



Dear Parents/Guardians,

Welcome to Narembeen Kindergarten and Pre-primary. I hope that you and your child enjoy a good start to the year. This booklet will provide you with important information about your child's schooling. If you have any queries please don't hesitate to contact the Kindergarten/Pre-primary on 90647377 or the school on 90647286.

SCHOOL ATTENDANCE

- The school year is divided into two semesters each of two terms.

Term Dates

Term 1	Wednesday February 1	-	Friday April 7
Term 2	Monday April 24	-	Friday June 30
Term 3	Monday July 17	-	Friday September 22
Term 4	Monday October 9	-	Thursday December 14

School Development Days

There are 7 School Development Days. Teachers will be on duty for professional development activities on **Monday January 30 2017 and Tuesday January 31 2017** – immediately prior to the return of students to school on **Wednesday February 1 2017**. Other School Development days are set for **Monday April 24 2017, Tuesday June 6 2017, Monday July 17 2017, Monday October 9 2017 and Friday December 15 2017**. These dates are **subject to change** due to Professional Learning opportunities which may come up for whole school planning.

Dates for School Development Days	
Term 1	Monday January 30 2017 and Tuesday January 31 2017
Term 2	Monday April 24 2017 and Tuesday June 6 2017
Term 3	Monday July 17 2017
Term 4	Monday October 9 2017 and Friday December 15 2017

Kindergarten

Kindergarten students will attend **TWO DAYS PER WEEK** on the **ODD WEEKS** of term and **THREE DAYS PER WEEK** on the **EVEN WEEKS** of term. In the **ODD WEEKS**, Kindergarten students will attend on **TUESDAYS AND THURSDAYS**. In the **EVEN WEEKS** of term they will attend **TUESDAY, WEDNESDAY AND THURSDAY**.

Pre-primary

The parents of the Pre-primary children have agreed to a **staggered start for the first four weeks of school**. This is to help the Pre-primary children **adjust to attending full time** with the **added activity of swimming lessons** as well as allow the **Kindergarten students to settle before being combined with the Pre-primary students**. Please ensure you take note of these attendance days during the first four weeks and ask the Pre-primary staff if you are unsure.

Week	Monday	Tuesday	Wednesday	Thursday	Friday
1 30/1/17	No students	No students	Pre-primary	Kindergarten	Pre-primary
2 6/2/17	Pre-primary (Swimming →)	Kindergarten	Pre-primary	Kindergarten	Pre-primary
3 13/2/17	Pre-primary (Swimming →)	Kindergarten	Pre-primary	Kindergarten	Pre-primary
4 20/2/17	Pre-primary	Kindergarten	Pre-primary & Kindergarten	Pre-primary & Kindergarten	Pre-primary
5 27/2/17	Pre-primary	Pre-primary & Kindergarten	Pre-primary	Pre-primary & Kindergarten	Pre-primary
6 6/3/17	Public Holiday	Pre-primary & Kindergarten	Pre-primary & Kindergarten	Pre-primary & Kindergarten	Pre-primary

WHAT WILL MY CHILD BE LEARNING THIS YEAR?

During the Kindergarten and Pre-primary years, the teaching and learning emphasis is on literacy, numeracy, social, emotional and physical wellbeing. These are embedded in the learning areas of Mathematics, English and Health and Physical Education. However, the children will also be exposed to the other learning areas of Science, HASS, Information Technology, The Arts, and Technology and Enterprise.

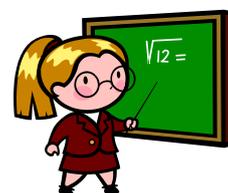
Changes to the emphasis on the Early Years learning:

The Department of Education and Government is continuing to put many resources into Kindergarten and Pre-primary education across WA and Australia. This has meant that there are always changes in the curriculum (content) in K/PP resulting in higher educational expectations and learning outcomes to be achieved in K/PP. Therefore the way K/PP lessons are planned and the learning content now covered is different to that previously taught in K/PP prior to 2012. The saying 'Pre-primary is the new Year 1' comes to mind! Changes and new initiatives in K/PP education are ongoing, therefore other changes in your child's K/PP education are to be expected.

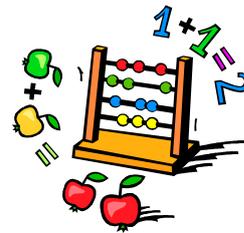
Outlined below are **some** skills the children will be learning throughout the year. These are long term goals. With a variety of experiences and practice in these areas, these skills will begin to develop.

