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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
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: Sue Harris
Deputy Principal: Karla Cochrane
Deputy Principal: Amanda Blanch
Deputy Principal: Chris Herman
Head of Curriculum: Michelle Plank
Business Manager: Dianne Winthrop
Guidance Officer: Judy Herman (Monday/Tuesday/Wednesday (fortnight) & Friday)
School Chaplain: Rosalie Allen (Tuesday/Wednesday)
Sam Henley (Monday/Thursday)
Café Convenor: Heather Palfrey (Monday to Friday)
Uniform/Book Store Convenor: Leanne Mouatt

2015 Parents & Citizens' Executives

President: Allison Clark
Vice President: Kent Walker
Secretary: Rebekah Wilson
Treasurer: Matt Jeavons
Scholastic Bookclub: Jane Taylor/Wendy Charlton/Lisa Carey
School Banking: Bronya Brinkhoff
Fundraising: Lizelle Adams
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 Preparatory to Year 6. Our enrolment, as of August 2015, was 1110 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. Priority will be given to the learning needs of our children as individuals.

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.

As we believe that a school functions more dynamically with the full co-operation and assistance of parents, and that a parent/teacher partnership has a major role in the successful education of each child, your involvement and participation would be genuinely appreciated.

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

Narangba Valley State School aims to achieve a supportive and engaged learning environment in which all members of the community believe.

Students of Narangba Valley State School are supported to strive and excel in areas of academia, leadership, sports, citizenship and creative talents becoming valued members at their chosen High School and the community.
3.4 Values and Beliefs

“FROG FIVE” Responsible Behaviour Plan for Students Values

RESPECT - Respect and value all individuals with consideration, courtesy and tolerance
SUCCESS – Support the pursuit of excellence by engaging in opportunities where potential is reached and success is celebrated
PARTNERSHIPS - Develop ongoing productive partnerships through communication, collaboration and co-operation in a diverse inclusive environment
SAFETY- Create a safe, secure and harmonious school environment by fostering innovative and creative practice
CARE - Care and take pride in the performance and accountability of ourselves, others and our learning community

3.5 Code of Behaviour Standards

Students
- Participate actively in the school’s education program;
- Take responsibility for their behaviour;
- Demonstrate respect for themselves, other members of the school community and the school environment;
- Behave in a manner that respects the rights of others including the right to learn;
- Co-operate with staff and others in authority.

Parents/Caregivers
- Show an active interest in their child’s schooling and progress;
- Co-operate with the school to achieve the best outcomes for their child;
- Support school staff in maintaining a safe and respectful learning environment for all students;
- Initiate and maintain constructive communication and relationships with school staff regarding their child’s learning, wellbeing and behaviour;
- Contribute positively to behaviour support plans that concern their child.

Schools
- Provide safe and supportive learning environments;
- Provide inclusive and engaging curriculum and teaching;
- Initiate and maintain constructive communication and relationships with students and parents/carers;
- Promote the skills of responsible self management.

Principal
- Plays a strong leadership role in implementing and communicating the Code in the school community;
- Ensures the consistency and fairness in implementing the school’s Responsible Behaviour Plan for Students;
- Communicates high expectations for individual achievement and behaviour;
- Reviews and monitors the effectiveness of school practices and their impact on student learning;
- Supports staff in ensuring compliance with the Code and facilitate professional development to improve the skills of staff to promote responsible behaviour.
4. SCHOOL ADMINISTRATION

4.1 Daily Routine

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.40am</td>
<td>First Bell</td>
</tr>
<tr>
<td>8.50am - 11.00am</td>
<td>Morning Session</td>
</tr>
<tr>
<td>11.00am - 11.40am</td>
<td>Break 1</td>
</tr>
<tr>
<td>11.45am - 1:15pm</td>
<td>Midday Session</td>
</tr>
<tr>
<td>1:15pm - 1:55pm</td>
<td>Break 2</td>
</tr>
<tr>
<td>2:00pm - 3:00pm</td>
<td>Afternoon Session</td>
</tr>
</tbody>
</table>

**Commencement:**
The first bell is rung at 8.40 am. Lessons commence at 8.50 am.

**Break 1 & 2:**
Children are expected to sit and eat for the first 10 minutes before general play.

**NOTE:** Play ceases at 11:35 am for Break 1 and at 1:50 pm for Break 2 allowing time for the return of equipment and preparation for class.

