



HANDBOOK

2021

Table of Contents

1. SCHOOL DETAILS	6
School Location Code	6
2. PERSONNEL	6
1725	6
3. INTRODUCTION	7
3.1 Welcome to Our School	7
3.2 Vision	7
3.3 Our Purpose	7
3.4 Values and Expectations	8
4. SCHOOL ADMINISTRATION	11
4.1 Daily Routine	11
4.2 Attendance / Absence	11
4.3 Arrival / Departure	11
4.4 Bicycles/Scooters	12
4.5 Pedestrian Crossings	12
4.6 Vehicles	12
4.7 Adventure Play Area	13
4.8 Leaving School Grounds	13
4.9 Enrolments	13
4.10 Transport Subsidy	14
4.11 Transfers	14
4.12 Students on Transfer	14
4.13 Transition to High School	14
4.14 Official School Records	14
4.15 Parental Custody/Access	15
4.16 School Requisites	15
4.17 Personal Property	15
4.18 Mobile Phones	15
4.19 Lost Property	16
4.20 Money	16
Refund Guidelines for Excursions and Camps	17
4.21 School Banking	18
4.22 Complaints Management	18
4.23 Student Resource Scheme	18
5. CURRICULUM	19
5.1 Learning Areas	19

5.3 Assessment and reporting	19
5.4 Specialist Lessons	19
5.5 Quality Teaching	19
ASOT	20
5.6 Signature Pedagogies	20
5.7 The Australian Curriculum	21
5.8 Class Structure	21
5.9 Volunteer's Involvement	21
5.10 Individual Support for Students	21
5.11 Supportive School Environment	21
5.12 ICT (The Role of Digital Technologies)	21
5.13 Extra Curricula Activities	22
Netball Novas	22
AFL Vipers	22
5.14 Science Maths Academy (SMA)	22
6. SCHOOL HEALTH	22
6.1 Emergency Information	22
6.2 Emergency Procedures	22
6.3 Sick Children	22
6.4 Medication - Administration to Students	23
6.5 Medication - Self Administration By Students Suffering From Asthma	23
6.6 Communicable Diseases: Exclusion Table	24
6.7 Head Lice	25
Treatment:	25
Conditioner and combing technique (non-insecticidal treatment)	25
Treatment with synthetic or natural insecticides or other chemicals	26
6.8 School Dental Clinic	26
7. DRESS CODE	26
7.1 School Uniform	26
7.2 Jewellery	27
7.3 Uniform	27
School Uniform - Compulsory	27
House Uniform - Compulsory (Worn on Friday and inter-house or athletics days)	27
Sports Uniform - Compulsory (Interschool or District sports)	27
7.4 Formal Uniform	28
7.5 Winter Uniform	28
7.6 Swimming Tog Policy – See 8.11 Swim Program	28
7.7 Free Dress Day Policy	28

7.8 Uniform/Book Store	28
8. SCHOOL OPERATIONS/ PROGRAMS	29
8.1 Homework Policy	29
8.2 Resource Centre	29
8.3 Guidance	29
8.4 Learning Support	29
8.5 Performing Arts	29
8.6 Instrumental Music	30
8.7 Personal, Social and Community Health Program	30
8.8 Physical Education	30
8.9 Sports Programs	30
8.10 Houses	31
8.11 Swim Program	31
8.12 Excursions/Camps	32
8.13 Community Involvement	32
8.14 Assemblies	32
8.15 Interviews	32
8.16 Parent Information Meetings	33
8.17 Assessment	33
8.18 Reporting	33
<i>Interviews</i>	33
<i>Written Reports</i>	33
8.19 Individual Student Records	33
8.20 Police Officer Support	34
8.21 Student Leaders	34
8.22 Code of Behaviour	34
9. SCHOOL AND COMMUNITY	35
9.1 Parents and Citizens' Association	35
9.2 Café	35
9.3 School Safety and Security	35
9.4 Identity Badges	36
9.5 Visitor Register	36
9.6 Student Sign in/out Register	36
9.7 Emergency Procedures	36
9.8 Use of School Ground and Facilities	36
9.9 Photographing or Videotaping Performances at School	36
9.10 Class Photographs	36
9.11 No Smoking Regulations	37

9.12 Playgroup	37
9.13 Chaplaincy.....	37
9.14 Outside School Hours Care (OSHC).....	37
Programs	37
Before And After School Care	37
Vacation Care & Student Free Days	38
9.15 School Council	38
9.16 Religious Instruction Years 1 – 3	38
10. COMMUNICATIONS.....	38
10.1 Class Notices	38
10.2 Group Notices	38
10.3 Special Notices.....	38
10.4 School Newsletters.....	38
10.5 Social Media and App Notification	39
11. CONCLUSION.....	39
12. NARANGBA VALLEY STATE SCHOOL'S SCHOOL SONG.....	39

1. SCHOOL DETAILS

Address:	Creekside Drive, Narangba Qld 4504
Telephone:	3491 1111
Facsimile:	3491 1100
Absence Line:	3491 1160
Café:	3491 1113
Uniform / Bookshop:	3491 1115
School Website:	www.narangbavalleyss.eq.edu.au
School Email:	the.principal@narangbavalleyss.eq.edu.au
School App:	Search Narangba Valley State School in apps Stores
Education Qld Website:	www.education.qld.gov.au
Office Hours	8:00 am – 3:30 pm
Cashier Hours	8:00 am – 10:00 am
School Location Code	1725

2. PERSONNEL

Principal:	Lorna Cogle
Deputy Principal:	Tracey Sharpe
Deputy Principal:	Amanda Blanch
Deputy Principal:	Bec Glastonbury
Deputy Principal:	Karla Cochrane
Head of Curriculum:	Dale Beecher
Head of Pedagogy:	Sharon Scown
Business Manager:	Cass Miller
Administration Staff:	Lisa Carey, Meg Mash, Jodie Buckle, Tracy Rollinson
Guidance Officer:	Judy Herman (Monday/Tuesday/Wednesday & Friday)
School Chaplain:	Rosalie Allen (Monday/Wednesday/Thursday/Friday)
Café Convenor:	Heather Palfrey (Monday to Friday)
Uniform/Book Store Convenor:	Leanne Mouatt

2020 Parents & Citizens' Executives

President:	Kent Walker
Vice President:	Chris Clifton and Paula Bradford Partridge
Secretary:	Emma Griffin
Treasurer:	Camilla Francois
Scholastic Bookclub:	Lisa Carey
School Banking:	Bronya Brinkhoff

3. INTRODUCTION

3.1 Welcome to Our School

Narangba Valley State School is a co-educational facility which opened in 2005. We offer year levels from Prep to Year 6. Our enrolment, as of January 2020, was 1089 students.

We are very proud of having become an Independent Public School in 2014. We have benefited from increased autonomy to achieve the best outcomes for our students.

Our school community of students, parents and staff looks forward to your involvement in our school and hopes that your association with us will be mutually rewarding. May we offer you our support and assure you that the welfare and development of your child is of prime importance to us.

We will provide a safe and nurturing environment where the wellbeing and overall development of all students will be our main focus. Education Queensland's shared vision is that every student in Queensland State Schools succeeds and receives the support they need to belong to the school community, engage purposefully in learning and achieve academic success.

Further support to our commitment to providing a safe environment is that our learning community has been recognised by the Queensland Cancer Foundation as a registered **SUN SMART SCHOOL**. This recognition comes from our community's undertaking to - encourage the wearing of our school's broad brimmed hat/bucket hat whilst at school and during transition to and from school; encourage and supply the use of SPF 30 sunscreen; model sun smart practices; embed sun smart practices into the learning experiences of our students.

We encourage you to become an active participant within our school community and urge you to contribute towards your child's education by becoming involved in the many and varied activities and programs which operate in our school.

We believe, and research shows, that the most successful schools engage parents, carers and the community as partners in supporting student learning and wellbeing. These partnerships require a reciprocal commitment from staff and parents to work together to improve student learning and wellbeing. We welcome your involvement and participation in our school community and your child's educational journey.

Should you have any concerns about your child's education, please do not hesitate to contact either the class teacher/s or an administrator so that the concern might be resolved.

Your support and interest in developing our school's climate, environment, facilities, resources and educational programs will be of ultimate benefit to your child whom, we believe, will be proud to attend this school.

3.2 Vision

“BELIEVE in YOURSELF ACHIEVE your BEST”

3.3 Our Purpose

At Narangba Valley State School we strive to develop accountable, resilient 21st century citizens. With a focus on building positive relationships, we foster a culture that encourages and promotes high behavioural expectations. We empower individuals by strengthening their capacity to cope with adversity, take responsibility for their personal well-being and make positive life choices.

Narangba Valley State School values innovative and interactive pedagogy. Our students benefit from an engaging, well-paced, age appropriate curriculum that helps foster real-world connections.

We utilise current and emerging technologies to meet the demands of a rapidly changing world so that students acquire the skills to be creative and critical thinkers.

At NVSS, we empower staff to develop their expertise in order to provide a comprehensive, aligned and inclusive curriculum. Best practice is achieved through collaboration and sharing knowledge, skills and ideas. We are committed to ongoing communication, reflection and evaluation.

