

# A Brief History of Narembeen District High School



The first Narembeen School was opened on January 23 1923 at Emu Hill. Miss Ada Fowles of Kojonup was the first teacher.

At the beginning of the 1925 school year the building was extensively damaged by a storm. The town hall was made available to house the 26 children and teacher, Mrs Hazel Taylor. This situation, however, could not continue and so a new school was built on a block in Churchill Street and opened in July 1925.

Narembeen began to grow rapidly over the next few years and it was found necessary to move the school building away from, what was becoming, a very busy street. Tenders were called on December 24 1929 to move the school to its present site.

In the late 1930's a new brick room was built and the school room from Emu Hill was moved into Narembeen to extend the school even more. In 1954 more rooms were added and in 1956 the school was given telephone lines!

By 1957 there were 187 children enrolled, and in 1958 Narembeen was classed as a Class Two School. The student numbers rose to 282 in 1963 and the school was beginning to get seriously overcrowded! Also in 1963 Narembeen became a Junior High School and Mt Walker post-primary students started coming to Narembeen in 1965.

1961 Saw three new classrooms, an office, staffroom and cloakrooms being built. In 1964 a manual science room, home science room and flyscreen doors on all rooms were added. Two more classrooms were completed in 1969 and the Library Resource Centre was officially opened in 1978.

In 1991 plans for a building upgrade were made and the school gained a new administration area, a "real" sick bay, art room, undercover assembly area and refurbished home economics room. Considerable funding from 2007–2009, due to the closure of small primary schools Mt Walker and Muntadgin at the end of 2005, led to upgrades in our playgrounds and a new Resource Centre (which was moved from Mt Walker Primary School). A large investment was also directed to Technology and the school has state of the art equipment in this area. In 2010, BER Federal funding saw the school gain a new library which was operational in Semester 2 2011. In the same year, our D & T centre also received over \$250,000 worth of improvements. The whole school is now air-conditioned, has up-to-date technology and many excellent resources to assist with the education of the children of the district. Over 2012 and 2013, 70 iPads were purchased to give us a 1:1 ratio in the primary school.

In 1998 the school celebrated its 75<sup>th</sup> anniversary. A plaque on a large rock near the flagpole recorded the occasion. A time capsule was buried on the north side of this rock, due for opening in 2023.

Narembeen DHS commenced as an Independent Public School in 2011.

## WELCOME FROM THE PRINCIPAL

I would like to sincerely welcome both the students and parents to Narembeen DHS. We are very proud of our excellent results as a school and were pleased to become an **Independent Public School in 2011**. We are very committed to the students and believe that we can provide programs to ensure that every individual performs at their optimum.

We have highly effective, experienced, professional and motivated staff that work hard to provide our students with outstanding educational, social and sporting opportunities. We are very pleased with our school and achievements of our students. They are our number one priority. Providing for their social and emotional wellbeing, as well as their academic and sporting development, has seen us establish an ethos of **high expectations and excellent behaviour across all year levels. With a high standard of behaviour, we can focus on our core business of teaching and learning.** We were outstanding on the sports field in 2016, winning the Interschool Swimming & Athletics Outright Winners Shields, High School, Primary & Overall Cross Country Shields. Our Country Week hockey side won the Grand Final of the mixed hockey competition and also won the Sportsmanship Award. Our netballers played off in the 1 v 2 final and only just missed the win. Our high school boys also won the NAB Hockey Cup final in Narrogin. This demonstrates that not only do our students have sporting ability, but they also value the importance of playing fair. **We are justifiably proud of our results and the effort our students put into their preparation.**

To continue to be successful and build further on our pursuit of excellence, we need to work in collaboration as a team. Our P & C Association supports our students by ensuring we have additional finances and provides manpower for busy bees. Our School Board contributes much to our planning and self assessment. We welcome and encourage the support and involvement of parents and the wider community in many aspects of our students learning.

Once again, I remind you all that Narembeen DHS has had outstanding results from our **NAPLAN testing** for many years, 2016 was no exception. Our 2016 results saw our **Year 5** class average **well above the Australian Mean in all areas** and our **stable cohort in Year 7 being at or above the Australian Mean** in all areas. Our **Year 9's** continued to set the bar very high with the stable cohort **CLASS MEAN in ALL TESTS** being well above the **AUSTRALIAN MEAN**. We are very proud of the continued excellent results our high school students are getting and the way our primary students are improving and being pushed to do their best in every situation. Our results are testament to the high calibre of the teaching staff. We would love to see your child stay with us for their early high school years and I know that the education they will receive will be the equal of any in the state. **Please consider us when planning for your child's future education.**

To quote part of the summary of our 2016 Independent Review Findings, "Narembeen District High School is a school demonstrating exemplary practice across many aspects of its operation." This document also states that "The school motto of 'learn, achieve, and succeed' is being realised on a daily basis. Students move on to future learning and endeavours with confidence and the assurance that they have been well prepared at Narembeen District High School."

