



**PARENT
INFORMATION
BOOKLET
2017**

IN THE PURSUIT OF EXCELLENCE



WELCOME

Telephone: 08 9881 1200
Mobile: 0476 815 005
Fax: 08 9881 3482

22-24 Williams Road (PO Box 107)
NARROGIN WA 6312

Email: Narrogin.ps@education.wa.edu.au
Website: www.narroginprimaryschool.wa.edu.au

Principal
Deputy Principal

Mr David Harrison
Mrs Jenny Carter & Karen Georgi

Administration Office Staff
Manager Corporate Services
School Officer

Mrs Michelle Edwards
Mrs Kim Nottle

Important Dates for 2017

Semester 1

Term 1 Wednesday 1 February - Friday 7 April

Break Saturday 8 April - Sunday 23 April

Term 2 Monday 24 April - Friday 30 June

Break Saturday 1 July - Sunday 16 July

Semester 2

Term 3 Monday 17 July - Friday 22 September

Break Saturday 23 September - Sunday 8 October

Term 4 Monday 9 October - Thursday 14 December

School Development Days 2017 (Students do not attend)

- ✓ Monday 30 and Tuesday 31 January 2017
- ✓ Monday 24 April 2017
- ✓ Monday 17 July 2017
- ✓ Friday 24 November 2017
- ✓ Friday 15 December 2017

INDEX

| | |
|---|----|
| Aboriginal Education | 4 |
| Absences | 4 |
| Assemblies | 4 |
| Attendance | 4 |
| Arrival at School | 4 |
| Buses | 5 |
| Canteen | 5 |
| Class Communication | 5 |
| Change of Details..... | 5 |
| Communicating with the School | 5 |
| Community Nursing Services | 5 |
| Dress Code | 6 |
| Dental Clinic | 6 |
| Early Close Bus Program | 6 |
| Enrolment..... | 6 |
| Homework | 6 |
| Hours of Instruction | 7 |
| Information Sessions..... | 7 |
| Instrumental Music Lessons | 7 |
| Interviews: Parent/Teacher..... | 7 |
| Lunch and Recess Deliveries | 7 |
| Leaving School Grounds | 7 |
| Library | 7 |
| Lost Property..... | 8 |
| Medical Information | 8 |
| Medication Administering Procedures | 8 |
| Messages..... | 9 |
| Mobile Phones..... | 9 |
| Money and Valuables | 9 |
| Newsletter | 9 |
| No Hat No Play | 9 |
| Nut Friendly School | 9 |
| Parent Participation | 9 |
| P&C Association..... | 10 |
| Parking for Parents | 10 |
| Personal Items List..... | 10 |
| Reporting to Parents | 10 |
| School Board..... | 10 |
| School Chaplain | 11 |
| School Costs | 11 |
| Specialist Teaching Areas | 11 |
| Student Council..... | 11 |
| Talents and Gifted Students (TAGS)..... | 12 |
| Term Duration | 12 |
| Visitors to the School..... | 12 |
| Website | 12 |
| Communicating with the School | 13 |
| Complaints Handling | 14 |
| Vaccine Preventable Diseases | 16 |
| Infectious Diseases | 16 |
| Rights and Responsibilities | 17 |
| School Guidelines | 18 |
| Behaviour Expectations..... | 19 |
| 5 Step Behaviour Management Plan | 20 |
| Student Mobile Phone Policy..... | 21 |

ABORIGINAL EDUCATION

Narrogin Primary School is a hub school for the Learning Communities Project. Aboriginal students are supported through the school's AIEOs (Aboriginal Islander Education Officers)

ABSENCES

Under the Education Regulations the only acceptable reasons for absences from school are illness and medical or dental appointments which cannot be arranged outside school hours.



The Attendance Records kept by the teachers are legal documents, and may be called upon by a Magistrate as Court evidence.

An explanation is therefore required for all absences. The explanation must give the reason for the absence and may be delivered verbally or in writing. If not provided, the school will send out a letter requesting an explanation. When students from Year P – 6 are absent, an SMS is sent to a parent requesting a reason for the absence.

ASSEMBLIES

Whole School Assemblies are held in the Undercover Area at 9.00am on selected Fridays. Each primary class will be responsible for conducting an assembly. The dates and classes responsible are published in the school newsletter.

ATTENDANCE

Students are required by law to attend school.

Regular attendance is critical for students to achieve optimal learning at school. Missing school adds up:

- If a child misses an average of five days a term (years 1 to 10), they miss out on approximately one year of school.
- If a child misses one day a week of school (from years 1 to 10), they will miss almost two years of school.
- If a child misses two days a week of school (from years 1 to 10), they will miss almost four years of school.
- If a child misses five weeks a term (years 1 to 10), they miss almost five years of school.

An incentive program is in place to improve regular attendance. Please be punctual to deliver and collect your child from school. It can be very disturbing for your child to be delivered or collected late. If you are unavoidably delayed, please ring and let the school know so your child can be reassured.

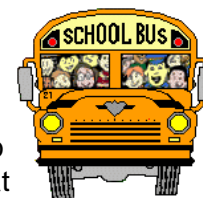
ARRIVAL AT SCHOOL

Students are required to go to their classrooms once they enter the school premises from 8.30am. Students who do arrive earlier than 8.30am are required to sit on the benches in the 'Dragon Area' unless they are attending Breakfast Club which operates on Monday, Tuesday, Wednesday, Thursday and Friday from 8.00am.



