WELCOME
to
NARACOORTE SOUTH PRIMARY SCHOOL
2011

Anna Young
PRINCIPAL

Felicity Dolling
Acting Deputy Principal

Anna Russell
GOVERNING COUNCIL CHAIRPERSON

Amanda Walker & Meg Thomson
Parent Club

Contact us:
71 Cedar Ave
Box 746
Naracoorte SA 5271

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Website: www.narsouthps.sa.edu.au/

* TRUST * COMMITMENT * ACCOUNTABILITY * GENEROSITY *
Naracoorte South Primary School, in operation since 1963, caters for just under 300 culturally diverse students and their families. The solid school building with air-conditioned rooms and of conventional design is set in 4.5 hectares of well developed grounds. A development plan is being implemented to better utilise this remarkable curriculum resource. Our new, fully air-conditioned gymnasium is being fully utilised to complement our specialist physical education program.

Building trust, care and respect as well as learning accountable, through enquiry, are the values underpinning our culture of improvement. A blend of principles, beliefs and policies set the boundaries for consistent and appropriate action at all levels.

An ethos of reform ensures improvement in learning and teaching and refinement of environments for this to occur. Strong connections between wellbeing and learning, means that holistic education and care is integral to our work. Wellbeing is built on the strength of individuals and groups in this community, working together.

Site Learning Plan priorities in Literacy, Numeracy, Aboriginal Perspectives and Social Inclusion reflect district and state strategic plans. Effective relationships between Governing Council, Kids in Charge (KIC) and Staff enables inclusive decision making and family participation.

Specialist teachers in Music, Physical Education, Special Education, ESL support, a school counsellor and Christian Pastoral Care Support Worker, all contribute to the wellbeing of this vibrant, thriving enrolment.

Buses from the southern outlying districts stop at Naracoorte South Primary and 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.

I warmly welcome you to explore our website, www.narsouthps.sa.edu.au then to make an appointment for an introductory tour of our school.

Anna Young
Principal
OUR MISSION
Is to provide the opportunity for children to gain essential knowledge, skills and experiences to meet their current needs and to equip them for learning throughout life.

Is to understand the needs of our students and to respond by providing a broad, high quality education which will develop the intellectual potential and creative capacity of each student.

Is to enable our students to participate fully and equally in a more caring, tolerant and socially just society.

OUR VISION
Is for a safe, caring, stimulating and sustainable environment in which all children will:

- Be challenged to achieve to their full potential and where pride in their achievement is fostered and celebrated.
- Have challenging experiences which will develop sound knowledge, appropriate skills and attitudes to form the base for a life long commitment to learning.
- Be guided by a professional and caring staff that takes pride in providing high quality educational experiences.
- Be the centre of an educational partnership between home and school.

OUR VALUES
- TRUST
- COMMITMENT
- ACCOUNTABILITY
- GENEROSITY

underpin learning at NSPS. As these are enacted, mutual goals are realised.

- The learner-teacher-parent relationship, as the basis for sound learning.
- The acceptance of individual differences and of different learning styles.
- Fair play and justice for everyone.
- A desire for excellence.
- Respect for self, other people and property.
- A success-oriented learning environment with children having pride in their achievements.
- A safe, caring and stimulating learning and working environment for all students and staff.
- The educational partnership between teachers and parents.
- A positive public profile.

CHILDREN’S STATEMENT

OUR MISSION:
(What is our school here for?)
- Is to learn
- Is to have fun
- Is to learn to work with other people and respect them
- Is to get ready for the real world

OUR VISION: (What is our dream for this school in a perfect world.)
- Is for everyone to be friends
- Is for every class to be better
- Is for a better landscape with no pollution or litter
- Is for more learning out of school (excursions, camps, activities etc)

OUR VALUES: (What are the things we think are important about this school?)
- Caring teachers
- Good teacher/parent/student relationships
- Honesty
- Learning safely
- Feeling comfortable in our school
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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. 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.

Presentation Assemblies are held as required for Aussie of the Month and recognition of sporting and academic achievements.

ASSESSMENTS/REPORTS
The children's progress at school is constantly assessed in line with the Australian National 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 Teacher Interviews
Term 2 - Mid Year Report
Term 3 - Optional Teacher or Parent requested interviews
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.
◆ An exemption is required from the Principal for absences longer than 5 days.
◆ Whenever a child is absent from school a written explanation for the absence is required within 3 days.
◆ Data regarding individual attendances/absences is required by DECS.