**Mrs Christine Arnold**  
Principal  
2016



# The 2017 School Year

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

## TERM DATES:

<b>Semester 1</b>	Term 1	Wednesday February 1 – Friday April 7
	Term 2	Monday April 24 – Friday June 30
<b>Semester 2</b>	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 **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.

<b>Dates for School Development Days</b>	
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

## NEW ENROLMENTS AND CHANGE OF DETAILS

The School Office will be open for new enrolments on **Wednesday January 25 2017**. As pertinent information is required, it is desirable that an adult should accompany a child during enrolment. Please be aware that on enrolment a copy of the child's birth certificate and immunisation records must be produced.

Please notify the school immediately, whenever any information eg: address; telephone number; or other data needs updating.

## YOUR FEES – PLEASE PAY!

Narembeen DHS is an **Independent Public School** and as a result we have more autonomy on how we spend our funds than a non-IPS school. However, **we cannot spend funds on your children if we do not receive the money**. Please pay your child's school fees as soon as possible so that we can finance our programs.



## FOR YOUR INFORMATION:

### ATTENDANCE – IT IS NOT OK TO BE AWAY!

Children in all year levels from PP – 10 will be expected to attend school on Wednesday February 1 2017 and maintain a high level of attendance throughout the year. Academic improvement and social development of students will only occur if there is regular attendance. We will be monitoring the attendance of all of our students very closely in 2017 and will be asking for interviews with care givers if we consider a student is at risk. Contact will be made and plans put in place for **ALL STUDENTS WHOSE ATTENDANCE DROPS BELOW 90%**. It is so important to have your child at school to ensure maximum learning opportunities.

### BIRTH CERTIFICATES

It is a legal requirement that when any child is enrolled in a school or Pre-primary centre their Birth Certificate is produced.

Each time a child moves to a new school it will be necessary for this documentation to be produced. If you have lost or misplaced your child's Birth Certificate you can apply for a replacement copy through the Clerk of Courts.

Where children have changed their name by legal means, eg Deed Poll or adoption, a copy of the documentation should accompany the Birth Certificate. Unless this information is given to the school, all legal documents, such as school reports, will be written with the name that appears on the child's Birth Certificate.

### COMPUTER ROOM RULES

- ▶ Due to the limited hard drive space available to students they must store **large documents, photos, videos etc** on personal storage devices. Pen drives are a safe and convenient storage method. Alternatively a portable hard drive can be used.
- ▶ Only students with a current signed Internet agreement may use the Internet.
- ▶ Students are not to adjust any settings on the computers or printers.
- ▶ No food or drink in the room.
- ▶ Students are not to use iPods or MP3s on school computers.
- ▶ Only one student per chair.
- ▶ If you move desks and/or chairs please return them to their original places before leaving the room.
- ▶ Put CD's away.
- ▶ Paper and rubbish is to be placed in the bins provided.
- ▶ Collect your work as you leave.



## 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 ensures that staff members do not place children's welfare at risk, or place themselves in situations where they may breach the law.

## CRUNCH AND SIP – FRUIT AND VEGIES PLEASE!

All students from K – Year 6 have a break for Crunch and Sip in the afternoon; at the 'big school' this occurs at 2:10pm. At this time, students are to have a piece of fruit or vegetables to eat and will have a drink of water. During the hotter months students are allowed to have their water bottles in the classroom. **Please note: No Crunch and Sip on Wednesday.**



## 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. Dates when the van is at the school will be in the newsletter when they are available.

## HEAD LICE – THEY ARE ALWAYS THERE JUST WAITING TO POUNCE!

If a student is found to have Head Lice:

1. The school 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.

## HOMEWORK POLICY 2017

The days of saying 'I never did homework and I did alright' are past. The chances are that the future occupations of many of our Year 1 students do not even exist yet. We live in a world of change and we must change with it. Students benefit from the self discipline required to complete homework. **Please be a part of our push to see homework as an integral part of middle and senior school education.**

The current policy was ratified by the School Board.

### Why do students do homework?

- Homework at Narembeen District High School takes into account the needs of the student and the phase of their development.
- Homework supports the development of the student's independence as a learner, helps to further school-home relationships and can assist in keeping parents informed about the student's learning programs and progress.

