

Nana Glen Primary School

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OUR MISSION

By careful planning and effective management we hope to achieve a school for our students & community that:

- is friendly & caring with a positive school tone
- has a high standard of learning in all key learning areas
- offers students additional programs that cater for differing interests & abilities
- provides a functional & attractive educational environment

GENERAL INFORMATION

OUR MOTTO.....

‘STRIVE TO ACHIEVE’

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(updated August 2011)

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***Parents play a vital role in the education of their children.
At Nana Glen Primary School we aim to work closely with parents to
achieve quality outcomes for our students.
Parents are most welcome to contact the school to discuss any
issues as they arise.
Through a strong learning partnership between parents, students
and teachers we will “Strive to Achieve”.***

ADDRESS/TELEPHONE CHANGES:

Please inform the office immediately of any changes to address or phone numbers. In the event of sickness or an emergency it is important that you can be contacted.

AFTER SCHOOL ORGANISATION:

All children must accompany their class to bus lines as the pupils are dismissed from there. Parents who are picking up their children should do so from the bus lines area. There is ample parking space on the Bucca Road but parents should try to park on the school side of the road or accompany their child/ren to the school gate for safety reasons.

The parking area in the school grounds is strictly for staff only and parents should not drive into the school grounds. (Refer to: Vehicles on School Grounds)

AFTER SCHOOL SPORT/TRAINING:

Some training for soccer teams etc occurs after school at 4pm or 4.15pm. Children who attend these sessions may not remain at school and wait for training to begin. They must leave the school grounds at their usual time - at which point the school is no longer responsible for them - and parents should make arrangements for them to return for training. If these arrangements mean a change in routine, the school must be notified in writing.

APPOINTMENTS:

The school welcomes strong liaison between parents and staff. Please contact the office to organise an appointment with a staff member to ensure valuable classroom time is not interrupted and the teacher is available.

ASSEMBLIES:

Assemblies K-6 are held once or twice each term at school. Parents and visitors are most welcome. Notification will appear in the weekly newsletter.

ATHLETIC CARNIVALS:

The school holds its own athletics carnival every year, and joins with the other Orara Valley Schools for a combined carnival. The divisions are Sub-Junior (5 to 7 years), Junior (8 to 10 years), 11 Years and Senior (12 and 13 years). The “age” to determine which division a child is placed in is the age the child turns before 31st December that year.

ATTENDANCE:

Children should attend school regularly. This is essential if satisfactory educational progress is to be made and is a requirement by law. A note or phone message is necessary, to outline the reason for absence. Cases where children miss school without explanation will be investigated. It is the Parents’ responsibility to notify the school in the event of their child being diagnosed with a communicable disease.

EARLY RELEASE AND LATE ARRIVALS

***All students in NSW government schools are expected to: Core Rule #1
“Attend every school day, unless they are legally excused, and be in class on time and prepared to learn.”***

With this in mind it will be necessary for parents to provide written advice for children arriving late and leaving school early.

Parents will be requested to complete an Early Release Notice or a Late Attendance Notice. These forms will be available in the office and must be completed by the child's parent before children will be admitted to class or released from class. The advice note must be presented to the class teacher. Parents are also requested to sign children in and out if arriving late or leaving early – an attendance book will be kept in the office. This will unfortunately apply even if you wish to pick your child up one minute early. Unfortunately again there is no common sense to this approach. Parents often send in notes to class teachers to inform them that they will be collecting their children early. This is great but you will still be required to complete the Early Release Note available at the office and sign the attendance register.

BANKING:

School banking is available each Wednesday through the Commonwealth Bank. Children should bring their bank book to the office before 9.30am.

BELONGINGS:

Please label all possessions/clothing clearly.

Expensive or precious items should not be brought to school. Dangerous or inappropriate belongings are not permitted on school grounds.

BICYCLES:

In line with the School's Road Safety Policy, we recommend that children not be permitted to ride bicycles to school unless the parents are satisfied that it is safe to do so. This will include the child being at least 10 years of age, have a roadworthy bicycle, wear an approved bicycle helmet, have demonstrated an ability to ride in a safe and responsible manner and have a bicycle-safe route to and from school. A designated area with parking racks is provided for bicycles. Students must walk their bikes in the school grounds and to designated points where they may begin riding.

Students demonstrate safe practices by:

- using pedestrian safety facilities in travel to and from school and on excursions.
- using identified pedestrian/cyclist entry and exit paths.
- wearing bicycle helmets when riding to and from school.
- walking their bicycles within school ground or other designated areas.
- wearing seatbelts when travelling in cars.
- boarding, travelling in and alighting from buses safely.
- safely storing bicycles and helmets within the school grounds.
- observing the law concerning the use of vehicles.
- observing particular safety precautions on school excursions and special events.

BUS TRAVELLERS:

Students K-2 or students living more than 1.5km from school are entitled to free bus travel. Forms are available from the school office. Students who misbehave and interfere with safety rights will have their bus privileges removed.

A number of bus runs operate to and from the school. Please call the proprietors, Newcombe Coach Lines on 0457581418 for the Nana Glen Bus Run or Glenreagh Bus Service on 66490960 for the Glenreagh Bus Run, regarding pick-up points and times. Notes on bus safety are also attached. Extra children cannot be carried on the bus, nor can children swap from one run to another without Department of Transport forms being completed by their parents.

Please ask at the office for a Private Vehicle Conveyance Subsidy form if you live more than 1.6 kms from the bus stop.

CANTEEN:

The Canteen is run on a voluntary basis every Friday, parents are asked to assist with serving and cooking cakes to be sold for morning tea. Canteen profits come to the school via the P & C, and buying at the canteen is good experience for the children in handling money.

CHANGE OF TRAVEL TO AND FROM SCHOOL ROUTINE:

If you require your child to have a different travel routine to their normal everyday routine a note must be sent to the office with the date, name of student, details of change and your signature. Alternatively, you can ring the school office and notify them of the change. If we have not been notified by you, we will not allow the student to change from their normal routine.

CHILD PROTECTION:

In line with Department of Education policy, all children at Nana Glen School will participate in the Child Protection Program set down by the Department of Education. This is a well-thought-out policy with stages for different age levels.

CODE OF CONDUCT:

A copy of the current rules and Policy is attached for your information.