BUSES

There are twelve buses which bring children to and from Narrogin Primary School, eleven, out of town services and one, town bus service.



Parents requiring out of town bus transport for their children are required to complete an application form requesting transport online at www.schoolbuses.wa.gov.au. If parents wish their child to travel on the town bus, they need to contact Nicholls Bus & Coach Service on 98 811 736 to organise this.

Please Note: Bus children will be placed on the bus unless a written note or phone call is received from the parent.

CANTEEN

The P&C operates a canteen every school day. Our canteen adheres to the Healthy Eating Guidelines as detailed by the Department of Education in 2007.



Lunches need to be ordered prior to the beginning of each school day and placed in the lunch basket in your child's classroom. Students are able to purchase a snack from the canteen at recess.

Parent help is required to run the canteen and keep costs down for our students. Please contact the canteen on 98 811 200 if you are able to assist.

CLASS COMMUNICATION

Teachers send home class newsletters every term. Notes will also go home during the term advising of any upcoming events, activities, incursions or excursions.

CHANGE OF DETAILS

If there are any changes to the details that were given to the school on enrolment (e.g. change of address, phone number, contact people, update of immunisation), please let us know immediately so that we can amend our records. This is very important should we need to contact you.



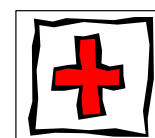
COMMUNICATING WITH THE SCHOOL

Parents are encouraged to read the publication 'Complaints Management' and 'Communicating with the School' to ensure that communications between the home and the school are effective. These documents are attached for your reference.

COMMUNITY NURSING SERVICES

The School Nurse is in attendance at the school one day per week

Screening procedures cover a full health appraisal of children, either at Pre-Primary or in Year 1. Vision and hearing may be checked at any time if requested by concerned parents or teachers. Referrals are made through the Deputy Principal.



Some time is spent assisting teachers in the classroom with courses concerned with Hygiene, Drug Awareness, Growing Up and Health Education.

DRESS CODE

The Narrogin Primary School Board has established a Dress Code for all students attending the school. The School Board believes a school dress code:

- Fosters and enhances the public image of the school.
- Assists in building school and team spirit.
- Ensures students are safely dressed for specific school activities.
- Encourages equity amongst students.
- Prepares students for work, as many work places have dress and safety codes.
- Ensures safety of students at sport.

All Pre-Primary to Year 6 students are expected to meet dress requirements, unless an exemption has been granted. Parents and students are informed of the school's dress code at the time of enrolment and it is published on our school website. Any grounds for exemption must be raised with the Principal.

Uniforms are available via order form at the school office or weekly at the Uniform Shop. Days are subject to change and will be detailed in the newsletter. The uniform shop is ran by P&C volunteers.

DENTAL CLINIC

The school has a fully staffed Dental Clinic attached. All children receive regular dental screenings, and if approved by the parent, necessary treatment. The Dental Clinic phone number is 9881 2281.



EARLY CLOSE BUS PROGRAM

During early close sessions on Tuesday bus students will be supervised at the school until collection at regular bus time. A variety of activities are offered to occupy the students.

ENROLMENT

When enrolling a child at the school, parents must complete an Application for Enrolment. Once this has been considered and accepted by the School Administration Team, an Enrolment Form can then be completed. To confirm enrolment, the school will need to sight the child's birth certificate. Please also provide your child's immunisation record upon enrolment.

HOMEWORK

Homework is based on the needs of the student and their phase of development. Our school community sees homework as a means of furthering home-school relationships and can assist in keeping parents informed about a student's learning and progress. Parents are informed by written communication of individual classroom homework structures. Please visit your class teacher for further clarification or assistance.

HOURS OF INSTRUCTION

| | |
|-----------------|--|
| 8.55am | Commencement of School Day |
| 10.15 – 10.35am | Recess |
| 12.35 – 1.15pm | Lunch: Students eat in the undercover area |
| 1.15pm | Commencement of afternoon session |
| 3.15pm | Dismissal for other students |



EARLY CLOSE DAY – Tuesdays – School commences 9.00am and concludes at 2.30pm.

INFORMATION SESSIONS

We encourage parents to make every effort to attend the parent class meetings organised in the early weeks of **Term 1**. At these meetings teachers explain class procedures and expectations for homework, behaviour, student learning etc. Ongoing contact between parents and teachers is highly recommended.

INSTRUMENTAL MUSIC LESSONS

Year 6 students are given the opportunity to take music lessons, in school time, at Narrogin Senior High School. Students are tested in Year 5 to assess their aptitude for music and certain instruments. It is the responsibility of the parent to take their child to and from lessons.



INTERVIEWS: PARENT/TEACHER

Parent teacher interviews are encouraged and parents should feel free to contact the school to arrange an appointment at a time convenient to all parties.

LUNCH AND RECESS DELIVERIES

Parents are requested to leave lunches at the front office. These will be delivered to the classes. Alternatively parents will need to come to the front office and sign in before proceeding to classes.