Mathematics: numeracy skills

- Exploring numbers 0-20 and extending up to 100 as appropriate to individual children.
- Connect number names, numerals and quantities.
- Count in sequence (forwards and backwards).
- Write numbers.
- Compare collections.



- Subitise small collections of numbers.
- Shape recognition.
- Colours.
- Continuing and creating patterns.
- Measurement: Language and informal measurement (of length, area, capacity, mass and time).
- Sorting.
- Order objects.
- Size.
- Categorising.
- Days of the Week.
- Shares objects evenly.
- Ordinal numbers.
- Number stories.
- Positional language
- Number sums - addition and subtraction (PP only).



English: literacy skills

- Recognising own name.
- Writing name using correct letter formation (Victorian Modern Cursive).
- Rhyming.
- Syllables.
- Blending.
- Identifying phonemes in words (speech sounds).
- Oral language:
 - ❖ Speaking in complete sentences.
 - ❖ Confidence to speak in front of class - news telling is an important part of the curriculum.
 - ❖ Correct grammar and sentence structure.
- Understanding and retelling events in stories.
- Following instructions.
- Respond to texts.
- Listen and respond orally to texts (K's are exposed).
- Segmenting.
- Alphabet: lower case and capital letter recognition.



Pre-primary

- Alphabet: lower case and capital letter recognition.
- Reading short words by sounding out letters and letter blends.
- Writing by sounding out words and writing any sounds (letters or letter blends) we hear.
- Sight words.
- Write letters with Victorian Modern Cursive formation.
- Punctuation.
- Concept of print.
- Identify some features of texts.
- Distinguish between letters, words, sentences and numbers.

Health and Physical Education: social and emotional skills

- Interacting with peers and adults.
- Using manners and appropriate language to get needs met and express feelings.
- Sharing and turn taking.
- Identifying emotions.



Health and Physical Education: physical

Fine Motor

- Using scissors correctly.
- Holding a pencil correctly.
- Threading, drawing, and other activities to strengthen fine motor control.

Gross Motor

- Ball skills (throwing and catching, batting, target games).
- Locomotion skills (climbing, running, jumping, hopping, skipping).

BECOMING INDEPENDENT

At Kindergarten and Pre-primary students are encouraged to become independent. At school these are some of the things your child will eventually be expected to do independently:

- Open their own lunch containers.
- Know when they need to go to the toilet without reminding.
- Follow instructions (with increasing complexity).
- Answer questions (without prompting and with increasing complexity).
- Follow classroom routines (e.g. mornings, lunch, playtime, toileting and unpacking/packing own belongings).
- Participate in and tell news.
- Participate in mat sessions (e.g. to demonstrate a skill, answer a directed question or to demonstrate an understanding of what has been learnt).
- Use manners.
- Speak clearly in full sentences.
- Demonstrate what they can do in a home environment at school.

WHY IS MY CHILD PLAYING WITH PLAY-DOUGH AND DRESS-UPS?



Children still continue to learn through play. Young children use fantasy play, as a means of socialising, communicating and learning with their peers. Children 'playing' is significant to their language, emotional, creative, physical and cognitive development. While children are 'playing' they integrate what they are learning and explore other possibilities.

Play creates a classroom atmosphere of co-operation, initiative and intellectual challenge. Play gives children the opportunity to choose activities of interest, and to be independent. Children make decisions, negotiate, plan, evaluate and feel a sense of control, while they are playing. Children have a great time playing.

PARENT HELPERS

Parent help begins in Term 2. The delayed start is to give your child the opportunity to adjust to his/her new class and teacher.

The days and time appointed to parent help will be advised at the beginning of each term. During parent help you will be assisting the children with an activity. It is a wonderful opportunity for you to observe the school environment and your own child at school and become involved in their education. A parent help roster will be placed on the notice board so that you can write your name on a particular date if you wish to attend.

MORNING RECESS, LUNCH, 'CRUNCH & SIP'

Your child will need to bring a **small snack for morning recess**, food for **lunch** and a piece of fruit for **shared 'Crunch & Sip'**. 'Crunch & Sip' is at approximately 2.10pm. Your child may only bring fruit or vegetables and a bottle of water for 'Crunch & Sip'. Please let your child know which food is for his/her morning recess, lunch and 'Crunch & Sip'. Healthy eating is important at any age. Please provide your child with healthy meals and save 'treats' for home or special occasions such as birthdays.

what to pack

A bottle of plain water
When it comes to thirst, choose water first! Give your child a bottle of water to take to school every day.