BANK
Bank days are Tuesday.
COMMONWEALTH BANK (These accounts are administered by the school for which we receive a commission.)
STATE BANK
BEHAVIOUR MANAGEMENT – CONDUCT CODE

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.

STUDENT CONDUCT CODE FOR CLASSROOM, YARD AND EXCURSIONS is supported by:

OUR VALUES
These agreed values will direct our thinking and choices – positive relationships and teamwork, care and respect between all, safety, honesty and innovation.

TREATMENT OF PEOPLE
All people in our School Community have the right to be treated fairly, with respect and care being a guide to the way we do things.

SAFETY AND MOVEMENT
We will take care when using all equipment, to keep others and us safe. Indoors and outside, we will move, work and play in harmless ways.

COMMUNICATION
We will speak using a respectful tone of voice and using language that does not offend others. Everyone has the right to express their opinion and we will listen to each other, thinking and reflecting on what we hear.

CONFLICT RESOLUTION
We will resolve our problems in a calm manner and if needed, we will ask for help from an adult, using our agreed grievance procedure.

LEARNING
We all have the right to learn in a safe environment and will come to school aiming to do our best. We respect that teachers have a right to teach and we all have a responsibility to learn.

GRIEVANCE PROCEDURE
We support the right of any member of the School Community who perceives the Conduct Code is not being 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 the information relevant to the incident.

1 Arrange a time to speak to the person directly concerned
2 If the problem is not resolved speak to the next relevant person- ie School Counsellor, CPCSW, Student Leader, Principal, Deputy Principal or Governing Councillor
3 If a problem then is not resolved, approach the Regional Director, David Chadwick or Assistant Regional Director, Caroline Green at Mount Gambier on 8724 5300.
BEHAVIOUR MANAGEMENT
PROCEDURAL STEPS
Each Class will negotiate their own set of expectations using whole school agreed principles. Displayed in Classrooms is a record of stars earned by students for receipt of Blue Cards for positive behaviours. Accumulation of 10 stars enables Students to negotiate with Teachers, a reward or privilege that extends their learning.

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: A Yellow Card issued - for lack of fairness, lack of safety or for not trying one’s best in learning.

Step 4: A second Yellow Card is issued. The student removed to time out, completes a ‘Rethink of My Behaviour’ sheet. This is discussed and signed by the class teacher. The Student phones home, informing of half-day timeout. Re-entry is then agreed with family input. 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

Consequences of inappropriate Yard behaviour will be managed in these ways:
- Most unacceptable Yard behaviours will result in immediate restorative justice action—eg talk through the issue and apologise, pick up dropped litter, interim play restrictions, sitting out to reflect for a period.
- If students choose to engage in unsafe, unfair behaviours that could lead to legal action 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 & student negotiated learning activities/programs that have relevance for life.
- Teach social skills in an optimistic, engaging manner.

• 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 DECS Suspension, Exclusion and Expulsion Guidelines.
**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.**

**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.

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**ANTI-BULLY POLICY**

**RATIONALE:**

Naracoorte South Primary School has a *shared vision* for the safety and wellbeing of all in our learning community. All people share in the responsibility of ensuring every person’s right to:

- be safe
- be treated fairly
- be supported as a learner, teacher, parent
- be respected and included

**WE BELIEVE THAT:**

- Identity, being safe, being connected with others and belonging are critical needs for all people.
- **Bullying** is any behaviour (physical or psychological) intended to hurt and is typically repeated over time where there is a power imbalance making the ill treatment possible.
- **Harassment** is any behaviour that is uninvited, unwelcome and unwanted that causes another person to feel hurt or uncomfortable

**PROMOTING POSITIVE BEHAVIOURS**

**RESPONSIBILITIES OF STAFF**

Staff, you have a moral and legal responsibility to support all learners in environments free of harassment or bullying. In your supervisory and duty of care role you:

- Support team members to implement the agreed Code of Conduct.
- Use preventative intervention strategies and inclusive teaching methodologies to build protective factors in children.
- Be a positive role model for others.
- Provide effective support for all involved in bullying, teasing, alienation or discrimination.
- Manage incidents and learn from them
- Conduct regular safety audits: document, collect data, analyse, intervene, monitor, evaluate.
- Participate in review of programs, policies and procedures.
- Engage in relevant training opportunities.
RESPONSIBILITIES OF PARENTS

Parents, you have a moral and legal obligation to protect and raise children in safety, free of harassment or bullying.

