and behaviour at school. Timing for Regional representation is linked to NT and then Australian Primary School Championships.

### **Remote School Semester Dates 2018**

- Term 1** Wednesday 30 January 2019 to Friday 12 April 2019  
**Term 2** Tuesday 23 April to Friday 28 June 2019  
**Term 3** Tuesday 23 July to Friday 27 September 2019  
**Term 4** Monday 14 October to Friday 13 December 2019

### **Sick Children**

Sick children should not be sent to school. It is not to the child's benefit, those of classmates or the class teacher – especially in instances of contagious disease such as flu, etc. Children who become ill or are injured at school are sent to the sick bay with a memo from the class teacher so they can receive first aid attention. If it is considered necessary, parents will be contacted. Children not attending school because of illness must bring a note on their return, or the parent can notify the school of the reason the child is absent. Weeping or infected sores must be treated at home and must be covered whilst the child is at school.

### **Student Representative Council (SRC)**

The SRC consists of 2 students from each year class from Year 4. Elections are held to elect the SRC representatives. SRC meetings are held regularly following meeting procedures with a teacher as a mentor. The elected members of the SRC are expected to:

- ◆ Be leaders within the school, particularly their year level.
- ◆ Take requests/needs of the students to the staff.
- ◆ Report back to their class.
- ◆ Act as ambassadors and delegates for the school.
- ◆ Write local newspaper items when appropriate.

- ◆ Run special assemblies.

### **Student Welfare**

Parents should advise teachers if children wear glasses, use hearing aids, have allergies or any other health problems/concerns/disabilities.

Parents are also reminded that staff are required by Law to report to Territory Families any suspected cases of neglect or abuse.

### **Trespassing**

Nhulunbuy Primary School welcomes legitimate community use of school grounds and facilities for authorised activities. However, the police will be called if persons are seen loitering, or abusing school property. Under normal circumstances, unaccompanied students should not be in the grounds before 7.45 am, after 4pm, or on weekends. ***The school gates will not be unlocked until 7.30am on school days.***

### **Uniforms**

School Uniform is mandatory for all NT schools. Uniforms support self-esteem, promote school team spirit and are designed for economy and convenience. Uniform items are sold at the Front Office. When representing the school, and on excursions, uniforms must be worn. If this presents difficulties, they can be borrowed from the school for the day under special circumstances. The uniform consists of a blue and maroon collared polo shirt and maroon skirt and shorts. A white and maroon buttoned dress is also available. Covered shoes must be worn at all times by all students. Hats must be worn when outside in the sun. Due to safety implications the wearing of Necklaces and dangly earrings is discouraged.

### **Attachments**

- Student Behaviour Matrix

Please contact the school if you have any queries, questions or suggestions to make.



# **NHULUNBUY PRIMARY SCHOOL STUDENT CODE OF BEHAVIOUR BASED ON SAFE SCHOOLS NT CODE OF BEHAVIOUR**

Nhulunbuy Primary School is committed to ensuring that every day, every student is learning and achieving within a safe, supportive and disciplined learning environment. Our school promotes a positive and inclusive school community that affirms the rights of all members of the school community to feel safe and be safe at school. At Nhulunbuy Primary School we have a commitment to ensuring that students maintain high personal standards in which self-respect, caring for and respecting the beliefs, rights and property of others is paramount. We believe that all students from Preschool to Year Six are responsible for their behaviour and therefore need to accept the consequences of their behaviour.



## **RIGHTS AND RESPONSIBILITIES OF SCHOOL COMMUNITY MEMBERS**

- All students have the right to learn and play in a safe, positive learning environment, free from negative interference
- All teachers have the right to teach in a safe, respectful, positive learning environment, free from disruption to their teaching
- All staff have the right to perform their duties in a safe, respectful, positive environment
- All parents have a right to be informed and involved in their children's education
- All people have the right to be treated with kindness, fairness, respect and dignity

## **WHAT IS UNACCEPTABLE STUDENT BEHAVIOUR?**

Any behaviour that impacts the safety of students and staff or disrupts the teaching and learning is not acceptable. Nhulunbuy Primary School aims to create a learning environment that is free from bullying, aggression, violence and disruption in any form.

The following student behaviour will not be tolerated and may lead to suspension and where appropriate, police involvement will occur:

- Assault
- Threatening behaviour
- Verbal abuse
- Property damage
- Unsafe behaviour
- Ongoing disruptive behaviour
- Ongoing disrespect for other learners and staff
- Obscene or offensive acts
- Stealing
- Substance or weapons possession and/or use

## **HOW WILL UNACCEPTABLE STUDENT BEHAVIOUR BE DEALT WITH?**

All behaviour will be dealt with firmly but fairly and with dignity through a Restorative Justice approach. This approach enables students to take responsibility for their actions and to accept that all our actions have either a positive or negative consequence. Consequences will depend on the age of the child, the nature of the behaviour and any disability that the child has. Unacceptable behaviour will be addressed at either a minor or major incident level depending on the level of severity and the particular circumstances surrounding an incident. Students will be explicitly taught in class about the behaviour expectations at Nhulunbuy Primary School and the consequences of unacceptable behaviour.

Consequences which may be applied include restoration, restitution, loss of privileges, time out, community service, detention, reflective thinking, mediation, parent takes the child home for the rest of the day, suspension and / or police involvement.

Students who are constantly displaying unacceptable behaviour will be placed on a Traffic Lights Chart to monitor the behaviour and to help them to learn how to self-manage their behaviour. Parents will be informed in these instances.

Students who are constantly displaying unacceptable behaviour may be excluded from School Excursions. Parents will be informed.