



Naracoorte South Primary School



Responsibility

Pride



Resilience



Opportunity



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www.narsouthps.sa.edu.au

Kirsty Lush
PRINCIPAL

Troy Henschke

Welcome to our school.

Naracoorte South Primary is a community school. People matter here. We educate the whole child in partnership with their families and the community, valuing the unique story each child brings to our school. Our values of Responsibility, Pride, Resilience and Opportunity were devised through consultation with children, families and staff and are reflected across the school and through the actions of students and staff every day.

Our school sits on 4.5 hectares and includes ovals, a gymnasium, modern playground and several nature play areas including a mud kitchen, a running creek and an outdoor classroom. Students also utilise the native scrub adjacent to the school for cubby building, exploring and camp fire cook outs.

Our classrooms are designed to be engaging spaces that inspire learning, collaboration and inquiry. Our junior primary teachers use the Walker Learning Approach, a pedagogy that is based on the relationship with the child, and develops critical thinking skills, resilience and problem solving, while providing children with the time and space to explore their own interests and strengths.

Aspects of the Walker Learning Approach are now visible in middle and upper primary classes where a strong student voice and self-directed learning is encouraged and valued.

Naracoorte South Primary School staff are continual learners, accessing the most recent training and development opportunities and working in partnership with families and outside agencies to best support our students.

As a KidsMatter school, wellbeing is at the core and sits alongside literacy, numeracy and science in our Site Improvement Plan. At NSPS we know that happy kids are successful kids, both at school and in life. We provide specialist subjects in science, information technology, music and drama, physical education and Indonesian language, and provide extracurricular sports, dance and drama opportunities to name a few.

We invite you to read our information booklet, which provides an overview of our focus, programs and facilities. A principal's tour is always welcomed and is available by appointment.

Kirsty Lush
Principal



MISSION STATEMENT

Naracoorte South Primary School enhances each learner's potential by creating continual opportunities for achieving excellence, resilience and well-being.

VISION STATEMENT

Naracoorte South Primary School is an innovative learning community that connects with others to provide opportunities for learners to collaborate, engage, learn and achieve.

OUR VALUES

- RESPONSIBILITY
 - PRIDE
 - RESILIENCE
 - OPPORTUNITY
- underpin learning at NSPS.

LEADERSHIP TEAM



Kirsty Lush
Principal



Kym Shepherd
Deputy Principal



Cathie Biggins
Counsellor

ADMINISTRATION

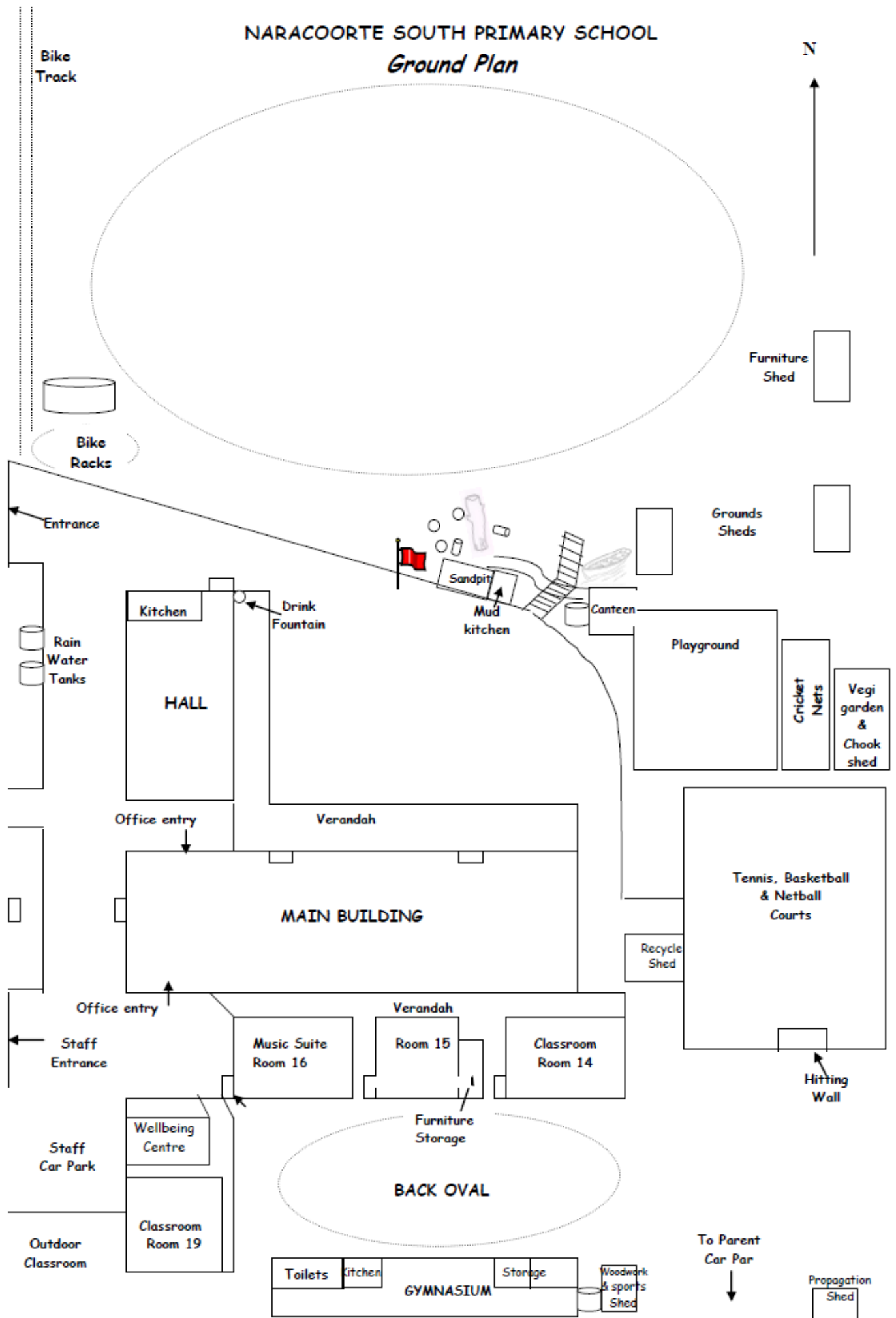
Cheryl Kramm
Sally Mathieson
Deb Henschke