A whole piece of fruit or veg
Choose an easy to eat fruit or vegetable that isn't messy, such as a carrot, apple, mandarin or banana.

Several whole, smaller fruit or veg
Use a container or bag to pack snow peas, corn, mushrooms, strawberries or grapes, for example.

Chopped fruit or veg
Pack a container of bite sized pieces of fruit or vegetables such as watermelon, mango, broccoli or cauliflower. If needed, remember to include a fork or spoon to avoid sticky fingers.

Veggie sticks
Cucumber, capsicum, celery and carrot are great options.

Canned fruit
Fresh fruit and veg are best, but fruit canned in water or natural juice is OK **every now and then**.

Dried fruit
For example, apple, mango, apricots or sultanas, a **maximum of once a week**.

Helpful tips for Crunch&Sip®

1 Only fruit and vegetables are suitable for Crunch&Sip®. The following are NOT suitable: fruit juice; fruit products such as roll-ups, leathers or straps; potato or veggie chips; olives; fruit canned in syrup; popcorn.

2 Crunch&Sip® is a good opportunity to encourage your child to eat a variety of fruit and vegetables. Variety packs look great and are a good way to introduce new fruit and vegetables alongside more familiar or accepted ones.

3 Make sure whatever you pack is a suitable amount for your child and ready for them to eat. No chopping or preparing can be done at school. Include a fork or spoon when needed.

4 Prepare Crunch&Sip® snacks in advance. Plan for the week ahead by chopping all the snacks needed for Crunch&Sip® at one time. Or, simply cut extra vegetables when preparing dinner the night before.

5 Crunch&Sip® is an excellent opportunity to encourage vegetables. Research shows that most kids eat enough fruit, but they need to increase the amount of vegetables they eat every day. Raw veggies make a great snack for Crunch&Sip®.

6 Dried fruit should only be eaten occasionally, such as a maximum of once a week, as it sticks to teeth increasing the risk of tooth decay. Encourage your child to swish water around their mouth after eating dried fruit to help prevent tooth decay.

Note: Your child's school may request some food items not be brought to school where there are students with severe allergies.

OUR ROUTINE BEFORE SCHOOL

Before school (**8:30am - 8:50am**) the children can organise themselves, and settle in for the day ahead. They need to take their morning recess and 'crunch and sip' out of their lunchbox. They then place the fruit on the shared tray and their morning tea and lunches in their tray. The children are then free to do puzzles or read books. Parents are most welcome to stay with their children **until 8:50am**. **Please note:** siblings are also welcome to read books and do puzzles, however, please be aware it is your responsibility to supervise them. When the bell is rung, the children need to pack away the puzzles and books and sit on the carpet.

OUR ROUTINE AFTER SCHOOL

We finish our school day at **3.00pm** and you may wait for your child outside the Kindergarten/Pre-primary door. Bus students are walked to the school to line up with the rest of the school bus students. On Wednesday we have early close. Finish time is **2.20pm**.

SCHOOL PICK-UPS

According to the **Department of Education guidelines** the school has a duty of care to ensure that no foreseeable harm will come to K/PP students. Factors to be taken into consideration are:

- Age and ability of person collecting.
- Route to be taken home (busy roads, water, bushland).
- Parent instructions.

If there is a change to your child's normal pick-up procedure, you **must** inform the school in **writing or via a phone call**. Your child will not be released without parental permission.

LIBRARY BAG

The children visit the library once a week. You will be advised of the nominated day at the beginning of the year so that your child can be prepared every week. Your child will need to bring a library bag and will be able to borrow a book a week. They can swap it for another book every week. Children will not be able to borrow books without a library bag or if they haven't returned their previous book.

HATS

Narembeen DHS has a **"no hat, no play"** policy in Terms 1 and 4. The School Board has mandated that the students have a wide brimmed or bucket hat for play. Please ensure that it is clearly labelled with your child's name. These are purchased from the P & C in school colours and available from the school office.



MEDICATION

Short Term Use of Medication (up to two weeks)

For administration of **short term** medication such as a course of antibiotics, our school requires written authority from parents/carers. This authority can be provided by completing an *Administration of Medication form*. These forms can be obtained from the school office, classroom teacher or downloaded from the school's website.