CORE RULES:

All students in NSW government schools are expected to:

- Attend every school day, unless they are legally excused, and be in class on time and prepared to learn.
- Maintain a neat appearance, including adhering to the requirements of the school's uniform or dress code policy.
- Behave safely, considerately and responsibly, including when travelling to and from school.
- Show respect at all times for teachers, other school staff and helpers, including following class rules, speaking courteously and cooperating with instructions and learning activities.
- Treat one another with dignity and respect.
- Care for property belonging to themselves, the school and others.

Behaviour that infringes on the safety of others, such as harassment, bullying and illegal or anti-social behaviour of any kind, will not be tolerated.

COUNSELLOR SERVICES:

A school counsellor is available to parents two days per month for advice about student progress and well being. Appointments must be made through the Principal.

CUSTODY ISSUES:

Please present documentation to the Principal should custody circumstances change.

DANGEROUS MATERIALS:

Materials regarded as dangerous and inappropriate to school are not to be brought to school for any reason. The list includes: ***super glue, knives, spray cans, solvents, matches, lighters, cutting instruments, cartridges (bullet) and toy guns etc***

DOGS

The NSW Consolidated Act pertaining to dogs states that dogs are prohibited in some public places. Section (e) of the Act specifically refers to schools and states that this applies to dogs whether they are leashed or unleashed. The exceptions are Assistance dogs that are specifically trained to assist those who are sight or hearing impaired. I thank you for your anticipated co-operation in this matter.

Under the Companion Animals Act 1998 No 87 - "Dogs are prohibited in the following places:

(e) School grounds (meaning any property occupied or used for the purpose connected with the conduct of a government school or non-government school under the Education Act 1990.) "

The New South Wales Companion Animals Act was introduced in September 1998 and is about the welfare of animals, their owners and the broader community. Councils enforce the Act, promote responsible pet ownership and maintain a state wide identification and registration system, the NSW Companion Animals Register.

Under the Companion Animals Act, owners of dogs and cats must:

- Be 18 years of age or over
- Leash their dog when in a public place
- Ensure their dog wears a collar and identification tag when in a public place
- Ensure their dog or cat does not enter a food consumption area or wild life protection area
- Ensure their dog does not enter a school or child care playground and any other place declared prohibited to dogs by Council

Section 14 of the Act particularly states that dogs are prohibited in SCHOOL GROUNDS (whether or not they are leashed or otherwise controlled). Any visitor to the school is not able to bring their dog into the school grounds but may remain with their leashed dog on the footpath at the front of the school, which is a public area.

EASTER PARADE:

An Easter Parade is usually held before the Easter Holidays when the pupils wear hats that they or their parents have made at home. Parents are always welcome to come and watch the parade. A note is sent home giving exact details.

ENROLMENT:

Children are eligible to start school at any time from the beginning of the year to the end of Term 2, provided they are 5 years old before 31st July in that year. All other students living within the school zone can be enrolled at any time of the year. Evidence of age is required if a student has not attended a NSW Department of Education and Training school before.

EVACUATION:

In an emergency, an electronic alarm is sounded. All persons on the school grounds must go to the covered area and wait until the drill is concluded. Practice is held at least once a semester. The school's evacuation procedures are then put in to place.

EXCURSIONS & SHOWS:

Parents will be advised in writing of educational excursions and shows being conducted by the school. Participation is in the best educational interests of all children. At times some shows are only suitable for older or younger audiences. Please contact the Principal if financial assistance needs to be considered. Unless otherwise informed, full school uniform is expected on excursions.

FLOODS:

Every family is asked to complete an "Emergency Procedures" form at the beginning of each year. On this form, you are asked to provide the name and address of a person who will be responsible for your child if pupils have to be sent home early due to flooding or other emergencies and you will not be at home. Please let the office know if this information should change for any reason as, in an emergency, it is impossible for us to contact each school family and make arrangements.

HAT POLICY: (commenced 2004)

Wide brim hats must be worn. (Circular coverage)

No wide brim hat: children stay in Covered Outdoor Learning Area (COLA) in the shade

Children with no hat will eat lunch in COLA and remain there

PE / Sport: Children must wear wide brim hat -----> no participation without one (common sense to prevail)

HOMEWORK:

Each teacher decides on the nature and amount of homework to be set within the school Homework Policy Guidelines. Home Reading is encouraged K-6 as part of the Homework routine.

K-2 ENRICHMENT DAY: (Formally known as Infants Fun Day)

This day is held during the year with the other Orara Valley Schools for children in Kindergarten, Year 1 and Year 2. Again parents are welcome as spectators.

LIBRARY:

Library classes are held each week. Your child will be told which day each week his/her class has a library lesson. Each child must have a cloth library bag (large enough to hold quite big books). You can supply one yourself, or your child may be able to buy one from the librarian. Volunteers are always needed to cover and repair books. Let the office know if you are able to help.

LUNCH ORDERS FROM THE SHOP:

Parents who wish their child to order lunch from the shop on the days the canteen does not operate should phone the shop, 66 543 066. Any lunches ordered will be sent to the school at lunchtime.

MEDICINE:

No medication will be administered unless permission notes are signed. These are available at the office. Only the school medication note will be accepted. This form can be downloaded from the school website. Click on the Enrolment Form tab\medication.

MUFTI DAYS:

The last day of each term is a "mufti" day. This means that children do not have to wear their uniform to school, and therefore pay a fine. The money collected goes to a charity of our choice.

NEWSLETTER:

Each Monday a School News Bulletin is sent home with the eldest child in each family. They contain important school information, dates and items of news.

"OPERATION ROLL CALL"

Is a joint attendance operation between the Department of Education and Training and the NSW Police. This will involve general duties police officers addressing truancy issues as part of their routine duties.

Any young person above the age of 6 and below the age of 15, not at school during 9.00am and 3.00pm, without a parent or responsible adult can be approached by the Police or a Home School Liaison Officer.

All students will be expected to present a leave pass in order to validate the period of leave from school. If this cannot be done the student will either be accompanied back to their home or school, or directed to return to school. The name of the student will be taken and provided to the school for follow up.

The Department of Education and Training requires all government schools to implement a leave pass system for students wishing to leave school during school hours.