Business Manager
Office Manager
Office Manager

NARACOORTE SOUTH PRIMARY SCHOOL

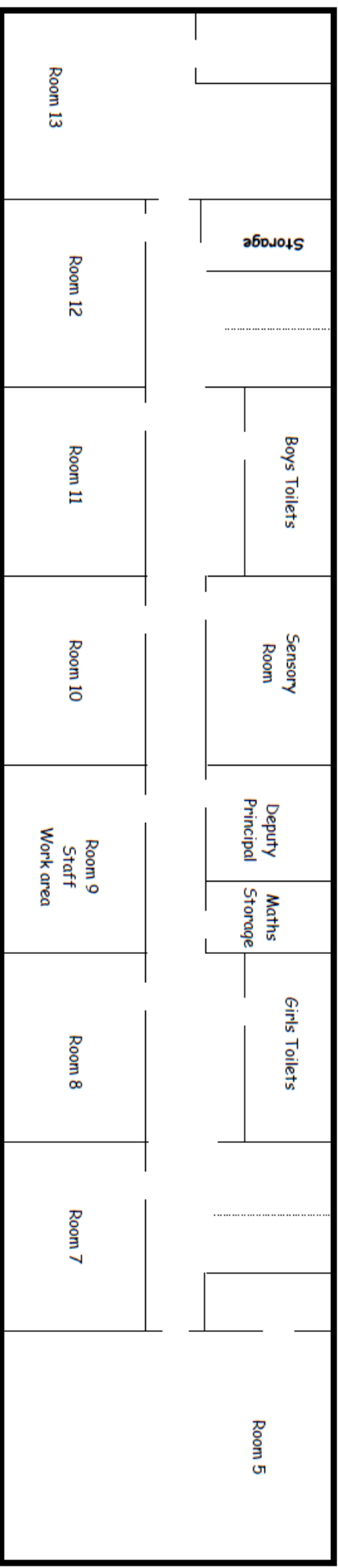
Ground Plan

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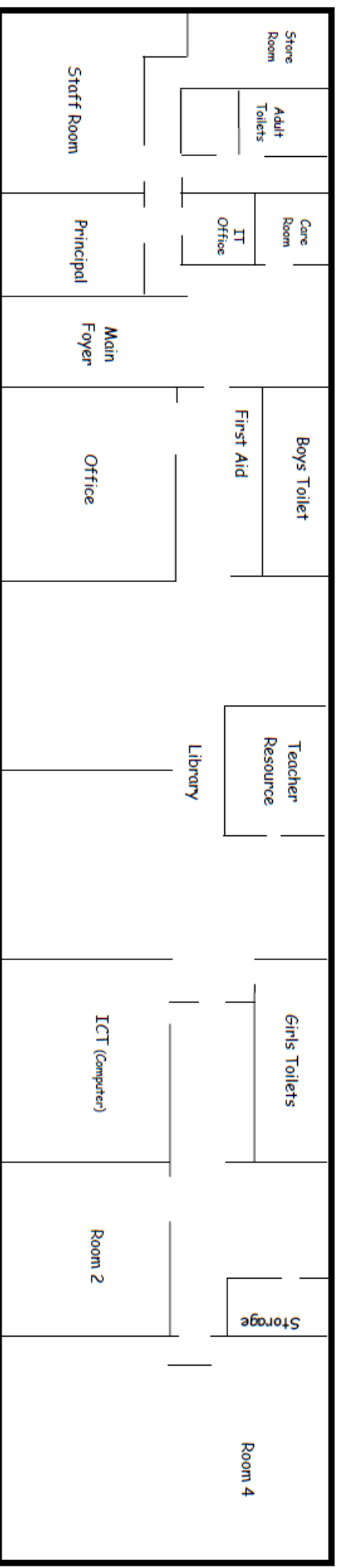


MAIN BUILDING

TOP FLOOR



GROUND FLOOR



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ACQUAINTANCE NIGHT

Acquaintance nights are held early in Term 1 for teachers and parents to meet as a group, and discuss curriculum and organisational matters for the coming year. A great opportunity to get to know your child's teacher and their expectations.

ASSEMBLIES

Junior Primary and Primary assemblies are an integral part of our school programme and are held regularly. Dates are advertised in the school newsletter and on Facebook. Parents are most welcome to attend these assemblies.

These assemblies are child-oriented and they are based on the whole range of children's work across the curriculum. They give the child the opportunity to present their work, perform, cooperate and celebrate their achievements.

ASSESSMENTS/REPORTS

The children's progress at school is constantly assessed in line with the Australian Curriculum. Assessment is related to each child's ability and specific areas that have been covered in teaching. This includes observation and work samples as well as tests. Of equal importance to the assessment of academic progress is the area of social, emotional and physical development.

Parents are kept informed of their child's progress through parent/teacher interviews and written reports.

The current programme of formal reporting is:

- Term 1
 - Acquaintance nights
 - Parent/Student/Teacher Conferences
- Term 2
 - Mid Year Report
- Term 3
 - Optional Teacher or Parent requested conferences
- Term 4
 - End of Year Report

Parents may request additional discussions at any mutually convenient times.

ATTENDANCE REQUIREMENTS

By law, children (6-16 years) are required to attend school on every occasion the school is open for instruction, unless they are ill, or there are extenuating circumstances.

Whenever a child is absent from school please contact the school by phone or note.

An exemption is required from the Principal for absences longer than 5 days.

AWARDS & TRUE BLUE ASSEMBLIES

Each term students are selected from each class to receive the True Blue award. These students have displayed the school values of trust, commitment, accountability and generosity in their learning environment, both in the classroom and play area. Students are presented with a certificate and badge.

At the end of each term an Awards Assembly is held to recognise student achievements during the term. Parents are invited to attend



BANK

Bank days are Tuesday. Parents can choose either *COMMONWEALTH BANK* (These accounts are administered by the school for which we receive a commission.)

BANK SA

Information available from the office.