We work collaboratively with the community and external health professionals to deliver a holistic approach to support the diverse needs of our students, staff and parent/caregivers. This includes staff and student well-being and encompasses a range of targeted supports focused on positive learning outcomes.

Our school offers flexible and inclusive learning environments that positively engage a diverse community of learners. This promotes differentiated learning that fosters inclusive education and ensures every student succeeds.

3.4 Values and Expectations

“FROG FIVE” Values

RESPECT - Respect is having consideration for yourself, the school, community (students, staff and parents) and the environment. It is a way of thinking and treating oneself and others in a positive and thoughtful way.

Standards and Expectations

As a student I will	As a parent/carer I will	As staff member I will
<ul style="list-style-type: none">• Use manners and be polite• Show consideration for my own property and the property of others• Use language appropriately and courteously• Engage with staff, parents and other students using appropriate eye contact, language, tone and volume• Listen to and follow instructions promptly, responding in a courteous manner• Respect different cultural expectations	<ul style="list-style-type: none">• Use respectful, courteous and appropriate language when engaging with all members of the school community• Model and explicitly teach manners, respectful interactions and behaviours• Listen to students and acknowledge that you have heard their point of view• Show consideration for school and others' property	<ul style="list-style-type: none">• Use respectful, courteous and appropriate language when engaging with all members of the school community• Model and explicitly teach manners, respectful interactions & behaviours• Listen to students and acknowledge that you have heard their point of view• Show consideration for school and others' property

SUCCESS – Success is always trying your best and developing resilience as you work towards achieving your goals, learning from your mistakes and believing in yourself; even when things are hard or take longer than expected.

Standards and Expectations

As a student I will	As a parent/carer I will	As staff member I will
<ul style="list-style-type: none"> • Try my best at all times • Accept and learn from my mistakes • Keep trying even when things are challenging • Challenge myself to continue to improve • Ask for help if needed • Work towards a goal and celebrate success when it is achieved 	<ul style="list-style-type: none"> • Help my child to be resilient and develop strategies to cope when something doesn't happen the way they planned • Encourage my child to keep trying and never give up • Support my child in helping them to achieve their goals 	<ul style="list-style-type: none"> • Embed and teach resilience and perseverance within my classroom culture • Perform my role to the best of my ability • Help students work towards achieving their goals • Set goals and challenge myself to continue to improve • Celebrate all successes and personal growth (cultural, academic, sporting, emotional) with the school community

PARTNERSHIPS – Partnerships are students, staff, families and external providers working together as a community to achieve successful outcomes.

Standards and Expectations

As a student I will	As a parent/carer I will	As staff member I will
<ul style="list-style-type: none"> • Contribute and participate in class discussions and learning experiences • Work with others in a fair, inclusive, polite and kind way • Support others and be encouraging • Work co-operatively and productively with all peers, parents and staff members 	<ul style="list-style-type: none"> • Participate in productive conversations in order to achieve a positive outcome for my student • Engage with school processes and external professionals to achieve a positive outcome for my student • Be respectful and polite in my interactions with members of the school community • Support my student to meet the learning and behavioural expectations at school 	<ul style="list-style-type: none"> • Build and maintain respectful and positive relationships with staff, parents and students • Be mindful of others and value their ideas and opinions • Contribute and participate productively as part of a team • Collaborate with outside agencies and community members • Consistently communicate and collaborate with other school staff • Openly communicate & report to parents in a timely manner as concerns arise

SAFETY- Safety is keeping myself and others away from harm both physically and emotionally. (In the classroom, in the playground, at school and online)

Standards and Expectations

As a student I will	As a parent/carer I will	As staff member I will
<ul style="list-style-type: none"> • Walk on the concrete and stay in supervised areas • Keep my hands and feet to myself • Use online platforms appropriately • Wear my hat and be sun safe • Use equipment and resources safely and appropriately, reporting any safety concerns to staff • Practise personal hygiene • Practise strategies to regulate my emotions 	<ul style="list-style-type: none"> • Follow and abide by the school rules • Model for students how to behave and respond appropriately to physical and emotional situations • Move around the school in a calm and respectful manner • Enact safe practices in line with law and regulations • Monitor my child's online activities – gaming, social and movies 	<ul style="list-style-type: none"> • Encourage students to report problems to staff • Support good mental health and well-being practises using resources provided • Be aware of physical safety of staff and students • Model and encourage all students to follow rules and routines • Explicitly teach and encourage students to follow rules and routines • Model sun safe practices

CARE – Care is looking after myself, others, the school environment and all belongings by showing inclusion, compassion and empathy through my words and actions.

Standards and Expectations

As a student I will	As a parent/carer I will	As staff member I will
<ul style="list-style-type: none"> • Be kind to myself and others • Value others' opinions and contributions • Be supportive and give others help when needed • Look after all school equipment, resources and my own belongings • Care for and respect the environment 	<ul style="list-style-type: none"> • Model what being caring, kind, inclusive, compassionate & empathetic looks like for my student • Model how to value others' opinions • Support my student and the teacher when they need help • Teach my student how to look after their own and others' belongings 	<ul style="list-style-type: none"> • Model and explicitly teach students how to be kind, inclusive, compassionate and empathetic • Model and explicitly teach students how to value others' opinions • Help and support students, parents and fellow colleagues when they need help • Model and explicitly teach how to look after their belongings and the school environment • Care for resources

4. SCHOOL ADMINISTRATION

4.1 Daily Routine

Transition to and in class	8:35 am
Explicit teaching begins	8:40 am
Years 1, 2, 5, 6 play	10:40 am
First break eating (All year levels)	11:10 am
Years 1, 2, 5, 6 return to class	11:25 am
Prep, Years 3, 4 play	
Prep, Years 3, 4 return to class	11:45 am
Years 1, 2, 5, 6 play	12:45 pm
Second break eating (All year levels)	1:05 pm
Years 1, 2, 5, 6 return to class	1:20 pm
Prep, Years 3, 4 play	
Prep, Years 3, 4 return to class	1:50 pm
End of day	2:50 pm

Commencement:

At 8:35am, the morning bell signals the start of the school day. Students are encouraged to arrive at school after 8:15 am.

Break 1 & 2:

Children are expected to sit and eat for 15 minutes before (Prep, Years 3, 4) or after (Years 1, 2, 5, 6) general play.

Dismissal: Children are dismissed at 2:50 pm.

Fruit and Vegetable Snack

At Narangba Valley State School we encourage students to bring a healthy fruit or vegetable snack to eat during the morning session. This helps to refuel energy stores, allowing our students to concentrate through the first learning session on the day.

4.2 Attendance / Absence

Children are required by law to attend school regularly and it is essential that they do so to succeed. As each and every day is important, children should not be absent without a valid excuse.

All parents are required to inform the school of their child's absence on the day of the absence. In the event of absence please make a phone call to the Corporate & Student Services Absence Line on 3491 1160. In the event of an expected absence, an explanatory note to the class teacher on the day prior to such absence is acceptable. Where it is not possible to make medical or dental appointments outside school hours, the child will be marked as an explained absence on the condition that notice of the appointment is given in writing to the office.

4.3 Arrival / Departure

It is expected that all children arrive at school by 8.30 am so that all necessary preparations can be made for the day's work. It is also expected that all children depart from the school grounds immediately upon dismissal and proceed directly home, unless waiting for a bus, attending an arranged practice or special parental arrangements have been made. Children waiting longer than normal are required to report to the Corporate and Student Services Unit.

Please Note:

Timetabled supervision of all students begins at 8.10am and finalises at 3.20pm each day. Parents/caregivers are asked to closely adhere to these times when delivering their children to, and collecting their students from school. If for any reason, it is necessary for your child to be in the school grounds outside these hours, please contact the Principal to discuss possible arrangements. Should such special arrangements not be made, the school will bear no responsibility for the supervision of your child.

Late Arrival/Early Departure

Children who arrive after the commencement of lessons must present at the office with a note from a parent/caregiver. Office staff will provide the student with a late slip which is to be presented to the class teacher.

On occasion, your student may need to leave school early. In this instance, the parent/caregiver must visit the office to obtain an early departure slip. This slip will need to be presented to the class teacher when collecting the student from the classroom.

Students must be signed out by a mature contact as prescribed on the student enrolment, or other personnel as communicated/nominated to administration by the primary care giver. In emergency/exceptional situations only, a note from a parent or guardian or a telephone call will be acceptable. The student need to go to the office to be signed out.

4.4 Bicycles/Scooters

Bicycles & scooters are not to be ridden in the school grounds at any time as this would constitute a risk of injury to persons on the school site. Bicycles and scooters must be walked to and from the bike racks on arrival and upon departure from school. The bike racks are out of bounds to all children during the day. Where a child is unable to ride a bicycle or scooter home, for whatever reason, arrangements may be made at the office to store it for later collection.

All students are to wear safety helmets when riding a bike. It is essential that the safety helmets be properly fitted. Should a child ride to school without a helmet, their bicycle will be stored for later collection. NOTE: By law, bicycles may be ridden on footpaths in a manner that does not endanger pedestrians. Bicycles must not be ridden across pedestrian crossings.

REMEMBER: SAFETY HELMETS SAVE LIVES.