LEAVING SCHOOL GROUNDS

Education Regulations provide that no child shall leave the school grounds during school hours without a written request by the parent and then only with the permission of the Principal/Deputy Principal. Requests for students to leave the school grounds will be forwarded to the school office, where a Leave Pass will be issued. Students must carry the Leave Pass with them whilst they are out of the school grounds.

Students will not be granted permission to go down town to purchase lunches or refreshments - the School canteen should be used for these purchases.

LIBRARY

The school library resource centre is a very valuable and important part of our school. Parents are urged to ensure that library books that are taken home are treated with respect and are returned on time. Parents may be asked to pay for valuable books that are damaged or lost.



LOST PROPERTY

Each year we accumulate many items of unclaimed property. To prevent your child losing items it is important that all items and equipment be clearly and permanently labelled with your child's full name.

We have a lost property box located at school and we encourage parents to initiate a search as soon as property goes missing. The school takes reasonable care, but cannot accept responsibility for the loss of unmarked items. Unclaimed clothing is given to a charitable organisation.

MEDICAL INFORMATION

If a student has a medical need (e.g. allergies, anaphylaxis, asthma, diabetes) that requires care or could lead to an emergency, the parent/responsible person will need to organise to meet with the Deputy Principal to complete an 'Action Plan', which describes the nature of the condition and the action to be taken. These action plans may also need to be 'signed off' by a medical practitioner.

It is the responsibility of the parent to keep their child's teacher and school administration informed of any changes to their child's condition including changes of medication and/or procedure so the student's action plan can be updated. Action Plans must be updated annually.

We don't have adequate facilities or enough staff members to care for sick children. Children who are unwell need to stay home to 'mend' and prevent infecting other children. If your child becomes sick during the day, you will be contacted and expected to arrange the collection of your child as soon as possible.

IMMUNISATION

The Education and Health Departments require Immunisation be complete for enrolment and that a photocopy of the Immunisation record be received by the school. For non-immunised children, a Doctor's certificate or statutory declaration must be received. Please ensure your child's immunisation schedule is up to date prior to your child commencing Kindergarten and then subsequently Pre-Primary and Year One.

A school nurse is available to our school community. Referrals are made through the Deputy Principal. During the year, the school nurse will conduct a health screening check on each Kindergarten child. We encourage parents to be present during these assessments.

MEDICATION ADMINISTERING PROCEDURES

Parents must complete the appropriate forms in order for medication to be administered. Medication needs to be provided in a labelled container (name of student, name of medication, dose to be taken). Minimal quantities only should be sent to school unless prior agreement is made with the school. School staff will only administer medication in accordance with instructions or the advice of a medical authority. Form 3 – Administration of Medication form is available at the front office.

MESSAGES

Verbal messages should not be sent to school via children. Please communicate with the school via letter, email (narroginps@education.wa.edu.au) or phone call (9881 1200). Messages will be passed onto your child's teacher as appropriate.

MOBILE PHONES

Narrogin PS Mobile Phone Policy currently being updated.

MONEY AND VALUABLES

Children should not be allowed to bring money to school unless it is for a specific purpose, such as for canteen purchases.

Students should not bring personal items (toys, sports equipment) to school.

No responsibility can be accepted for money or valuables lost or stolen that are not in a teacher's direct care.



NEWSLETTER

Newsletters will be uploaded weekly to our school website and/or sent home with a family representative. This is a major source of home/school communication. At the commencement of each term, a school term calendar will be included with the newsletter.

NO HAT NO PLAY

Narrogin Primary School is a SunSmart school. Students are required to wear the school uniform bucket hat throughout the school year. Upon enrolment, students are given a school hat which remains at school. Replacement hats are available for sale at the school canteen or through the P&C uniform shop.

NUT FRIENDLY SCHOOL

Some students at our school have a severe allergy to nuts and are susceptible to anaphylactic shock. Anaphylaxis is the most severe form of allergic reaction and is potentially life threatening. In order for the school to minimise the risk for these students, it is requested that parents do not send foods containing any type of nuts (including peanuts, tree nuts, peanut butter and nutella) to school with their child. The sharing of food can be a further risk and we would ask you to work with the staff at the school to discourage this practice.



PARENT PARTICIPATION

We look forward to parents becoming part of our school community by participating in activities. Some activities you may like to consider becoming involved in include:

- Assisting with sport, sporting carnivals and events.
- Assisting in the classroom (please contact the class teacher to organise this).
- Attending P&C and other meetings.
- Putting your name down for canteen roster, breakfast club or the uniform shop.
- Assisting with special projects (e.g. fundraising activities).

- Attending class meetings and information sessions.

P&C ASSOCIATION

P&C meetings are held on the second Tuesday of each month. All parents, staff and community members are welcome to attend. At these meetings a variety of information is provided and discussed. The P&C is actively involved in the raising of funds for the purchase of resources to enhance teaching and learning programs and the school facilities. Fundraising activities include a market day/swap meet on the third Saturday of each month, operating the school canteen and uniform shops, an annual lapathon and triathlon, discos, Fathers' Day breakfast etc.