BEHAVIOUR MANAGEMENT – CODE OF CONDUCT

AT OUR SCHOOL WE BELIEVE:

- Students and Staff with Community have the right to be in safe, caring and successful learning and teaching environments that are free of any harassment, bullying or discrimination.
- All people have a responsibility to ensure everybody's right to:
 - Be safe
 - Be treated fairly
 - Be supported in doing their best as a learner
- Our Conduct Code is a partnership between Students, Staff, Families and Community Members and links with departmental guidelines for universal Wellbeing
- Every individual is responsible for their own thinking and behaviours
- Site Anti –Bullying, Anti- Discrimination, Child Protection, Grievance and Parent Participation Policies compliment this agreed Conduct Code.

RESTORATIVE JUSTICE

Each Class will negotiate their own set of expectations using whole school agreed principles. Teachers, in consultation with students will develop their own rewards systems to operate within their class that are based on restorative justice principles.

CONSEQUENCES OF INAPPROPRIATE CLASSROOM BEHAVIOUR WILL BE MANAGED THROUGH:

Step 1. A calm, specific Verbal **Reminder** is issued.

Step 2. A calm, specific Verbal **Warning** is given from the Teacher to assist Student compliance.

Step 3: Leave learning area – An area where the teacher still has vision, i.e. outside the classroom.

Step 4: Thinking Area - The student is removed to the thinking area, completes a 'Rethink of My Behaviour' sheet. This is discussed and signed by the principal, deputy or counsellor. If required, a restorative justice conversation with all involved will take place. The Parent signs the sheet before filing and data entry into EDSAS (required record keeping for sites).

Step 5: Internal or Home suspension is determined. Student's return to class is negotiated. Principal to discuss what help / accommodations the Child needs to plan and support positive, appropriate behaviour.

Steps may be bypassed in extreme cases of:

- *physical violence or assault*
- *vandalism or stealing*
- *harassment or bullying*
- *verbal abuse (including swearing)*
- *drug misuse –(ie, illegal, not medicated)*
- *non-compliance.*

TAKE HOME is an emergency option the school will use if a child is unwilling or unable to comply with the School Community's Conduct Code.

- Where unacceptable behaviour is ongoing or severe, Behaviour Management Personnel may be contacted.
- The school will then follow DECD Suspension, Exclusion and Expulsion Guidelines.



CONSEQUENCES OF INAPPROPRIATE YARD BEHAVIOUR WILL BE MANAGED IN THESE WAYS:

- Most unacceptable Yard behaviours will result in immediate restorative justice action-e.g. talk through the issue and apologise, maybe pick up dropped litter, interim play restrictions, sitting out to reflect for a period.
- If students choose to engage in unsafe, unfair behaviours then the following process will be implemented:
- **1st time:** discussion followed by restricted play / access area and behaviour monitored by Yard Duty Staff
- **2nd time:** as above, Family meet with Principal to discuss implementing a behaviour plan
- **3rd time:** as above, Child withdrawn from play and individual program negotiated, supports advised to Family.

STAFF COMMITMENT

As caring ADULTS who support all learners staff will:

- Be fair and inclusive, using active listening skills
- Consistently apply agreed processes
- Build positive relationships with students in their care
- Supervise students to manifest safe and fair conduct
- Model adult responses and behaviour to resolve issues
- Mediate all issues in non-judgemental ways
- Provide stimulating and student negotiated learning activities / programs that have relevance for life
- Teach social skills in an optimistic, engaging manner.

GRIEVANCE PROCEDURES

We support the right of any member of the School Community who believes our School Conduct Code is not being supported or followed appropriately, to have their grievance addressed.

It is important to:

- *keep grievances confidential*
- *go to the source - firstly to those directly involved*
- *if you are unsure about an issue your child has raised, contact the school, bearing in mind that you may not have all of the information relevant to the incident.*

STUDENTS

- Speak to your class Teacher or yard duty Teacher
- If the problem is not resolved you should speak to someone else such as the School Counsellor, PCW, Principal, Deputy, Student Leader, School Support Officer, Parents/Caregivers, and Community Advocate.

PARENTS/COMMUNITY

- Arrange a time to speak to the Teacher concerned
- If a problem is not resolved you should arrange a time to speak to the Principal and/or Governing Councillor
- If still dissatisfied approach the Educational Director, Stan Hagais, 20 Beatty Tce, Murray Bridge, SA, 5253 or phone (08) 8532 0725.

STAFF/ VOLUNTEERS

- Arrange a time to speak to the Person concerned
- If the problem persists speak to the Principal, Anti-Harassment Contact Person, Equal Opportunity Representative and ask for support via an advocate in addressing the grievance
- If a problem has not been resolved approach the Educational Director, Stan Hagais, 20 Beatty Tce, Murray Bridge, SA, 5253 or phone (08) 8532 0725.

Students, parents/caregivers and staff have the right to have an advocate with them when discussing grievances.

PROMOTING POSITIVE, RESPONSIBLY RESILIENT STUDENTS THROUGH STUDENT VOICE

We believe that teaching for and encouragement of responsible behaviour are the most effective ways to develop positive, safe behaviours in all students. This is most effective when led by the students themselves.

In our school we acknowledge responsible student behaviour through such things as:

- KIC representation across the school
- Regular student run class meetings
- Bright Start Quality Future
- Play is the Way social skills program
- Merit Certificates -acknowledged publicly
- Student led Intention Assemblies

- Negotiating choices and privileges with students
- School Notice Boards & Assembly presentations
- Clear, agreed processes wherever irresponsible or unsafe actions occur to restore good conduct
- Verbal and written encouragement from teachers and school leaders
- Special activities for successful students
- Communication widely of purpose and practices

We use the principles of Restorative Justice to support learners as they gain socially appropriate behaviours.

SCHOOL CONTACT PEOPLE FOR CONCERNS, QUESTIONS, SUPPORT:

COUNSELLOR

DEPUTY PRINCIPAL

PRINCIPAL

WHS

Mrs Cathie Biggins

Mrs Kym Shepherd

Mrs Kirsty Lush

Mr Paul McCarthy

BICYCLE RULES

1. Entering school:
Students should ride on the bike track provided within the school grounds.
2. All bicycles should be parked in the bike racks.
Children should not loiter or play in this area.
3. Leaving School:
Students who live on the West of Cedar Ave should walk their bicycles across the crossing area. They should then go through adjacent park area or ride along Cedar Ave.
Students who live on the East of Cedar Ave should ride their bicycles across the end of Attiwill St.
4. NO riding of bikes in school grounds.