Note:

- The medication must be clearly labelled with the child's name and provided in packaging from the pharmacy or the manufacturer.
- Documentation must be signed and dated by a parent or carer and provided to the school with the medication.

Long Term Use of Medication

If you require the school to administer medication to your child for a period of more than two weeks, and if you have not already done so, you may need to complete a *Student Health Care Summary* and a *Management/Emergency Response Plan* for your child's particular health need. In most instances, this documentation will have been completed when you enrolled your child or as part of the school's process for updating student health care records. If this is not the case, please discuss with the school office.

STUDENT WORK SAMPLE BOOKS

A work package that includes pieces of your child's work, showing their progress in all the learning areas, will be sent home at the end of **SEMESTER ONE ONLY**. A report for Pre-primary students will be sent home at the end of both semesters. Kindergarten students will receive a report at the end of the year only.

PHOTOGRAPHS

During the year a teacher will be taking photographs of the children to help record their learning progress and mementos of the year's events. These photographs will be placed in the children's work sample book and on classroom display boards.

If you prefer that your child's photograph NOT be taken, it is essential that you let the Pre-primary staff know and complete and return the attached permission slip as soon as possible.



SCHOOL BUSES



The School Bus Service is provided by the Public Transport Authority. This authority has strict guidelines and policy regarding student behaviour whilst traveling on school buses. Parents that require a bus must apply online at www.schoolbuses.wa.gov.au

Bus students will be dropped at the Pre-primary each morning and walked to the undercover area in the afternoon to catch their bus. If your child usually arrives or departs school on the bus and there are any changes to this circumstance you **MUST** call the Pre-primary on 9064 7377, as well as the **BUS DRIVER**.

ITEMS YOUR CHILD WILL NEED

At the beginning of the school year your child will need to bring:

- **LARGE** school bag to fit lunch box, library bag, jumper and a change of clothes.
- A library bag – labelled with their name.
- A lunch box and drink container (containing **water** only).
- Kindy – 1 packet of jumbo **TRIANGULAR** coloured pencils. NB: the pencils **must be triangular** because this is appropriate for the developmental level of children in K/PP **“not labelled with your child’s name”**.
- Kindy – 2 HB lead pencils – **JUNIOR TRIANGULAR – FABER CASTELL “not labelled with your child’s name”**.
- PP – 2 packets of jumbo **TRIANGULAR** coloured pencils. NB: The pencils **must be triangular** because this is appropriate for the developmental level of children in K/PP **“not labelled with your child’s name”**.
- PP – 4 HB lead pencils – **JUNIOR TRIANGULAR – FABER CASTELL “not labelled with your child’s name”**.
- 1 **large** 'news' scrapbook (**labelled but not covered**).
- Head phones (over head ones)
- 2 A4 Plastic envelope document holders with button.
- New Wave – Pre Writing Patterns Workbook (**Kindy only**). **Can be purchased from Narembeen Rural Newsagency.**
- New Wave Handwriting – Victorian Cursive Book A (**Pre-primary only**). **Can be purchased from Narembeen Rural Newsagency.**
- 4 glue sticks

N.B: The scrapbooks **must** be large (approximately 30cm by 40cm). These can be purchased from *Narembeen Rural Newsagency*.

CHANGE OF CLOTHES

During the year children may have toilet accidents or become wet from outside water-play activities. Your child needs to have a spare change of clothes in their **school bag** for these times or **leave a bag of clothes at the Pre-primary**. The children feel more comfortable in their own clothes, especially if they are feeling embarrassed.

If your child does have an accident during the day the following steps will be taken:

- Your child will be changed into their spare clothes (from school bag or a set stored at school).
- Soiled clothing will be placed in a sealed plastic bag and put in the child's school bag.
- A note will be written in their communication book informing you of the accident.

PARENT MEETINGS

If at any time you wish to discuss your child's progress or any other matters regarding their school environment please don't hesitate to contact the Pre-primary. An appropriate meeting time can then be arranged.

INTERM SWIMMING LESSONS FOR PRE-PRIMARY CHILDREN

The Pre-primary children are able to participate in interm swimming lessons. At present they have been timetabled for all students in Pre-primary to Year 6 to take place every school day for two weeks ie: 10 lessons in total. Parents will be notified of the dates in Term 1 2017 but they should be **WEEKS 2 & 3**.