Pre-Primary Kindergarten P&C Sub-Committee

We encourage you to become involved in our early years P&C sub-committee. Meetings are held regularly where a variety of information is provided and discussed. Historically, this committee has been very proactive at raising money to enhance the quality of our Kindergarten and Pre-Primary programs. Your children have been the beneficiaries.

PARKING FOR PARENTS

Parent parking, near the school, is available in the following locations:

- Johnson Street.
- Glyde Street.
- Williams Road (access to crosswalk and an attendant at this point).



Parents are requested not to drive onto the school site at any time. Please do not park in allocated bus bays.

KISS AND DROP ZONE

The Kiss and Drop Zone is located on Johnson Street and is for your child's safety, your convenience and to minimise congestion and confusion.

- Kiss and Drop zones and 'No Parking' zones operate under the same conditions. You may stop to drop off or pick up children for a **maximum of 2 minutes**.
- **Drivers** must remain in or within 3 metres of their vehicles.
- Kiss & Drop Zones apply only during hours of operation.



PERSONAL ITEMS BOOKLET

Personal Items lists are available from the school office. All items are to be purchased by parents prior to the commencement of the school year.

REPORTING TO PARENTS

Formal reports are issued in the last weeks of Terms 2 and 4. There will be opportunities throughout the year for students to showcase different aspects of their work. During Term 3 the school hosts an 'Open Classroom' evening. Teachers are also available for interviews to discuss your child's progress. Appointments can be made by phoning the school office. Years 3 and 5 participate in NAPLAN testing in May.

SCHOOL BOARD

Our School Board meets regularly to discuss progress on the School Business Plan, and provide strategic direction for the school. The Board is a representative group of school administration,

staff, parents and community. The School Board operates under a constitution derived from the 1999 Education Act.

SCHOOL CHAPLAIN

Chaplaincy provides a positive impact on the character, attitudes and values of young people.

The chaplain provides trusted guidance on spiritual, moral and ethical issues. The chaplain is someone staff, parents and students can voluntarily turn to in time of need, and they offer practical support to students who are at risk. The chaplain does not duplicate the work of teachers or parents, but makes a distinctive contribution within the entire school community.

Breakfast Club – the chaplain, with support from parents and school staff, operates breakfast club five mornings per week, Monday, Tuesday, Wednesday, Thursday and Friday. All students are welcome to attend and enjoy a healthy start to their school day.

SCHOOL COSTS

The total amount of **contributions** parents and carers are being asked to pay has been contained within the \$60.00 maximum set in the School Education Regulations 2000.

While **Contributions** are voluntary, the quality of our teaching and learning program will be maximised when each family makes its contribution to the cost. These contributions supplement funding gained from other sources, including the State and Commonwealth governments and make up a large percentage of the School's income.

Our P&C asks that parents pay an additional voluntary contribution of \$4.00 per child to supplement the important role they do in maintaining our canteen and uniform shop, together with various other activities around the school.

The total contribution per child including the P&C contribution is \$64.00.

All payments for contributions are normally paid at the beginning of the school year. A number of payment options are offered, including cheque, cash, EFTPOS or internet banking (BSB: 066522 – Account No: 00900206. Please use your eldest child's full name as reference)

A schedule of instalments will be gladly accepted at the school office.

Charges for excursions, incursions (e.g. visiting performers) and/or sporting clinics will be charged when your child attends the activity.

You will have received information from the school with regards to the breakdown of voluntary and estimated charges. Please ask at the front office if you require further clarification.

SPECIALIST TEACHING AREAS

- ✓ Physical Education
- ✓ The Arts (Music/Drama)
- ✓ Visual Arts

STUDENT COUNCIL

A Student Council is elected each year and usually consists of 10 students from Year 6. A Head Girl and Head Boy are elected from this group.

The Council holds regular meetings to offer suggestions, to present the students' views and to help out in the school where appropriate.

TALENTED AND GIFTED STUDENTS (TAGS)

TAGS students are catered for on a day-to-day level in the classroom learning environment. Identified students are selected for the Primary Extension Academic Challenge (PEAC) program which operates throughout the Wheatbelt region bringing TAGS students together to promote higher order thinking and further enhance their areas of strength.

Specialised withdrawal groups may be formed within our school environment for students with talents in Art, Choir, Instrumental Music, Mathematics, Technology and Enterprise and Science. Students are also encouraged to participate in local and state competitions and academic testing.

TERM DURATION

| | |
|-------------------|--|
| Semester 1 | |
| Term 1 | Wednesday 1 February - Friday 7 April |
| Break | Saturday 8 April - Sunday 23 April |
| Term 2 | Monday 24 April - Friday 30 June |
| Break | Saturday 1 July - Sunday 16 July |
| Semester 2 | |
| Term 3 | Monday 17 July - Friday 22 September |
| Break | Saturday 23 September - Sunday 8 October |
| Term 4 | Monday 9 October - Thursday 14 December |

School Development Days 2017 (Students do not attend)

- ✓ Monday 30 and Tuesday 31 January 2017
- ✓ Monday 24 April 2017
- ✓ Monday 17 July 2017
- ✓ Friday 24 November 2017
- ✓ Friday 15 December 2017

VISITORS TO THE SCHOOL

Please always sign in at the front office and wear a Visitor's Label when visiting the school. This is required as a Duty of Care towards our students.