**Dismissal:** Children are dismissed at 3:00 pm.

**Fruit and Vegetable Snack**

At Narangba Valley State School we encourage healthy eating and allow students to participate in a 10.00am fruit and vegetable snack break. This also enhances students' abilities to concentrate through the long first learning session of the day.
### School Calendar – 2016

<table>
<thead>
<tr>
<th>TERM 1</th>
<th>TERM 2</th>
<th>TERM 3</th>
<th>TERM 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Student Free Days&lt;br&gt;Thursday 21 January&lt;br&gt;Friday 22 January</td>
<td>• Student Free Days</td>
<td>• Student Free Days&lt;br&gt;Monday 17 October</td>
<td>• Student Free Days&lt;br&gt;Term 4</td>
</tr>
<tr>
<td>• Students Commence&lt;br&gt;Monday 25 January to Thursday 24 March</td>
<td>• Students Commence&lt;br&gt;Monday 11 April to Friday 24 June</td>
<td>• Students Commence&lt;br&gt;Monday 11 July to Friday 16 September</td>
<td>• Students Commence&lt;br&gt;Term 4</td>
</tr>
<tr>
<td>• Public Holidays&lt;br&gt;Australia Day&lt;br&gt;Tuesday 26 January&lt;br&gt;Friday 25 March (Good Friday)&lt;br&gt;Monday 28 March (Easter Monday)</td>
<td>• Public Holidays&lt;br&gt;Monday 25 April (Anzac Day)&lt;br&gt;Labour Day Holiday&lt;br&gt;Monday 2 May</td>
<td>• Public Holidays&lt;br&gt;Show Holiday&lt;br&gt;Monday 8 August</td>
<td>• Public Holidays&lt;br&gt;Term 4</td>
</tr>
<tr>
<td>• Autumn Vacation&lt;br&gt;Tuesday 29 March to Friday 8 April (inclusive)</td>
<td>• Winter Vacation&lt;br&gt;Monday 27 June to Friday 8 July (inclusive)</td>
<td>• Spring Vacation&lt;br&gt;Monday 19 September to Friday 30 September (inclusive)</td>
<td>• Summer Vacation&lt;br&gt;Monday 12 December Start Tuesday 23 January 2017</td>
</tr>
</tbody>
</table>

### School Calendar – 2017 Dates to be confirmed

<table>
<thead>
<tr>
<th>TERM 1</th>
<th>TERM 2</th>
<th>TERM 3</th>
<th>TERM 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Student Free Days&lt;br&gt;Thursday 19 January&lt;br&gt;Friday 20 January</td>
<td>• Student Free Days</td>
<td>• Student Free Days&lt;br&gt;Monday 16 October</td>
<td>• Student Free Days&lt;br&gt;Term 4</td>
</tr>
<tr>
<td>• Students Commence&lt;br&gt;Tuesday 23 January to Friday 31 March</td>
<td>• Students Commence&lt;br&gt;Monday 18 April to Friday 23 June</td>
<td>• Students Commence&lt;br&gt;Monday 10 July to Friday 15 September</td>
<td>• Students Commence&lt;br&gt;Term 4</td>
</tr>
<tr>
<td>• Public Holidays&lt;br&gt;Australia Day&lt;br&gt;Thursday 26 January&lt;br&gt;Friday 14 April (Good Friday)&lt;br&gt;Monday 17 April (Easter Monday)</td>
<td>• Public Holidays&lt;br&gt;Tuesday 25 April (Anzac Day)&lt;br&gt;Labour Day Holiday&lt;br&gt;Monday 1 May</td>
<td>• Public Holidays&lt;br&gt;Show Holiday&lt;br&gt;Monday 14 August</td>
<td>• Public Holidays&lt;br&gt;Term 4</td>
</tr>
<tr>
<td>• Autumn Vacation&lt;br&gt;Monday 3 April to Friday 14 April (inclusive)</td>
<td>• Winter Vacation&lt;br&gt;Monday 26 June to Friday 7 July (inclusive)</td>
<td>• Spring Vacation&lt;br&gt;Monday 18 September to Friday 29 September (inclusive)</td>
<td>• Summer Vacation&lt;br&gt;Monday 11 December Start Wednesday 22 January 2018</td>
</tr>
</tbody>
</table>
4.3 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.