On Pre-primary school days (Monday, Wednesday & Friday) we will be taking the children to the Narembeen Swimming Pool during the school day. However, on **Tuesday and Thursday it will be your responsibility to get your child to the pool at the set time**. You will be provided with more information when the school year commences in 2017.

COURT/CUSTODY ORDERS

It is essential that if there is any sort of Court or Custody Order issued regarding a student at this school, it should be produced at the School Office as soon as possible. This includes Court Orders to do with custody and guardianship; access visits by non-custodial parents; restraining orders; etc. Any legal document issued by any Family Court in Australia concerning a student should be sighted by the School Administration to maintain the highest degree of duty of care for students.

Any information contained in these Orders is strictly confidential, and knowledge of the documents ensure that staff members do not place children's welfare at risk, or place themselves in situations where they may breach the law.

DENTAL THERAPY UNIT

The Dental Therapy Unit generally visits the school once a year. Enrolment is voluntary and the service is free. Parents will be contacted directly by the Mobile Unit. Only children who are five or will be turning five in 2017 will attend the Dental Therapy Unit. Forms are distributed by the Dental Therapy Unit and need to be completed and returned even if you do not wish to utilise this service.

HEAD LICE

This is an ongoing issue and your assistance to keep us 'nit-free' is greatly appreciated! If a student is found to have Head Lice:

1. The school office should be informed immediately.
2. The parents of the student should be notified and the student sent home.
3. The student may return when a recommended treatment has been started AND most of the dead lice have been brushed out.
4. The Principal will issue a letter to all members of the affected student's class to take home informing parents of the occurrence.

HEAD LICE HELPFUL INFORMATION

Anyone can catch head lice - it's not a sign of being dirty. Head lice will spread anywhere people work, play or live together. School children often get head lice at the start of a new term - then pass lice on to others in their household. Head lice can't be prevented but you can treat it properly and safely when it occurs. Your pharmacist can give you advice on how to stop head lice spreading.

Head lice are wingless insects that make their home in people's hair. They are difficult to see. Their favourite hiding places are behind the ears and on the back of the neck. Head lice feed on human blood and, as they do, spill saliva on to the scalp, making it itchy. Female lice lay their eggs close to the scalp. The eggs (also called nits) are glued to the base of the hairs. They hatch in about a week.

SIGNS & SYMPTOMS

- Itch - especially toward the back of the scalp, neck and behind the ears (some people don't notice that they are itching or scratching).
- Rash caused by scratching.
- White specks (the eggs) stuck to base of hair that don't fall out when you shake hair.
- Tiny dark lice on scalp (difficult to find).

RISKS

If not treated properly:

- Lice are passed on to others.
- Scratching can cause skin infections or swollen glands.

STOP HEAD LICE SPREADING

- Treat the hair of the whole household if anyone has signs of nits or live head lice (except women who are pregnant and infants).
- Wash everyone's brushes and combs in hot soapy water. Dry them in the sun.
- Wash all towels, sheets and pillowcases. Dry them in the sun or hot clothes drier.
- Wash, dry clean or hot iron hats (including bike hats), caps, coats or shirts that have been worn.

SELF CARE

- Keep children away from School or Pre-primary until they have been fully treated.
- Check children's hair for head lice or nits at least once a week if their friends have head lice.
- Keep long hair tied back – pigtails, plaits or ponytails.
- Head lice products are poisons, so keep them out of reach of children.
- Don't use head lice products with a spirit base near heaters or open fires. They are highly flammable (check the label).
- Don't let children use head lice products by themselves.

PLEASE NOTE

Should we get continual head lice outbreaks we will commit to a 'Whole School Head Lice Campaign'. Details of this will be coordinated by the school.

INTERNET USE

All students who have completed a current Internet agreement will be allowed to use this facility at the school. This agreement will be renewed each year to remind students of their responsibilities.



LOST PROPERTY

All personal items brought to school should be clearly labelled. The school can take no responsibility for unmarked clothing. A large quantity of clothing is mislaid each year. At the end of the year any unclaimed items will be donated to a charitable institution.

NAREMBEEN SCHOOL BOARD

This group is made up of elected staff, parents and community members. The functions of the group are:

- To help formulate educational objectives.
- To approve and monitor priorities.
- To endorse the School Business Plan and Strategic Plan.
- To ratify the resource allocation decisions and ensure they are consistent with the priorities set, before it endorses the plan.