WEBSITE

Newsletters, policies and other information regarding Narrogin Primary School will be regularly updated on our website. Please take the time to familiarise yourself with the information available. The address is www.narroginprimaryschool.wa.edu.au.



Communicating with the School

The relationship between the home and the school plays a very important part in a child's education. Parents play a critical role in successful learning; they contribute much to their child's development and are among the most important influences on the way in which the child approaches learning.

Teachers are responsible for the more formal aspects of children's learning, and successful teaching builds on the home experiences of the child. This is most effective where there is an active partnership with parents.

Two-way communication is a critical factor in the partnership between parents and the school. Where a partnership exists, it is easier for parents to feel confident about the teaching and learning that takes place in the classroom and to solve problems.

Matters relating to your child in the classroom

Teachers report student performance to parents and care givers in a range of forms. These could include formal and informal meetings and interviews, telephone calls, portfolios, open classroom evenings and student progress reports. This communication process involves parents as partners in their child's education and development.

All parents are encouraged to maintain regular contact with their child's teacher.

Unplanned meetings may not result in a positive outcome due to the preparation time required by teachers.

Please make an appointment through the school office, for a convenient time to discuss your child's progress.

Other School Matters

Other enquiries and concerns relating to school issues should be directed to the office where the School Officer and the Registrar will determine the staff member with responsibilities in that particular area. A message will then be passed on to that person for a response. It may well be appropriate for one of the Deputies or Principal to address the matter. This does not relate to private or personal messages which should be dealt with out of school hours unless of an urgent nature.

Staff privacy

Enquiries and concerns regarding school and student matters should be dealt with through the school, in school time. All staff have the right of privacy out of hours and ask for this right to be respected.

What to do if you have a problem:

- Identify the problem clearly before going to the school.
- If there is more than one problem, list them to ensure that the extent of the problem is clear to the school.
- Decide whether the problem is a concern, a query or a complaint. This will help in finding a solution.
- Make an appointment to talk with the teacher. This should be arranged through the school office.
- Stay calm. Even if you don't feel it, being calm will help your child's education. Positive two-way communication is required for this partnership to succeed.

Parents and caregivers are responsible for:

- Maintaining regular contact with their child's teacher to monitor the child's progress.
- Making a convenient appointment time to discuss student progress.
- Resolving concerns regarding student performance in a supportive manner with the child's teacher.

- Clarifying issues with the school rather than discussing them within the community. This will support a more effective line of communication between the school and parents/carers.
- Following due processes to discuss issues regarding student performance with a Deputy or Principal if the matter is unresolved at classroom level.
- Communicating with school staff in school time regarding the business of the school.
- Taking advantage of greater involvement in the school through the P&C Association, School Board and Canteen.

Teachers are responsible for:

- Reporting student performance to parents and caregivers regularly through a range of forms, which could include meetings, interviews, telephone calls, portfolios, open classroom evenings and student progress reports.
- Resolving parent concerns relating to student and classroom issues, where possible.
- Referring parent enquiries, concerns and complaints to the principal, where appropriate.
- Communicating with parents and caregivers in school time regarding the business of the school.
- Maintaining confidentiality in dealing with each enquiry.

The Principal is responsible for:

- Ensuring, whenever possible, that concerns and complaints are resolved at the school level.
- Ensuring that enquiries, concerns and complaint procedures are communicated clearly to parents and community members.
- Ensuring that school policies and procedures are modified, where necessary, to address areas of concern.
- Maintaining confidentiality in dealing with each enquiry.

NARROGIN PRIMARY SCHOOL



Complaints Handling

Objectives:

To ensure that complaints lodged at Narrogin Primary School are resolved in a prompt and efficient manner.

To promote the highest standard of professionalism in dealing with our community.

Policy:

Staff at Narrogin Primary School are responsible for managing the resolution of disputes and complaints lodged with us.

We will make every effort to promptly resolve disputes and complaints lodged with us according to the principles of procedural fairness.

Where we cannot resolve a complaint, the complainant, Principal or Regional Executive Director can forward written complaints to the Director General of the Department of Education.

Making a Complaint

Complaints can be made verbally; by letter; by email; or by facsimile.

Help is available at the school to support complainants to formulate, write and lodge a complaint. Complaints can be lodged with the school using any of the contact methods listed above.

Written complaints should be addressed:

“PRIVATE AND CONFIDENTIAL”

The Principal
Narrogin Primary School
PO Box 107
NARROGIN WA 6312

Minimum information when making a complaint:

You should provide the following information when making a complaint:

- your name and contact details;
- copies of any relevant correspondence or documents relating directly to the complaint;
- the nature of the complaint; and
- what you consider is needed to resolve the complaint.

In the case of a verbal complaint, where you do not want to be identified or to lodge the complaint in writing, we will endeavour to work directly with you to resolve the matter.

Responsiveness:

We will acknowledge written complaints within five school days. We seek to resolve local complaints within 14 days. If, because of the serious nature of the complaint, it is deemed necessary to forward it on to another section of the Department, we will do this without delay.

In all cases you will be kept informed of the progress of your complaint.