- Homework will relate to the learning and teaching programs appropriate to the needs of students.
- Homework should be set without impinging on reasonable time for family, recreational, cultural and employment pursuits relevant to the students.

The school recommends different types and amounts of homework as students develop through the phases of learning.

### **Early Childhood Phase of Learning**

Children at this phase of development have a strong desire to make sense of their world and to represent and communicate their experiences and understandings. It is important that learning experiences build upon each child's understandings, skills, values and experiences, both inside and outside formal schooling.

#### **Recommendations for homework**

- Spelling
- Reading
- Occasional theme-based activities

### **Middle Childhood Phase of Learning** (typically Year 3 to Year 6)

Children within this phase should be given opportunities for increased responsibility for managing and organising activities. Children should be able to reflect on their learning and practice their skills in order to consolidate their classroom experiences.

#### **Recommendations for homework**

- Spelling
- Reading
- Mathematics
- Occasional theme-based activities

### **Early Adolescent Phase of Learning** (typically Year 7 to Year 10)

Students have a growing independence and homework should provide experiences for them to assume increased responsibility and develop decision-making skills. It can build on their earlier work and allow them to see themselves as active participants in their own continuing development. Homework at this level is **essential** for them to be able to complete all of the requirements of the high school courses. Students who do not complete homework will receive a homework slip which must be taken to the office and parents will receive a letter home to notify them of the fact that homework was not completed. A student who receives three slips in a term will then receive yellow infringements for non-completion of homework.

#### **Recommendations for homework**

- Students in Years 7 -10 should average between **4 - 8 hours** of homework per week.
- Students in Years 7 -10 are to have a **homework diary** purchased with other items on the booklist. This must be taken to each class and will provide parents with information regarding work commitments and due dates. It is the responsibility of the student to ensure that it is kept up-to-date.
- Teachers should try to set between 4 to 5 home assignments/review sheets per term that relate directly to the learning and teaching programs and facilitate the achievement of learning outcomes. This will ensure that homework is consistently set and sustained throughout the high school years. (It should be noted that there are some learning programs and situations where it may be determined that homework is not appropriate.)
- Set homework will have clear criteria and due dates, which may be negotiated.

- No overnight or weekend only homework will be set (ie: given Friday and due Monday).
- Homework will be reviewed and marked by teachers or peers.
- Homework may include occasional theme-based activities.
- Where possible major assessment dates to be included in the weekly newsletter.

### ***How can parents help?***

- Ask to see the homework policy written by your child's teacher.
- Encourage your high school child to regularly check their diary for due dates.
- Sight homework diaries weekly. This tells your child that you believe that study is important.
- Help students to do their homework but don't do it for them.
- Provide a quiet area away from distractions eg TV.
- Check the homework tasks that are listed in the **newsletter** and sight them before the due date so that you know they are completed and are of a satisfactory standard.
- Ask these questions:
  - 'What are you currently working on?'
  - 'What part of the assignment are you going to work on tonight?'
  - 'May I see your work so far?'

### ***What will teachers do?***

- Formulate, implement and distribute a subject/class homework policy.
- Contact parents by standard letter when homework is not done.
- Keep the newsletter updated with information on set tasks.

### ***What can students do?***

- It is the student's responsibility to write homework due into their diary.
- Students should look at the homework they have due in and use this information to plan their time at home.
- If a student feels that they have been given too many assignments due at the one time they should speak to their teachers **WHEN THE WORK IS BEING GIVEN OUT** and ask if the dates are negotiable.

## **INTERNET USE**

All students who have completed a current Internet agreement will be allowed to use this facility at the school. When students are enrolled they are asked to complete the agreement with parents. This agreement will be renewed each year to remind students of their responsibilities. The agreement will be signed by children at school.



## **LIBRARY RULES**

- The Library Officer is a valued member of our staff and must be treated with respect. Students must follow the Library Officer's instructions.
- All students, years K - 4 must have a book bag. Strict policy: **no book bag - no borrowing.**
- No food or drink in the library.
- Resources must always be borrowed using the Book Mark computer.
- When returning equipment, students and/or teachers should scan the item back in using the Book Mark computer and place the item/s on the returns trolley.
- If a book is damaged or lost then it is the responsibility of the parent to pay for a replacement.
- The library will close for borrowing one week prior to the end of term.

- The library will be open at lunchtime for student use. During this time it will be staffed by the library officer or a parent rostered on by the P & C Association.

## 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 Dorcas Clothing.

## 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.

## MONEY

**ALL** money to be paid for school events, fundraising events etc should be taken to the front office, not handed to teachers.