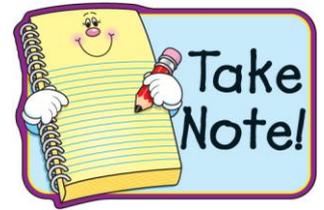
NEWSLETTER

A newsletter is produced every Monday and distributed to the eldest child in the family. If you would like the newsletter emailed please contact the school office with your email address.

VISITORS TO PRE-PRIMARY

Any visitor to the Pre-primary is required to report to the teacher on arrival and sign in.

PARENT NOTES



Notes signed by a parent will be required for:

- Excursions
- To let us know if someone else will be picking up your child from school.
- Absences from school immediately on returning to school, these must contain a "reasonable excuse" for the absence as required by Education Department regulations.
- Exclusion from Physical Education.
- If there is a change to your child's bus schedule.

PARENTS AND CITIZENS ASSOCIATION

Members of the P & C take an active interest in the school and have an extremely good relationship with the teaching staff. The association members are always willing to give their time and skills to work or raise funds to improve the quality of education. The more support this organization gets from parents, the more it is able to achieve for the benefit of all students.

P & C Meetings: The Parents and Citizens Association meets at the school at **7.30pm** on the **SECOND TUESDAY** of the month, excluding school holidays.

SCHOOL LUNCHES



- During the year students may use the fridge provided.
- During Term 2 and 3 an oven warmer is available. (No microwave facilities)
- Students are **unable** to order lunch from the roadhouse as we eat at different times to the main school.

SCHOOL NURSE

The school has the services of a Community School Nurse to serve the needs of the students. The nurse has two main areas of responsibility:

1. To act as a resource person to the teaching staff to promote health related behaviour in children.

2. To carry out routine health screenings as follows:

Kindergarten: Full health appraisal/vision and hearing.
Year One: Full health appraisal if not previously done;
vision and hearing.
Year Seven - Ten: Immunisations as scheduled.



SCHOOL PSYCHOLOGIST

We have available the services of a School Psychologist.

Duties: The School Psychologist is interested in any child experiencing difficulty adjusting to school. Teachers may decide that a referral to the School Psychologist is warranted - to gain additional information about the child and for assistance in recommending ways to help him/her in the classroom situation. Parent approval is gained before the psychologist sees any child.

Broadly speaking, such children may be classified as:

- Those experiencing emotional problems.
- Those experiencing learning difficulties.
- Those having low motivation or who are disruptive.

SCHOOL UNIFORM IS COMPULSORY

As an Independent Public School, Narembeen DHS has high expectations in all areas and it is **compulsory** for our students to be in **school uniform 100%** of the time. Our P & C ensures that all students have access to a well priced uniform. Please note that the **checkered dresses and skirts** are **NO LONGER** part of our uniform. Please watch out for the orders in our newsletters and help us with our uniform target by ensuring your child is in the appropriate uniform. Our uniform is as follows:

Pre-primary/Primary

Boys:	Summer	Maroon shorts; school t-shirt; maroon brim or bucket hat.
	Winter	Long maroon pants/track suit pants; maroon school t-shirt, jumper and or school long sleeved polo shirt. A school jacket is also available.
Girls:	Summer	Maroon shorts or skirts; maroon brim or bucket hat.
	Winter	Maroon skirt or trousers/track suit pants; maroon school t-shirt; maroon school jumper and or long sleeved polo shirt. A school jacket is also available.
Faction Sport:		Maroon or gold shirt (according to child's faction). Maroon skirt or maroon shorts.
Interschool sports:		Maroon shirt; maroon shorts/skirt.

Please make sure you **label all** clothing with **YOUR CHILD'S** name.



ATTENDANCE: PRE-PRIMARY IS COMPULSORY THE EARLY YEARS ARE SO IMPORTANT

While Kindergarten is pre compulsory, we at Narembeen DHS are looking to ensure that all students have the very best opportunity to get the highest level of education possible. Therefore, we encourage you to take your child's **attendance** to Kindergarten classes seriously. If you enrol your student in Kindergarten, it is expected that they attend school. You are given the choice of enrolment, however, once you have made the decision to enrol them, they are required to attend. Regular exposure to learning experiences will ensure your child performs at their highest possible level. With the changes to early years education across Australia, the Kindergarten year is becoming increasingly important. In 2013, Pre-primary was made **COMPULSORY**. All students of Pre-primary age are legally required to enrol and attend full time. All students are expected to attend and a note to explain **ANY ABSENCE** will be required. It goes without saying that any absence must have a reason that is **acceptable**. The more a child is away from school, the greater the chance the child will be at educational risk. The early years are so important so **please ensure your child has the best chance of success by ensuring he/she has regular attendance.**

PLEASE NOTE: A student whose attendance drops below 90% will be asked for an interview to put in place an attendance plan that will result in a decrease in absences that do not have valid reasons.