Nana Glen School has Leave Passes available for students who are to leave school during normal school hours. The implementation of this Policy will commence on Monday 22 May 2000. Each Leave Pass will be signed by the Principal or Class Teacher and must be stamped with the School Stamp. Passes can be obtained from the Office or Class Teachers.

P & C ASSOCIATION:

The P&C meets twice a term. At present meetings are held at the school commencing at 6.00pm and all parents are welcome to attend.

READING AT HOME:

Reading at home is an important part of each child's journey towards literacy. Your influence in encouraging reading at home cannot be underestimated. Please model with your child the pleasures of reading. Children are encouraged to participate in our "1000 Minute Club".

RELIGIOUS EDUCATION:

Classes are held each week. They are non-denominational and last for 30 minutes. ***If you do not wish your child to attend, please let the school know in writing.***

REPORTING ON STUDENT PROGRESS:

Pupil Profile Folders are sent home each semester (Term 2 & Term 4). Throughout the year student progress in the six Key Learning Areas will be addressed. Formal Interviews are held during Term 1 and interviews at other times, by appointment are most welcome. Students in Yrs 3 & 5 also receive NAPLAN Test Results in Term 4.

RULES:

Our Student Welfare Policy outlines the general rules which students are expected to follow. A copy of the Rights & Responsibilities of students, parents and staff are included in this booklet. Parents are informed in writing whenever a student's behaviour becomes a cause of concern.

SECURITY:

Since much of the school grounds is out of sight of residents on Grafton Road, we appreciate responsible citizens who report any unusual activity in the school grounds.

SMOKING IN SCHOOLS:

Smoking is totally prohibited. We ask that all visitors to the school observe this regulation.

SPORT:

All students participate in P.E and weekly sports sessions. Sport sessions are held for all classes each Friday.

SPECIAL SPORTS EVENTS:

During the year this school combines with the other Orara Valley Schools (Glenreagh, Coramba, Karangi, Upper Orara, Lowanna, Ulong, and possibly with Corindi) for various sporting events - swimming, softball and T-ball, tennis, cross country, soccer and athletics. These events are for children in the Primary Classes (Year 3 and up), and parents are always welcome as spectators.

TEACHER SUPERVISION:

There is no supervision at school before 8.40am or after the last bus leaves at approximately 3.35pm. Please make sure that your child is not at school when the playground is unsupervised.

UNIFORM:

The Nana Glen school uniform has been determined by the school parent community. We encourage the wearing of our uniform to promote a sense of pride and school identity.

Should you have uniforms you no longer require, please send them to school as other families may be able to use them. Please label your child's clothes - at the end of each term all lost property will be given to one of the charities.

Items of clothing with logos or offensive messages are actively discouraged.

USE OF SCHOOL GROUNDS AFTER HOURS:

Children may only use school grounds and equipment outside school hours (including weekends) if accompanied by a parent or responsible adult. No-one should ever be in any area near a building at these times.

VOLUNTARY CONTRIBUTION:

All families are asked to make a contribution of \$30per child (\$50 per family) per year to help with the purchase of educational resources. Newcomers to the school during the year should pay a proportion of this - \$10 per term. This amount should be sent to the office and a receipt will be issued.

We hope all this information makes it easy for your family to settle into the Nana Glen School community. We stress again to phone the school for an appointment to clear up any concerns. Most problems can be resolved by discussion.

SCHOOL TIMES

Teachers arrive	8.40am
Play bell	9.00am
Morning Session	9.25am
Recess	10.55am
Mid Session	11.10am
Medication bell	12 noon
Lunch	12.45pm
Afternoon Session	1.30pm
Final bell	3.05pm
School finishes	3.10pm

STUDENT WELFARE POLICY

Student Welfare:

- Encompasses everything the school community does to meet the personal, social and learning needs of students.
- Is achieved through the total school curriculum and the way it is delivered.
- Incorporates effective discipline.
- Incorporates preventive health and social skills programs.
- Stresses the value of collaborative early intervention when problems are identified.
- Provides ongoing educational services to support students.
- Recognises the diversity within the school community and provides programs and support which acknowledge difference and promote harmony.
- Recognises the role the school plays as a resource to link families with community support services.
- Provides opportunities for students to:
 - ~ Enjoy success and recognition
 - ~ Make a useful contribution to the life of the school
 - ~ Derive enjoyment from their learning.

Student Welfare Directorate
NSW Department of School Education

In taking account of such demands, the Nana Glen Public School Community has formulated a Student Welfare Policy, which recognises the intrinsic right of every child to a 'rewarding and confident school life.'

To achieve these ends, the welfare program consists of a wide range of activities utilising developmental, preventive and support strategies having the capacity to encompass a diverse school population.

When a community such as ours shares a sense of purpose, commitment and fellowship the student welfare program does not stand as a distinct policy design but is fundamental to the ethos of the school.

As a community we hope to identify a set of established parameters that operate to guide the staff and students in satisfactorily fulfilling the variety of roles in which they operate as members of the school community.

At Nana Glen Public School, our goal is to provide effective learning and teaching within a secure, well-managed environment, in partnership with parents and the wider community. The desired outcomes of our student welfare program therefore relate to:

- Community participation
- Effective learning and teaching
- Positive climate and good discipline.

Nana Glen Public School's student welfare program is designed for all. In order to design a just and equitable program, we must allow for a finely tuned balance between the individuals' rights and responsibilities for all students in the school community.

RIGHTS AND RESPONSIBILITIES

I have the right to go to school.

It is my responsibility to:

- follow the school rules

I have the right to learn.

It is my responsibility to:

- listen to instructions
- concentrate on set tasks
- seek help if I have a question or problem
- respect the rights of others to learn

I have the right to hear and be heard.

It is my responsibility to:

- listen and allow others to be heard without interruption

I have the right to be respected.

It is my responsibility to:

- be honest
- respect others

I have the right to feel happy, safe and secure in our school.

It is my responsibility to:

- help and care for others
- behave sensibly
- be courteous

I have the right to a healthy and well-maintained school environment.

It is my responsibility to:

- keep the school a clean and healthy place by not littering or vandalising

I have a right to my own privacy and personal space.