Please ensure that your child is properly capable of riding a bicycle and is aware of safety rules before allowing your child to ride to school. Please consider that the riding of a bicycle requires complex skills and heightened awareness particularly in heavy traffic. Road Safety authorities advise that children may not be developmentally ready to ride safely on the road until the age of nine or ten.

Bicycle riders, as road users, must comply with all regulations of the Traffic Act. Rollerblades, rip sticks and skate boards etc. must not be brought to school.

4.5 Pedestrian Crossings

Children who cross the pedestrian crossings must exercise extreme care. It is recommended that children select the safest route to and from school and minimise crossing main roads. Bicycles and scooters are to be walked across crossings.

4.6 Vehicles

Parents who arrive in vehicles to deliver or collect students are requested to observe road safety rules with regard to parking and the Kiss and Go area.

4.7 Adventure Play Area

As play on equipment requires direct supervision to avoid the possibility of accident from improper use, unsupervised play on such equipment is prohibited both before and after school.

It should be noted that community members, parents or guardians can not provide supervision at these times, even for their own child/children, unless a request to use school facilities has been submitted and approved.

4.8 Leaving School Grounds

Once children have arrived at school, they must not leave the school grounds, until normal dismissal, without the permission of the Principal. Such permission is conditional upon the receipt of a specific written request, signed and dated by a parent or guardian, except in special circumstances or emergency situations, where permission may be granted at the discretion of the Principal, subject to conditions determined and applied at the time. A parent or guardian may make telephone contact to the Administration in cases of urgency where the need for their child to leave the school grounds was unanticipated. Under these circumstances a child may also be collected at school by a parent or guardian upon advising Corporate and Student Services or the class teacher. Where contact is by telephone, arrangements should be made to collect the child from the classroom or the office, not from outside the school grounds.

4.9 Enrolments

Narangba Valley State School currently operates under an Enrolment Management Plan. Details may be accessed on our website or contact Corporate and Student Services on 3491 1111. All enrolments of prospective students are made at the Corporate and Student Services Unit.

Present regulations state, to be enrolled at a state primary school in Queensland, a child must have attained the age of 5 years old on 30 June in proposed year of attendance. **EVIDENCE OF DATE OF BIRTH IS REQUIRED.**

To facilitate enrolment procedures and the allocation of classes, special enrolment days are conducted.

Birthdate:	Eligible for Prep year in:	Eligible for Year 1 in:
Child born 1 July 2015 – 30 June 2016	2021	2022
Child born 1 July 2016 – 30 June 2017	2022	2023
Child born 1 July 2017 – 30 June 2018	2023	2024

A child already enrolled at another Queensland State School may transfer to and be enrolled at this school upon presentation of three original documents of proof of residency within our school catchment area, as per the approved Enrolment Management Plan for Narangba Valley State School, along with suitable student identification which includes birth certificate/passport etc.

If your child is enrolling from a non-state school to a state school (or vice versa) in Queensland, the new school can request a transfer note from the previous school.

If your child has moved to Queensland from interstate, the new school can request consent from you to obtain your child's information from the previous school using the interstate student data

transfer note. This system enables the new school to support the educational placements of new students. Students will be placed based on the Australian Curriculum year level that they have accessed at their previous school. Where a child has been enrolled in a Prep class of a school in another state and upon transfer to Queensland has not yet attained the age of five (5) years by the 30 of June, enrolment will be at the principal's discretion.

4.10 Transport Subsidy

You may be eligible for Bus Transport Subsidies. The most appropriate source of information about eligibility for transport subsidy is the local Queensland Transport office.

Contact Details: Queensland Transport PH 132 380
 Caboolture (LRM)
 Cnr Aerodrome Rd & Piper St
 Caboolture 4510

4.11 Transfers

Please provide sufficient advance notice of intended transfer to another school to your current school. An official Transfer Note will be forwarded to the prospective school upon enrolment at the new school.

4.12 Students on Transfer

Children intending to transfer from our school are expected to return all school property including class materials, library resources and school instruments provided, on or before their last day at this school. Final payment of all monies owing must be completed.

Children should also arrange to collect all their personal property, including any project books and art materials held by class teachers.

It is recommended that children on transfer search the Lost Property Box for any personal possessions before their departure from the school.

4.13 Transition to High School

On completion of Year 6, students are to transfer to High School. To assist with the transition to High School, Orientation Days and Parent Information Sessions are held by all local state high schools, towards the end of each school year. Details will be advised in advance. For further information, it is requested that you contact the high school of your choice.

Parents who require references for high school can arrange these by contacting the Principal or the class teacher.

Should repeating Year 6 be considered desirable by a child's parents, this can only be done with the approval of the Principal whose decision is based on advice from officers of the Department including class teacher and a Guidance Officer.

4.14 Official School Records

Records are maintained on every child attending the School. Current data on each child enrolled is kept on the One School database.

Should you have a change of family circumstance, address, telephone number, etc. it would be appreciated if you would advise the office immediately so that our records be kept up to date.

4.15 Parental Custody/Access

It is of particular importance that the school be advised of the implementation of parental custody and access orders, or of any changes to existing orders.

It should be noted that whilst the school, in good faith, has a duty to the enrolling parent in relation to custody of a child, it must comply with existing Court Orders relevant to the rights of the noncustodial parent. Such orders affect access to records and reports pertaining to the child.

4.16 School Requisites

At the end of each year, children will be given a list of books and necessary materials for the following year.

All items listed are essential for your child's education. It is intended that the more expensive items such as dictionary, atlas and calculator, once acquired, be utilised right through primary school.

Please attempt to have all requisites by the commencement of the school year to avoid delays in the implementation of class learning programs for your child.

Children are encouraged to cover and name all books clearly. It is recommended that calculators and geometric sets be engraved if possible.

4.17 Personal Property

All personal items and clothing should be clearly marked with your child's name to ensure that if lost, the owner can be readily identified. Such marking may need to be done several times a year to be effective.

Expensive items, including jewellery, games and toys, are not allowed to be brought to school. No responsibility can be taken if such items, brought to school by a child, are lost, damaged or stolen. Children should take responsible care for any monies brought to school.

The following items must not be brought to school:

- Smart watches e.g. Moochies, apple watch, etc.
- Chewing/bubble gum;
- Matches, lighters;
- Explosive caps;
- Toy weapons (particularly those which fire projectiles);
- Yo-yos;
- Skateboards, roller skates, roller blades and rip-sticks.

Illicit substances, including alcohol, tobacco and drugs are prohibited.

4.18 Mobile Phones

Mobile phones may be brought to school. Mobile phones are to be turned off and handed to the class teacher (or office by prior arrangement). However, absolutely no responsibility will be taken for any mobile phone brought to school. Mobile phones are only to be used before or after school **when not on school grounds**. Mobile phones are not to be used during school hours. Use of mobile phones inside of school hours and school grounds will result in a consequence.

Appropriate Use of Mobile Devices	Inappropriate Use of Mobile Devices
<ul style="list-style-type: none"> • Special circumstances by pre-arrangement with Deputy/Principal 	<ul style="list-style-type: none"> • Uses mobile phone or other devices in an unlawful manner • Invade someone's privacy by recording personal conversations or daily activities and/or further distribution e.g. forwarding, texting, uploading, Bluetooth use etc. of such material • Recording or capturing any content e.g. photograph, video, audio of another individual e.g. staff, student, any individual on school site • During school hours • On school grounds

IPods, iPads, Smart Watches and any other device that has the capability to connect to the internet, make phone calls, record sound and video images are not permitted on school site.

Special circumstances arrangement

Students who require the use of a personal technology device in circumstances that would contravene this policy (for example to assist with a medical condition or disability) should negotiate a special circumstances arrangement with the Deputy Principal or Principal.

Confiscation

Permitted personal technology devices used contrary to this policy on school premises may be confiscated by school staff. If confiscated, they will be made available for collection from the school office at the end of the school day unless required or may only be returned in the presence of a parent at the Principal's discretion.

Devices potentially containing evidence of criminal offenses may be reported to the police. In such cases police may take possession of such devices for investigation purposes, and students and parents will be advised to contact Queensland Police Service (QPS) directly.

Students who have a personal technology device confiscated more than once may not be permitted to have a personal technology device at school for at least one month, or longer if deemed necessary by the Principal.

4.19 Lost Property

Lost property is collected and stored. Children and parents are requested to check the Lost Property regularly. Several times each term the lost property is checked and every endeavour is made to identify owners.

In addition, unidentified lost property will be displayed in a covered area occasionally for all students in class groups to view and hopefully reclaim. Lost property accrued, is cleared at the end of each term and then donated to a suitable charity.

4.20 Money

All money for student activities is collected in the morning by the class teacher which is then forwarded to Corporate and Student Services for processing. The Cashier is open from 8.00am to 10.00am for all EFT and Credit Card transactions. All cheques must be made payable to Narangba Valley State School. When sending money to school, please enclose it in a SEALED envelope marked with NAME, YEAR, AMOUNT AND PURPOSE on the nominated closing date.

Please double seal the envelope with tape to ensure no monies are lost. Blank payment envelopes are available from the Corporate and Student Services Building if monies are not secure.