BOUNCE & BOP

Bounce & Bop is run Kirsty Lush.

It is held weekly on Thursday 10.30 – 11.00am for toddlers aged 3 months to 4 years.

It is aimed to encourage children to learn through play and music using the interactive whiteboard.

BREAKFAST PROGRAM

Every day between 8:00am – 8:30am staff and volunteers man the breakfast program providing a nutritious start to student's day. Naracoorte Dairy Supplies, The Veg Shed and Tip Top, through Naracoorte Foodland provide goods weekly for this program.

BUDDY CLASS

Classes may select another class to develop and foster relationships across different ages. They enjoy different activities such as cooking, sport, computing and utilising the playground equipment.



BUSHFIRE POLICY

School fire drills involving **evacuation** or **invacuation** will be conducted at regular intervals.

Fire Inside a School Building

In the event of a fire **inside** the school building the school will be evacuated by the safest exits to assemble on the main school oval.

If directed to do so by the CFS, students may retreat to the Hall until the fire is out and/or they can be safely taken home via bus or be picked up by their parents or emergency contact person.

Major Bushfire or Disaster in Local Area:

In the event of a major bushfire, all children will remain inside at school in the care of class teachers until CFS has informed the school that the danger has passed. No child will board a bus to leave the school, until the bus route has been determined as safe by the CFS.

If parents wish to collect their children at the end of the school day they must collect students through the Principal or nominees. Only parents or the emergency contact person listed in the school register may pick up students in these circumstances.

Bushfire in or near areas served by the school buses

In the event of fires threatening a bus or bus routes – any affected busses **WILL NOT** be permitted to leave the school until it is declared safe by the CFS. Children will be kept at school and cared for by staff, volunteers and welfare service for as long as is necessary. Children will be released only to parents or emergency contact persons.

Text message sentence

A Text message service will be used for communication during these times.

BUSES

DECD schools in the Naracoorte area are serviced by school buses. All students are entitled to free travel to their school if:

- They live more than 5 km from that school
- Our school is serviced by that bus.

The designated “school of right” for primary aged students on the Wrattenbully, Elderslie Road, Moyhall Road and Hynam buses is Naracoorte South Primary School.

The designated “school of right” for primary aged students on the Stewarts Range, Tresant, Frances, Lochaber and Cadgee buses is Naracoorte Primary School.

Where parents opt to pass a school of right, the cost of access is paid by the family.

Regular reviews of school bus services are carried out and changes to bus size and route occur. These changes are determined by the Transport Section in DECS in consultation with the Naracoorte Combined School Bus Committee.

Students can access OSHC via bus from our site to Naracoorte Primary. Naracoorte Early Learning Centre also offer a drop off/pick up service to students up to the age of 6.

CANTEEN – THE HUNGER BARN

The Canteen is run by a Manager and volunteers. It operates under the Healthy Eating Guidelines.

- Canteen is open at lunch and recess times every day except **MONDAY**.
- Lunches may be purchased from the school's canteen. Orders are written on lunch bags and the money enclosed. (*Lunch bags are available for a nominal price from the office.*)
- Price lists are available from the office, on the website or Facebook.
- The canteen is run by a supervisor with the help of volunteers.
- Owing to health regulations, small children are not permitted in the canteen. Consequently, pre-school children may not accompany volunteers.



CATASTROPHIC DAYS

The school never closes or sends children home on extremely hot days as all areas are air-conditioned. However, on days when Catastrophic conditions are forecast for the Naracoorte area we will remain open and outside activities will be modified to suit conditions.

On Catastrophic days buses **WILL NOT** run. You are welcome to drive your child/ren to school.

Text message sentence

A Text message service will be used for communication during these times.

CHOIR

Mrs Cathie Biggins organises and conducts a school Choir, which involves interested students from Years 4 to 7. The choir takes part in the Festivals of Music at Mt Gambier and Adelaide. Mrs Oriel Martyn accompanies the children on the piano.



COMMUNICATION

We encourage open communication between home and school to foster and support children's learning. Junior Primary students will have a communication book to be used by teachers and parents to relay messages to and from home. Primary students will use a diary for the same purpose.

If you have the need to discuss an issue concerning your child, it is advisable to contact the teacher and arrange an appointment. It is not appropriate to discuss your child when other children are present. The first point of call should always be the teacher involved. If you are satisfied, great! If not, you are welcome to contact the office and make an appointment to discuss the matter with Mrs Lush or Mrs Shepherd. If you are not satisfied after this meeting you are welcome to contact the Educational Director, Stan Hagias, 20 Beatty Tce, Murray Bridge, SA, 5253 or phone (08) 8532 0725, to express your concern.

Most matters are resolved by contacting the teacher involved.

COUNSELLOR

Our School Counsellor is Cathie Biggins who works with our staff and students to assist their well being through:

- working co-operatively with the whole school community to create a safe and supportive learning environment
- providing leadership in the implementation of the School Code of Conduct
- providing leadership in the area of Child Protection and Students at Risk
- providing leadership in teaching and learning in the management of students behaviour, wellbeing and safety.

Our School Counsellor works with individuals and groups on a needs basis and is available to speak to parents and work with families in times of crisis.



CURRICULUM

The curriculum is nationally developed and implemented by teachers. Prescribed curriculum is taught in English, Mathematics, Science, Humanities, Arts, and Social Sciences, The Arts, Languages, Health & PE, and, Technologies – digital & design. Further information can be found on the ACARA website - <https://www.acara.edu.au/curriculum>

CYBER SAFETY AGREEMENT

All students from Foundation to Year 7 need to sign a Cyber Safety Agreement each year which outlines their responsibilities when using the internet and any ICT equipment throughout the year.

DENTAL CLINIC

Children are able to go to the Dental Clinic at the Naracoorte Primary School.

EAGS

We are lucky enough to have Natasha Dawson leading the EAGS (Environment and Agriculture Group) group. She comes with a wealth of knowledge and experience as the Natural Resources Education Co-ordinator. EAGS consists of 4 senior (year6/7) leaders who also take part in the YELP (Young Environmental Leaders Program) run by Natural Resources. We also have members from year 5, 6 and 7. EAGS meets with Natasha every week to make plans and work on environmental projects around our school. They have been involved with planting, propagating and investigating and making identification signs/posters in our school Nature Park.