## NAREMBEEN DHS SCHOOL BOARD

Our Board is formed with the fundamental purpose of enabling parents and community members to engage in activities that are in the best interest of students and will enhance the education provided by the school. The functions of the Board include:

- To contribute to the School Delivery and Performance Agreement and the Business and Strategic Plans.
- Endorse and review the annual budget and school report.
- Assist with the formulation of Codes of Conduct.
- Review the performance of the school.
- Create interest in the school within and across the community.
- Assist with Principal selection when a vacancy arises (the Chair of the School Board will be a member of the selection panel).
- Assist the Principal with staff selection by being on selection panels.
- Approve fees, charges, contributions and items of personal use (booklists).
- Approve extra cost optional components of programs.
- Approve changes to and review school uniforms.

## NEWSLETTER

A newsletter is produced every **Monday** and distributed to the eldest child in the family. This can also be received electronically, excluding attachments, if you would prefer. If you do not receive your copy, spares are available in the front office. Information from the school newsletter is reproduced each week in the local 'Fence Post' community paper.

## NO HAT/NO PLAY

All students must wear a wide brimmed or bucket maroon hat during Terms 1 and 4 unless they are in a covered area; this includes Physical Education lessons. The Health Department has recommended that students wear hats every time they are outside every day of the year.



## ONE SCHOOL

Educational research shows that a seamless curriculum (eg K – 12 or K – 10) improves student performance. The school prides itself on its policy that all year groups from K to 10 are considered as one school with common aims. The important "transition" stages; Pre-Primary to Year 1 and Year 6 to Year 7, are greatly assisted by this one school approach.

## PARENT INTERVIEWS

Parents are welcome at the school to discuss any matters pertaining to their child's welfare. The initial contact, however, should be made through the teacher on 9064 7286. When calling to arrange an interview please do so through the School Officer so that the appointment can be arranged without disruption to classes. Parents **should not be entering** classes during the school day without signing in and having a prior arrangement with staff.

If you are concerned about your child, or are aware of a concern he or she has, please contact the teacher, Principal or Deputy Principal and discuss the matter. If parents are collecting their child at the end of the school day please arrive at the school at bell time.

## PARENT INVOLVEMENT

In addition to P & C activities parents are actively encouraged to assist at sporting events, transporting students and as helpers in the library and some primary classes (eg. listening to reading). If you would like to help in any way or feel that you have a skill that would benefit or enrich the education of our students we would like to hear from you. If you have the expertise and the time to share it please contact the Principal or Deputy Principal. Parents who attend any overnight camps or school based activities must have a Working with Children Check (WWCC). A record of this is kept on file by the school. Parents who volunteer for 5 or more consecutive days in any capacity must also have a WWCC.

## PARENT NOTES

Notes signed by a parent are required for: -

- Excursions
- Absences from school immediately on returning to school, these must contain a "reasonable excuse" for the absence as required by the Department of Education regulations.
- Exclusion from Physical Education, Sports or Religious Instructions, etc.



- Permission to leave the school grounds before the close of school for any reason, particularly at lunch and recess times. For all of these occasions students are issued with an official DoE Leave Pass.

## **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 organisation 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 in the staff room at the school at 7.30 pm on the **SECOND TUESDAY** of the month, excluding school holidays.

## **PHYSICAL EDUCATION – A MUST FOR ALL STUDENTS**

**ALL** students are to participate in Physical Education lessons and sporting activities, as this is an essential and **compulsory aspect of the curriculum**. Exemption will only be granted upon **receipt of a medical certificate** or parental note that fully explains the reason for exemption. **ALL** students **MUST** wear appropriate clothing for Physical Education periods. **ALL** students will also participate in the Faction Swimming, Athletics and Cross Country Carnivals. Exemptions will only be made upon the receipt of a medical certificate.

## **PLAYGROUND INFORMATION**

- As teachers commence duties at **8.30am**, students should arrive after this time in the morning. **Parents of students who arrive before 8.30am will be contacted as the safety of students cannot be guaranteed before teachers commence.**
- Teachers supervise playing areas during all recess and lunch periods.
- Bicycles may not be ridden in the school grounds. All bicycles brought to school are to be placed in the bike racks. Children are required to wear a helmet when riding to and from school.
- The bushland area bordering Wakeman Street will be open for play to all students in Terms 2 & 3. The new nature play area is available at recess and lunch time for our K – Year 3 students and our older students get access to this on Tuesday at recess and Friday at lunch time.
- Mobile phones **ARE NOT** to be used at school. If a student brings a mobile phone to school it is to be handed into the front office before school and collected at the end of the day.
- iPods or electronic toys and other personal toys or valuables are not to be brought to school.
- The school grounds are out of bounds to all students **outside school hours**.