In the event of absence, a note, signed by a parent or guardian giving the date of absence and the reason for absence, is required for the class teacher upon the child’s return to school, or 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 class teacher.

4.4 Arrival / Departure
It is expected that all children should arrive at school by 8.40 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 8.40am and finalises at 3.15pm each day with parents/caregivers asked to closely adhere to these times when dropping their students to school. If for any reason, it is necessary for your child to be in the school grounds outside these hours, please contact the Principal so that special arrangements, where possible or practicable, may be made. 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 furnish a note from a parent or guardian which is to be presented to the class teacher. Students must report to the office for a late slip.
- An early departure slip must be obtained via the office and presented to the teacher. 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 still must present themselves to the office to be signed out.

4.5 Bicycles/Scooters
Bicycles & scooters must not 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.

As the wearing of safety helmets is mandatory i.e. required by law, for all cyclists, no child without a helmet shall be permitted to ride a bicycle to school. It is essential that the safety helmet must 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.
4.6 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 wheeled across crossings.

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

4.8 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 cannot provide supervision at these times, even for their own child/children, unless a request to use school facilities has been submitted and approved.

4.9 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.

4.10 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 six years and six months by or on the last day of December in the year of attendance. EVIDENCE OF DATE OF BIRTH IS REQUIRED. New regulations state that from 2008, a child must be at least 6 years old on 30 June in proposed year of attendance.

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

Children eligible for Preparatory will need to be five by 30 June in the year they start.

<table>
<thead>
<tr>
<th>Birthdate:</th>
<th>Eligible for Prep year in:</th>
<th>Eligible for Year 1 in:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child born 1 July 2010 – 30 June 2011</td>
<td>2016</td>
<td>2017</td>
</tr>
<tr>
<td>Child born 1 July 2011 - 30 June 2012</td>
<td>2017</td>
<td>2018</td>
</tr>
<tr>
<td>Child born 1 July 2012 – 30 June 2013</td>
<td>2018</td>
<td>2019</td>
</tr>
</tbody>
</table>

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. A current policy exists to cover an Interstate Student Data Transfer Note. Where a child has been enrolled in a Year 1 class of a school in another state and upon transfer to Queensland has not yet attained the age of five (5) years, a recommendation may be made by the Principal to the Regional Director of Education for that child to be enrolled should it be considered in the best interest of the child.

Narangba Valley State School
4.11 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

4.12 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.

4.13 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.

4.14 Transition to High School
On completion of Year 6, students are expected 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.

4.15 Official School Records
Records are maintained on every child attending the School. Current data on each child enrolled is required for the School Register and for official records such as Student Records and, if applicable, Special Education files.

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.

4.16 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 non-custodial parent. Such orders affect access to records and reports pertaining to the child.
4.17 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.

4.18 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:
- 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.

4.19 Mobile Phones
Mobile phones may be brought to school for use in emergency situations only before or after school. Mobile phones are not to be used during school hours. Emergency situations during school hours can be managed by the usual school communication processes. Mobile phones are to be turned off and handed to the office or by arrangement with the class teacher. However, absolutely no responsibility will be taken for any mobile phone brought to school.

4.20 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.

4.21 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
4.22 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.

4.23 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](http://education.qld.gov.au/schools/about/pdfs/making_a_complaint.pdf)

4.24 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. Students of families who choose not to contribute are still entitled to participate in classroom activities however, to enable the school to provide the best possible educational outcome for all students; all families are encouraged to participate in the scheme.