**School success starts
with attendance**

BEHAVIOUR MANAGEMENT PLAN NAREMBEEN KINDERGARTEN AND PRE-PRIMARY

Classroom Rules

- We will always be kind and play nicely with all our friends.
- We always keep our feet and hands to ourselves.
- We always say please and thank you.
- We will always walk inside the classroom.
- When we want to speak we put our hand up and wait quietly.
- When the bell rings we stop, look and listen.

Rewards

- Constant positive praise for all students.
- Stickers for students demonstrating appropriate behaviour.

Whole Class Rewards

- Free indoor and outdoor play.
- Games.
- Time on the iPads.

Consequences

Unofficial warning	Verbal warning.
Level 1	Count 1 'that's one' Move child's name to the green chart on the wall.
Level 2	Count 2 'that's two' Move child's name to the yellow chart on the wall.
Level 3	Count 3 'that's three' - moves name to red chart on wall. The student is isolated on a stop-think-do mat away from the other students. The teacher will speak to the child about their behaviour and why they were moved at the first opportunity.

If the behaviour persists the Principal will be called and the child will spend time working in the office.

Depending on the severity of the incident, the warning or any of the counts may be skipped.

NAREMBEEN DISTRICT HIGH SCHOOL BMIS BULLYING POLICY

At Narembeen DHS we have an expectation of respect for others. Everyone has the right to feel secure and supported at all times. Pro-social, respectful behaviour in interactions with students, parents and other staff is obligatory. Narembeen DHS expects all members of the school community to treat each other with respect. The school community will not accept behaviours which are contrary to this mandate.

Bullying is a form of harassment involving repeated behaviour which **causes distress for the recipient, is intentional and designed to humiliate, intimidate, disempower or cause harm in some way**. Being a target of bullying is emotionally scarring for the students causing loss of identity. The reality is that up to 50% of students **ARE** bullied.

Examples of bullying include:

- ✦ Verbal insults including sexist and racist remarks
- ✦ Unfair criticism
- ✦ Name calling and ridicule
- ✦ Threatening or obscene gestures
- ✦ Menacing stares
- ✦ Striking or pushing
- ✦ Throwing things
- ✦ Removing and hiding belongings
- ✦ Forming coalitions against someone
- ✦ Persuading people to exclude someone
- ✦ Anonymous phone calls and e-mails
- ✦ Spreading malicious rumours
- ✦ Demanding money, food and other items
- ✦ Sending hurtful notes or writing insulting graffiti
- ✦ Cyberbullying through text messages or social interaction web sites such as facebook

A pro-social learning environment can only be achieved by the total commitment of all members of the school community. It is the responsibility of all members to abstain personally from bullying others in any way; to actively discourage bullying when it occurs and to give support to those who are affected.

Narembeen DHS will develop a pro-social learning environment by:

- **Educating** school staff to be confident and effective teachers, focusing on building relationships as the foundation of learning and provide opportunities for their personal and social education, where issues such as coping skills, social skills, conflict management and self reflection of their own practice are taught.
- **Modelling** of **pro-social** values by staff.
- Establishing the difference between “dobbing” and “telling”. Dobbing is what is done to get someone in trouble, whereas telling is done to help someone in trouble.
- **Raising awareness of the parent community** about the existence, nature and damage of bullying, not only to the individual but also to the value system of the school as a

whole. Through this awareness parents will be able to identify behaviours which are associated with bullying.

- **Whole school teaching of social skills and resilience programs** such as Stop, Think, Do; Friendly Kids, Friendly Classrooms; Mindmatters; Cybersmart Detectives and Ready, Set, Go. In weeks 3, 6 & 9 of every term the administration team will give details of virtues to be taught to ensure our Virtues Project continues.
- **Implementing consequences** for bullying behaviours as detailed in the infringement guidelines in this Behaviour Management Policy. All issues of bullying will involve mediation by the administrative staff to ensure that conflicts are resolved and relationships restored.
- **Vertical timetabling** to build student relationships across year groups.
- Recording, collecting and reviewing information so that prevention strategies can be monitored for success and changed if ineffective.
- A co-ordinated and highly visible, active approach to playground supervision, including identifying and arranging supervision adjustments to high-risk situations.
- Recognising and reinforcing positive playground behaviour and positive social relationships by providing incentives in the form of Positive Behaviour Cards from duty teachers and classroom teachers (with House Points attached), Honour Certificates (from classroom teachers) and Aussie of the Month (Admin and Classroom teachers)