It is important that payments for excursions and school activities are paid by the due date - usually one week before the actual event. The school needs this time to prepare for the excursion e.g. preparation of rolls, confirmation of buses, confirmation of numbers of students attending, medical requirements. Unfortunately, we will be unable to accept late payments for excursions/activities. If you are unable to make payment by the due date please contact the Business Manager to discuss payment plan options. This policy must be enforced to ensure the safety of our students going on, or participating in, an activity.

Refund Guidelines for Excursions and Camps

At Narangba Valley State School, we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations. School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

State schools are able to charge a fee for:

- An educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student;
- An education service purchased from a provider other than the school where the provider charges the school; and
- A specialised educational program.

A school fee is directed to the purpose for which it is charged.

School fees for excursions and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/caregiver.

As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an excursion or school camp may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent/caregiver wishes to apply for a refund due to their child's non-participation in an excursion or camp activity, they may complete the Request for Refund form. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

It is preferred that refunds be made as a credit against the student's account at the school, and used for any cost in the future.

To comply with policy and endorsed by the P&C, where a profit is made after the reconciliation of each excursion the following will be applied;

- If a profit of more than \$5 per student is made, a credit will be applied to each paying students account;
- If a profit of \$5 or less per student is made, all proceeds will be placed in an expenditure cost centre to be used for student resources.

Department of Education and Training policy references:

- Education (General Provisions) Act 2006
SCM-PR-002: School Excursions
FNM-PR-019: State Education Fees

4.21 School Banking

School banking is conducted each Thursday morning. Banking is collected by the class teacher and sent to Corporate and Student Services for electronic processing by volunteers of the Parents and Citizens Association. Support for school banking benefits the Association as each transaction attracts a commission.

4.22 Complaints Management

If you have any issues/concerns regarding your child then the classroom/specialist teacher is usually the first point of contact. Please make an appointment to ensure sufficient time can be allocated to satisfactorily discuss your concerns.

If your issue/concern is unable to be dealt with, or discussed with the classroom/specialist teacher, then make an appointment to speak with an Administrator. All efforts will be made to resolve all issues/concerns as quickly as possible so your child can engage fully in school life; in the case of school operations then these can be clarified and enacted.

Further information regarding relevant procedures are available at
http://education.qld.gov.au/schools/about/pdfs/making_a_complaint.pdf

4.23 Student Resource Scheme

The school operates a Student Resource Scheme. The purpose of the scheme is to provide a cost effective, value for money alternative to purchasing textbooks, resources, consumables and materials not included on the school's book and stationery list, through reduced prices gained from the school's bulk purchasing processes. These include

Reproduced class workbooks, worksheets and teacher-prepared material
Student material used for classroom projects and investigations
Art and craft supplies in excess of what is provided by school grants
Stationery, writing and drawing equipment in excess of what is requested on book lists
Consumables and cooking materials

The Student Resource Scheme is supported annually by the school's Parents and Citizens Association and is managed by the school. The scheme operates under the policy and guidelines of the Department of Education and Training FNM-PR-018: Student Resources Scheme and in accordance with section 51 of the Education (General Provisions) Act 2006.

Participation in the Student Resource Scheme is voluntary and you are under no obligation to join. However parents who do not participate are responsible for providing the student with all items that would otherwise be provided. A detailed year level list can be obtained from administration.

The cost for participation in the scheme is \$40.00. Payment cap of \$100.00 for families.

5. CURRICULUM

5.1 Learning Areas

Queensland students from Prep to Year 10 began learning under the new Australian curriculum from 2012. In 2014, schools implemented the new curriculum in English, Mathematics, Science, History and Geography. In 2015, schools implemented the new curriculum in Health and Physical Education, Civics and Citizenship and Business and Economics. In 2019 Narangba Valley State School implemented the Australian Curriculum in Technologies (Digital and Design), The Arts (Music), LOTE (Japanese) and HASS (Humanities and Social Sciences). In 2021 Narangba Valley will implement the Australian Curriculum in all learning areas. For more information see the Australian Curriculum website <https://www.australiancurriculum.edu.au/>

5.2 Planning

Teachers plan in specific subject areas around the Australian Curriculum. Opportunities for all students to display their talents in various forms will be a key component catering for varied learning styles and levels of development.

Distinguishable features of classroom experiences will include:

- Focused teaching blocks;
- Small flexible groups of learners challenged to their potential;
- Hands on activities;
- Teamwork;
- Learning around meaningful and relevant life experiences; and
- Celebrations of individual learning.

5.3 Assessment and reporting

Assessment and reporting will be moderated across classes to ensure consistency and continuity of programs. Reporting to parents will include formal and informal interviews, written reports and systemic reports.

Students will be able to demonstrate knowledge of outcomes through a variety of strategies. Generally, the 5 Ps allows students the scope to demonstrate their talents in a preferred style.

- Pen and Paper
- Performance
- Product
- Presentation
- Portfolio

5.4 Specialist Lessons

A number of specialist's lessons will be available each week. These include:

- Physical Education Prep -Year 6;
- Music Year 1 -Year 6;
- Dance/Drama- Prep-Year 6
- Digital Technology Prep – Year 6;
- LOTE (Japanese) Year 5 -Year 6;

5.5 Quality Teaching

Effective curriculum delivery will be paramount to the success of students. Administrative staff will supervise the performance of teaching staff by being involved actively in the planning of units of work and regularly observing the teaching of lessons. Staff will meet weekly either as a whole staff or in groups. Group development and mentoring opportunities will be promoted. Opportunities to

share best practice in all areas of the curriculum, engaged learning etc. will be encouraged to ensure a consistent approach.

ASOT

WHAT?

- ASOT is an Instructional Leadership Model that provides a comprehensive pedagogical framework with the aim to improve student learning by promoting teacher effectiveness and professional growth.
- It provides a framework of 10 questions to encourage teacher reflection.
- It provides a common language but allows teachers to be individuals.
- Based around observation and feedback, NOT evaluation, it is a process to help identify where teachers are at and help them move forward.
- It reminds us of the strategies to use to ensure our instruction is effective.
- It is about working with every teacher and encouraging them to be the best they can be!

WHY?

- Improving teacher effectiveness is the key agenda
- Education Queensland is about to release a clear list of expectations around establishing Pedagogical frameworks in schools.
- Our region has decided that all schools will adopt ASOT as a model as it is sustainable, provides common ways of working, methods of effective instruction and student management.
- It is an extension of the Dimensions of Learning (DOLs) which we already have an understanding around.

The 10 Questions

Q1. What will I do to establish and communicate learning goals, track student progress and celebrate success?

Q2. What will I do to help students effectively interact with new knowledge?

Q3. What will I do to help students practice and deepen their understanding of new knowledge?

Q4. What will I do to help students generate and test hypotheses about new knowledge?

Q5. What will I do to engage students?

Q6. What will I do to establish or maintain classroom rules and procedures?

Q7. What will I do to recognise and acknowledge adherence and lack of adherence to classroom rules and procedures?

Q8. What will I do to establish and maintain effective relationships with students?

Q9. What will I do to communicate high expectations for all students?

Q10. What will I do to develop effective lessons organised into a cohesive unit?

5.6 Signature Pedagogies

At Narangba Valley State School we promote the following pedagogies:

- AAP (Age Appropriate Pedagogies) - supports Early Years teachers to apply a range and balance of teaching approaches and characteristics of quality teaching in their classroom practice. Teachers are supported to align curriculum, age-appropriate pedagogies and assessment to maximise children's engagement in learning and to enhance outcomes
- Gradual Release of Responsibility Model - is a best practice instructional model where teachers strategically transfer the responsibility in the learning process from the teacher to the students (Fisher & Frey).

5.7 The Australian Curriculum

The Australian Curriculum is designed to teach students what it takes to be confident and creative individuals and become active and informed citizens. It sets the goal for what all students should learn as they progress through their school life – wherever they live in Australia and whatever school they attend.

In the early years, priority is given to literacy and numeracy development as the foundations for further learning. As students make their way through the primary years, they focus more on the knowledge, understanding and skills of all eight learning areas.

What are the learning areas of the Australian Curriculum?

From the first year of schooling to Year 10, students develop knowledge and skills in eight learning areas:

- English
- Mathematics
- Science
- Health and Physical Education (HPE)
- Humanities and Social Sciences (HASS)
- The Arts
- Technologies
- Languages

5.8 Class Structure

Students will generally be organised into year level groups of 25 for Preparatory to Year 3 and groups of 28 for Years 4 to 6. Composite classes may exist if enrolment numbers dictate necessity.

5.9 Volunteer's Involvement

Volunteer involvement will be most welcome and will play an integral role in working with professionals to support classroom learning. An induction process for volunteering in the school is in place.

5.10 Individual Support for Students

The school's philosophy for providing individual support will see all students receive individual attention so they can be nurtured to achieve their potential. **Intervention programs** will also be incorporated as the need arises. These will include academically talented, learning support and specialised programs designed to meet individual need.

5.11 Supportive School Environment

Quality learning outcomes depend on schools being orderly, safe and nurturing environments. A comprehensive Student Code of Conduct Policy is in place. A consistent approach to managing behaviours and helping students reach their potential is paramount.

5.12 ICT (The Role of Digital Technologies)

Technology is an integrated feature of classroom programs. Each classroom has access to a number of computers linked to the school network. In addition to general classroom integration of ICTs there is also targeted teaching of the Digital Technology Curriculum during specialist lessons. We have three full class size computer labs.