The cost for participation in the scheme is $25.00. Fees are paid directly into your child’s classroom account to buy essential resources and materials used in his/her classroom.

5. CURRICULUM

5.1 Key Learning Areas
The School Curriculum, as presented by Education Queensland, covers Essential Learnings in the following subject areas:

- **THE ARTS**
  - **Music** which includes singing, beat and rhythm, musical notation and form, simple instrument playing, a basic study of musical instruments and music appreciation.
  - **Visual Arts** which allows involvement in painting and drawing, print making, textiles modelling and carving, construction and art appreciation.
  - **Dance** focuses on using the body to convey ideas, images and feelings through movement.
  - **Drama** focuses on students expressing and communicating understandings about human issues and experiences through the enactment of real and imagined events.
  - **Media** which equips students to live in a global community that communicates through various technologies that combine still and moving images, words and sounds.

- **TECHNOLOGY** in which opportunities are afforded to children to use computers and other technological resources as a tool for learning in classrooms and other learning environments.

- **LANGUAGES OTHER THAN ENGLISH (LOTE)** A study of another language and culture. Through LOTE, students develop the capacity to communicate across cultures by developing knowledge and understanding of another culture. Learning a language other than English enhances the intellectual, social, and cultural development of students and has the potential to influence their level of participation in a rapidly changing and interconnected world. LOTE is about communication and involves composing and comprehending in another language. Our Language other than English is Japanese.

- **ICT** Information Communication Technologies essentials across the curriculum.

5.2 Planning
Teachers are planning in specific subject areas around the eight KLA's in preparation for students going to high school and the implementation of 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. The basics of **Literacy and Numeracy** will be a critical component of the school day.

Distinguishable features of classroom experiences will include:
- Focused teaching blocks (Literacy and Numeracy);
- 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 Prep - Year 6;
- Gross Motor/Perceptual Motor Program Prep;
- ICT Prep – Year 4;
- Lote (Japanese) Year 5 - Year 6;
- Science Year 1 – Year 5

5.5 Quality Teaching
Effective delivery of outcomes 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 NVSS Philosophy of Learning
Narangba Valley State School has developed a Learning Philosophy. (See Website at www.narangbavalleyss.qld.gov.au)

5.7 ACARA Stages of Learning
Foundation Year (Prep) to Year 2 – Early Years
The Australian Curriculum for students between five and eight years of age (typically Preparatory to Year 2) recognises the importance of communication, language and building relationships. It gives priority to foundation knowledge, understanding and skills that all children are expected to develop to enhance their opportunities for continued learning. In these years, priority is given to literacy and numeracy development because these are the foundations on which further learning is built. The foundation for literacy is built primarily in English and the foundation for numeracy primarily in mathematics. However, both literacy and numeracy must be reinforced and strengthened through learning in other contexts including science, history, geography and technologies. Priority is also given to motor skills development, physical activity and the development of safe and healthy personal practices through the teaching of health and physical education. Equally, all students in these early years will have the opportunity to develop their sensory, cognitive and affective appreciation of the world around them through exploratory and creative learning.

Year 3 to Year 6 – Upper Primary
During these years of schooling, students are moving from concrete to abstract thinking. They begin to understand and appreciate different points of view and can concentrate on tasks for longer periods of time. Their thought processes become more logical and consistent, and they gradually become more independent as learners. Students increasingly look for and value learning they perceive as relevant, consistent with personal goals, and/or leading to important outcomes. The curriculum is increasingly organised through distinct learning areas and also highlights and promotes links between learning areas to deepen knowledge and understanding. While continuing to prioritise English and literacy and mathematics and numeracy, the Australian Curriculum will deliver a comprehensive education that has children learning in each of the other areas of learning.

Years 3-6 Let’s Get Active Program
Students in Years 3-6 will have the opportunity to choose and participate in an activity that promotes being active.

NETBALL NOVAS
Novas is the Netball Development program for students in Year 5 and 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 5 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.

Students engaged in these programs at our school will have the opportunity to engage in a transition program that links directly into Narangba Valley State High School.
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. Extension classes (1 per year level - Year’s 1 to 6) also exist.