Enquiring on a complaints progress:

You may enquire as to the progress of your complaint at any time by directly contacting the appropriate person. At the time of lodging a verbal complaint, or in the acknowledgement letter for a written complaint, this person will be identified for you.

Outcome of a complaint:

We will advise you verbally or in writing of the outcome of the complaint. The outcome of all written complaints will be provided to you in writing.

When a complainant is unhappy with the outcome of a complaint:

If you are unsatisfied with our attempts to resolve your complaint, you may wish to express your concerns to the Regional Executive Director. To do this contact:

Mrs Alison Ramm
297 Fitzgerald Street
NORTHAM WA 6401

While this request can be made verbally, it is preferable that it is made in writing. Help in making this request will be provided by us, or the regional office, upon your request.

Rejecting a Complaint:

Complaints judged to be vexatious, trivial or without substance, or where it is judged to not warrant further action, will not be progressed. You will be advised of this decision in writing.

Definitions:

A complaint is the expression of dissatisfaction with any aspect of government education and training. It may be general in nature or relate to particular staff, a part of the organisation, a policy or a decision. Any person may lodge a complaint however staff employed by the Department of Education cannot use this process if they are acting in an official capacity. A complaint must contain sufficient detail to enable it to be addressed and recorded.

Locally Managed Complaint:

A verbal or written complaint made in relation to a school or staff member and managed by the school.

Centrally Managed Complaint:

A complaint lodged in writing with the Director General of the Department of Education and managed at Central Office. Such complaints may be redirected to the local level to be managed if it is deemed appropriate.

Complainant:

A person, or persons, lodging a complaint. As outlined in the Australian Standard AS4269-1995 our complaints handling policy demonstrates:

Commitment:

We recognise your right to complain and to have your complaint dealt with seriously.

Fairness:

We understand the need to be fair in our complaints handling processes.

Resources:

We have adequate resources for effective handling of complaints.

Visibility:

Our complaints handling processes are available from our school office or can be arranged by ringing the school.

Access:

We accept complaints lodged by: phone (9881 1200); mobile 0476 815 005; fax (9881 3482) in writing (PO Box 107, Narrogin WA 6312) and via email, at Narrogin.ps@education.wa.edu.au.

Assistance:

Upon request, we will provide a complainant with the support needed to formulate and lodge a complaint.

Responsiveness:

Complaints will be dealt with quickly and efficiently.

Charges:

There will be no charge to the complainant for the raising of a complaint with us.

Remedies:

Where a complaint results in the identification of changes that should be made to our processes, those changes will be made.

Data Collection:

Data about complaints lodged with our school is collected and recorded.

Systemic and Recurring Problems:

Complaints are regularly analysed for the identification and addressing of systemic and recurring problems.

Accountability:

We report our complaints handling processes against our documented performance standards.

Review:

We review our complaints handling process annually.

VACCINE PREVENTABLE DISEASES

| | |
|--------------------------------|--|
| Tetanus, Diphtheria, Pertussis | 2, 4, 6, months and 4 years |
| Measles, Mumps, Rubella | 12 months and 4 years |
| Haemophilus (Hib) Heb B2 | Birth, 2, 4, 6, 12 months |
| Polio – oral drops | 2, 4, 6, months and 4 years |
| Meningococcal C | After 1 st birthday once only |
| Chicken pox | After 1 st birthday once only |
| Influenza | yearly |
| Pneumococcal disease | 2, 4, 6, months |
| Rota Virus | 2, 4 months |

INFECTIOUS DISEASES

The following diseases are infectious and require treatment prior to re-entry into school. Please contact the school if your child has been diagnosed with any of the following conditions. For more information regarding these diseases, please ask at reception or the school nurse for fact sheets. Alternatively, this information together with the school policy on head lice is available on our web site: www.narroginprimaryschool.wa.edu.au.

Chicken Pox

Transmission: Contact with an infected person or with articles freshly soiled by mucus or sores from an infected person. Scabs do not spread the infection.

Incubation period: 10 to 21 days (usually 12 to 16).

Infectious period: From five days before rash to six days after onset of last crop of blisters.

Exclusion from school: Exclude until fully recovered or until at least five days after the eruption first appears. Some remaining scabs do not justify exclusion.

Conjunctivitis (Various Bacteria and Viruses)

Transmission: Direct or indirect contact with secretion from infected eyes.

Incubation period: One to three days.

Infectious period: While eye discharge is present.

Exclusion from school: Exclude until discharge from eyes has ceased.

Head Lice (Pediculus Capitis)

Transmission: Contact with infected person

Incubation period: One to seven days

Infectious period: Until lice and nits (eggs) are destroyed.

Exclusion from school: Exclude from school until day after treatment has commenced.

Impetigo (School Sores)

Transmission: Contact with infected person.

Incubation period: One to three days.

Infectious period: Until sores are healed.

Exclusion from school: Exclude until effective treatment (including the proper use of occlusive dressings) has been instituted.

Measles (Measles Virus) *Notifiable (to Department of Health)

Transmission: Spray or droplet infection, or indirectly through articles freshly soiled by discharge from nose or throat of infected person.

Incubation period: Seven to 21 days (usually 10 to 14 days).

Infectious period: From five days before to five days after the appearance of the rash.