5.13 Extra Curricula Activities

We are able to provide a range of activities at differing times during the year. Activities may include choir, science club, board games/chess club, strings and multi instrumental music, computer club, dance, origami, good games, robotics, futsal and Optiminds.

Netball Novas

Novas is the Netball Development program for students in Year 6. The program consists of competition teams and development teams who compete in carnivals and against other schools. Girls with a strong commitment to netball are encouraged to join the Novas Program.

AFL Vipers

Vipers is the AFL Development program for students in Year 4 and Year 6. The program consists of competition teams and development teams who compete in carnivals and against other schools. The program focuses on developing fitness and skills required for playing AFL. Students with a strong commitment to AFL are encouraged to join the Vipers Program.

5.14 Science Maths Academy (SMA)

The Science Maths Academy provides high performing students in Year 4 – Year 6 the opportunity to attend onsite tutorials and regular classes at Narangba Valley State High School. These classes in Science and Maths are delivered by specialist Academy Science and Mathematics teachers from the High School. Students wishing to enter the Science Mathematics Academy are required to participate in a selective entry process. Please contact Narangba Valley State High School for further information regarding selection for SMA.

6. SCHOOL HEALTH

6.1 Emergency Information

Accidents and other emergency situations do unfortunately occur at school. All parents are requested to advise Corporate and Student Services of any changes to emergency information, **especially in regard to emergency contacts.** In the event of an emergency, it is essential that there be no delays in implementing procedures due to outdated information.

It is also essential that the school be advised of any disability, illness or allergic reaction which could affect a child, so that staff might be advised to allow preventative action or appropriate treatment.

6.2 Emergency Procedures

Minor accidents and medical incidents for which prescribed medication is held, will be treated at school by a qualified staff member, nominated as First Aid Officer.

Where further treatment is deemed necessary or where records indicate that parental notification of treatment is required, parents will be so advised.

For more serious accidents or medical incidents, the following procedural strands will be adopted:

- Care and comfort of the injured / ill child;
- Advice to the parent or emergency contact person;
- Contact of professional medical personnel.

Where contact cannot be made with a parent or responsible contact person or where it is deemed essential that medical treatment be urgently obtained, action in the best interest of the child will be taken at the discretion of the Principal. In most situations, this will be catered for by calling the ambulance to attend the child.

6.3 Sick Children

Schools are not equipped to care for sick children and it is requested that any child who is sick before departing for School be kept at home. Should a child become sick during the day and be

unable to continue with lessons, parents or nominated care providers will be contacted to collect the child.

6.4 Medication - Administration to Students

1. Where the administration of medication during school hours is essential for the well-being of a student, a nominated First Aid Officer authorised by the Principal will undertake the responsibility of administering that medication under the following conditions:
 - a) That a parent/guardian request be provided **in writing** to the Principal that the medication be administered at the School;

NB: A request form is available at the Corporate and Student Services for your use.

- a) That instructions provided must be written by the student's Doctor or Pharmacist at the Doctor's direction e.g. Pharmacist's directions on medication container including the Doctor's name.
 - b) We are unable to accept the instructions solely of a parent.
 - c) The medication must be in the original container clearly showing specific times at which the medication is to be administered as well as the specific dosage to be administered.
2. Notify the school in writing when a change of dosage is required. This instruction is to be accompanied by a letter from a Medical Practitioner.
3. Non-prescribed medications of any type cannot be given at school.
4. All medication will be secured in the Corporate and Student Services.
5. A Register will be maintained of all medication administered at this school. While checks will be made of all students on the current medication file and every attempt will be made to ensure medication is administered, the school will bear no responsibility if students forget to attend the Health Services Room at the nominated time.
6. It is appreciated that special circumstances may require special arrangements. Please contact the Principal if you consider that such arrangements may be required. Every effort will be made to minimise difficulties.

NOTE:

- Any request for the administration of medication is current for a maximum of one school year. For continuation, a new request is required at the commencement of each school year.
- All medication should be collected either at the expiry of a treatment or at the end of the school year where treatment is continual. Any uncollected medication will be disposed of, as appropriate.

6.5 Medication - Self Administration By Students Suffering From Asthma

Asthmatic students who are responsible for self-administering their own medication at home are permitted to assume this responsibility at school, provided that written permission from a parent or legal guardian is presented to the school initially. Where permission is received from a parent or legal guardian, asthmatic students will have ready access to their medication.

Where appropriate, asthmatic students may be responsible for their own inhalers at all times without the requirement for the medication to be stored in a central location, supervised by a First Aid Officer.

The need for students to use medication as a preventative measure prior to physical activity should be addressed within these guidelines.

PLEASE NOTE: Where permission is granted for asthmatic students to self-administer medication without supervision, the students are totally responsible for correct dosage and times of administration as no school record or check can be maintained. Security of inhalers must be considered.

6.6 Communicable Diseases: Exclusion Table

Below are listed the more common childhood infectious diseases. A child who is ill with an infectious disease should not be allowed to attend school. The following periods of exclusion should be observed, as advised by Education Queensland.

CONDITION	PERIOD OF EXCLUSION
Influenza and influenza-like illness	Exclude until symptoms have resolved, normally 5–7 days.
Diarrhoea and/or Vomiting	Exclusion periods may vary depending on the cause. Exclude a single case until 24 hours after the last loose bowel motion and the person is well.
Chicken Pox	Exclude until fully recovered or at least 5 days after the eruption first appears.
Cold sores (herpes simplex)	Not excluded if the person can maintain hygiene practices to minimise the risk of transmission. Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores should be covered with a dressing where possible.
Conjunctivitis	Exclude until discharge from eyes has ceased.
Glandular Fever	Exclusion is not necessary.
Impetigo (School Sores)	Exclude until 24 hours of appropriate antibiotics have been completed. Cover sores on exposed areas with a waterproof dressing until sores are dry, and encourage handwashing.
Measles	Excluded for at least 4 days from the appearance of rash.
Mumps	Exclude for 5 days after onset of swelling.
Ringworm, Scabies, Pediculosis (Lice), Trachoma	Exclude until the day after treatment has commenced.
Rubella (German Measles)	Exclude until fully recovered or for at least 4 days after the onset of rash.

Regardless of the period of exclusion, a child who is unwell as a result of an infectious disease should not be allowed to attend school until fully recovered. For all of the above diseases, contacts, specifically children of school age living in the same residence as the patient, are not excluded from attendance.

For cases of the following, please contact the Principal for advice:

- AIDS;
- Diphtheria;
- Encephalitis,
- Hepatitis;
- Leprosy;
- Meningitis;
- Poliomyelitis;
- Shigellosis;
- Tuberculosis;
- Whooping Cough;
- Typhoid;
- Paratyphoid Fever;
- Meningococcal;
- Streptococcal Infection;
- Scarlet Fever.

MEASLES / CHICKEN POX – SPECIAL NOTE

It is requested that parents of children who contract Measles or Chicken Pox advise the School Office. This is to avoid the possibility of placing “at risk” any child attending the school who, due to therapy treatment of a medical condition, may be endangered by coming in contact with measles and chicken pox. In certain circumstances where the child’s immune system has been affected by therapy treatment, the risk involved could be life threatening.

6.7 Head Lice

If head lice is detected please begin effective treatment before the next attendance day. When an infestation is evident within a class group, a general memo is distributed to all parents of children in that class group requesting concerted co-operation.

Treatment:

Treatment should only be applied when live lice are found on the head. If more than one person in your family has been infested, treatment should be applied at the same time to break the cycle.

There are two methods of treatment:

Conditioner and combing technique (non-insecticidal treatment)

Conditioner stuns lice and blocks their breathing pores. This, together with the slippery effect of the conditioner, makes it easier to mechanically remove the lice. This treatment method is equally as effective as insecticidal or other chemical treatments but generally requires longer treatment times. However, it may be preferred as a cheaper alternative to insecticidal or other chemical treatments.

Step 1: Generously apply conditioner to dry hair to cover the scalp and the full length of the hair.

Step 2. Untangle the hair with a wide-toothed comb.

Step 3. Place a fine-toothed head lice comb flat against the scalp and draw the comb through each section of hair from the roots to the ends.

Step 4. Wipe the comb after each stroke onto a tissue or paper towel, checking each time for head lice or nits.

Step 5. Comb each section of hair at least five times.

Step 6. Wash the hair as normal.

Step 7. Scrub both combs with an old toothbrush to remove an eggs or lice that may be present.

Repeat the conditioner and combing method every second day to remove young lice as they hatch. Continue for ten or so consecutive days until no lice are found.

Treatment with synthetic or natural insecticides or other chemicals

There are different forms of treatment of which you can get from the chemist without prescription. All preparations must be applied strictly according to the manufacturer's instructions and none of them should be used on children under two years of age, except on medical advice.

If a product doesn't seem to work, speak with your chemist about a product with a different active ingredient.

- No chemical treatment kills all the eggs.
- A second treatment should be applied 7-10 days after the initial treatment to kill the young lice that have hatched from the eggs remaining from the first treatment.
- Do not apply the treatment more than once per week as more frequent applications could lead to scalp problems and have little or no effect.