THE GOLDEN RULES

Charter of rights	Golden Rules
1. Be treated with courtesy and respect.	<ul style="list-style-type: none"> ▶ Swearing is not permitted. ▶ Hats must not be worn inside. ▶ Use correct form of address to all members of the school community.
2. Teach and learn without hindrance.	<ul style="list-style-type: none"> ▶ Students will follow all staff instructions at all times.
3. Work, learn and play in a safe, secure and friendly environment.	<ul style="list-style-type: none"> ▶ Aggressive behaviour including verbal and physical, bullying, racism and sexual harassment are not permitted. ▶ Spitting is not permitted. ▶ Swearing is not permitted. ▶ Students must only play in the correct areas. ▶ Prohibited or illegal substances are not permitted. ▶ Duty staff and students must wear wide brimmed hats in terms one and four. ▶ Students should WALK on verandahs
4. Be treated equally and fairly.	<ul style="list-style-type: none"> ▶ Negative behaviour such as emotional, physical and verbal bullying will not be tolerated.
5. To have and voice their own opinion.	<ul style="list-style-type: none"> ▶ Students will not voice opinions that are detrimental to others. ▶ Students will respect the right of others to have an opinion.

**NAREMBEEN DISTRICT HIGH SCHOOL
PERMISSION SLIP**

I _____ give permission for _____

to undertake the following activities for 2017:

Watch a 'G' rated video.

Watch a 'PG' rated video related to the curriculum.

Photos or video of my child to be shown within the school.

Photos or video of my child to be shown in the community.

Photos or video of my child to be shown outside the school.

Photos of my child to be displayed on a school website, videos, newsletters, promotional material and articles in newspapers (local, state or national).

My child has a season swimming pass to the swimming pool.

My child has passed the following swimming stage.

SIGNED _____ DATE _____

Please return this form to the Pre-primary in the first two weeks of the school year

Dear Parents/ Guardians,

It is important that we obtain **contact details** for each student to be kept in the Kindy/Pre-primary Room and the Front Office. This is so you can be contacted if the need arises.

It is also very important to have an **emergency contact person** listed, preferably more than one. An emergency contact is someone who will be contacted in the event that your child is sick or injured and you cannot be contacted. An emergency contact person is also allowed to pick up your child in the event that you are not there to pick up your child and cannot be contacted. However, if you have already made arrangements for someone else to pick up your child you **must** let us know. This could be in the form of a signed note or a phone call. We cannot legally allow your child to leave with another person without parental/guardian permission (unless this person is listed as an emergency contact).

It is extremely important that your **emergency contacts live in the district** so they are able to reach your child as soon as possible if the need arises. **Please fill in the details on the attached form and return it to the Pre-primary in the first week of school.**

Yours sincerely

Miss Emily Wray
K/P Teacher

PERSONAL DETAILS FORM 2017

CHILD DETAILS:

Child:	
Home Address:	
Home Phone:	
Home Fax:	

GUARDIAN DETAILS:

Mother/Guardian 1:		Father/Guardian 2:	
Home Phone:		Home Phone:	
Work Phone:		Work Phone:	
Mobile:		Mobile:	

EMERGENCY CONTACTS:

CONTACT NO. 1		CONTACT NO. 3	
Name:		Name:	
Home Phone:		Home Phone:	
Work Phone:		Work Phone:	
Mobile:		Mobile:	
CONTACT NO. 2		CONTACT NO. 4	
Name:		Name:	
Home Phone:		Home Phone:	
Work Phone:		Work Phone:	
Mobile:		Mobile:	

The above persons have permission to pick up my child from school in the event that I cannot be contacted.

Parent/Guardian signature:	
Date:	

MEDICAL:

Doctor:	
Phone:	
Address:	
Medical Conditions/ Emergency Procedures (<i>attach additional information if needed</i>) :	
Please include any food allergies	

In the event of an emergency and contact cannot be made with any of the above people I give my permission to the school to undertake whatever action they deem as necessary to ensure the safety and wellbeing of my child/children.

Parent/Guardian signature: _____ Date: _____