## **PRE-PRIMARY**

Parents of Pre-primary and Kindergarten students may obtain a copy of the Pre-primary/Kindergarten Information Booklet from the school website. A hard copy may be obtained from the school office.

## RELIGIOUS INSTRUCTION

Scripture sessions for Years 1 – 6 will be taken by trained members of the Church of Christ congregation. Any parents who wish their child to be exempted from Religious Education should contact the school to make an appointment to discuss the matter with the Principal.



## REPORTING TO PARENTS

### *Primary Classes:*

- Interim reports will be issued at the end of Term 1.
- Reports are issued at the conclusion of each semester (July and December).
- Work sample packages will be sent home with Semester 1 reports.

### *Secondary Classes:*

- Interim reports will be issued at the end of Term 1.
- Formal written reports are issued at the conclusion of each semester.

### *Whole School:*

- It is expected that teachers will also report to parents using means such as newsletters, phone calls, diaries and informal meetings.

## SCHOOL BUSES

The school bus service is provided by the Public Transport Authority. This authority has strict guidelines and policy regarding student behaviour whilst travelling on school buses. Parents that require a bus must apply online at [www.schoolbuses.wa.gov.au](http://www.schoolbuses.wa.gov.au)



- ▶ Any student who is not a bus student may use the bus service only after:
  1. Directly contacting the bus driver **BEFORE** the trip to ask permission and then;
  2. Inform the school of the arrangement.
- ▶ Bus students who decide not to use the bus service on any day must:
  1. Directly contact the bus driver **BEFORE** the trip to confirm the arrangement and;
  2. Inform the school of the arrangement.

## SCHOOL LUNCHES

- During the year, students may use the fridge provided or leave their lunches in air-conditioned classrooms.
- During Term 2 and Term 3, pie warmers are available near the front office to warm lunches. **Lunches must be labelled** and should be **placed in the pie warmers before school or at recess.**



In 2017, Narembreen Roadhouse will continue to provide a service for students to order lunches. Students wishing to order lunch may do so by placing their order in the box outside the office **BEFORE** school commences. Payment should be included with the order. The foods listed on the menu are the only foods available.

**PLEASE NOTE:** Although we cannot tell you what to provide your child for recess and lunch, we obviously advise you to steer clear of those foods of low nutritional value, such as lollies and chips.

## SCHOOL NURSE

The school has the services of a trained clinical nurse to serve the needs of the students. The nurse has two main areas of responsibility:

1. To act as a resource person for the teaching staff to promote health-related behaviour in children.
2. To carry out routine health screening as follows:

Kindergarten: Full health appraisal for vision and hearing.

Year 1: Full health appraisal if not previously done for vision and hearing.

Year 7 – 10: Immunisations as scheduled.



In addition to these main areas the school nurse will carry out re-checks and reviews where required, or upon teacher referral, on children in other year levels. Whilst in the school she MAY carry out first aid duties if requested when the nature of the complaint appears serious. Part of her duties include referring students for further assessment to other health professionals as appropriate; periodic assessment of a child's current health status; communication with parents and teachers and home visiting where necessary.

## SCHOOL OF ISOLATED AND DISTANCE EDUCATION (SIDE) STUDENTS

We have a fully equipped room available for students to complete Year 11 & 12 through SIDE at Narembeen DHS.

## SCHOOL PSYCHOLOGIST

We have available the services of a School Psychologist, who is stationed at East Narrogin PS.

**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 of helping him/her in the classroom situation. Parent approval will be 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 ROUTINE

### School Times:

<b>Monday, Tuesday, Thursday &amp; Friday</b>	
<b>School Activity</b>	<b>Time</b>
Students arrive	8:30 – 8:50
Period 1	8:50 – 9:50
Period 2	9:50 – 10:50
Recess	10:50 – 11:10
Period 3	11:10 – 12:10
TAG (high school only)	12:10 – 12:35
Lunch	12:35 – 1:10
Period 4	1:10 – 2:10
Period 5	2:10 – 3:10

<b>Wednesday Only – Early Close</b>	
<b>School Activity</b>	<b>Time</b>
Students arrive	8:30 – 8:50
Period 1	8:50 – 9:50
Period 2	9:50 – 10:50
Recess	10:50 – 11:05
Period 3	11:05 – 12:05
Period 4	12:05 – 1:05
Lunch	1:05 – 1:30
Period 5	1:30 – 2:30