- Stay in touch with your child, be aware of and attend to changes in feelings or behaviours
- Support every one’s right to feel safe, be active in developing and supporting safe school policy
- Take interest in what your child enjoys, achieves
- Work with the school in resolving issues
- Notice small steps /good efforts your child makes
- Listen carefully, understanding child concerns
- Model appropriate behaviour in your own relationships with others and with school staff
- Communicate an understanding that bullying is everyone’s problem
- Avoid comparing your child with others, tell and show love for your child for their own sake
- Try not to involve children in adult problems.

RESPONSIBILITIES OF CHILDREN

Students, you have a right to fair and safe treatment, learning in environments free from harmful bullying or harassment. You have a responsibility to:

- Be fair and honest
- Treat others well as you like to be treated
- Listen politely to others
- Speak in a respectful tone of voice
- Act and move in safe ways
- Use good manners
- Keep hands off others’ belongings and work
- Allow others their personal space
- Look with care and respect at others
- Give and seek help when needed
- Engage in fair resolution when a problem arises
- Be accountable for choices you make
- Take part in learning to develop your understanding of anti-bullying, anti-harassment and laws relating to discrimination and exclusion
- Think positively, avoiding mean thoughts of others
- Play by the rules - follow the School Conduct Code

SITE STRATEGIES WE USE TO PROMOTE ANTI-BULLYING BEHAVIOURS

- We develop understandings, values and skills relevant to promoting the health and wellbeing of all through relevant curriculum /training to resolve conflict/abuse.
- We develop safety and help-seeking skills for engaging in positive relationships to minimise risks of bullying and harassment.
- We engage in group and whole School activities that support collaboration and inclusion of all.
- We foster a sense of connectedness and belonging within and beyond each classroom, the School and wider Community.
- We liaise with support agencies, health and police personnel seeking support as needed.

PROCEDURES

We work together within legal and policy frameworks to develop responsibilities, guidelines and consequences to ensure that the rights and safety of all people on site are respected and protected. Current processes include:

- All Staff, Volunteers and Visitors are screened and sign in at the front office counter
- Induction Procedures include:
  - Mandated Reporting to FAMILIES SA 131 478
- Record keeping and worksite security
- Risk, hazard and emergency processes
- Privacy and Confidentiality frameworks
- Working alone with children – compliance to safe practice
- First aid and amenity use - procedural and safety needs
- Reporting incidents to site manager
- Child Protection and definitions of abuse
- Compliance with legal requirements
- Provision of site Policies and Handbooks
POLICY PRINCIPLES –
EVERYONE HAS RIGHTS

• Everyone has a right to be safe and to learn
• Every has a right to work and contribute in safety
• People learn / work best when they feel good about themselves and experience success
• Inappropriate behaviour handled positively, changes the cycle or habits of inappropriate behaviour
• People at times feel angry, frustrated or upset and need to express these feelings appropriately
• When solving a problem we will not hurt, punish, or put anyone down
• We are willing to participate in resolution through fair respectful discussion and the procedures outlined in this policy, seeking agency support when required.

GRIEVANCE PROCEDURE - ACTION
We support the right of any member of the School Community to use the Anti-Bullying Policy to address any grievance relating to harassment or bullying.
It is important to keep grievances confidential.

IF A STUDENT IS HARASSED THEY CAN:
• Solve it by themselves - tell the person who is harassing them to stop.
• Talk to someone they trust who can help them to stop it happening - a friend, a staff member - who will help the student talk to the person.
• Tell the staff member they trust exactly what happened. The staff member will listen, then together they will work out the best way to handle the problem.
• The staff member will speak with the person harassing the student.

PARENTS/COMMUNITY CAN:
• When concerned about your child being harassed or bullied, see a teacher or staff member to discuss your concerns.
• If harassment or bullying is occurring, the teacher / staff member will act to make it stop.
• If still dissatisfied approach the Principal who will take action to resolve the harassment / bullying.
• The Regional Director, David Chadwick or Assistant Regional Director, Caroline Green at Mount Gambier Office. Ph: 8724 5300 who can assist when further help needed.