Exclusion from school: Exclude. Re-admit on medical certificate of **recover**, or at least four days after the appearance of the rash if well.

Ringworm (Tinea, Pityriasis Versicolor (Certain Species of Fungi)

Transmission: Contact with infected persons, articles or animals, especially cats.

Incubation period: Four to 14 days.

Infectious period: As long as lesions contain fungus and spores.

Exclusion from school: Exclude until the day after treatment has commenced.

Rubella – German Measles (Rubella Virus) *Notifiable

Transmission: Spray of droplet infections, or indirectly through articles freshly soiled by discharge from nose or throat of infected person.

Incubation period: Nine to 21 days (usually 14).

Infectious period: From three days before to at least four days after the onset of symptoms or rash.

Exclusion from school: Exclude; re-admit on recovery or four days after onset of rash.

Scabies (Sarcoptes Scabiei – Itch Mite)

Transmission: Contact with infested person, clothing or bedding.

Incubation period: Itching usually begins within 48 hours.

Infectious period: Until mites and eggs are destroyed.

Exclusion from school: Exclude until the day after treatment has commenced.

Whooping Cough (Pertussis) *Notifiable

Transmission: Contact with infected person; airborne or droplet.

Incubation period: Until treatment is initiated.

Infectious period: 21 days from onset of illness if not treated.

Exclusion from school: Exclude for five days after antibiotic treatment has commenced.

Meningococcal disease *Notifiable

Transmission: Airborne or droplet.

Incubation period: One to four days.

Infectious period: Until the bacteria is no longer present in nose and throat secretions.

Exclusion: Exclude until antibiotic treatment has been completed.

NB: Meningococcal is an uncommon, acute, bacterial infection. Hospitalisation is usually required.

RIGHTS AND RESPONSIBILITIES

All parties have the responsibility to follow the school guidelines

Students have the RIGHT to:

- respect, courtesy and honesty;
- learn in a purposeful and focussed environment;
- work and play in a safe, secure, friendly and clean environment;
- be free of bullying or harassment by other students

Staff have the RIGHT to:

- respect, courtesy and honesty;
- work in a safe, secure and clean environment;
- cooperation and support from parents.

Parents have the RIGHT to:

- respect, courtesy and honesty;
- be informed of procedures and decisions affecting their child's health and welfare;
- be informed of their child's progress;

Administration have the RIGHT to:

- respect, courtesy and honesty;
- cooperation and support from students, teachers and parents;
- work in a safe, secure and clean environment.

Students have the RESPONSIBILITY to:

- make sure their behaviour is not disruptive to the learning of others;
- help in keeping the school environment neat, tidy and safe;
- make sure they are punctual, polite and display a positive manner;
- behave in a way that protects the safety and wellbeing of others;

Staff have the RESPONSIBILITY to:

- model respectful, courteous and honest behaviour;
- ensure that the school environment is kept neat, tidy and secure;
- establish positive relationships with students;
- ensure good organisation and planning that reflects the needs of the students;
- encourage and involve parents in the educational process;

Parents have the RESPONSIBILITY to:

- ensure that their child attends school;
- ensure that the school is informed of any conditions that may affect their child's learning;
- ensure that their child is provided with appropriate materials to make effective use of the learning environment;
- support the school in providing a meaningful education in order to achieve optimum outcomes for their child;
- support the school in managing their child's behaviour so effective learning can take place for all students.

Administration have the RESPONSIBILITY to:

- support teachers with behaviour management;
- ensure consistency in the implementation of the behaviour management procedures throughout the school;
- facilitate parent/teacher/child conferencing;
- assist with the design and implementation of programs for individual children with behaviour and learning problems;
- provide relief teachers with guidelines pertaining to behaviour development and management procedures;
- elicit support of outside agencies in collaboration with parents;
- document significant student misbehaviour and corrective strategies and inform parents as necessary;
- provide a link between parents and staff.

NARROGIN PRIMARY

SCHOOL GUIDELINES

We are kind, friendly and show respect for each other.

- We respect school property.
- We are polite and positive at all times.

We consider the safety of ourselves and others.

- We wear a hat in the playground in all terms.
- We always walk on pathways and in quiet areas.
- We eat food in the right areas.
- We do not use equipment before school.