## SCHOOL RULES: PLEASE ASK FOR OUR BEHAVIOUR MANAGEMENT POLICY

Any well-organised community must have a set of rules or procedures to be followed by those people who make up the community. It is the aim of the school to instil in all of our students a set of values that will ensure they develop into well grounded adults who become responsible and respected members of a community. The Behaviour Management Policy was developed in 2009 by a team of committed staff and parents. This was reviewed early in 2015 with some changes made. Our Policy is thought to be responsible for the terrific behaviour that we have in the school across all areas. **High standards are the norm and we expect this to continue into the future.**

It is important that you are aware of the following:

1. **Front Office** – This is not a thoroughfare; only children with business to transact need go to the office.
2. **After school hours** – School grounds and buildings are **out of bounds** after school hours.

## SCHOOL UNIFORM

**OUR EXPECTATION AS AN INDEPENDENT PUBLIC SCHOOL - UNIFORM IS COMPULORY: 100% OF THE STUDENTS IN UNIFORM 100% OF THE TIME! NO EXCUSES, NO EXCEPTIONS!**

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 watch out for the orders in our newsletters and help us with our uniform target by ensuring your child is in the appropriate uniform. The following is what is available and acceptable as school uniform:

## All Students:

**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 Sports:** 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.

## PLEASE NOTE:

- **BOARD SHORTS ARE NOT PART OF OUR UNIFORM!**
- The **checkered dresses and shorts are not** part of our school uniform.
- It is essential that secondary students wear **protective clothing and footwear** in the subjects of Design and Technology; Home Economics; Science; Art and Craft.
- Thongs or rubber reef sandals are **NOT TO BE WORN** by any students for safety reasons.
- The wearing of **MULTI-COLOURED SHORTS** is **NOT ALLOWED**.
- The wearing of **DENIM** in all government schools is prohibited.

The uniform is ordered in through our P & C and is very reasonably priced. Please ask at the front office for information regarding purchasing the items required. An order form can also be downloaded from the website.

## SIGN IN - VISITORS

All visitors to the school - parents, workmen and other guests must sign in at the front office before continuing into the school. Upon leaving, visitors must also sign out.

## STUDENTS LEAVING SCHOOL GROUNDS

Students leaving the school grounds during the day require a **permission letter** from their parent/guardian and must obtain a **Standardised Leave Pass** from the school office. They must carry this with them at all times while off-site and hand the leave pass back into the front office when returning to school.

## TELEPHONE CALLS

Students are permitted to make or receive telephone calls during the day - **in extreme emergencies only**. **URGENT** messages only may be left with the school office staff.



## **TOILETING**

If your child has toileting issues, please ensure there is a spare set of clothes in their school bag at all times. If an accident occurs, soiled clothing will be placed in a sealed plastic bag and placed in your child's school bag. A note will be written to inform parents/carers.

If your child has an unforeseen accident, they will be changed into spare school clothes. Their soiled items will be placed in a sealed plastic bag and put in your child's school bag. A note will be written to inform parents/carers. Please wash and return borrowed clothes as soon as possible.