STAFF / VOLUNTEERS CAN:
• Arrange a time to speak to the Person concerned.
• If the problem persists follow Grievance Process; speak to the Principal or access Anti-Harassment Contact Person, Equal Opportunity Representative, seek support of advocate in addressing the issue.
• If a problem has not been resolved approach the Regional Director, David Chadwick or Assistant Regional Director, Caroline Green at Mount Gambier on 8724 5300.

IF HARASSMENT KEEPS ON HAPPENING, KEEP ON REPORTING, KEEP ON TELLING

CONSEQUENCES OF HARASSMENT BULLYING
At Naracoorte South we use the principles of Restorative Justice to support students in gaining socially appropriate behaviours. Where incidents of harassment or bullying are evident or reported:
• A discussion about the incident in conjunction with individual rights and responsibilities is held with a teacher and / or principal with the perpetrator.

Subsequent responses will depend on the nature and severity of the harassment or bullying.
• The response will include a verbal apology
• The response may include a written apology
• The response may include parent notification
• The response is likely to include personal service or actions to restore good work or friend relations with the person who has been harassed or bullied
• The response is likely to include a class discussion on the role of bystanders to the incident
• The response may include a family conference
• The response may include restricted play / work / access
• The response may include referral to Health, Wellbeing or Social Work support personnel / agencies

HOW WE RECOGNISE HARASSMENT OR BULLYING
• Harassment includes teasing, name-calling, rude gestures, drawing / writing offensive / unpleasant messages, put downs about someones gender, race, religion, appearance, age or personal attributes.
• Bullying is when one person holds power over another by persistent hurt, threat, manipulation or exploitation.
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 buses 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.

BUSES
DECS 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 Wrattonbully, 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 Canteen is run by a Manager and volunteers. It operates under the Healthy Eating Guidelines.
- Canteen is open at lunch and recess times MONDAY, TUESDAY, THURSDAY & FRIDAY.
- 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.
- 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.

CPSW
Micheal Becroft supports our students as our Christian Pastoral Support Worker. He is available on Tuesday through to Friday from 10:30am to 2:30pm. His role is to pastorally 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. He also links families to community resources and services by providing information about support and services provided through community groups, including church groups.
Micheal’s office is in the Learning Support Centre and he can be contacted by phoning the school office.
CHOIR
Mrs Erika Vickery 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 Millicent 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 Young or Miss Dolling. If you are not satisfied after this meeting you are welcome to contact the District Director at the District Office in Mt Gambier to express your concern.

CURRICULUM
You are welcome to read our school policy containing courses covered at each year level.
A copy is kept by each class teacher and in the office.

The curriculum offered is based on the approved Department of Education and Children’s Services Guidelines and is reviewed on a regular cycle every 3 or 4 years. All curriculum is designed within 8 areas of study in the South Australia Curriculum Standards and Accountability (SACSA) Framework.

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

ENVIRONMENTAL CENTRE
During 2010, an enthusiastic group of parents and staff developed 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.

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.

EXCURSIONS/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 students in the Middle and Upper Primary grades. 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 hope that all children will be able to attend these camps and share in these valuable learning and social experiences.

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 February 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.
**HATS**

Hats are compulsory *(wide brim and bucket style)*:
- Term 1
- Term 4
- Baseball style caps are not acceptable.

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 and Sesame Seed Aware School to support student safety and well-being.**

**First Aid**

If a child becomes unexpectedly ill or injured, staff will:
- Administer basic first aid
- Contact the front office via note, walkie talkie or phone
- Front office staff will call an ambulance if needed and continue to administer basic first aid
- Inform parent/guardian by note or phone call

If students require first aid off site (eg excursions, camps, buses), staff will:
- Administer basic first aid
- Call an ambulance if needed and continue to administer basic first aid
- Call the school to inform them of the situation

**First aid from classroom:**
- Teachers can administer basic first aid using their supplies
- If further first aid is needed the child will go with a first aid form, or, be escorted to the Front Office.
- SSO’s to administer first aid, record on office first aid log and contact parent/guardian if necessary. If parent/guardian are contacted SSO’s to ensure teachers are informed

**First Aid in yard:**
- Teacher can administer basic first aid using their supplies
- If further first aid is needed child to be escorted or sent to front office with first aid form.
- SSO’s to administer first aid, record in office or care room first aid log and contact parents if necessary. If parents are contacted SSO’s to ensure teachers are informed

If there is a first aid or other emergency, teachers will send a runner to get assistance from the front office and staffroom