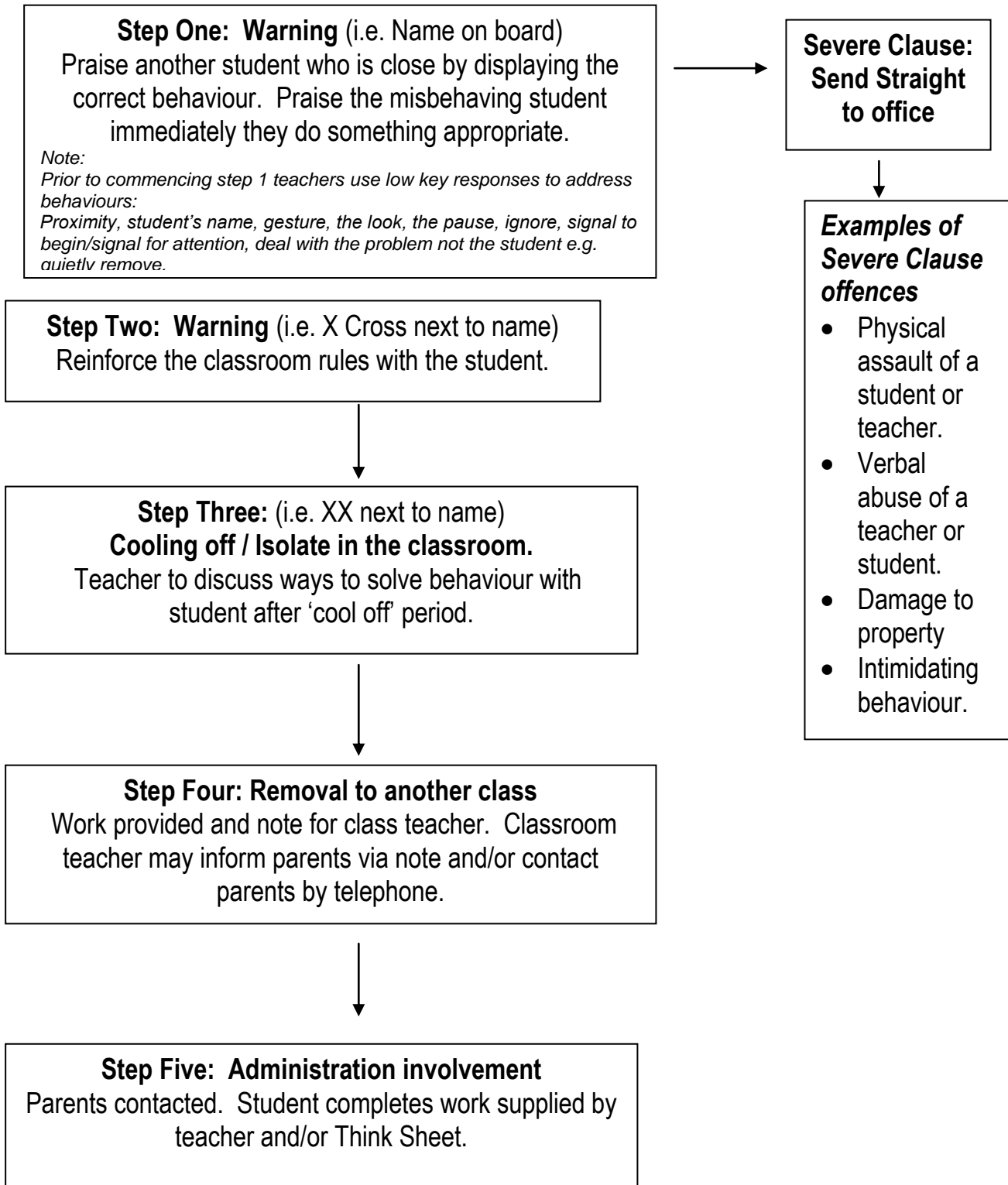
We accept others and tolerate differences.

- We listen to others.
- We co-operate and collaborate.
- We do not use put downs.





5 Step Behaviour Management Plan Classrooms



NARROGIN PRIMARY SCHOOL

Student Mobile Phone Policy

The Department of Education has a mobile phone policy.

“Pursuant to regulation 70 (1) of the School Education Regulations 2000, ‘the principal of a government school may by order either generally or in a specific case, prohibit an item from being brought onto or used on the school’s premises without the permission of the principal.’ The power is therefore there for the principal to ban mobile phones being brought to school altogether, or principals may simply ban their use at school or in the classroom. The principal may also place conditions on the use on the school premises of an item. An order can only be made for one or more of the following purposes:

- to manage and control the school and persons on the school’s premises;
- to maintain good order on the school’s premises;
- to ensure the safety and welfare of persons of the school’s premises; and
- to prevent or minimize damage to property that compromises or is located on the school’s premises.

Reasons for concern over mobile phones include:

- privacy concerns in change rooms (phones with inbuilt cameras)
- interruption to exams and classes
- theft of the phones
- inappropriate messages being sent via SMS, including bullying and sexual harassment”

RATIONALE

At Narrogin Primary School our aim is to ensure the best possible environment in which our students can learn and our teachers can teach.

We know that mobile phones are a useful tool in an electronic world. We encourage our students to develop the knowledge and skills to engage safely and responsibly, under the direction of their parents and/or staff, with a range of new technologies.

We actively discourage students from having mobile phones at school. Should the need arise students may usually be contacted and can contact their parents via the school office.

We accept that some families may feel the need for their children to have access to a mobile phone for emergency contact outside of school hours.

MOBILE PHONES AT SCHOOL

If a student has a mobile phone at school:

- it must remain in their bag at all times or can be given to class teacher or office staff to secure until the end of the school day.
- it must be switched off.

USE OF A SCHOOL PHONE

Students must seek permission from a staff member before using any school phone. Failure to comply will result in consequences as determined by the school’s behaviour management policy.

FAILURE TO COMPLY

If students contravene these rules the phone must be immediately delivered to the office. It should be collected from the office, by the student, at the end of the school day. Parents will be notified of the incident.

If these rules are contravened for a second time, the phone must be delivered to the school office upon arrival at school and collected from the office at the end of the school day, by the student, for the remainder of the current term.