It is my responsibility to:

- respect the personal property of others
- accept others' rights to privacy and personal space
- respect animals and their environment whilst we are at school or on school excursions

SCHOOL RULES

WE HELP AND CARE BY BEING:

HONEST AND TRUTHFUL

Handing in lost property to a teacher or at the office
Only touching other people's property with permission, treating it carefully and returning it to its rightful owner promptly
Telling the truth at all times

RESPECTFUL (to yourself, other children, school staff, visitors)

Considering the privacy of others
Acknowledging each person's right to be heard
Valuing other people's rights and property

COURTEOUS

Being polite – using suitable language
Showing good manners – when playing, when working, when delivering messages to others

RESPONSIBLE (FOR YOUR OWN ACTIONS)

Doing what is expected of you – in the classroom, in the playground, when representing our school
Accepting the consequences of your own actions

THOUGHTFUL

Considering others' feelings and needs as well as your own
Speaking kindly at all times
Noticing when others need help, then helping in a suitable way
Being kind and caring to all living creatures which share our environment (ie birds, mammals, fish, amphibians, reptiles)

WE ARE SAFE IN OUR SCHOOL WHEN WE:

KEEP IN BOUNDS - It is important to know the right places to play:

TOILETS

Toilets are areas that children should not play.

OUT OF BOUNDS AREAS

Around and behind classrooms (in mornings leave bag and go to the playground area)
Behind the library and office area
Carpark and bike racks
Out of sight of the main playing area (eg. over the hill)

FIXED EQUIPMENT

Fixed equipment can be used during playtimes with no running or pushing on the equipment.

BALLS ETC OUT OF THE SCHOOL GROUNDS

A teacher must give permission to retrieve the ball

PLAY CO-OPERATIVELY WITH OTHERS

Share games

Listen to the other persons' point of view

Try to resolve difference in a friendly manner

Always be fair

PLAY WITH SUITABLE EQUIPMENT

Use real equipment not "make-do" equipment

Equipment from home must be shown to the teacher on duty before being used

Equipment must be used in the way it is meant to be

MOVE SENSIBLY NEAR THE SCHOOL BUILDINGS

You should always walk when near the buildings or on pathways

WE ARE BEHAVING RESPONSIBLY WHEN WE:

COME TO SCHOOL REGULARLY

You should be at school every day unless you are sick

A note with a full explanation must be brought to school on your return

COME PROPERLY DRESSED AND EQUIPPED

Full school uniform should always be worn. Make sure it is neat and clean and wear it with pride.

Take care with your personal hygiene – wash regularly, clean your teeth, your hair should be clean and neat

Bring the things you need each day – pencils, pens, library book and bag, lunch, recess etc.

MOVE QUICKLY AT BELL TIMES

The bell is giving you a message

- **First Bell** Stop play immediately
Return equipment
Go to toilet, wash hands, get ready

- **Second Bell** Be ready for class to begin

TREAT OTHERS KINDLY

Say something kind

Be constructive not destructive in your criticism of others

USE EQUIPMENT IN A SENSIBLE AND CARING MANNER AND AT THE RIGHT TIMES

No sports equipment will be given out until after eating time at lunchtime

Return equipment responsibly to the sports store when you have finished using it

Use equipment appropriately and in a suitable place (tennis racquets on court and only for hitting balls)

RESPECT OTHERS' PROPERTY

Always ask permission before using others' property

Clearly label your own property – including clothing, sports equipment

LOOK AFTER OUR SCHOOL

Keep our school clean and tidy

Recycle rubbish properly

Take care of our buildings/classrooms/grounds

Report vandalism

Be smart and alert

Don't be in the school grounds after school hours, and tell someone if you see anyone in the school after hours

OBEY BUS LINES RULES

All children must go to bus lines and will be dismissed from there by the teacher on duty

All children stay seated until told otherwise by the duty teacher

Children must always be in sight of the teacher

FOLLOW CORRECT PROCEDURE FOR TAKING MEDICATION AT SCHOOL

Medication must be taken to the Office on arrival. Medication should be in its original packaging stating the name of student, name of medication and dose.

Long term medication requires the parent to sign an Indemnity Form.

Go quietly to the Office when the Medication Bell rings, and return immediately to class. It is your responsibility to remember.

SCHOOL BUS RULES

Your child will have a safe and comfortable bus trip to and from school if these bus rules are understood. Safety is the concern of everybody.

You as parents can play the major part if you sit down with your child and explain these practices, little by little. There are too many for one discussion.

- Safe children stand well back from the gutter or the country roadside whilst waiting for the bus.
- Smaller children enter last.
- Safe children do not bounce a ball or play chasings near the bus stop.
- Safe children sit down whilst the bus is moving and keep their things under the seats.
- Safe children keep their head and arms inside the bus. Nothing is thrown out of the windows.
- Safe children stay in their seats until the driver calls them forward. Hold onto seats as you move up.
- Small children disembark last.
- Care for your clean bus by looking after the seats and by keeping litter off the floors.
- Safe children leave the bus and wait well back until the bus departs and all approaching cars can be seen.
- Safe children look to THE RIGHT (cars come closer from the right), THE LEFT and then THE RIGHT before walking across a road.
- Children can die if they blindly run into hidden traffic by moving in front of or behind the bus.

A WORD TO PARENTS

Give your child a note for the bus driver if your child is to be set down at other than the normal stop.

If you call at school for your child, always go to the school gate and escort him/her across the street. Never beckon your child from the opposite side to come to you, through the after-school traffic.

Always encourage your child to show good manners to the driver and the passengers. Do not hesitate to speak to the driver if any need arises. The safety of all children is his/her concern.

CLASS AND PLAYGROUND RULES

Be respectful, courteous and considerate

1. Disrespect to staff - disobedience
2. Disrespect to staff - back chatting
3. Fighting
4. Dishonest and being untruthful
5. Unsuitable language
6. Swearing
6. Harassment
7. Teasing / name calling / threatening "Bullying"
8. Deliberately injuring another child
9. Damaging other's property
10. Stealing

Play safely

11. Throwing objects
12. Dangerous / banned games

Co-operate with others

13. Play in a fair / friendly manner
14. Not sharing equipment
15. Not returning sports equipment correctly

Be in the right place at the right time

16. Being out of bounds without permission
17. Fixed equipment
18. Playing in Toilets

Move sensibly near school buildings

19. Running on concrete areas

Care for the playground environment

20. Littering
21. Damaging school property
22. Damaging school flora and fauna

Referrals

23. Referrals (3 referrals in 10 days = detention)

KEY:

C = **CLASSROOM**
P = **PLAYGROUND**

GOOD BEHAVIOUR AWARDS

Students on Level O receive the following Merit Awards if they have had no more than one detention between awards.