Nits are the most difficult to kill. The most effective way to remove eggs is to actually pull them off the hair using your fingernails.

Prevention:

There is no need to use pesticides around your home, as lice cannot survive more than a day or two away from the scalp. The following recommendations will help to prevent reinfestation:

- Regularly check the child's scalp for signs of lice.
- Teach your child to avoid head-to-head contact during play and other activities.

6.8 School Dental Clinic

A school Dental Van visits the school approximately every two years.

Dental care and supervision is offered free to those students whose parents have given consent for treatment. The Dental Van is staffed by a dental therapist and a dental assistant who are also responsible for other schools in the area and spend part of the year working at each. Consent forms for new students are issued at the commencement of each period of operation at our school.

7. DRESS CODE

7.1 School Uniform

It is an expectation that children attending this school wear the uniform which has been selected by our Uniform Committee and endorsed by our Parents and Citizens' Association.

It is considered that the wearing of a school uniform allows our children to exhibit both a sense of identity and a sense of unity and pride in our school.

Should a child not be able to wear his/her school uniform for a valid reason, temporary suitable alternative clothing is acceptable. A note would need to be provided.

Acrylic nails, nail polish, make-up and hair colour are not permitted at school.

If a student does not comply with the Narangba Valley State School dress code consequences can be applied.

- Detention for 20 minutes
- Prevention from attending, or participating in, any activity for which the student would have been representing the school
- Prevention from attending, or participating in, any school activity that, in the reasonable opinion of the school's Principal, is not part of the essential educational program of the school.

It is requested that children participating in excursions wear the school uniform as this allows ready identification of our students.

7.2 Jewellery

Stud or sleeper earrings are permitted. For reasons of safety other body studs/jewellery are not permitted. A wrist watch, Fitbit or a medical emergency bracelet is acceptable. Smart watches are not permitted. A simple, flat signet ring may be worn. No anklet jewellery is permitted. A necklace of religious significance only is acceptable and must be worn under the shirt. Medical Alert accessories may also be worn.

7.3 Uniform

School Uniform - Compulsory

- Navy and gold polo shirt – with school name on collar and tab front.
- Navy shorts or combo skirt with school logo.
- Hat – Navy with gold piping with school logo.
- Footwear – black only shoes or joggers with black laces (no coloured logos or coloured lines or soles).
- Socks – White or navy blue.
- School coloured hair accessories only.

House Uniform - Compulsory (Worn on Friday and inter-house or athletics days).

- House polo shirt – with house name on collar and tab front.
- Navy shorts or combo skirt with school logo.
- Hat – Navy with gold piping with school logo.
- Footwear – black only shoes or joggers with black laces (no coloured logos or coloured lines or soles).
- Socks – White or navy blue only.
- House coloured hair accessories only.

Sports Uniform - Compulsory (Interschool or District sports)

- Navy and gold polo shirt – with school name on collar and tab front.
- Navy shorts or combo skirt with school logo.
- Hat – Navy with gold piping with school logo.
- Footwear – black only shoes or joggers with black laces (no coloured logos or coloured lines or soles).
- Socks – White or navy blue.
- School coloured hair accessories only.

7.4 Formal Uniform

The wearing of the non-compulsory formal uniform is optional. If you are representing the school in an official capacity, the formal uniform maybe required.

From 2021 students are required to wear the new uniform listed below only.

- Navy blue and gold tartan dress with school logo.
- Navy blue and gold tartan shirt with school logo with navy blue formal shorts with school logo.
- Footwear – black only shoes or joggers with black laces (no coloured logos or coloured lines or soles).
- Socks – White or navy blue only.

7.5 Winter Uniform

- Navy blue Jumper or Jacket (no hoodies)
- Navy blue long pants or track pants.
- Hat – Navy with gold piping with school logo.
- Footwear – black only shoes or joggers with black laces (no coloured logos or coloured lines or soles).
- Socks – White or navy blue only.

Available for sale in our uniform shop - Optional

- Navy blue and gold micro-fibre jacket with school logo.
- Navy blue with gold piping track pants.
- Navy blue fleecy zip jacket with school logo.
- Navy blue fleecy track pants.
- Navy blue girls' tights (which can only be worn under a school dress, skirt, skort or shorts).

Please remember hats are to be worn at all times whilst doing outdoor activities.

7.6 Swimming Tog Policy – See 8.11 Swim Program

7.7 Free Dress Day Policy

- Sensible play clothes
- School Hat
- Closed-in shoes and socks – No heels
- No singlet tops – Boys' and girls' tops to have sleeves (Sun Smart School)
- No midriiffs showing
- No extra jewellery
- No inappropriate writing on clothes

7.8 Uniform/Book Store

The uniform/book store is located near the Café.

Hours of Service	-	Monday	8.00 - 10.00am
		Wednesday	8.00 - 10.00am and 2.00 to 3.30pm
		Thursday	8.00 - 10.00am

8. SCHOOL OPERATIONS/ PROGRAMS

8.1 Homework Policy

The practice of homework at Narangba Valley State School is a valuable process for the continued development of a young mind. The completion of homework, whilst educational, provides a range of benefits for all within our learning community. These benefits have been identified within the **“Purpose of Homework”** and provide direction for all by defining the intent of this policy.

The document aims to inform stakeholders of their individual responsibilities ensuring the educational, social and emotional needs of each student and their respective family are met. This document is available from the Corporate & Student Services.

8.2 Resource Centre

This facility comes complete with computer laboratory and film making blue room.

Our School Library, managed by a Library Teacher Aide, is a Resource Centre for children with a wide selection of both print and non-print materials. This centre is a key learning area in the school environment.

Children are encouraged to borrow books regularly from the Library. A library bag is required by students in Preparatory, Years 1, 2 and 3 to carry borrowed books. Should a book be damaged or lost, it is usual for parents to make arrangements for replacement. Children who consistently damage or lose books will not be permitted to borrow until they become more responsible.

Reference books cannot be borrowed but children are encouraged to use these resources as well as other reference materials and audio visual equipment in the Library for research. Computer hardware and software is also available for student use in the library.

8.3 Guidance

A Guidance Officer assists teachers and parents should a child have a determined learning or associated behavioural problem. Following assessment, the Guidance Officer may recommend to teachers and/or parents, a program to assist the child. If necessary, the Guidance Officer may recommend appropriate placement in our school Support Programs, suggest referrals to other agencies (e.g. Developmental Assistance Team, Speech Therapy, Special School) or implement a Guidance program.

8.4 Learning Support

Targeted resources are provided to schools to assist them to address the diverse learning needs of their students. Our school Learning Support Teachers (Learning Co-teachers) will operate a varied program within the school to assist children to succeed.

Depending on circumstances, a child's program may be of either short or long term duration. Various service providers, other than Learning Support Teachers, may be involved in programs. Service providers might include peers, parents, trained teachers, voluntary assistants, tutors, class teachers or community mentors. Our programs stress early intervention and commence after identification during Prep year or upon entry to the school.

8.5 Performing Arts

Performance activities are offered to students throughout the year and provide students with the opportunity to perform at school and community functions or events.

8.6 Instrumental Music

Instruction by visiting Instrumental Music Teachers is available in woodwind, brass and percussion instruments for children of Year 4 and above, and strings for Year 3 and above, provided they possess the necessary attitudes and aptitudes.

Students self-nominate in Year 2 (Strings) and Year 3 (Band). The instrumental music teachers then administer a series of tests to determine if students possess the necessary attitudes and aptitudes.

Parents of recommended applicants will be advised, in detail, of the program and its requirements at via a letter of offer.

Placement in the program is available to children transferring from another school having participated in a program with similar instruments. It is recommended that an early decision to purchase an instrument not be made without referral to either an Instrumental Music Teacher or our music teacher. A limited supply of school instruments is available for use by beginners.

8.7 Personal, Social and Community Health Program

In Health and Physical Education students develop the knowledge, understanding and skills to support them to be resilient, to develop a strong sense of self, to build and maintain satisfying relationships, to make health-enhancing decisions in relation to their health and physical activity participation, and to develop health literacy competencies in order to enhance their own and others' health and wellbeing.

8.8 Physical Education

Our Physical Education Teachers conduct and co-ordinate programs for all children. These programs include athletics, gymnastics, game skills and safety. A Gross Motor Program which has proven effective operates in the lower school to develop co-ordination in children. Daily physical fitness sessions, as well as health and hygiene, are components of the program.

Physical Education is considered an integral part of the curriculum and all children are expected to participate regularly. No child will be exempted from regular participation unless a medical certificate or an explanatory parental note is forwarded to the school. Our Sun Safe policy may restrict student participation in outdoor physical activities.

8.9 Sports Programs

Students have the opportunity to trial for selection in District Teams in their chosen field of expertise. Further selection opportunities may then arise for Regional and State teams.

INTER-HOUSE SPORTS

Inter-House Athletics and Ball Games Carnivals are conducted usually during Term 2 or 3 and Inter-house Cross Country is conducted during Term 2. While our Physical Education Program is designed to link with these sports, it is necessary to have a program of House Team practices. It is suggested that children wear House Uniform on the set day (Friday).