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 Code of Behaviour Policy is in place. A consistent approach to managing behaviours and helping students reach their potential is paramount. Social skills programs are taught.

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 a half hour lesson per week via the Library/Technology teacher occurs. We have two 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.

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.

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.

   b) That instructions provided must be written by the student’s Doctor or Pharmacist at the Doctor’s direction eg. Pharmacist’s directions on medication container;

   INSTRUCTIONS SOLELY OF A PARENT WILL NOT BE ACCEPTED.

   c) That the medication container must be clearly named and indicate specific times at which the medication is to be administered as well as the specific dosage to be administered.

2. No medication will be administered should the medication be forwarded to school in a substitute container, particularly a container purporting to hold other medication for another person.

3. 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.

4. Non-prescribed oral medications eg. analgesics – aspirin, disprin, paracetamol etc. and over-the-counter medications, cannot be given at school.

5. All medication will be secured in the Corporate and Student Services.

6. 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.

7. 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.

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>PERIOD OF EXCLUSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Exclude until fully recovered or at least 5 days after the eruption first appears.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased.</td>
</tr>
<tr>
<td>Glandular Fever</td>
<td>Exclusion is not necessary.</td>
</tr>
<tr>
<td>Impetigo (School Sores)</td>
<td>Exclude until appropriate treatment has commenced and sores on exposed surface are covered with a dressing.</td>
</tr>
<tr>
<td>Measles</td>
<td>Excluded for at least 4 days from the appearance of rash.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for at least 9 days after onset of symptoms.</td>
</tr>
<tr>
<td>Ringworm, Scabies, Pediculosis (Lice), Trachoma</td>
<td>Exclude until the day after treatment has commenced.</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Exclude until fully recovered or for at least 4 days after the onset of rash.</td>
</tr>
</tbody>
</table>
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;
- Shingellosis;
- 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**

Children with head lice may be excluded from attendance until appropriate treatment has been effected. However, if on receipt of advice that a child is infested with Head Lice, appropriate treatment is effected overnight, the need for exclusion should not eventuate. 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.

In checking for Head Lice and applying appropriate treatment the Public Health Department recommends the following steps:-

1. In checking for head lice, consider that the lice are hard to see, living close to the scalp and perhaps being as small as a pin head and that the eggs (nits) are easier to identify. Look for small silvery yellowish white eggs firmly stuck to the hair shaft near the scalp, particularly behind the ears and the nape of the neck. Dead nits are opaque.

2. If you find lice or nits, use a head lice shampoo or lotion available from a pharmacist. Treat the hair following the directions on the label precisely. Ensure that the SCALP is thoroughly soaked and that the preparation is left on for the time recommended.

   **PLEASE NOTE:** Ordinary shampoo does not prevent nor cure the condition.

3. After treatment, comb the hair to remove the nits with a fine-tooth comb, available from a pharmacist. The hair should be combed from the scalp down to the tips with the head held down over a sheet of paper.

4. Check the whole family and treat the same way if affected. **It is important that the treatment be repeated in a week** to kill any lice from eggs which may have hatched since the first wash.
5. Wash the whole family's brushes, combs, headbands, hair ribbons etc in the special shampoo or lotion or hot water for 10 minutes and dry in the sun for a whole day.

6. Check the children's hair weekly. Consult your doctor if the previous measures do not get rid of head lice.

7. When there are head lice about, keep long hair tied up or plaited. Discourage children from sharing combs, brushes, hats etc. Always suspect persistent itching/scratching of the head.

8. The pillow cases of people with head lice are a very low risk in spreading head lice. Any head lice found on pillow cases will die within 6 to 24 hours. Although pillow cases are a very low risk, you may want to use a hot wash or soak in hot water for at least 30 seconds or place in hot clothes dryer for 15 minutes.

9. There is no evidence to indicate that other household items are a risk of spreading head lice.

10. Please refer to the Managing Head lice at home package which can be collected from Corporate & Student Services for further information.

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.