EMERGENCY CARD

Information is kept at the office with student's emergency contacts, address, phone number, and health risks. Where a student is injured at School, a form outlining the site response is sent home. Phone calls home are made for any head or major facial injury.

Please notify the school if you have a change of address, phone number or family doctor, so that our records are accurate.

ENVIRONMENTAL CENTRE

The Environmental Centre encompassing the "Chook House", the worm farm, vegetable garden and compost heap. This wonderful resource has led to many hands-on learning experiences, and exciting lesson plans for the future.

EXCURSIONS AND CAMPS

At the beginning of each school year, we ask parents to give their written consent to their children taking part in local excursions and activities. If you do not wish your child to participate in any particular activity, please state this on the form.

Other than minor local trips, parents will receive full information about the proposed excursions and consent forms will be sent home along with a signed agreement to pay the cost of year level Camps.

Camps are an important part of our Education Programme for all students. Camp venues and programmes are varied and children are exposed to a wide range of different activities.

Parents are advised early in the school year of any proposed school camp involving their child. Camps can be quite expensive and we advise careful budgeting.

The school is happy to take monthly payments.

We do expect all children will be able to attend these camps and share in these valuable learning and social experiences.

FACEBOOK

Our Facebook site is used as another form of communication where notes, reminder and events are published for parents' information.

It is not intended to be used as a main source of communication.

GARDENING CLUB

Gardening club is held each lunchtime. Staff and students manage the area, planning, planting and maintaining for produce until it is ready for use, either by parents who volunteer in a cooking program or the canteen. Surplus supplies will be sold through the office.



GOVERNING COUNCIL

The Governing Council is the liaison group between the school community and the school personnel. Led by an elected chairperson it operates in an advisory and supportive capacity re: the governance of the site. While members oversee the general well being of the school, this committee assists and advises on local management which is the role of the principal.

The Council is elected at the Annual General Meeting in March each year. It consists of parents, principal, deputy principal and elected staff members. Members are elected for a period of two years. The total number of members must be no more than 18 and more than half the number must be parents. The council meets once a month on a night agreed upon by each new council.

2017 GOVERNING COUNCIL

Chairperson – Troy Henschke

Deputy Chairperson – Darren Maney

Secretary – Deb Henschke

Treasurer – Amanda Edwards

Sub Committees

Finance – Amanda Edwards, Amy Bates & Andrea Henschke

Special Projects – Gavin Kluske, Richard Harvie, Dan Newson, Troy Henschke, Darren Maney, Natasha Dawson & Belinda Neal

Parent Fundraising – Belinda Neal, Tanya Ham, Bek Bilston, Catherine Flint, Mary-Anne Hole Liz Crick & Fee Aitken

Sport – Darren Maney, Charlie Legoe, Nick Thring & Amanda Edwards

Canteen – Sophie Thring, Lauren Crossling, Andrea Henschke, Ginny Harvie & Tanya Ham

GRIEVANCE PROCEDURE

See Behaviour Management – Code of Conduct Pg 9

GYMNASIUM

The school's gymnasium provides a spacious venue for Physical Education lessons all year round.

Air-conditioning in summer and heating in winter.

This venue is used by various community members.

HATS

Hats are compulsory (*wide brim and bucket style*):

- Term 1
- Term 4
- Baseball style caps **ARE NOT** acceptable.

Hats are encouraged in late term 3 in line with our Sun Safe accreditation.

The Governing Council provides each classroom with sunscreen which the children are encouraged to use.

Parents may wish to supply their own sunscreen for their children.

HEADLICE

Our school like all others, needs complete parental support to help overcome this problem. Please notify the office or class teacher if you have detected head lice or eggs in your child's hair, even if it has been treated.

We ask that all families sign the General Consent form that includes either giving permission/or not giving permission for discreet head lice checks of students in a classroom, when a family has notified the school of the detection of head lice. Should permission not be given to staff to do regular checks, we can request that a Doctor inspect.

We have information at the office and the library that provides information on the management of head lice.

HEALTH POLICY

Our school is committed to supporting the health and well-being of all students. An important part of this commitment is our Health Support Policy. We acknowledge that parents/guardians retain primary responsibility for their child's health care. This includes responsibility for providing accurate, up-to-date, relevant information for staff regarding children's routine and emergency health care needs. Students will be supported to develop safe, self-management of their health care needs. This will occur with respect for the child's age and stage of development.

As a result of our Duty of Care, we are a **NUT, SESAME SEED AND FRAGRANCE AWARE SCHOOL** to support student safety and well-being.

HOMEWORK

Parents like teachers, tend to be divided on the issue of homework. Some feel it is needed because it gives parents an indication of what students are doing in the classroom and it is a worthwhile habit to establish in the upper year levels in preparation for High School.

Our school's policy is:-

1. Years R-2. Nightly reading and sight word practice is encouraged. Any extra school work that they might do is purely voluntary
2. Years 3-7 may have homework on some nights of the week, but not on weekends.
3. Homework will not be set "for the sake of homework" and will be meaningful and reasonable tasks in terms of difficulty and time.
4. Homework will be calculated to occupy not more than 20 minutes for Year 3-5, 30 minutes for Years 6 & 7.
5. It is expected that a note be sent to the class teacher by parents if children are unable to complete set homework.



ICT

Naracoorte South Primary School is committed to providing quality I.C.T. resources and learning opportunities for all students.

The NSPS network of computers and interactive whiteboards are used as an educational tool. The Internet facility is to be used for teaching and learning purposes;

- Research – to find information
- Communication – to send or find information
- Collaboration – to work, and to share with others

A Cyber Safety user agreement that outlines the terms or conditions Computer Network and Internet use at Naracoorte South Primary School. Students will sign a new agreement at the beginning of each year.

INTERVENTION SUPPORT

Intervention support occurs in the form of English as a Second Language classes, specialised programs for children with additional needs and targeted literacy, numeracy and well-being programs for students at an educational disadvantage.