Blue	Term 1 Week 8	Silver	Term 3 Week 8
Bronze	Term 2 Week 8	Gold	Term 4 Week 8

END OF SEMESTER REWARDS

Students who receive Silver or Gold Merit Awards during the year are entitled to attend a "Day Out" at the end of Term 4. This is usually at the pool, cinema, picnic etc.

SUSPENSION POLICY

Principals must suspend immediately and consistently (including procedural fairness) any student who:

* ***is physically violent:*** Any student who is physically violent, resulting in injury, or whose violent behaviour seriously interferes with the safety and well-being of others, is to be suspended immediately. The matter must also be reported to the School Safety and Response hotline on 1300 363 778 where advice will be provided on managing and reporting the incident.

* ***is in possession of a firearm, prohibited weapon, (as defined by Schedule One of the Weapons Prohibition Act), or knife*** (without reasonable cause): Any student in possession of a prohibited weapon, firearm or a knife (without reasonable cause), is to be suspended immediately. The matter must be reported to the NSW Police Force immediately and the School Safety and Response hotline on 1300 363 778.

* ***uses, supplies, or is in possession of, a suspected illegal substance (not including alcohol or tobacco) or supplies a restricted substance:*** The Government firmly believes that schools must be places which are free of illegal drugs. Suspension is to occur immediately if the substance is being represented by the student as an illegal substance, or on confirmation that the substance is, in fact, illegal. Students who assist other students to obtain illegal substances or supply restricted substances, such as prescription drugs, are also to be suspended.

SHORT SUSPENSION

In circumstances where measures have been unsuccessful in resolving the inappropriate behaviour the principal may choose to impose a short suspension of up to and including four school days. Short suspensions may be imposed for the following reasons and will be reported in the following categories:

1. Continued Disobedience. This includes, but is not limited to, breaches of the school discipline code such as: refusal to obey staff instructions; defiance; disrupting other students; use of alcohol or repeated use of tobacco.

2. Aggressive Behaviour. This includes, but is not limited to: hostile behaviour directed towards students, members of staff or other persons, including damaging the property of the school or students; bullying (including cyberbullying); verbal abuse and abuse transmitted electronically such as by email, SMS text messages or by other electronic means. Where the behaviour involves cyberbullying the school's anti-bullying programs are to be implemented. Advice should be sought from the School Safety and Response Hotline as to whether the police should be informed.

LONG SUSPENSION

If short suspensions have not resolved the issue of inappropriate behaviour, or the misbehaviour is so serious as to warrant a long suspension, the principal may impose a long suspension of up to and including 20 school days. In determining if a student's behaviour is serious enough to warrant a long suspension the principal must consider:

- * the safety of students and staff
- * the merit and circumstances of the particular case
- * factors such as the age, individual needs, any disability and developmental level of students.

Subject to factors outlined above, principals will impose a long suspension for:

* **Physical Violence:** Which results in injury, or which seriously interferes with the safety or well-being of other students and staff (including sexual or indecent assault).

* **Use or possession of a prohibited weapon, firearm or knife** - When the student:

* uses or possesses a weapon which is listed in Schedule One of the Weapons Prohibition Act. Prohibited weapons include laser pointers, or similar articles with a power output of more than one milliwatt. Prohibited Weapons do not include harmless children's toys such as plastic imitation guns that are clearly intended to be toys;

* uses a knife or possesses a knife (without reasonable excuse as defined by the *Summary Offences Act 1988*);

* *uses or possesses a firearm of any type (including live ammunition and replica firearms).*

*Note – "reasonable excuse" includes ceremonial Kirpans carried by Sikhs for religious purposes.

* **Possession, supply or use of a suspected illegal substance:** This does not include alcohol or tobacco, but does include supplying other students with illegal drugs or restricted substances such as prescription drugs.

* **Serious criminal behaviour related to the school:** This includes malicious damage to property (school or community), or against the property of a fellow student or staff member on, or outside of the school premises. If the incident occurred outside the school or outside school hours, there must be a clear and close relationship between the incident and the school.

Principals may also impose a long suspension for:

* **Use of an implement as a weapon.** When a student uses an implement as a weapon to assault or injure another person (including use of an offensive implement, which is any implement made or adapted to cause injury to another person).

* **Persistent or serious misbehaviour.** This includes, but is not limited to:

* repeated refusal to follow the school discipline code;

* threatening to use a weapon in a way that might seriously interfere with the safety and wellbeing of another person;

* making credible threats against students or staff;

* behaviour that deliberately and persistently interferes with the rights of other students to learn or teachers to teach including bullying, harassment and victimisation.

BULLYING POLICY

Anti-Bullying Plan

July 2011

Statement of Purpose:

Every student has the right to expect that he or she will spend the school day free from bullying and intimidation. Our school rejects all forms of bullying. This applies to all bullying behaviour, including cyberbullying, that occurs at school, and off school premises and outside of school hours where there is a clear and close relationship between the school and the conduct of the student.

Students, staff, parents and caregivers all have a shared responsibility to respond to and prevent bullying behaviour.

Definition:

Bullying is repeated verbal, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons.

Cyberbullying refers to bullying through information and communication technologies.

Bullying can involve humiliation, domination, intimidation, victimisation and all forms of harassment including that based on sex, race, disability, homosexuality or transgender. Bullying of any form or for any reason can have long-term effects on those involved including bystanders.

Conflicts or fights between equals or single incidents are not defined as bullying.

Aims:

- To promote positive behaviours around the issue of bullying
- To provide opportunities for students, parents, caregivers and teachers to deal with bullying behaviour
- To promote respectful relationships within the whole school community

Managing Bullying:

Bullying is intentional repeated behaviour by an individual or group of individuals that causes distress, hurt or undue pressure. It involves the use of power in relationships.