The wearing of school uniform at school and community functions enhances the public’s perception of our school and of our students. The manner in which our uniform is worn to present a neat and tidy appearance is an indication of individual pride in our school.

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

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

1. Detention for 20 minutes
2. Prevention from attending, or participating in, any activity for which the student would have been representing the school
3. Prevention from attending, or participating in, any school activity that, in the reasonable opinion of the schools 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 or a medical emergency bracelet is acceptable. A simple, flat signet ring may be worn. No anklet jewellery is permitted. A necklace of religious significance is only acceptable and must be worn under the shirt. Medical Alert accessories may also be worn.

7.3 Uniform

- School Uniform
  - Navy blue shorts or
  - Navy blue skorts
  - Navy and gold polo shirt – with school name on collar and tab front
  - Footwear – black only shoes or joggers with black laces (no logos or colour lines)
  - Socks – Navy blue or white
  - Hats – Navy blue broad brimmed/bucket school hat
  - School Colour Hair Accessories

- Sports Uniform (Interschool or District Sports)
  - Navy blue shorts or
  - Navy blue skort
  - Navy and gold polo shirt with school name on collar and tab front
  - Footwear – black only shoes or joggers with black laces (no logos or colour lines)
  - Socks – Navy blue or white
  - Hats – Navy blue broad-brimmed/bucket school hat
  - School Colour Hair Accessories

- House Uniform –Preferred day for wearing house uniform is Friday (Interhouse sports or athletics days)
  - Navy blue shorts or
  - Navy blue skort
  - House polo shirt
  - Footwear – black only shoes or joggers with black laces (no logos or colour lines)
  - Socks – Navy blue or white
  - Hats – Navy blue broad-brimmed/bucket school hat
  - House colour hair accessories

7.4 Formal Uniform
The wearing of the non compulsory formal uniform is optional. The preferred day for wearing Formal uniform is Monday.

- Blue and white tartan dress – Prep-Year 3
- Blue & white tartan formal blouse - Years 4-6 only
- Blue and white tartan shirt – NVSS embroidered
- Navy blue shorts
- Navy blue formal skirt – Years 4-6 only
- Formal tie – Years 4-6 only
- Footwear – black only shoes or joggers with black laces (no logos or colour lines)
- White or navy socks

7.5 Winter Uniform
- Navy and gold long sleeve polo shirt with school name on collar and tab front
- Navy jacket with gold stripe on sleeves and logo on front
- Navy track pants

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 midriffs showing
- No extra jewellery
- No inappropriate writing on clothes

7.8 Uniform/Book Store
The uniform/book store is located near the Café.

<table>
<thead>
<tr>
<th>Hours of Service</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8.00-12.00am</td>
<td>8.00-12.00am</td>
<td>8.00-12.00am</td>
</tr>
</tbody>
</table>

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 our Teacher Librarian, 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. Using written and electronic reference materials, the skills of information research, note-taking and report writing are taught by the Teacher Librarian and Class Teacher. These are life-long skills vital in a changing society.

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 can not 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
Our school Learning Support Teachers will operate a varied program within the school to assist children through the full spectrum of learning needs from dysfunction to giftedness.

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 teacher and voluntary assistance, tutors, class teachers or community mentors. Our programs stress early intervention and commence after identification during Prep year or upon entry to the school.

Children involved in the Learning Support Program are expected to show commitment and assume increasing responsibility for negotiated objectives.

8.5 Choir
Our School has 3 choirs conducted by our music teacher; the Junior Choir, Intermediate Choir and Senior Choir. Our choirs 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. Based on observation and assessment, our music teacher recommends participation for suitable applicants on final Year 3 assessment and for Strings, Year 2 assessment. Parents of recommended applicants will be advised, in detail, of the program and its requirements at an advertised meeting early in the following school year.

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 dance. 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
INTERSCHOOL SPORTS
Several sports are played on an inter-school basis. We belong to the Caboolture & Districts Sports Association.