**All serious head or face injuries need to be reported to parent/guardian by phone and written note.**

**ROUTINE HEALTH AND PERSONAL CARE SUPPORT**

Some students may require assistance with their routine or emergency health and personal care needs. Before staff can assist with this, parents/guardians must provide written information from their doctor, which outlines specific care needs. Forms for care plans are available from the front office for a range of health conditions and needs, including:
- Asthma
- Diabetes
- Anaphylaxis (severe allergy)
- Medical information (for general health care or those without specific forms)
- General health information (to be completed by a general practitioner, psychiatrist or psychologist)

The purpose of these ‘Care Plans’ forms is to ensure that the school has information from the treating health professional relevant to the student’s health, well-being, attendance, learning and care at school. We can then write a ‘Health Support Plan’ for the child if deemed necessary by the school or if any of the following is relevant:
- There are any individual first aid requirements, other than a basic first aid response
- The child needs additional supervision for health-related safety
- There is a predictable need for support with daily living tasks

Health support plans’ are written using the written information from the treating health professional, with discussion between school staff and the parent/guardian.

It is the responsibility of the parents/guardian to:
- Request these forms
• Ensure all appropriate forms are completed and signed by the doctor
• Sign all appropriate forms as parent/guardian
• Return all forms to the front office staff
• Update all medical information on the appropriate forms as necessary

ASTHMA
Students with asthma (even if only ‘mild’ or ‘occasional’) need an asthma care plan completed and signed by the treating doctor and given to front office staff. Staff can remind students to take their preventative asthma medication prior to physical activity if this is part of the asthma care plan. Staff are also trained to administer reliever medication in the event of asthma attack. The school has reliever medication for use in emergency situations only. Older children with asthma are encouraged to carry their medication with them where recommended by their doctor. All other students who require asthma medication must have puffers in the front office. All asthma puffers must have the pharmacist label, including the student’s name, stuck on the puffer. Parent/guardian will be notified if students are frequently using asthma medication.

MEDICATION MANAGEMENT
As much as possible, we encourage students to take medication outside of school hours, eg. Three times a day can be taken in the morning before school, afternoon straight after school and bedtime. If medication needs to be taken at school students will be supervised in managing this process themselves (where capable) or will be given the medication by front office staff.

• Medication must be provided in the original pharmacist container with directions on the label unless prior arrangements are made with the front office.
• The child’s name and used by date must be on the original label.
• Medication must be stored safely and so needs to be taken to the front office and given to a front office staff member for storage in a secure locked cupboard. This should be handed from adult to adult. Older children with asthma are encouraged to carry medication with them where recommended by their doctor.
• **Students must have a medication plan filled out by a doctor and the parent/guardian.**
• A maximum of a week’s supply is to be provided at any time (except asthma medication). It is the parent/guardian’s responsibility to provide the required medication. Staff will fill in the medication log and will notify parents if students fail to take their required medication.
• A medication log will be filled out by the front office staff member supervising or giving the medication. (or by the classroom teacher)

STEPS IN HEALTH SUPPORT PLANNING
**Parents/Guardians**
1. Complete the enrolment form with accurate health/medical information
2. Ensure the school has up-to-date information with parent/guardian emergency contact details and at least 2 other people for back-up emergency contact
3. Request the relevant health care plan forms as needed for the child
4. Have the Health Care Plan forms completed and signed by the treating medical practitioner, sign them as parent/guardian, and return to front office staff
5. Work with the Principal or Deputy Principal to complete a health support plan for the child if necessary
6. Ensure all medication is delivered to the front office as needed, and that a medication plan is completed and signed by the doctor and signed by parent/guardian
7. Update the medical information as necessary with forms completed and signed by the treating medical practitioner
8. Parent/Guardian is responsible for ensuring medication is administered before students arrive at school. If not, parent/guardian will be contacted and student may be withdrawn from class.