Bullying behaviour can be:

- Verbal e.g. name calling, teasing, threats, being rude and impolite
- Physical e.g. hitting, spitting, tripping, making rude gestures, 'mucking about' that goes too far
- Social or psychological e.g. ignoring, alienating, spreading rumours, dirty looks, malicious SMS and email messages.

Students who are bullied are more likely to experience impaired social and emotional adjustment, poor academic achievement, anxiety, depression, poorer physical health, higher absenteeism, increased loneliness and low self-esteem.

Students who repeatedly bully others are likely to have the same symptoms as the students experiencing the abuse.

Responsibilities

The Principal has a responsibility to:

- Maintain a positive climate of respectful relationships where bullying is less likely to occur
- Develop and implement programs for bullying prevention
- Embed anti-bullying messages into each curriculum area and in every year

- Develop and implement early intervention support for students identified by the school as being at risk of developing long term difficulties with social relationships
- Develop and implement early intervention support for those students who are identified at or after enrolment as having previously experienced bullying or engaged in bullying behaviour
- Empower the whole school community to recognise and respond appropriately to bullying, harassment and victimisation and behave as responsible bystanders
- Develop and publish clear procedures for reporting incidents of bullying to the school
- Respond to incidents of bullying that have been reported to the school quickly and effectively
- Match a planned combination of interventions to the particular incident of bullying
- Provide support to any student who has been affected by, engaged in or witnessed bullying behaviour
- Provide regular updates, within the bounds of privacy legislation, to parents or caregivers about the management of the incidents
- Identify patterns of bullying behaviour and respond to such patterns
- Monitor and evaluate the effectiveness of the Plan
- Report annually to the school community on the effectiveness of the Plan

School staff has a responsibility to:

- Respect and support students
- Model and promote appropriate behaviour
- Have knowledge of school and departmental policies relating to bullying behaviour
- Respond in a timely manner to incidents of bullying according to the school's Anti-Bullying Plan

Students have a responsibility to:

- Behave appropriately, respecting individual differences and diversity
- Behave as responsible digital citizens
- Follow the school Anti-Bullying Plan
- Behave as responsible bystanders
- Report incidents of bullying according to their school Anti-Bullying Plan

Parents and caregivers have a responsibility to:

- Support their children to become responsible citizens and to develop responsible on-line behaviour
- Be aware of the school Anti-Bullying Plan and assist their children in understanding bullying behaviour
- Support their children in developing positive responses to incidents of bullying consistent with the schools Anti-Bullying Plan
- Report incidents of school related bullying behaviour to the school
- Work collaboratively with the school to resolve incidents of bullying when they occur

All members of the school community have the responsibility to:

- Model and promote positive relationships that respect and accept individual differences and diversity in the school community
- Support the school's Anti-Bullying Plan through words and actions
- Work collaboratively with the school to resolve incidents of bullying when they occur

ANTI-BULLYING PLAN – NANA GLEN PUBLIC SCHOOL

IDENTIFICATION

- Identify students who have been bullied, or those who bully others:

Signs include –

- does not want to go to school,
- suddenly unable to sleep,
- becomes moody
- frequently sick with vague symptoms
- unexplained bruises
- school performance falls

REPORTING PROCEDURE

- Students – report to teachers, Principal, other students/friends, parents
- Parents – report to class teacher, teachers and / or Principal
- Bystanders – report to teachers, Principal, other students/friends, parents

What will the school do?

- Investigate the problems raised
- Take action that is appropriate to the particular circumstances
e.g. warnings, counselling, disciplinary action, social skills program, parental involvement, playground interventions, anti-bullying lessons
- Assure the student that the problem can be solved
- Treat everyone involved with fairness
- Monitor the situation

STRATEGIES / INTERVENTIONS

- Staff training and development
- Leadership Training – Year 6 students
- Student Representative Council
- School Counsellor
- Student Welfare Team

Programs:

- Promoting positive bystander behaviour (6 lessons)
- Cyberbullying – information for staff in schools
- Taking Action / Keeping Safe - A resource for student leaders to counter bullying
- Peer Support / Leadership Training - Year 6 students
- Peer Support Groups K - 6
- Values in NSW Schools – values awards

MONITORING and EVALUATION

- Survey students regularly to monitor bullying and cyberbullying rates
- Keep accurate records of incidents and their management
- Monitor bullying incidents on detention records and class behaviour referrals
- Evaluate in conjunction with policy evaluation three year cycle

Policy Evaluation:

This policy will be reviewed as part of the school's three year review cycle.

References

- *Bullying: Preventing and Responding to Student Bullying in Schools (Revised 2011)* NSW Department of Education and Training Policy
- *Promoting positive bystander behaviour. Primary and secondary school activities. (March 2011)* NSW Department of Education and Training
- *Taking Action Keeping Safe- a resource for student leaders to counter bullying (2005)*
NSW Department of Education and Training
- *Cyberbullying – Information for staff* NSW Education and Communities
- *The Playground: Best Practice in Primary Schools (1999)* NSW Department of Education and Training
- *Values in NSW Schools* Department of Education and Training NSW
- *Student Discipline in Government Schools Policy (2006)* NSW Department of Education and Training

Web Sites

- Digital Citizenship: <http://www.digitalcitizenship.nsw.edu.au/>
- Bullying. No Way: www.bullyingnoway.com.au
- Cybersmart Teachers Gateway and kids portal: www.cybersmart.gov.au
- Click – a technology guide www.click.edu.au
- Friendly Schools Friendly Families www.friendlyschools.com.au
- Kids Help Line www.kidshelp.com.au

(July 2011)

VEHICLE MOVEMENTS WITHIN SCHOOLS

30th June 2006

I refer to a Memorandum issued to schools by the Director-General of Education and Training, Mr Andrew Cappie-Wood, on 15 May 2005.

**SUBJECT: VEHICLE MOVEMENT WITHIN SCHOOL
MEMO FROM DIRECTOR GENERAL
MEMO TO ALL PRINCIPALS**

There has been significant focus on recommendations made today by the Senior Deputy State Coroner.

The recommendations relate to the death of a primary school student who was fatally injured while walking in the grounds of the Pittwater House School, Collaroy in 2002.