## 2017 Booklists

Please label all articles clearly

<h3>Kindergarten &amp; Pre-primary</h3> <p>Please note the coloured pencils and lead pencils are shared items and do not need to be labelled.</p> <ul style="list-style-type: none"><li>• 1 library bag</li><li>• 2 packets of jumbo <u>Triangular</u> pencils (Pre-primary)</li><li>• 1 packet of jumbo <u>Triangular</u> pencils (Kindergarten)</li><li>• 4 <b>Faber Castell</b> junior Triangular lead pencils (specifically these) - (Pre-primary)</li><li>• 2 <b>Faber Castell</b> junior Triangular lead pencils (specially these) - (Kindergarten)</li><li>• 1 large 'news' scrapbook (approximately 30cm x 40cm)</li><li>• Head phones (<b>over head ones</b>)</li><li>• 2 x plastic wallets</li><li>• New Wave Pre-writing patterns workbook (Kindergarten)</li><li>• New Wave Handwriting – Victorian Cursive Book A – (Pre-primary)</li><li>• 4 glue sticks</li></ul>	<h3>Years 3 &amp; 4</h3> <ul style="list-style-type: none"><li>• A3 scrapbook (work sample portfolio)</li><li>• 2 red and 1 blue ballpoint pens</li><li>• 1 black fineliner</li><li>• 6 HB pencils</li><li>• 2 pencil erasers</li><li>• 1 pencil sharpener</li><li>• 1 x 30cm metric ruler</li><li>• 1 mathomat</li><li>• 1 packet coloured pencils</li><li>• 1 packet textas</li><li>• 1 small stapler</li><li>• 1 small paper punch</li><li>• 1 pencil case</li><li>• 1 library bag</li><li>• 6 glue sticks</li><li>• 1 calculator</li><li>• 1 pen drive – 4GB minimum</li><li>• Ear buds (as per illustration above)</li><li>• 3 A4 scrapbooks</li><li>• 2 plastic document wallets</li><li>• 1 art shirt</li><li>• 1 PVA glue (suitable for children)</li><li>• 1 display book</li><li>• English Skills Practice Book B, C or D</li><li>• Mathmate Practice Book Year 3/Year 4</li></ul>
<h3>Years 1 &amp; 2</h3> <ul style="list-style-type: none"><li>• 6 HB pencils</li><li>• 4 red pencils</li><li>• 2 pencil erasers</li><li>• 1 packet of windups</li><li>• 1 pencil sharpener</li><li>• 1 x 30cm wooden metric ruler</li><li>• 2 packets coloured pencils</li><li>• 1 packet textas</li><li>• 1 large pencil case</li><li>• 1 pair scissors (<b>not</b> Crayola or safety scissors)</li><li>• 1 library bag (large)</li><li>• 6 glue sticks</li><li>• 1 art shirt</li><li>• 2 plastic document wallets</li><li>• 1 calculator (<b>Year 2 only</b>)</li><li>• 1 pen drive - 4GB minimum</li><li>• Head phones (<b>over head ones</b>)</li><li>• 8 A4 scrapbooks</li><li>• 1 display book</li><li>• 1 black fineliner</li><li>• English Skills Practice Book A or B</li><li>• A3 scrapbook (work sample portfolio)</li></ul>	<h3>Years 5 &amp; 6</h3> <ul style="list-style-type: none"><li>• 6 red and 3 blue ballpoint pens</li><li>• 6 HB pencils &amp; 1 pencil eraser</li><li>• 1 pencil sharpener</li><li>• 1 x 30cm metric ruler</li><li>• 1 mathomat</li><li>• 1 protractor</li><li>• 1 compass</li><li>• 1 packet coloured pencils</li><li>• 1 packet textas</li><li>• 1 pair scissors</li><li>• 1 large pencil case</li><li>• 2 glue sticks</li><li>• 1 calculator (scientific)</li><li>• 1 pen drive - 4GB minimum</li><li>• Ear buds (as per illustration above)</li><li>• 3 A4 scrapbooks</li><li>• 2 lever arch A4 files</li><li>• 10 file dividers</li><li>• 1 small paper punch</li><li>• 1 display book</li><li>• 1 black fineliner</li><li>• 1 pk of clear plastic sleeves</li><li>• 2 plastic document wallets</li><li>• English Skills Practice Book D, E or F</li><li>• Mathmate Practice Book Year 5/Year 6</li></ul>

## Years 7 - 10 Booklist

All of the following are personal items and are not included in fees.

- Dictionary - Macquarie Pocket Dictionary.
- 3 lever arch files: one each for Mathematics; Science; HASS and English (combined).
- 4 Reams of A4 punched, reinforced and ruled paper.
- 5 packets plastic file sleeves per semester – clear sleeves.
- 1 x Plastic wallet (for homework, notes & newsletters)
- Red and blue ballpoint pens
- Pencils or pacer and leads
- Highlighter pens
- Glue stick
- Eraser
- Ruler
- Liquid paper
- Pen Drive – **8 GB minimum**
- Ear buds (as per illustration)
- Homework diary – this is essential and must be taken to all lessons
- 1 display book for Year 10 (Voc Ed)
- Hole punch



### **English and S&E:**

Coloured pencils or textas

### **Mathematics:**

Calculator - Students need a scientific calculator; solar powered recommended. (If intending to do upper school a Casio Class + II is recommended)  
Compass, protractor, Math-O-Mat  
File dividers  
Mathmate Practice Books (**for your year level**)

### **Food Technology:**

Appropriate covered footwear  
Plastic food container or lunch box (for students to take food home)

### **Arts Units:**

An old shirt or protective clothes

### **Design & Tech:**

Apron is recommended but not essential  
Safety glasses – can be borrowed from school

### **Physical Education:**

Appropriate clothing including bucket hat and footwear for all Physical Ed, Fitness and Tag periods

### **Photography:**

SD Card

## The Golden Rules

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

## 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. Use of the ‘bully box’ if students do not wish to approach a staff member or parent.
- **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 Slips from duty teachers and classroom teachers (with House Points attached), Honour Certificates (from classroom teachers) and Aussie of the Month (Admin and Classroom teachers).