Parents are informed of any additional support their child is receiving and are encouraged to seek regular feedback from teachers. Students receiving ESL or additional needs support will receive formal written feedback in the mid-year and end of year report.

JUNIOR PRIMARY SAME FIRST DAY

Starting school is determined by date of a child's fifth birthday. Children who have a fifth birthday prior to 1st May are to begin school on the first day of Term 1 of that year. Children who have their birthday on or after 1st May will begin school on the first day of Term 1 the following year.

The compulsory age at which children are expected to be enrolled in school is six years of age. From 2014 children who turn 5 before 1st May are able to start on the first day of Term 1 of that year and not wait until the following year. Alternatively they may begin on their 6th birthday. Once a child is enrolled at school they are expected to attend every day.

Please note that Foundation children have a full school day from the commencement of school. Earlier dismissal may be negotiated with individual families where a child is having difficulty adjusting to the new routines.

KIDS MATTER

NSPS is a KidsMatter School. KidsMatter is a framework for supporting children's mental health by building strong school, family and community connections to increase protective factors and decrease risk factors.

A KidsMatter action group, comprising of teachers, the school counsellor, a parent representative and the Principal and Deputy, is responsible for whole-school trainings, promoting mental health awareness and events planning to meet the needs of children and families on a daily basis.



KIDS IN CHARGE (KIC)

Our students have a student council structure called "Kids In Charge" or KIC. All students in Years 3-7 elect a President and Vice President in Term 1 and then classes elect representatives to the KIC Committee. KIC is the formal "voice" for students. It has two places on the school Governing Council and places on all school sub committees. Student voice in the school is also represented in many informal ways, as well as through KIC.

KIC runs many social, charity and sporting functions and, as part of its role, ensures that students can have "fun" at school.

KIC works with the Deputy Principal.



KINDERGARTEN TO RECEPTION TRANSITION

At Naracoorte South the Transition Program is designed to ease the significant change for children and their families, from that of home and kindy, to those in the school. During transition children are exposed to and experience some of the routines of formal learning. Parents are significant in the support and assistance they contribute in this setting.

Children are encouraged to join a series (usually 5) of sessions in the term prior to their commencement as a Foundation student. Class placement is subject to existing class structures, and in consideration of total enrolments over the year. Siblings, balance in gender, social, emotional and special needs, with risk factors are considered by the principal and teachers, including Kindergarten Directors, when allocating each child to a class.

LAP (Learning Assistance Program)

The Learning Assistance Programme is a school based programme relying on volunteer helpers to fulfil the tasks. The volunteer works on a one-to-one basis with a particular child who has been identified as needing assistance.

The programme recognises the valuable contributions that can be made by parents in the educational development of our children.

LIBRARY/RESOURCE CENTRE

Our Library has computer-automated operation and children are encouraged to use the system regularly. Children are allowed to borrow up to 5 books for up to 2 weeks.

Anyone may borrow from any section of the library but there is a special section that is just for year 6 and 7 students only, because the books there have themes that are more suited to older students.

Parents and the wider community may also use the school library. We strongly encourage parental involvement and assistance in the library.

You can borrow or return books any day from 8.30am – 8.50am and 3.15pm – 3.45pm.

Your class will also have its own borrowing time each week.

LINK BUS

The Governing Council funds a bus to provide a link service between Naracoorte Primary School and NSPS. It travels from NPS to NSPS in the morning, picking up students near McDonalds and travelling to NSPS and on Tuesday & Friday continues on to Michelle DeGaris Kindergarten. In the afternoon this process is reversed.

This service can be used to access other DECD buses, access sports venues, walk to the CBD to parent's work place or attend OSHC at NPS.

This is a FREE service. Contact the office for further information and bus forms.



LOST PROPERTY

Articles of clothing that are found with names are returned to the student, while unnamed clothing is placed in a "Lost Property" cupboard under the stairs. Each term the articles are sorted, displayed in the foyer during the last week of term. If not claimed they are washed and donated to St Vinnies. Some items of clothing are washed and recycled for donation to families through the Uniform Shop.

Parents are urged to mark all clothing and equipment so that lost property can be returned.

MOBILE PHONE & ELECTRONIC DEVICE

Naracoorte South Primary School provides communication access for students to parents/caregivers in the case of emergencies. Students can and do seek permission to access school phones during school hours when they need to speak with someone at home. Parents and caregivers are encouraged to contact the school if they need to communicate with their child during school hours.

If your child needs a mobile phone at school he/she is asked to keep it in his/her bag and turned off during lesson times. Each student will be responsible for his/her phone, its use, abuse, loss or damage.

Students are instructed in Cyber Safety through the Child Protection Curriculum. For further detail please refer to the Mobile Phone & Electronic Device Policy and Cyber Safety Policy available from the office.

MUSIC LESSONS (INSTRUMENTAL)

Children from Year 4 onwards are able to learn from specialist teachers to play brass or woodwind. Recorder and percussion lessons are introduced in year 4.

NATURE PARK

Adjacent to the Naracoorte South Primary School lies 5 hectares of native vegetation which is owned by the Department of Education and Child Development (DECD) and forms part of the school grounds. The nature park is a valuable biological and educational resource which is utilised by the school. Currently in terms 2 and 3 the park is open twice a week for play time and classes use the area for cook outs and learning about their native environment.

NATURE PLAY SPACES

Our special projects committee is designing and creating a range of natural play spaces to compliment our existing recreational spaces. Children were integral to the design process, with all children invited to submit a design, the winning entries on which the spaces have been modelled on.



NEWSLETTERS

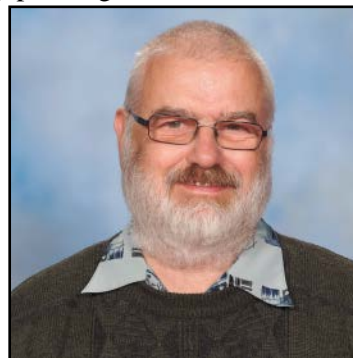
Newsletters are sent home fortnightly on Thursdays with the eldest, (or nominated) child in each family. This is one of the school's means of communication with parents. Newsletters can also be emailed to parents/caregivers or grandparents. Please call at the office and give us your details. It can also be accessed on the school website.