The Deputy State Coroner has recommended, in part, that four-wheel-drive vehicles not be allowed to enter school grounds.

The Deputy State Coroner also called for a full review of traffic inside and around schools.

The continued vigilance of staff in the monitoring and managing of student movements within the school and near school grounds remains vital to ensuring the safety of students along with the safe management of vehicle movements.

We will be building on the important role played by schools in the development of safe road use behaviours.

Your ongoing efforts to ensure the safety of students in your care is acknowledged and appreciated.

Andrew Cappie-Wood
Director-General of Education and Training
Managing Director of TAFE NSW

MEDICATION / INJURY TO STUDENT POLICY

PROCEDURES Implemented 13 December 2005 revised August 2011

MEDICATION

No medication will be administered to any child unless permission notes are signed.

HEAD INJURY (forehead, top & back of head)

Ring home or emergency contact – inform parent or contact and tell them that their child has suffered a head injury – relate how the child looks or is feeling. Always ask parents what they would like us to do. If no contact can be made in 15 minutes an ambulance will be called.

If the child is unconscious ring for an ambulance immediately.

MOUTH / TOOTH INJURY

If tooth displaced (2nd tooth) put tooth in glass of milk. Ring parent. Always ask parents what they would like us to do.

BEE, WASP STINGS, ANT BITES

Always ring parent, apply ice. Always ask parents what they would like us to do.

CUTS & GRAZES

Minor – apply pressure with gauze (bandaids will only be issued to children with signed permission note)

Major – apply pressure with gauze, ring parents or ring ambulance. Always ask parents what they would like us to do.

SPRAINS, TWISTS & FRACTURES

Apply ice, compression bandage and elevate

Ring parent or ring ambulance. Always ask parents what they would like us to do.

Obvious break or fracture leave the child in location and wait for ambulance.

Provide the child with shade.

HEADACHES, TOOTHACHES, FEELING SICK

Ring parents after 10 minutes if children are still suffering.

AMBULANCE

Inform parents that the school is covered by ambulance coverage and no cost will be incurred by parents if an ambulance is called (by the school). If parent calls for an ambulance then the parents must meet the cost of ambulance. If parents are in an ambulance fund then parents use their coverage.

ICE PACKS

Children will not be allowed in class with ice packs. Should an ice pack be required for more than 10 minutes then children need to go home.

INTERNET POLICY

AIMS

- For children to learn to use the internet as a tool for life-long learning
- For children to gain access through the internet to an almost unlimited source of information
- For children to learn and practice to use research skills fundamental to the selection and use of internet materials
- For children to use the internet to supplement school based learning
- To have this policy agreement reviewed regularly

CONDITIONS

- Use of the internet is special. It is a privilege, not a right and it requires responsibility on the part of the user.
- Access to the internet is made possible through the Department of Education and Community's (DEC) service provider and screening devices.
- Inappropriate use will result in cancellation of the privilege. Inappropriate use includes the accessing/transmitting of materials deemed not suitable for educational uses, as expected by the supervising teacher or Principal.
- The Principal, School Technology Co-ordinator and teachers reserve the right to monitor any material used and also monitor files in order to decide where use of the network is inappropriate or unsafe.
- Users will not access or alter the materials of others without their expressed permission.

Users shall respect the accepted rules of network etiquette:

- Be polite
- Use language appropriate to the school situation
- Do not reveal your personal address or phone number, or the numbers and addresses of any other person
- Note that e-mail is NOT PRIVATE; people who operate the system do have access to all mail
- Do not use the network in such a way that it would disrupt other users
- Remember that there are no guarantees of accuracy or quality of the information obtained through the services. All users need to consider the source of the information and consider how valid that information might be

Users will be aware of and observe protocols when using copyright materials and acknowledge the sources of any information used.

Users will be given access on an equitable basis by the supervising teacher.

RULES

- Student users must always have permission and the presence of a supervising teacher before accessing the internet.
- Students must seek permission to play games or use the computer resources for other than educational purposes.
- Students are required to work in ways that will not disturb others.
- Parents (and students) must sign the User Agreement which is provided on enrolment, before the internet can be accessed.

ENCOUNTERS WITH INAPPROPRIATE INTERNET MATERIAL

- Although the Department has filters to screen internet material, users may encounter material which is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive.
- It is the users' responsibility to bring these sites to the attention of the supervising teacher, who will inform the School Technology Co-ordinator or Principal. Inappropriate material is material deemed unsuitable for school use, including obscene, harmful and pornographic materials.

PENALTY FOR IMPROPER USE

- Violation of these rules and conditions will result in cancellation of all network access across the school for a period of time determined by the Principal or supervising teacher.

SCHOOL UNIFORM

GIRLS & BOYS - Aqua with Navy Shirt, Shorts Navy with Aqua piping and zipped pocket

Girls may wear Navy Skorts if desired.

FOOTWEAR - Preferred option is Black Joggers or Black Shoes/Boots with white socks.



The following items are available from the office -

Shirt \$23.00 (Aqua with navy)

Shorts \$25.00 (Navy with Aqua piping & zipped pocket)

Skorts – for girls (navy only) \$17.00

Hats: \$15.00

Jacket with hood and zip front

\$21.00 (Sizes 4 – 12)

\$26 (Sizes 14 – 16)

Jumper with hood Price \$18.50

It's your P&C ■■■

What is a Parents & Citizens Association?

A P&C Association is a school based organisation consisting of parents, teachers, interested citizens and students. They exist in most public schools in NSW and are constituted to bring the school and the community into close co-operation. P & C's are a great tradition and have long been recognised as the representative voice of parents with children in public schools.

Benefits of a P&C

1. To enable parents to meet together to determine the needs and aspirations of the school community.
2. Where the Principal attends the meeting, to allow him/her to update parents as to current and forthcoming school activities and programs.
3. To provide a forum for parents to participate in the development of plans and policies for the running of the school.
4. To provide an opportunity for parents to ask questions about the school's educational programs and thus seek to understand the changes in education over the last 30 years.