8.10 Houses

Our school currently has three houses –

House	Colour	Meaning
Nudgee	Green	Tree Frog
Coen	Red	Thunder
Tarra	Blue	Little Creek

WAR CRIES

NUDGEЕ

We're green,
We're mean,
We work as a team.
The Nudgee team is really neat, The Nudgee team will never cheat,
The Nudgee team just can't be beat.
Go Nudgee
N-U-D-G-E-E
Yeah, Nudgee

COEN

Coen, Coen is the best Work together beat the rest
Fast as lightning, hear us ROAR!
Come on Coen, WE WANT MORE!
C-O-E-N Gooooooooo COEN!

TARRA

Tarra is cool
Tarra is sleek
Tarra comes from "Little Creek" We play hard
We play fair
Take us on, if you DARE! **T-A-R-R-A**
Tarra

8.11 Swim Program

Our school conducts a swimming program for students Years 1 to 3 at the Burpengary Aquatic Centre. The program consists of eight daily sessions of approximately 45 minutes to one hour's duration over a fortnight.

Instruction is undertaken by qualified external instructors assisted by class teachers. Trained volunteer parents assist with pool safety by acting as observers.

Students are required to pay an advised fee to cover bus transport, pool admission charges and instructor fees prior to the swimming block. Students require parental consent to participate in the swimming program.

PLEASE NOTE

It is strongly recommended that students do not wear swimming togs to school under their uniforms for reasons of hygiene and possible embarrassment. Experience has shown that where students

wear togs to school, underclothes are often forgotten. Information sheets issued prior to the commencement of the swimming season will fully detail student requirements. No bikinis or costumes that reveal midriff.

8.12 Excursions/Camps

Our students may participate in a variety of educational excursions or camps which are designed to supplement and complement academic, cultural, social and sporting experiences initiated within the school. Specific information, consent forms and medical information forms will be forwarded home, to be completed by a parent or guardian, on each occasion of an excursion or of a series of excursions.

No child will be permitted to participate in an excursion or camp without parental consent. However, where it is apparent that a specific consent form has been forgotten, administrators will make discretionary decisions about a child's participation based on information available.

Information sheets will advise the nature of the excursion or a camp, the method of travel (which is normally by bus supervised by teachers, occasionally assisted by parent volunteers) as well as any costs involved. It should be noted that every attempt will be made to keep costs to a minimum.

Students' attendance on camps and excursions may be compromised if students are in receipt of a developing or support required behaviour level in Prep-Year 2 or a needs attention or unacceptable behaviour level in Years 3-6.

8.13 Community Involvement

Parents and interested citizens of our community are encouraged to become actively involved in our school. All participants in approved programs are legally covered under the authority of the Principal.

All volunteers at Narangba Valley State School (Preparatory to Year Six) are required to undertake the Mandatory Parent Volunteer Training prior to working at the school. On arrival and departure, all volunteers must sign in at the school office.

At the time of publication parents of students at this school do not require a Working With Children Suitability Check (Blue Card). However all other volunteers require this suitability check. Please request an Application form Corporate and Student Services.

8.14 Assemblies

Assemblies are held in the Hall (HOLLOW) currently each Wednesday from 2:00 pm to 2:30 pm for Prep to Year 2 and Friday from 2:00 pm to 2:30 pm for Years 3 to 6. Certificates of Merit and Appreciation are awarded, announcements made and classes or groups present learning experiences. Special event assemblies will be held as required.

8.15 Interviews

We are prepared to discuss with parents any concerns that you may have regarding your child's education or any problems that your child is experiencing at school. Every attempt will be made to resolve such concerns or to remedy such problems. We sincerely believe that a co-operative partnership between the home and the school is beneficial to your child.

It is recommended that you make a point of meeting your child's teacher/s as early as possible in the school year, and confidentially advise of any aspects in your child's educational background or of any physical, social or emotional factors which may have a bearing on your child's life at school. Early awareness by the teacher could prevent the emergence of difficulties.

It is suggested that parents of students who transfer from another school arrange to meet the class teacher after two or three weeks to determine whether parental expectations match the teacher's perceptions. Interviews with class teachers may either be arranged mutually or through the School Office.

It is essential however, that sufficient notice be given and preferably that the teacher be given prior advice of the nature of the interview to allow proper preparation.

Teachers are unable to arrange interviews during class periods except in cases of emergency. Unscheduled morning interviews except in cases of urgency, should be avoided as distractions from the teacher's need to attend to lesson preparations and to supervise student requirements are detrimental to a satisfactory outcome.

Parents wishing an interview with the Principal or Deputy Principals should contact Corporate and Student Services so that arrangements might be made. Interviews with Specialist Teachers and Support Personnel may be initiated through Corporate and Student Services.

8.16 Parent Information Meetings

Parent information meetings will be conducted early in Term 1 of the school year to provide the opportunity for teachers and parents to discuss intended class programs and procedures. While these meetings will provide an opportunity to meet class teachers for those parents who have not yet been able to do so, it is not appropriate, possible or intended that a discussion about individual students takes place at this time.

8.17 Assessment

Assessment is conducted continuously and progressively by class teachers throughout each semester, culminating in a Semester Report. A variety of strategies, including observations, work samples, anecdotal records and formal tests are used, with emphasis given to the most recent achievement thereby reflecting student growth and development and allowing for student improvement by independent study.

8.18 Reporting

Reporting is carried out in two ways.

Interviews

Opportunities exist for the arrangement of parent-teacher interviews. Interviews at an early stage of the year are intended to be based on information sharing by teachers and parents rather than information giving by the teacher. Special conferences will be arranged where it is deemed that a student may require intervention or support. Scheduled Parent-teacher interviews will be conducted in Term 1 and Term 3.

Written Reports

A written report will be issued twice a year at the end of each Semester i.e. Term 2 and Term 4. These reports provide the opportunity for either the class teacher or the parent to request an interview to discuss student performance, attitudes, effort or behaviours.

8.19 Individual Student Records

A student record is maintained for each child attending the school. This record is kept on a Data Base known as One School.

8.20 Police Officer Support

Burpengary Police Station supports our school with visits and class/group talks when required.

8.21 Student Leaders

School Captains and Student Leaders each year will be selected from Year 5 students via self-nomination application and interview in Term 4 of the year preceding.

Student Leader duties relate to the following areas:

- Respect
- Care
- Success
- Partnership
- Safety

8.22 Code of Behaviour

At Narangba Valley State School, communication of our key messages about behaviour is supported through reinforcement, which provides students with feedback for engaging in expected school behaviour. A formal recognition and monitoring system has been developed. This reinforcement system is designed to increase the quantity and quality of positive interactions between students and staff. All staff members give consistent and appropriate acknowledgement and rewards.

Our community prides itself on providing an environment that rewards and celebrates achievements of all students. These celebrations take many forms and are continually reviewed for effectiveness to ensure the celebration reflects the achievements of the individual student or group. When appropriate choices are consistently made they are celebrated in a variety of ways within our community.

Celebrations of appropriate behaviours culminate in a planned day at the end of each semester, when students will engage in an “END OF SEMESTER REWARD ACTIVITY”. Behaviour Levels ‘Sound/Satisfactory’ or above participate in the reward activity with Behaviour Levels below ‘Sound or Satisfactory’ reflecting on their past term of behaviour and identifying opportunities for behaviour improvement. They will complete a reflection sheet, work through scenarios and participate in goal setting – these will be revisited by teacher and DP throughout the following term.

PREP – YEAR 2	YEARS 3 - 6
Behaviour Rewarded: <ul style="list-style-type: none">• Very High• High• Sound	Behaviour Rewarded: <ul style="list-style-type: none">• Excellent• Very Good• Satisfactory
No Reward: <ul style="list-style-type: none">• Developing• Support Required	No Reward: <ul style="list-style-type: none">• Needs Attention• Unacceptable

Children rated on a ‘Needs Attention’ or ‘Unacceptable’ behaviour level are deemed not behaviourally reliable to attend such events as interschool sports, camps and excursions, unless granted permission by the Principal.

Behaviour Levels are communicated to students and parents at the end of each semester using a Behaviour Level Certificate. Only students receiving Sound/Satisfactory or above will receive a certificate. Behaviour Levels are also reported to parents on the student report card at the end of each semester.

9. SCHOOL AND COMMUNITY

9.1 Parents and Citizens' Association

All parents of children attending Narangba Valley State School and all citizens with an interest in Narangba Valley State School are welcome to join the P & C Association. Membership, once registered by the Association, affords the member cover under P & C insured Voluntary Worker and Public Risk schemes.

The role of the P & C Association is to support the management of the school for the benefit of the students. This involves determining needs, establishing and maintaining resources and facilities. As such, the P & C Association is involved in a wide range of activities which have extended beyond traditional activities. The P & C Association has established various sub-committees and action groups which assume responsibility for particular areas.

The P & C usually meets once a month on a Wednesday at 6.30pm at the school.

9.2 Café

Our School Café provides wholesome food for our children. A Convenor, appointed by the P & C Association, co-ordinates the functioning of the Café but we are dependent upon voluntary assistance for its operation.

Volunteers can nominate to assist one day a week/fortnight/month or nominate as emergencies in case of absence. Assistance for even a few hours on any Café day would be helpful. Volunteers will be advised of prepared rosters by the convenor. Your assistance in providing this valuable service to the children would be warmly welcomed and greatly appreciated.