OUT OF SCHOOL HOURS CARE

This programme is run at Naracoorte Primary School and can be accessed from our school via the FREE link bus. Students from 5 – 12 years of age are supervised from 3.25pm to 6.00pm. This service is also available during school holidays and on combined school closure days. For bookings and information please contact 87622014 between 3pm and 6pm. An enrolment form can be collected from our school office.

PCW

Our Pastoral Care Worker is John Stayte. He works at the school on a Monday and Thursday. The PCW's role is to support the school in its aim to be a safe and supportive learning environment by involving student in a wide range of activities such as camps, woodworking, excursions and lunch time groups. They also link families to community resources and services by providing information about support and services provided through community groups, including church groups. The PCW's office is in Room 18, and he can be contacted by phoning the school office.



PLAY IS THE WAY

NSPS is a Play is The Way school, with all staff trained in the principles of this play-based social and emotional skills program. Each week, our student leaders set an intention for our students to work towards. Children noticed by peers displaying this intention are acknowledged at the next weeks assembly.

PARENT INVOLVEMENT

This is a major feature of our school. Parents are invited to become actively involved in the school in many ways:

1. **Governing Council** - be able to participate and take part in the affairs and decision making of our school, while representing the wider parent group.
2. **Volunteers** - listening to reading, helping on excursions, writing and reading conferences, assisting with computers, woodwork, sewing, cooking, coaching sporting teams and involvement in individualised student programs.
3. **Supporting School Functions and Fundraising**, your child deserves the best in education. To assist in supplying equipment, materials and facilities it is necessary to raise money in addition to that supplied by the Education Department. Any support in this area is greatly appreciated.
4. **Working Bees** - our school grounds are maintained, improved and kept in top condition by regular working bees, in addition to the 15 hours of grounds person time (per week.)

5. **Canteen** - the school canteen is run with the help of parent volunteers.
6. **Learning Assistance Programme.** (LAP) a 1:1 programme to help children with special learning needs which need extra adult help.
7. **Play Based Learning** – including Walker Learning approach which enables children to learn through a variety of different activities.

Parents & volunteers need to hold a current Criminal History Check BEFORE commencing involvement with the school.

PARENT Involvement is far more than just "helping out". It covers a wide range of activities from:

- **Information**
- **Consultation**
- **Participation**
- **Decision Making**
- **Reviewing**

Parents are partners in the education process.

PEER MEDIATORS/BUDDY BENCH

Peer mediators help their peers to resolve their conflicts. They have been trained to deal with problems which both parties are prepared to work through together, but it is not their place to diffuse difficult situations. The idea behind the 'Buddy Bench' is that older students are rostered on as monitors. Junior Primary students with no one to play with can go to the bench and the older buddies can help them find someone to play with.

PHOTOGRAPHS

The general consent form covers your child being photographed and videoed as part of normal school activities. Class, individual and family photos are usually taken in Term 3 and this is a separate venture.

PROPAGATION CENTRE

The students raise seedlings to replant the Nature Park with species as a food source for the Red Tailed Black Cockatoo and sustain the Environmental Centre vegetable and native gardens.



RECORDS HELD IN THE SCHOOL

Student confidential records are kept in the office and are accessible by parents on request.

SCHOOL CARD

The Government has implemented a special grant to low income families to help cover education expenses. We send out information regarding the application process at the end of each school year in preparation for the following year.

SCHOOL CONCERT/FAMILY FAIR

Every alternate year the school holds a Concert to which parents and friends are invited. The students perform in the Town Hall over two consecutive nights. This alternates with a Family Fair which is a major fundraising event.

(Even Year - Family Fair / Odd Year - Concert.)

2018 is the Family Fair held in Term 4 & 2019 is the Concert which is held in Term 3.



SCHOOL FEES

School fees cover all reasonable stationery and fees for equipment and materials in Library, Physical Education, Art, Craft and printing.

Our fees for 2018 are:

Materials and Services Fee \$235.00

Pre-paid Performances \$ 35.00

Parents may pay by instalments if necessary.

1st Instalment \$100 per child due on 25/1/18

2nd Instalment \$100 per child due on 13/4/18

3rd Instalment \$ 66 per child due on 6/7/18

SCHOOL HOURS

8.30am Children may be on school premises & supervision commences.

8.50am School begins

8.50am - 10.50am Lessons

10.50am - 11.20am Recess

11.20am - 1.05pm Lessons

1.15pm - 1.45pm Lunch

1.45pm - 3.15pm Lessons

3.45pm Supervision ends. All children to be off school premises. (Unless attending supervised school functions)

Arriving after 8.50 requires signing in at the office

SPECIAL DISMISSAL TIMES:

- Thursday before EASTER – 2.15pm
- Last day of each Term – 2.15pm

DID YOU KNOW

- Frequent absences make it difficult for teachers who have to continually re-teach information and skills.
- Being half an hour late to school each day from reception to year 10 equals missing one year and one and a half terms of schooling.

SCHOOL SAFETY

Our school crossing is manned with trained student monitors and supervised by a teacher. In the interest of the children's safety we would be grateful if you observed the following points:

- Speed limit of 25 km per hour.
- Drop children off on the school side of the road in the designated area.
- Each afternoon ensure that children only cross the road at the crossing.
- Children are not to use the staff car park entrance to enter or leave the school.
- If you need to make a U-turn please do so at a point beyond the school boundaries.
- Please do not use the staff car park to pick up or deliver children unless there are exceptional circumstances, such as illness or an emergency.
- Please do not park in the "bus, disabled, no parking or no standing" areas.
- Please use the parent car park at the southern end of the school near the gym.

SENSORY INTEGRATION ROOM

The Sensory Integration Room at Naracoorte South Primary School provides our students with a safe and calming environment in which to use, explore and develop their sensory systems.

When using the room, children are able to choose which equipment they use as well as follow a set schedule of exercises and activities to develop sensory systems.

SHIP

Students with High Intellectual Potential will be identified by class teachers and programs structured to suit their needs. Modification to learning programs ensures the students' continuity of learning providing rigor and challenge. Students may work one-on-one or in small groups with an SSO.

SIGNING IN AND OUT

Sign in and out books for students, staff and visitors are located at the front office. Please ensure that your child signs in – if late, or signs out if leaving the school during school hours for any reason.