The Nana Glen P&C Association

The P&C office bearers are elected at the Annual General Meeting in Term 1. The following positions are elected from parents and citizens of our local community:

- President
- Vice- Presidents (two)
- Secretary
- Treasurer

Association members include the above office-bearers as well as the following elected position holders:

- Canteen Supervisor
- Fundraising Coordinator
- Uniform Coordinator

The duties of the office-bearers and other position holders are outlined as follows:

PRESIDENT

The President has a responsibility to ensure the successful functioning of the P&C, the attainment of its objectives, to foster the fair participation of all members and to adhere to the constitution. As the name implies the President presides at all meetings of the P&C and the Executive Committee, and convenes the Executive Committee as required, and is also ex-officio a member of all sub-committees. The duties of the President include preserving order at a P&C meeting, ruling on contentious matters of procedure and assisting the progress of discussion, as well as remaining impartial when in the Chair during debates. The President may represent the P&C at official functions and act as the P&C spokesperson when public statements or actions are appropriate. The President should ensure that new members are made to feel welcome.

VICE PRESIDENTS

The Vice-Presidents are required to take on any of the presidential duties defined above when invited to do so by the President or when the President is for reasons of illness or alternate commitments, unable to undertake those duties. If for any reason the President's office falls vacant, one of the Vice-Presidents should act as interim President until a new one is elected.

SECRETARY

The Secretary is the principle administrative officer of the P&C and is responsible for carrying out the decisions of the meeting unless otherwise stipulated. The Secretary prepares in consultation with the President all meeting agendas, and is required to attend every P&C meeting and take notes of the discussions in order to produce a set of minutes for distribution to members. The Secretary maintains a list of financial (voting) members of the P&C and is asked to table all incoming correspondence and write and send all outgoing correspondence.

TREASURER

The Treasurer is responsible for the sound financial management of the P&C. The Treasurer can receive and deposit monies, maintain records, draw cheques and present accounts, in the form of a report, at each general meeting. Internet banking is also an option for the treasurer. Should the Treasurer require advice about correct financial management protocols, they can telephone the P&C Federation. The Treasurer presents all records for auditing each year and ensures that the audited accounts are tabled for adoption at the Annual General Meeting.

Duties of other position holders are as follows:

CANTEEN SUPERVISOR

As with the above positions, the Canteen Supervisor is a volunteer elected by the P&C at the AGM. He/She is responsible for the day-to-day operation of the canteen, including placing orders, cost effective purchasing, and receiving and checking all supplies delivered against the invoice. The invoices should be signed, dated and forwarded to the Treasurer for payment and recordkeeping. The Canteen Supervisor in conjunction with the Canteen sub-Committee makes a recommendation to the P&C as to the prices of food sold at the Canteen, with a view to providing good value, whilst also maintaining a reasonable level of profit. Each school term the Canteen Supervisor also prepares a roster of volunteers to

work in and/or cook for the Canteen on the days of operation. A brief report is required by the Canteen Supervisor at each P&C meeting.

FUNDRAISING OFFICER

Although a P&C association is not required to apply for an authority to fundraise, the Office of Charities fully expects that all P&Cs will conform with the Charitable Fundraising Act and its regulations. The Fundraising Officer is required to assess all suggestions and ideas for raising funds and to present to the P&C a timetable of events for the forthcoming year, including proposed expenditure and estimated income, for their approval. In conjunction with volunteer helpers the Fundraising Officer is responsible for co-ordinating the organisation of an event, managing the expenses, receiving and banking the income of that event and forwarding all receipts to the Treasurer for expense reimbursement and recordkeeping. A brief report is required from the Fundraising Officer at each P&C meeting.

Membership of the NSW P&C Association

Membership will be open to all parents of pupils attending the school and to all citizens of the school community. A register of membership is maintained by the Secretary and updated after every AGM, although you are welcome to join at any time. The annual subscription fee is \$1 and once a member of the P&C Association you are eligible to vote on decisions at P&C meetings subsequent to the payment of your subscription. Once payment has been made you are eligible to vote at the next meeting.

Meetings of the Nana Glen P&C

Meetings are held at the Nana Glen School twice a term on a Wednesday commencing at 6pm. Meeting dates are notified in advance in the school newsletter sent home with students on a Monday. The agenda is set before the meeting by the Secretary in consultation with the President and your contributions beforehand are most welcome, either by contacting a Committee member or writing down your question / suggestion / complaint and leaving it at the front office where it will be placed in the P&C correspondence in-box.

One of the main aims of our P&C meetings is to reach a decision acceptable to the majority of the meeting and to formulate a plan of action. To vote on a decision at the meeting you need to be a paid up member of the P&C Association (contact the P&C Secretary to organise) and you need to attend the meeting as there is no provision for proxy/absentee votes in the standard P&C Association constitution.

It is not essential that members attend every meeting however regular attendance is the best way to find out what is happening. It will also ensure that decisions are carried out and funds spent according to the wishes of the majority.

SCHOOL CANTEEN

The Canteen is a service provided by the P&C and is operated by the Canteen Supervisor in conjunction with the canteen sub-committee. A roster is prepared each term for volunteer helpers to either work in the canteen and/or cook cakes/slices. We need 2 helpers and 3 cake cooks for every Friday. The children love to see their Mum or Dad on Canteen and it's a great way of getting to know other parents and children. So if you can spare a day to lend a hand in the canteen or to make a cake, a form is included if you would like to nominate for future rosters.

The Canteen is open only on a Friday and if you are a helper you need to be there from 9.30am to 2.00pm (approximately). If you are cooking for that day, it would be appreciated if your cake/slice could be equivalent to 30 pieces approximately and be dropped off at the Canteen or school office, preferably by 9.30am. The duties of the helpers are straightforward and outlined on the noticeboard in the Canteen and as a helper you are requested to follow the hygiene guidelines also listed in the Canteen.

The Canteen menu seeks to provide a range of healthy and nutritious food, including fresh sandwiches, hot foods, juices and flavoured milks, cakes and slices and a limited selection of sweets and ice-creams. A current canteen price list is enclosed and if you have any suggestions or would like to share some recipes please jot them down and leave in the suggestion box at the office, or pass onto the Canteen supervisor.

CONCLUSION

Making a difference to your child's education involves participation and your P&C is one way you can get involved and find out what is happening in your school. It's a great way to get to know the parents of your children's friends and others and to be involved in decisions that may affect your child or interests. The P&C is open to everyone and by working together we are investing in our children, our school, and the Nana Glen community.