We encourage you to use **Flexischools Online Tuckshop Ordering** to help make the Café work more effectively and efficiently so the valuable time parent helpers give, is actually preparing lunch rather than counting money. To register please go to www.flexischools.com.au Flexischools runs independently from NVSS and if you need help, please contact **Flexischools** direct on **1300361769**.

All lunch orders will be delivered to Year Level Eating Areas at Break 1 in class baskets. Break 2 orders are to be collected from the Café for all year levels.

In accordance with P&C policy we are unable to have children of any age in the Café.

The café is available for students each weekday.

9.3 School Safety and Security

Our school must be seen as a sanctuary for our children. It is a purposeful place with a focus on the growth and development of our children both as students and as citizens of our society.

To make school even safer, new legislation gives Principals, departmental officers and the governing bodies of non-state schools legal powers to deal with parents and visitors who do not conduct themselves appropriately while on the school premises.

These powers assist the Principal, or the person in charge of the school, to ensure the safety and wellbeing of people at the premises, the security of the premises and the good order and management of the school. The powers allow Principals to direct a person to –

Leave the school premises and not return for 24 hours;

Cease certain conduct and desist in that conduct for up to 30 days; and

Only access the school according to the Principal's instructions for up to 30 days. The Principal will give these "directions" in writing, which apply from that time onwards. They only relate to school

premises, including sporting fields etc., under the school's full-time control. When exercising these powers, the Principal may require a person to provide their name and residential address. It is an offence not to provide these details.

9.4 Identity Badges

Identity badges will be provided for all school staff, including relief staff, for school/community office bearers and for community volunteers.

9.5 Visitor Register

All visitors to our school site must report to the Corporate and Student Service Unit and sign in. On departure, visitors are required to sign-off. Please note: the term 'Visitor' does not apply to parents/care givers bringing or collecting children at normally accepted times. These times are until 9.00am in the mornings (9.30am on Assembly Days) and from 2.40pm in the afternoons.

9.6 Student Sign in/out Register

Any student leaving the school site, prior to normal dismissal time, must be signed out at the Corporate Service Unit by a responsible adult who has parental/guardian authority to do so. Should the student return to school on the same day, they must be signed in by a responsible adult.

9.7 Emergency Procedures

In an emergency situation we must be able to account for all persons on site (hence the need for the above sign in/out).

Two Emergency Procedures are in place, namely

Evacuations (fire, bomb threat etc.) All persons on site must comply with evacuation procedures.

Lock Downs (intrusions, dangers from external sources) – All persons on site must comply with the lock down procedure, taking precautions appropriate to the situation. Where a Lock Down situation such as an impending storm occurs just prior to school dismissal time, Lock Down procedures will be implemented until all danger has passed.

9.8 Use of School Ground and Facilities

Use of school grounds and facilities requires prior approval from the Principal. Such approval to community associations, groups or individuals is subject to specified conditions; with the provision that any children are under responsible adult supervision at all times. Any fees and/or security deposits will be advised upon notification of approval.

No responsibility will be taken by the school or its staff for the supervision or welfare of such associations, groups or individuals who bear the onus of arranging any required indemnities.

9.9 Photographing or Videotaping Performances at School

Due to several issues, parents/guardians may photograph their own child but no one else. This also includes videotaping of a performance.

Please note that it is not our role to enforce this, but that people who ignore this request may compromise themselves legally due to copyright and privacy.

9.10 Class Photographs

Parents are requested to advise the school if they do not want their child to be photographed with the class.

9.11 No Smoking Regulations

Smoking is not permitted on the school grounds. Please note that you cannot smoke within five metres of a school entrance.

We actively promote a non-smoking environment. For tobacco products, the current penalty unit amount is set at \$133.45. This is effective from 1 July 2019.

9.12 Playgroup

Families of Narangba Valley State School with children of 0 years to 5 years and future families residing within the catchment will be most welcome to attend the playgroup session provided by the school.

Our playgroup is affiliated with **Playgroup Queensland**. All participating families will be required to pay family membership to cover insurances. These fees are subject to change. To register, please go to www.playgroupaustralia.com.au. If a family has previously paid an affiliation fee with another playgroup then further payment will not be required, only a membership form will need to be filled out.

We offer playgroup one morning per week on Wednesdays from 9.15am to 11.00am. We have two staff members who are responsible for the organisation of playgroup. A general routine of activities is established and these include outdoor and indoor play, literacy and numeracy sessions, music, snack time etc.

All families involved will need to follow school protocols whilst playgroup is in operation.

9.13 Chaplaincy

Chaplaincy at Narangba Valley State School aims to assist the school community by providing pastoral care, emotional and personal support to those seeking it. Chaplaincy services are inclusive of and show respect for all religious and non-religious beliefs and other stances represented in the school community. All activities and events provided are non-discriminatory and equally available to students of all beliefs. Chaplains aim to help students find a better way to deal with life's issues. They provide a listening ear and a caring presence in the school. For more information regarding chaplaincy please go to www.suqld.org.au

9.14 Outside School Hours Care (OSHC)

The Helping Hands Network OSHC facility is located in the school hall located to the right of the school campus. All children attending the service must be dropped off in the morning or collected in the afternoon by a responsible adult and signed in and out of the OSHC room each day.

Programs

The Helping Hands Network tailors their programs to meet the local school community needs, providing much more than child minding. Their programs are designed to develop stronger, healthier, happier children and to provide an environment that is like a **“home away from home”**. Programs are developed in consultation with children, parents, the school community and Helping Hands Educators. They are tailored to cater to the children's age, skill, interests and abilities through a variety of challenging and recreational activities.

Before And After School Care

Care is available 5 days per week during term time. Before school, the service operates from 6.30am – 8.30am. After school, the service operates 2.50pm to 6.00pm. Children can walk straight to and from their classrooms. Educators pick up and drop off the Prep and Year 1 students and escort them to the OSHC room.

Vacation Care & Student Free Days

A full day program is available 5 days per week during school holidays, and on Student Free Days from 6.30am to 6.00pm.

For more information on Helping Hands Network: www.helpinghandsnetwork.com.au or at Email: accounts@helpinghandsnetwork.com.au

To make an enquiry to use the service, please contact the Coordinator of the service directly on mobile 0459 991 594, or by email on narangbavalley@helpinghandsnetwork.com.au

9.15 School Council

Being an Independent Public School requires Narangba Valley State School to form a School Council. The School Council represents the community and helps in setting the school's strategic direction and tone as well as endorsing important decisions such as strategic plans. School Councils contribute to the strategic leadership of the school and act as a bridge between the school and its local community.

9.16 Religious Instruction Years 1 – 3

Narangba Valley State School offers a religious instruction program which is delivered by representatives from local Narangba churches.

Classes will be for one half hour session per week and will be taught by a religious instruction teacher, under the supervision of a classroom teacher. Parents are notified of the program upon enrolment, by way of a parent notice for religious instruction form, on which they are also given the option of withdrawing their child from religious instruction. Children not participating will be supervised in an alternate location and be provided with an alternate activity.

10. COMMUNICATIONS

10.1 Class Notices

From time to time teachers issue notices to parents of children in their class to advise of special programs or events perhaps requiring parental assistance.

10.2 Group Notices

At times there is a need to issue a notice to specific groups of children. Such notices, issued by responsible teachers (e.g. sports coaches, specialist teachers), contain advice relevant only to parents of children to whom they are issued.

10.3 Special Notices

Occasionally there is a need to issue special notices to advise parents of important information related to special events or policy implementations. These may be issued to all parents or to parents of children at different levels of the school. These may be issued by way of the School App, Website and Facebook.

10.4 School Newsletters

The newsletter, 'Valley Croaker' is usually issued fortnightly via email and contains general school information. Copies are available from corporate services.

10.5 Social Media and App Notification

At times there is a need to issue notification of upcoming events and information. Notifications will be pushed to the Narangba Valley State School App (Available on iTunes App Store and Play Store) and posted to the Narangba Valley State School Facebook page.

11. CONCLUSION

Our School Community of students, parents and staff look forward to your support and encourage your participation, which is vitally important regardless of degree, so that we might achieve our ultimate objective of educating all children attending our school to achieve their fullest potential.

Continuing Parent-Teacher co-operation will allow our school to better address changing emphasis on educational developments and will enhance the realisation of our objectives in encouraging our children to fulfil the school's motto – **Believe and Achieve**.

12. NARANGBA VALLEY STATE SCHOOL'S SCHOOL SONG

We are Narangba Valley State School
Believe and Achieve that is our rule
With Wal the Frog and his Frog Five
To be our best we always strive
Narangba Valley State School

We are Narangba Valley State School
Believe and Achieve that is our rule
Partnerships, respect and care success
and safety, values shared
Narangba Valley State School

We are Narangba Valley State School
Believe and Achieve that is our rule
With Coen, Nudgee, Tarra too
Our colours are red, green and blue
Narangba Valley State School

We are Narangba Valley State School
Believe and Achieve that is our rule
Academic and the arts
Creative, sporty and we're smart
Narangba Valley State School

We are Narangba Valley State School
Believe and Achieve that is our rule
All our staff work hard each day
To help us grow in every way

Narangba Valley State School
We're Narangba Valley, Narangba Valley
Narangba Valley State School