**Students:**
1. Follow the health care plan, medication plan and/or health support plan agreed upon
2. Take medication under supervision as stated in the medication plan
3. Alert class teacher if unwell or feeling early warning signs stated in plans

**Front Office Staff:**
1. Check that any child with a medical/health concern on enrolment form receives the appropriate health care plan forms
2. Check health care plan forms for doctor and parent/guardian signature
3. Ensure you understand the care required if different from usual first aid, and share with all staff
4. File health care plan forms, medication plans and health support plans in the ‘Student Health ID’ folder in the front office
5. A copy of the Health support plan also to go to canteen, TRT sign on register and class teacher
6. Follow health support plans, health care plans and individual medication plans as necessary
7. Complete first aid or medication log each time first aid or medication is given

**Principal/Deputy Principal:**
1. Check any health issues at enrolment discussion, ensure correct forms are given and explain policy
2. Complete Health Care Plans with parent/guardian as necessary
3. Follow the attached ‘Steps in health support planning’
4. Liase with Special Education teacher to ensure NEP students have appropriate health support and health care plans as part of the NEP process

**All Staff:**
1. Follow Health care plans, medication plans and Health support plans
2. Send all medication (except for where older children are encouraged to carry their medication with them as recommended by a doctor) to the front office - needs to be delivered adult to adult where possible
3. Complete the first aid or medication log each time first aid or medication is given
4. Complete ED155 (where needed) for injuries
5. Familiarise self with students throughout the school with severe health concerns - see ‘Student Health ID’ folder in the front office
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. No home lessons of any kind are to be required of children in Years R-2. Any school work that they might do is purely voluntary. Regular reading is, of course strongly recommended.
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. In extremely hot weather, homework will be reduced or entirely dispensed with.
6. It is expected that a note be sent to the class teacher by parents if children are unable to complete set homework.

HOT WEATHER POLICY
The school never closes or sends children home on extremely hot days as all areas are air-conditioned. However, on days when the estimated maximum temperature for Naracoorte is 37° or more (as announced on the 5 SE morning news) parents may collect their children from school anytime after 12.30p.m. or send a note to the class teacher asking that children be sent home at a stipulated time after 12.30p.m. The buses will run at the normal time each day to link with other buses.
A note must be sent on each occasion rather than just a general covering letter.

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

An ICT User Policy is an 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.

ILLNESS / ACCIDENT (see Health Policy)

INFECTIOUS DISEASES
Common ailments where Department of Education and Children’s Services Regulations prohibit children from attending school:
- Mumps          14 days
- Measles         7 days
- German Measles  7 days
- Chicken Pox     7 days

JIGGLE’N’WRIGGLE
Jiggle’N’Wriggle is run in Term 2 & 3 by Natalie Gherardin our Reception/Year 1 teacher. It is held fortnightly on Monday 4.00 – 4.30pm for 4-5 year olds and on Thursday 10.30 – 11.00am for toddlers. It is aimed to encourage children to learn through play and music using the interactive whiteboard.
JUNIOR PRIMARY-LENGTH OF TIME IN EARLY YEARS AT SCHOOL
It is the Education Department Policy that children enrolling in Government Schools have between ten and thirteen terms in Junior Primary classes, that is Reception, Year 1 and Year 2. Depending on the date of admission, the progress of children will follow these patterns:

- Children admitted at five years of age in February will have 12 terms, that is three years in Junior Primary classes.
- Children admitted at the beginning of second term will have 11 terms.
- Children admitted at the beginning of third term will normally have 10 terms.
- Children admitted at the beginning of fourth term will normally have 13 terms.

In exceptional cases the length of time may vary that particular children will spend in Junior Primary classes through discussions between parents and teachers and the principal with advice from the guidance officer if appropriate.

This might apply to children who have begun school with special social, emotional, physical or intellectual needs. Decisions taking age and maturity into account with reference to Departmental guidelines may favour proceeding to Year 3 after completing only eight terms of Junior Primary education or staying longer than 13 terms.

At the time of enrolment the school principal or deputy principal will discuss with parents this policy and the frequency of admission times in the school. The decision about the length of time spent in junior primary classes by a particular child would not be made on entry but be the result of consultations between parents and staff over the first two years.

- Please note that Reception 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 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 a liaison teacher chosen by staff.

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 Reception 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. A library bag is needed before they can borrow. A plastic shopping bag or similar can be used as a library bag. We sell a moderately priced library bag available at the office.

If you have a book for more than two weeks, you will be given a reminder to bring it back. If you still do not return it an account will be sent home asking for payment.

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 8.30 – 8.50 and 3.15 – 3.45.
In terms 1 and 4 on Monday, Wednesday and Friday from 12.40 – 1.00.
In terms 2 and 3 every day from 12.40 – 1.00
Your class will also have its own borrowing time each week.