<b>Absentee Explanation Note – please hand in at the school office</b>				
Dear Teacher,				
My child _____ was absent from school on _____				
because _____				
_____				
Signed	Date	Doctor's certificate attached	Yes	No

<b>Absentee Explanation Note – please hand in at the school office</b>				
Dear Teacher,				
My child _____ was absent from school on _____				
because _____				
_____				
Signed	Date	Doctor's certificate attached	Yes	No

<b>Absentee Explanation Note – please hand in at the school office</b>				
Dear Teacher,				
My child _____ was absent from school on _____				
because _____				
_____				
Signed	Date	Doctor's certificate attached	Yes	No

*Please return slips to the school office on the day your child resumes from an absence. A similar handwritten version will be acceptable.*

**NAREMBEEN DISTRICT HIGH SCHOOL  
PERMISSION SLIP**

I \_\_\_\_\_ give permission for \_\_\_\_\_

to undertake the following activities during 2017:

<input type="checkbox"/>	Watch a 'G' rated DVD
<input type="checkbox"/>	Watch a 'PG' rated DVD related to the curriculum
<input type="checkbox"/>	A leave pass to be issued to attend music lessons (attach written permission)
<input type="checkbox"/>	Photos or video of my child to be shown outside the school.
<input type="checkbox"/>	Photos of my child to be displayed on a school web site, videos, newsletters, promotional material and articles in newspapers (local, state or national).
<input type="checkbox"/>	In Year 5/6 and 7/8 cover the topics of puberty and adolescence in Health Education
<input type="checkbox"/>	In Year 9/10 cover the topics of conception, pregnancy and birth in Health Education
<input type="checkbox"/>	In Year 9/10 cover the topics of sexuality, contraception and sexually transmitted diseases in Health Education
<input type="checkbox"/>	My child has a season swimming pass to the swimming pool
<input type="checkbox"/>	My child has passed the following swimming stage <input style="width: 150px; height: 25px;" type="text"/>

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

***Please return this form to the front office  
in the first two weeks of the school year***

# NAREMBEEN DISTRICT HIGH SCHOOL

*Preparing students for a changing world*

<b>2017 Voluntary Contributions and Charges - Secondary</b>					
<b>Learning Area</b>		<b>Cost</b>	<b>Compulsory charges</b>		<b>Other charges</b>
			<b>Cost</b>		
<b>English</b>	Book hire Photocopying	\$25	<b>Country Week &amp; camp</b>	Up to \$400	Booklist items
<b>Mathematics</b>	Book hire Photocopying	\$35	<b>Craft elective</b>	Up to \$50	School uniform
<b>Science</b>	Book hire Photocopying	\$25	<b>Excursions – eg English Perth performance</b>	Up to \$100	School and class photos
<b>Society &amp; Environment</b>	Book hire Photocopying	\$25	<b>Incursions – eg Tennis in Schools</b>	Up to \$15	Graduation dinner & presentation
<b>Technology &amp; Enterprise</b> Home Economics Design & Technology	Consumable Materials	\$80	<b>Yr 8 Home Ec – boxer shorts material</b>	Up to \$15	Leaver's jacket UNSW Tests
<b>Health &amp; Physical Education</b>	Book hire Photocopying	\$25			
<b>Computer</b>	Consumables Printing	\$15			
<b>Art</b>	Consumables	\$5			
<b>Total</b>		<b>\$235</b>			

# NAREMBEEN DISTRICT HIGH SCHOOL

*Preparing students for a changing world*

<b>2017 Voluntary Contributions and Charges – Primary K - 6</b>					
<b>Learning Area</b>			<b>Compulsory charges</b>		<b>Other charges</b>
<b>Cost</b>			<b>Cost</b>		
<b>Literacy &amp; Numeracy</b>	Book hire Photocopying	\$35	<b>Upper primary camp (Yr 5 &amp; 6)</b>	Up to \$400	Booklist items  School uniform  School and class photos  UNSW Tests
<b>Classroom resources</b>	Reading & library book hire Photocopying	\$10	<b>Cooking activities</b>	Up to \$10	
<b>Science &amp; Art</b>	Photocopying Consumable materials	\$15	<b>Excursions</b>	Up to \$100	
<b>Total</b>		<b>\$60</b>	<b>Incursions – eg Tennis in Schools</b>	Up to \$15	
<b>Kindergarten – 2 1/2 days</b>		<b>\$30</b>	<b>Presentation night costumes</b>	Up to \$10	