Children involved in inter-school teams must recognise that their selection is based on conditions. As representatives of our school, they are expected to act as ambassadors and behave accordingly. Representatives are further expected to dress according to the appropriate requirements of the sport and are required to co-operate with coaches with regard to practices and other commitments.
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 –

<table>
<thead>
<tr>
<th>House</th>
<th>Colour</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nudgee</td>
<td>Green</td>
<td>Tree Frog</td>
</tr>
<tr>
<td>Coen</td>
<td>Red</td>
<td>Thunder</td>
</tr>
<tr>
<td>Tarra</td>
<td>Blue</td>
<td>Little Creek</td>
</tr>
</tbody>
</table>

WAR CRIES

NUDGE
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 Gooooooo 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 Volunteer Assistants Training Session prior to working at the school. On arrival and departure, all volunteers must sign the Volunteers’ Register.

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 for Suitability Check from Corporate and Student Services.

8.14 Assemblies
Parents are extended an open invitation to attend assemblies in the Hall (HOLLOW) currently each Wednesday from 9.00 am to 9.30 am for Prep to Year 2 and Thursday from 9.00 am to 9.30am 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 anxious to discuss with parents any concerns that you 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 would be appreciated that discussion of individual students is not appropriate, possible nor intended.

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 offered at least twice a year. These will be at the end of Term 1 & 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 file is maintained for each child attending the school. Within this file are accrued copies of Semester reports, assessments by learning support personnel and other relevant data including details from enrolment/information forms.

8.20 Police Officer Support
Senior Constable John Dunbar from Burpengary Police Station has been appointed as our school Adopt-A-Cop and often attends community events around the school. Our Police Officer supports our school with visits, class/group talks and notices on Assembly.

8.21 Student Leaders
School Captains and Student Leaders for 2016 will be selected from Year 6 students for 2016 via self-nomination application and interview.

Student Leader duties relate to the following areas:
- Respect
- Care
- Success
- Partnership
- Safety

8.22 Code of Behaviour
At Narangba Valley State School our Code of Behaviour promotes a philosophy that celebrates and rewards students who regularly achieve school expectations. We believe by clearly stating school expectations students are able to take responsibility for their actions and make appropriate behavioural choices. Students requiring support to improve school expectations will be engaging in a focussed social skillling program aimed at scaffolding behavioural choices. To maximise success for all students, staff members are committed to collaboratively implementing a structured and detailed support program for those students who may require additional support in order to achieve. Class teachers will also assist with the collection of data, and support required behaviour through individual class records.

Our Code of Behaviour focuses on celebrating behavioural achievements of those students who have been able to model our community’s agreed values and beliefs through the fulfilment of our school’s expectations. Our major celebration will be a planned day at the end of each term where students will engage in an “END OF TERM REWARD” activity of a non-curricular nature.

Students will be awarded a behaviour level based on 5 levels. Students in Years Prep-2 will receive a Very High, High, Sound, Developing or Support Required and Students in Years 3-6 will receive an Excellent, Very Good, Satisfactory, Needs Attention, Unacceptable.

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](http://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 the classrooms at Break 1. 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 our register. On departure, visitors are required to sign-off the register. 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 (9.30 on Assembly Days) and from 2.50pm 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 Registers).

Two Emergency Procedures are in place, namely
1. Evacuations (fire, bomb threat etc) All persons on site must comply with evacuation procedures.
2. 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.

We actively promote a non-smoking environment. Breaching this 2002 legislation could attract a $1500 fine.

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 will be 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 Wednesday we have our Junior School Assembly from 9.00am to 9.30am where all families are invited to attend. We follow on from this with playgroup from 9.30am to 11.00am. We have two staff members 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, spiritual, emotional and personal support to those seeking it. The Chaplain will be guided by Christian principles and values, offering hope to all individuals in their care. For more information regarding chaplaincy please go to [www.suqld.org.au](http://www.suqld.org.au)

9.14 OUTSIDE SCHOOL HOURS CARE (OSHC)
The Helping Hands Network OSHC facility is located in the new 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
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 – 8.40am. After school, the service operates 3.00pm 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](http://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. School councils drive the involvement of the community 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 – 4
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.

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.

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