**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, 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.

**MEDICATION** (See Health Policy)

**MOBILE PHONES**
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.

Although we recognise that some students may require mobile phones after school hours for safety and communication reasons, Naracoorte South Primary School strongly discourages the students from bringing them and other personal electronic media equipment to school. If your child needs a mobile phone at school he/she is asked to keep it in his/her bag and turned off at all times. Each student will be responsible for his/her phone, its use, abuse, loss or damage. Mobile phones are not to be used during school times. This includes school camps and excursions. Calls from families or carers to children can be made to the school mobile and messages will be passed on.

**MUSIC LESSONS (INSTRUMENTAL)**
Some children from Year 4 onwards are able to learn from specialist teachers to play various musical instruments (currently violin, cello, trumpet, flute and clarinet). Most of these lessons are now taught on the video conferencing system at our school.

**NATURE PARK**
Adjacent to the Naracoorte South Primary School lies 5 hectares of native vegetation which is owned by the Department of Education and Children’s Services (DECS) 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 classes use the area for cook outs and learning about their native environment. The school is currently working with the Department of Environment and Heritage on a management plan to upgrade the nature park.
NEWSLETTERS
Newsletters are sent home fortnightly on Thursdays with the eldest, (or nominated) child in each family. This is the school’s main 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 viewed and downloaded on the school website.

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

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. Parent Club – work in conjunction with the School Governing Council for the general benefit of our students and school.
3. Volunteers - listening to reading, helping on excursions, writing and reading conferences, assisting with computers, coaching sporting teams and involvement in individualised student programs.
4. 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.
5. Working Bees - our school grounds are maintained, improved and kept in top condition by regular working bees, in addition to the 12.5 hours of grounds person time (per week.)
6. Canteen - the school canteen is run with the help of parent volunteers.
7. Learning Assistance Programme. (LAP) a 1 - 1 programme to help children with special learning needs which need extra adult help.
8. PACA – (Play and creative activities) a junior primary programme which enables children to learn through a variety of different activities.

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. There will be a ‘Friendly Desk’ operating in the yard each lunchtime.

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 as part of normal school activities. Class, individual and family photos are usually taken in Term 4 and this is a separate venture.

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. Term by term applications can also be made. Please see the front office staff for more information.

SCHOOL CONCERT/FAMILY FAIR
Every alternate year the school holds an end of year 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.)

2011 is the Concert, which is held in Term 4.
**SCHOOL COUNSELLOR**

Our School Counsellor (Mrs Cathie Biggins) 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.

**SCHOOL GOVERNING COUNCIL**

See Governing Council

**SCHOOL HOURS**

8.30am  Children may be on school premises & supervision commences.
8.50am  School begins
8.50am - 11.00am  Lessons
11.00am - 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)

Late arrivals need to sign 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 FEES**

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

The stationery materials remain the property of the school. However, the school may, at its discretion allow students to take things such as art works and stationery home.

Our fees for 2011 are:
- Materials and Services Fee  $203.00
- Pre-paid Performances  $ 25.00

Parents may pay by instalments if necessary.
**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 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.

**SENSORY INTEGRATION ROOM**
The Sensory Integration Room (Blue 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.

**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 first term. Children are divided into 4 sporting houses for Sports Days: McRae (Green), Sharpley (Blue), Kincraig (Yellow) and Ormerod (Red). All sports are governed by the NSPS and S.A. Junior Sports policies, which provide Guidelines for age-level sports involvement.

**SUNSCREEN**
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. 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. Some of our students are also involved in the Special Needs Swimming Programme on a weekly basis. These students have to meet DECS criteria. A small cost is involved in this program. Contact Special Education Teacher for details.
UNIFORM
Naracoorte South Primary School students are required to wear the school dress code.
NSPS Uniform consists of:

**Girls:**
- Dress – Gold Check
- Pinafore – Bottle green gabardine
- Shirts – Bottle green and/or gold polo
- Skivvy – Bottle green or gold
- Shorts – Bottle green
- Trackpants – Bottle green or black
- Windcheaters – Bottle green or gold

**Boys:**
- Shirts – Bottle green and/or gold polo
- Skivvy – Bottle green or gold
- Shorts – Bottle green, grey or black
- Pants – Bottle green, grey or black
- Windcheaters - Bottle green or gold

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.

Limited supply of second hand uniforms are available from the office.

The NSPS School wear is available from JAKSDAKS in Robertson Street.

The school also has iron on logos for shirts and windcheaters available from the office.

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

*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 do Mandated Notification training and have a 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.

**YEAR 7 TO HIGH SCHOOL 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.