The visitor book needs to be signed by anyone visiting OR volunteering within our school; this includes those helping in the canteen.

By using this system we are helping to keep our children safe.

SMOKE FREE ZONE

For health reasons and to encourage appropriate student attitudes it is school and government policy that our school be a SMOKE FREE ZONE. This is a legislative requirement.

The school has in place procedures to manage Suspected Drug Related Incidents- any of which necessitate Police involvement (A copy of the policy is available at the front office.)

SPORT

Children's sport is well catered for. Details are sent home at the beginning of each season. Terms 1 & 4 Cricket and Terms 2 & 3 Football and Netball. Our school is a member of the South Australian Primary Schools Amateur Sports Association (S.A.P.S.A.S.A.), which involves a large range of sports and requires parent support and commitment.

Sports Days are held in the fourth term. Children are divided into 3 sporting houses for Sports Days: Struan (Navy), Riddoch (Gold) and Wrattenbully (White) All sports are governed by the DECD and S.A. Junior Sports policies, which provide Guidelines for age-level sports involvement.





STARTING SCHOOL CHECKLIST

Things to do before your child starts school:

- Return the enrolment form you received on your initial visit.
- Ensure immunisations are up to date
- Complete the contact and emergency contact card and return to the office
- Make sure all other forms are signed and returned to the office.
- Check ambulance and insurance cover
- Ensure that your child knows the procedures of coming to and going from school – pick up and drop off points, bus details etc.
- Remember BANK day is Tuesday
- Meet your child's teacher, Principal and Deputy.
- Familiarise yourself and child with the school areas.
- Contact the Dental Clinic for a contact appointment.
- Make arrangement for payment of Materials and Services charges (School Fees)
- Complete School Card application if applicable
- Familiarise yourself with Transition programs
- Contact the office regarding any medical concerns.

- Make an appointment with the Principal to discuss any additional needs prevalent to your child
- Purchase School Uniform to comply with the uniform policy
- Clearly name all clothing and personal items
- Ensure that your child is positive, optimistic and looking forward to their first day.

On the first day of the year, parents and friends are invited to get together in the hall for "Tissues & TimTams". This is a great opportunity to get to know the other parents.

CHILD'S DAILY REQUIREMENTS

- Named school bag
- Packed lunch and drink bottle or lunch order for the Canteen. (CLOSED MONDAY) Lunch order bags can be purchased from the office.
- A healthy snack and recess
- Named navy jumper &/or coat
- Named broad brimmed hat

BEGINNING SCHOOL SAFETY

- Teach your child to be safe; make sure your child knows their surname and address.
- Ensure your child knows how they will be travelling to and from school each day, and drop off and pick up points.
- Use the school crossing to cross Cedar Ave.
- Select a safe place to drop off and pick up your child. The car park behind the gymnasium is the safest and closest area. **DO NOT USE THE STAFF CAR PARK.**

SLEEP AND REST

Ensure that your child is well rested – 10-12 hours sleep a day is recommended for 5 & 6 years olds.

If you choose to give your Foundation child, unused to the daily rigours of school, a rest day, talk to the teacher and negotiate at time that meets your requirements.

STEM

Teachers are constantly looking at ways to incorporate Science, Technology, Engineering and Mathematics into the curriculum to provide hands-on real life experiences. Regular volunteers with science backgrounds work with students on areas of interest, a woodworking group involves middle years students creating projects for around the school, and an extension IT group meets weekly.

STUCK ON YOU

We have an account with “Stuck on You”. If you require any labels for clothes, food containers or school bags, please visit stuckonyou.com.au and enter the code “nsps”. Our school will then receive 20% commission from your order. This is a great way to support the school and keep track of your children’s belongings.

SUNSCREEN

Each classroom is provided with sunscreen which the children are required to use. Parents may wish to supply their own sunscreen for their children. Naracoorte South Primary School is also a member of the Sun Smart Schools.

SWIMMING

Our school is involved in swimming lessons early in term 1 for 7 days. These lessons are conducted by DECS Swimming instructors. These lessons can follow on from the vacation or private lessons. Swimming lessons are a part of the Health & PE program, aimed at boosting water confidence and safety. As such it is anticipated that all students will take part in these lessons.

Year 6 & 7 students do not participate in the swimming program as they attend an aquatics camp.

UNIFORM

Naracoorte South Primary School students are required to wear the school uniform as listed below.

NSPS Uniform consists of:

Girls:

Dress – Blue, white & gold Check

T-Shirts – Navy and gold polo

Navy long sleeved polo

Shorts – Navy

Track pants – Navy

Windcheaters – Navy

Tunic – Navy checked

Skirt – Navy checked

Boys:

T-Shirts – Navy and gold polo

Long sleeved polo - Navy

Shorts – Navy

Pants – Navy

Windcheaters - Navy

Year 7 students are able to order a special jumper to commemorate their last year at primary school. These are ordered in term 1 each year.

Orders for school uniform are sent home in week 3 each term and are back at the end of that term.

Please note: Thongs, reef sandals and footwear which does not protect the foot is not considered suitable.

Body piercing & Jewellery is not considered to be appropriate. Simple studs are most appropriate for children with pierced ears.

Exemptions to the uniform policy:

Students *may* be exempted on the grounds stated in the DECS Administrative guidelines at present, these are:

- religious cultural or ethnic grounds
 - financial hardship
 - new students (reasonable time)
 - itinerant students
 - medical grounds
- *Please note that it is not grounds for an exemption that the child or family "do not like" the uniform.*

VOLUNTEERS

All volunteers are inducted to inform them of personal rights as well as site responsibilities and policies. Child Protection laws require all adults who work with children to have a current police check.

YARD SUPERVISION

The school grounds are supervised by teachers between 8.30a.m. and 3.45p.m. Children should not be at school prior to 8.30a.m. and they should not stay after school unless they are involved in an organised school activity. The exception is our Breaky Club which students may attend each day from 8.00-8.30am in the hall.



YR 7 TO HIGH TRANSITION

A transition program organised between staff at the High School and NSPS takes place to ensure a smooth transition to year 8. From term 2, Year 7 students from the regional schools interact to strengthen social networks and to learn secondary school procedures and expectations.